



MINERAL COUNCIL MEETING AGENDA

October 15, 2024 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | townclerk@townofmineral.net

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. ADOPTION OF AGENDA

E. PUBLIC COMMENT

The public will have 3 minutes to address the Council at this time for all matters not on the current agenda. The Council will not respond to the public, but will address any questions or concerns at a later time.

F. APPROVAL OF MINUTES

1. 6.18.2024 Minutes

a. motion to approve or deny minutes

2. 7.2.2024 minutes

a. motion to approve or deny minutes

G. ACCOUNTS PAID

1. Summary Report of accounts paid between 7/1/2024-6/30/2025.

2. Accounts Paid Report

a. Motion to accept Accounts Paid.

H. REPORTS

1. Committee Reports

2. Town Manager/ Zoning Administrator report

3. DMV Report

4. Treasurer's Report

I. OLD BUSINESS

1. **Approval of Bylaws and Civility Pledge**

a. Discussion of Bylaws and Civility Pledge.

b. Motion for approval or denial of Bylaws and Civility Pledge.

2. Scheduling of Town Hall meeting

a. Discussion of scheduling Town Hall Meeting.

b. Motion for approval of Town Hall Meeting date.

3. Selection of Council Candidate

a. Council to nominate a candidate

b. Council to cast a vote on nominations

c. Motion to nominate selected candidate

4. Resolution to solidify previous votes for mitigation on Mineral development

J. OLD BUSINESS

1. Mineral Planning Commission Vacancy

a. Motion to post vacancy for Mineral Planning Commission

K. PUBLIC HEARING

2. Purchase of Property

a. Motion for approval or denial regarding the purchase of property.

L. CALENDAR OF UPCOMING EVENTS

1. Next meeting: 11/12/2024

2. Christmas Tree Lighting: 12/13/2024

3. December meeting: 12/9/2024

M. COUNCIL COMMENTS

N. EXECUTIVE SESSION (AS NEEDED)

In accordance with §2.2-3711(A)(1) of the Code of Virginia, Town Council will convene in Closed Session to consider a personnel matter involving the consideration of legal counsel.

O. BACK IN SESSION

P. ADJOURN

Mayor Edwin Jarvis - Vice Mayor Ronald Chapman

Council Members: Bernice Kube, Dave Hempstead, Michelle Covert

Nicole Washington, Town Manager, Stephanie Dorman, Town Clerk, Kelly Singletary, Town Treasurer,

Town Council meets for its regular session on the second Monday of each month at 6:30 p.m. Persons wishing to be heard or having an item to be placed on the agenda should make their request to the Clerk of Council by the final Monday of the month preceding the meeting.

Town Civility Pledge

The Town of Mineral pledges to practice and promote civility within the Mineral Town Council.

The elected officials of the Mineral Town Council enact this civility pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others, and their viewpoints, and finding solutions for the betterment of the community.

This pledge ensures all communication – both spoken and written – to be open, honest, and transparent as this is vital for cultivating trust and relationships.

This pledge ensures mutual respect to achieve municipal goals, recognizing that patience, tolerance, and civility is imperative to success.

This pledge creates opportunities for finding common ground and engaging in civil discussion to seek solutions through active listening and thoughtful participation.

Adopted February 13, 2023.



MINERAL COUNCIL MEETING MINUTES

June 18, 2024 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | townclerk@townofmineral.net

Members Present

Mayor Edwin Jarvis

Vice Mayor Ronald Chapman

Olivia McCarthy

Bernice Kube

Dave Hempstead

Michelle Covert

Others Present

Town Manager, Nicole Washington

Town Attorney, Catherine Lea

Town Treasurer, [Kelly Singletary](#)

PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

ADOPT OR AMEND AGENDA

Rebecca McGhee resignation added to agenda.

OLD BUSINESS

Amend and Adopt the Water and Sewer Rates

Water rate increase amended to 29%, down from the original 31% suggested amount. The rate increase will take effect July 1.

Motioned by Covert and seconded by Chapman.

Mayor Jarvis questioned if the Town was in danger of having any critical infrastructure issues regarding the water pipes. Council member Covert noted that it is not predictable due to outside factors, such as an aftershock. The Town Manager mentioned that the biggest water issue the Town is facing is leakage. Mrs. Washington believes that the 29% is enough of an increase, as well as the grant money, is enough to fix the system. Mrs. Washington also suggested to Council that the Town hosts a quarterly town hall meeting so citizens can voice their concerns as well as show the Town's progress. The Town will also look into using a Facebook page as a way of communicating with citizens.

- Ronald Chapman - yes
- Olivia McCarthy - yes
- Bernice Kube- yes
- Dave Hempstead- yes
- Michelle Covert - yes

Motion Passed 5-0-0

FY25 Budget -Adoption of the Fiscal Year 2025 Budget

The Town Manager proposed a budget reflecting the 29% water increase. A copy of the budget can be found in the agenda packet for this meeting.

Council and Town Manager discussed funds including personnel, legal and zoning. Council also discussed the purchasing of the old Mineral School.

- Ronald Chapman - yes
- Olivia McCarthy - yes
- Bernice Kube- yes
- Dave Hempstead- yes
- Michelle Covert - no

Motion Passed 4-1-0

Council member Covert objected as she believes there should be more money allocated to the capital project fund.

Appropriation of Funds for Fiscal Year 2025 Budget

A copy of the appropriation of funds can be found in the agenda packet for this meeting.

Motion by Kube and seconded by Chapman.

- Ronald Chapman - yes
- Olivia McCarthy - yes
- Bernice Kube- yes
- Dave Hempstead- yes
- Michelle Covert - yes

Motion Passed 5-0-0

NEW BUSINESS

Motion for resignation of Council member McGhee acceptance by McCarthy seconded by Chapman.

- Ronald Chapman - yes
- Olivia McCarthy - yes
- Bernice Kube- yes
- Dave Hempstead- yes
- Michelle Covert - yes

Motion Passed 5-0-0

Council Member Kube introduced resolution 2024-003 and was seconded by McCarthy.

- Ronald Chapman - yes
- Olivia McCarthy - yes
- Bernice Kube- yes
- Dave Hempstead- yes
- Michelle Covert - no

Motion Passed 4-1-0

ADJOURNED



MINERAL COUNCIL MEETING MINUTES

July 2, 2024 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | townclerk@townofmineral.net

Members Present

Mayor Edwin Jarvis
Vice Mayor Ronald Chapman
Olivia McCarthy
Bernice Kube
Dave Hempstead
Michelle Covert

Others Present

Town Manager, Nicole Washington
Town Attorney, Catherine Lea
Town Treasurer, Kelly Singletary

CLOSED SESSION

Council went into closed session in accordance with §2.2-3711(A)(7) to consult with legal counsel on matters related to zoning.

BACK IN SESSION

Members of Council voted to certify the closed session and to go back into session.

ADJOURNED

Motioned by Kube.



Town Council

Summary Report

TO: Town of Mineral Council

FROM: Nicole Washington, Town Manager

SUBJECT: Accounts Paid Report

Date: October 15, 2024

You will find attached the accounts paid report. This is the report format that we will follow for reviewing accounts paid. There are two items to explain in this report. 1) the date range for this meeting is showing as 7/1/2024 – 6/30/2025. 2) The actual column layout of the report.

- 1) The date range is to show the accounts paid from 7-1/2024 to through the current month. The range allows to include anything that has been paid within the FY25 fiscal year. (being that we are only through October, you will only see payments through October.
 - a. Next month the accounts paid will start with October 15, 2024 and the date range will show October 15, 2024 to June 30, 2025. This will show all payments made during October, we use the year-end date for consistency.
- 2) The columns show the vendor twice and has you look across you will see that it shows the invoice and the check payment.



Town Council

Summary Report

TO: Town of Mineral Council

FROM: Nicole Washington, Town Manager

SUBJECT: Accounts Paid Report

Date: October 15, 2024

You will find attached the accounts paid report. This is the report format that we will follow for reviewing accounts paid. There are two items to explain in this report. 1) the date range for this meeting is showing as 7/1/2024 – 6/30/2025. 2) The actual column layout of the report.

- 1) The date range is to show the accounts paid from 7-1/2024 to through the current month. The range allows to include anything that has been paid within the FY25 fiscal year. (being that we are only through October, you will only see payments through October.
 - a. Next month the accounts paid will start with October 15, 2024 and the date range will show October 15, 2024 to June 30, 2025. This will show all payments made during October, we use the year-end date for consistency.
- 2) The columns show the vendor twice and has you look across you will see that it shows the invoice and the check payment.



Town Council

Summary Report

TO: Town of Mineral Council

FROM: Nicole Washington, Town Manager

SUBJECT: Town Manager Report

Date: October 15, 2024

Meetings

- Live Stream
- Business spotlight

FOIA

- Fees – no talking to each other (email, after meeting etc.)

Personnel

- Bonus, raise
- DMV Manager
- half-day Dec 31

Attorney

- We have 2 resumes for review regarding a Town Attorney.

Water/Sewer

Water –

- There is a leak at the Exxon station. We are reviewing the issue to see if we can locate the leak to determine what needs to be done. We believe it is not on the Town side, but we want to assist the business in addressing their issue with our knowledge.

Sewer-

- To summarize our findings as of now – the real estate data didn't help a whole lot. It removed a few services from field investigation; however we still have over 300 services to identify. Our hope is that the as-builts will help eliminate a few more. If we cannot locate those, or if they do not have any details showing replacement of service lines, then we will need to test pit each of those meter locations. Our approved \$100k budget is insufficient to accomplish



Town Council

Summary Report

Budget

IT – We have a new IT consulting firm that will be able to assist the Town in a transition to Microsoft 365 and outlook as the email host. I will keep you posted on this timeline.

Audit – The auditors have notified us that there are documents they are going to need to finish the audit for FY2022. I am in the process of working on this request.

Fee Structure – As we move into thinking about our next fiscal year, I would like council to ponder the idea of increasing certain fees for development, review, etc. I will come up with a market value for certain fees for evaluation.

Roof repair – Our building needs to have it’s roof repaired (102 E First Street). There are 3 leaks streaming down the inside of the building. I am having contractors give estimates. We have a budget for repairs, the full repair or metal estimate for the roof seems to be around \$18,000~. Motion for moving forward with repairs.

Parade

Hometown Parade October 24, 2024, 5:30pm

Events/ Around Town

Constitution Day – September 18 - Chalk the sidewalks and put flags around the buildings (school event)
Christmas event

- Tree ordered – claybrookfarm@gmail.com
- Lights up
- Snowflakes on all posts
- Possible Garland
-

Zoning

We received a PUD plat review in the office. I am reviewing it.



Town of
MINERAL
VIRGINIA

Town Council Meeting
October 2024

Agenda Item: Monthly Report - Mineral DMV Select 361

Date: October 15, 2024

Report Prepared By: Kendra Ellis

- August 2024 monthly revenue totaled \$51,727.23
- September 2024 monthly revenue totaled \$ 45,408.30
- The Mineral DMV Select office has continued to operate without interruption, in providing exceptional customer service and titling transactions, etc. to the customers of this community and surrounding communities. This also includes our title vendors that visit our office daily. Many thanks to the DMV Select Team for their hard work and dedication.
- The DMV Connect Team visited our office on September 27, 2024 with a successful turn-out. All available appointment times were booked and the DMV Connect Team was also able to accommodate walk-in customers.
- The DMV Select Team and Town of Mineral are wishing Blake Potter much success as he pursues other career opportunities outside of our organization. His last day was October 9, 2024.
- The Mineral DMV Select has posted an open position - Full-time DMV Clerk. The job posting is available on the Town of Mineral website, Town of Mineral Facebook page, as well as advertised on the LED sign.
 - There has been a good amount of interest in the posted position - with many applications/resumes being submitted.
- The Mineral DMV Select and Town of Mineral welcomed Kendra Ellis as the DMV Manager.

The employees of Mineral, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.

Town Civility Pledge

The Town of Mineral pledges to practice and promote civility within the Mineral Town Council.

The elected officials of the Mineral Town Council enact this civility pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others, and their viewpoints, and finding solutions for the betterment of the community.

This pledge ensures all communication – both spoken and written – to be open, honest, and transparent as this is vital for cultivating trust and relationships.

This pledge ensures mutual respect to achieve municipal goals, recognizing that patience, tolerance, and civility is imperative to success.

This pledge creates opportunities for finding common ground and engaging in civil discussion to seek solutions through active listening and thoughtful participation.

Adopted February 13, 2023.



MINERAL TOWN COUNCIL

LOCATED IN

LOUISA COUNTY, VIRGINIA

BYLAWS – STANDING RULES OF PROCEDURE

Originally Adopted:

TOWN OF MINERAL, VIRGINIA

TOWN COUNCIL

BYLAWS

(Adopted , 2024)

“PREAMBLE”

Section 1 – Purpose and Basic Principles

Section 1-1. Purpose of Bylaws and Rules of Procedure

- A. To enable the Mineral Town Council (MTC) to transact business professionally, expeditiously, effectively, and efficiently.
- B. To protect the rights of each individual Council Member and the public.
- C. To foster and preserve a spirit of cooperation and respect among all the MTC members; and
- D. To determine the pleasure of the MTC on all matters brought before it.

Section 1-2. Five basic principles underlying Bylaws and Rules of Procedure

- A. Only one subject may claim the attention of the MTC at a time.
- B. Each item presented for consideration is entitled to full and free discussion.
- C. Every member has rights equal to every other member.
- D. The will of the majority must be carried out, and the rights of the minority must be preserved; and
- E. The personality and desires of each member should be merged into the larger unit – the Mineral Town Council.

Section 2 – Standing Rules of Procedure of the Mineral Town Council

- I. **Schedule and Time of Meetings**

A. Regular Meetings: Regular meetings of the MTC shall be held in the Mineral Municipal Building Town Council Chambers on the second Monday of each month at 6:30 pm, except if a recognized Holiday falls on a Monday Meeting night, the MTC meeting will automatically take place the next night, Tuesday night, at the same time. The MTC, by majority vote, may cancel any regular meeting, if there is insufficient business to require such a meeting. The Council may reschedule a regular meeting to another date, if it so desires, or the Mayor may cancel a meeting if it is determined that there is not sufficient business or if it is determined ahead of time that there will not be a Quorum available for the scheduled meeting. MTC meetings shall not extend beyond 10:00 pm, unless extended by a Majority Vote of the MTC. A Motion to extend a meeting beyond 10:00 pm shall take precedence over any Motion then on the floor.

B. Special Meetings: Special Meetings of the MTC shall be called by the Mayor or by a Majority of the MTC members. Such requests shall be in writing, addressed to the Town Clerk and shall specify the time and place of the meeting and the matters to be considered at the meeting. The Town Clerk shall immediately notify each member of the MTC in writing to attend such Special Meeting at the time and place described in the request. The Town Clerk's Notice shall specify the matters to be considered at the meeting. The Town Clerk shall send a copy of such Notice to each member of the MTC by email and by hand to the residence of each member and provide a copy of the Notice to the Town Attorney by email not less than three days before the day of the Special Meeting. The requirement for three days advance Notice may be waived if a Majority of the MTC members concur, the Town Attorney attends the Special Meeting, and a Public Notice is placed on the Public Notice Board outside of the Municipal Building. No matter that was not specified in the Notice shall be discussed or considered at a Special Meeting.

C. Council Workshops: Workshops are generally meetings of the MPC, conducted in an informal format, primarily for the purpose of receiving presentations by staff, consultants, contractors, or applicants regarding the Town Budget, Town Code, the Town's Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance the Capital Improvements Plan or reviews by the MTC of these or other pertinent matters. The Town Manager or Zoning Administrator, with the concurrence of the Mayor, or a majority of the MTC members, may arrange for a MTC Workshop, provided that a Notice of the Workshop and the topics for discussion shall be delivered to each MTC member and the Town Attorney at least five work days prior to the Workshop Meeting.

II. CONDUCT OF MEETINGS

A. These Adopted Bylaws and Rules of Procedure apply as the primary directive to MTC meetings, operations and conduct. Where not addressed, Robert's Rules of Order, Newest Revised Edition, shall govern the conduct of MTC meetings. All actions and activities addressed herein shall conform to State laws as mandated by Virginia State Code. Any rule of Parliamentary Procedure may be suspended by a two-thirds vote of the MTC members in attendance. Any standing rule set forth herein (e.g. the length of time permitted for public hearings, amount of time allotted to each speaker, etc.) may be Suspended or Modified by a Majority vote of the MTC or by the Mayor, with MTC concurrence.

B. For any meeting, a majority of the MTC membership total shall constitute a Quorum. If a Quorum has not been reached within fifteen (15) minutes from the time that the meeting was scheduled to begin, then the meeting of the MTC may be deemed to have been cancelled, and the MTC will meet again at its next scheduled meeting.

C. The Mayor shall conduct the meetings and shall rule on interpretations of the Rules of Parliamentary Procedures and on these Bylaws and Standing Rules of Procedure. The Town Attorney, if available at the meeting, shall be the Parliamentarian, when requested by the Mayor or a majority of the MTC.

D. The Vice-Mayor shall preside over meetings of the MTC in the absence of the Mayor or the unavailability of the Mayor for any reason during meetings. If neither the Mayor or the Vice-Mayor of the MTC is in attendance at a meeting where a Quorum is nonetheless present, any member of the MTC may call the meeting to order and the members present shall elect a Mayor Pro-Tempore to preside over the meeting, or until either the Mayor or the Vice-Mayor arrives.

E. Members of the MTC must be recognized by the Mayor before proceeding to speak during any meeting. Members of the MTC shall address only the Mayor and shall address other members, staff and other persons present through the Mayor. After being recognized by the Mayor, an MTC member shall not be interrupted during the time that member is allotted to speak, except when a Point of Order is called or when being requested to yield the floor by another member.

F. No member shall hold the floor longer than five minutes without yielding to the Mayor or another member's request for the floor, when requested.

G. No member may speak a second time on a Motion until every other member desiring to speak has spoken.

H. When two or more members of the Council wish to speak at the same time, the Mayor shall designate the one to speak.

I. Amendments to Motions require the approval of the member making the Motion and the member seconding the Motion.

J. A Substitute Motion shall be allowed to any Motion properly on the floor; it shall have precedence over an existing Motion and may be discussed prior to being voted on. If the Substitute Motion fails, the former Motion can then be voted. If the Substitute Motion passes, the Substitute Motion becomes the Main Motion and can be voted. Once a Substitute Motion is voted upon, a second Substitute Motion may be made. No more than two (2) Substitute Motions may be made.

K. At his or her discretion, a MTC member, who properly has the floor, may recognize any person in attendance at the meeting to speak for up to three (3) minutes on a germane matter, which is not the subject of a Public Hearing. The speaker's time will be deducted from the time allowed to the initiating MTC member. If requested by the Mayor, the speaker and/or the member must yield the floor after the time granted to him/them has expired.

L. The Mayor is Not a voting member of the Council and cannot make Motions, Second Motions, or vote upon matters that come before the MTC. The Mayor may present, comment, discuss and moderate matters coming before the MTC. Since the Mayor cannot vote, unless there is a tie-vote of the MTC, the Mayor shall not make or second Motions.

M. Any Question submitted to the MTC shall be determined by a Voice Vote of the Majority of the members voting on the Question, except where the Rules of Parliamentary Procedure or the requirements of the Virginia State Code specify a greater than Majority vote. When the Voice Vote on any Motion does not appear to the Mayor to be unanimous, he or she may request that the Town Clerk determine the vote of the individual members of the MTC by Roll Call. Any member of the MTC may call for a Division of the House and the Mayor shall then instruct the Town Clerk to conduct a Roll Call vote. The Roll Call shall be conducted on a rotating member basis. A tie vote on any matter shall be determined by the Mayor casting his or her vote to break the tie. The Vice Mayor or any other MTC member when filling in for the absent Mayor, should Not make or second Motions, but does Not loose his/her vote on all matters coming before the MTC. No member may change his or her Vote on any matter, except through a properly presented Reconsideration of the Vote. At the

conclusion of each Vote on all Motions, the Mayor shall announce whether the Motion has been adopted or defeated and the Vote count.

N. The Mayor shall Order the Removal of any person whose behavior is so Unruly or Disruptive as to prevent the Orderly Conduct of the meeting. At least one Verbal Warning should be provided by the Mayor, or the meeting's presiding officer, to any offending person, unless the immediate action of Removal is deemed necessary by the Mayor or the majority of the MTC. The conduct of MTC members towards each other, the staff or the public Must be Above Reproach and Should avoid even the Appearance of Impropriety. Members of the MTC, staff and all members of the public present at meetings Shall Refrain from Abusive Language or Conduct, Personal Charges or Verbal Attacks upon the Character or Motives of MTC Members, staff or any other persons, present or not.

III. AGENDAS

A. The standard Agenda for regular MTC Meetings should be according to the following general format:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Adopt/Amend Meeting Agenda
5. Public Comments (3 min. max per person)
6. Approval of Consent Agenda Items
7. Approval of Minutes
8. Review and /Approval of Bills
9. Public Hearings
10. Old Business
11. New Business
12. Appointments
13. Reports:
 1. Zoning Administrator

- 2. Council Members' Comments
- 14. Closed Session (As necessary/with Town Attorney)
- 15. Reconvene & Certification Vote
- 16. Discussion/Action following Closed Session
- 17. Adjourn

B. Items which are requested to be placed on an upcoming Meeting Agenda which have not been submitted to the Mayor or Town Clerk within the prescribed deadline, at least seven days ahead of the meeting, may be placed on the next monthly regular Agenda for consideration. The Mayor, following consultation with the Town Manager, approves the items to be placed on each Meeting Agenda and the materials to be distributed. All MTC regular meeting packages should be electronically distributed to members and the Town Attorney at least five calendar days in advance of meetings. Copied materials should be made available to members, upon request, at least three business days prior to the meetings.

C. Nothing herein prohibits any MTC member from requesting to add items to the Agenda at the proper time at the beginning of the regular meeting, provided that such a request is made in the form of a Motion, duly Seconded, voted on and approved by a Majority of the MTC. Members should use discretion in requesting additions to the items on the Agenda. It is considered desirable to have items listed on the Published Agenda.

D. Variations from the standard Agenda for Regular meetings may be permitted by the Mayor, subject to review and consultation with the Town Manager.

E. Matters may be placed on the MTC Agenda by: (1) the Mayor, (2) by previous Resolution of the MTC, (3) upon the request of any member of the MTC to the Mayor and with the Mayor's concurrence, or (4) by the Town Manager, with the concurrence of the Mayor.

IV. Public Comments

A. A time shall be established on the Agenda of each regular monthly meeting for the public to be able to address the MTC on any pertinent item(s) of their interest or concern, Other Than matters scheduled for Public Hearings in that meeting. Comments on Public Hearings must be provided when the Public Hearings are held during the meeting. Public Comments is an opportunity primarily for residents of the Town of Mineral to present their comments and information on any topic on the Agenda or not on the Agenda to the

MTC. The MTC typically will not respond directly to speakers comments or questions at this time of the Meeting. The MPC may direct that Staff prepare a report or take some other action in response to the public or the MTC may decide to put the matter on the current Agenda or a subsequent meeting for further discussion and/or action.

B. During the Public Comments time, each speaker may be permitted to speak for up to three (3) minutes. If the number of public speakers requesting to address the MTC should exceed the total allocated time of 15 minutes on the Agenda for Public Comments, the Mayor should request, after the 15 minutes allotted for Public Comments has expired, that any remaining members of the public signed up to speak, but have not been able to at that time, to return at the next regular meeting of the MTC to address the Council. Alternatively, the Mayor may inquire with the MTC, after the 15 minutes allocated for Public Comments has expired and more public speakers remain, as to whether it would be appropriate and desirable to the Council that the Public Comment time for this meeting be extended for a specific additional time period to hear from the additional speakers. A Unanimous Consent or a majority vote of the MTC will necessitate the extension of the Public Comment period for any additional speakers.

V. APPROVAL OF MINUTES

A. The Minutes of the preceding MTC meeting or any other previous meetings will be distributed to the members with the Agenda and package of materials for review prior to the meeting where the Minutes approval is requested. The Mayor shall request a Motion for Approval of the Minutes following his/her inquiry of any suggestions, corrections or changes to the minutes by Council. Minutes of prior meetings shall be approved by a Majority vote of the MTC members in attendance.

B. It is the policy of the MTC that Minutes shall enumerate the following items:

1. The time, date and place of the meeting, members of the MTC and key staff members that were in attendance. The Town Clerk shall record in the Minutes the absence of any member of the MTC and/or the lateness or time of leaving the meeting of any member.

2. A clear and concise statement of the matters that came before the MTC, the names of people speaking on each matter, and a synopsis of the statements.

3. A notation of specified issues or clarifications that have salient bearing on the matter being decided.

4. A notation of the memoranda and exhibits which accompany the matters before the MTC which shall be filed with the Town Clerk's records of the meeting.

5. A statement of the specific request or recommendation being presented to the MTC. The result of the vote, passage, or failure shall be noted, and the vote of each member recorded.

7. Such specific items, issues, comments, or votes, as requested by any MTC member during a meeting but prior to approval of the minutes by the MTC.

8. Such other matters as the Town Clerk shall deem necessary to provide a complete, accurate and understandable record of deliberations of the MTC.

C. Minutes of the workshops and other meetings of the MTC where no formal action is taken shall be summary in nature, indicating the time, date and place of the meeting, members of the MTC in attendance, persons making presentations before the MTC and the topic or topics of the workshop discussion.

D. Video/tape recordings of the MTC shall be retained by the Office of the Town Manager for a period of five years, or in accordance with Virginia Code requirements.

VI. Consent Agenda

A. The purpose of the Consent Agenda is to provide a method for the expeditious handling of items which, in the opinion of the Town Manager and the Mayor, will not require discussion and will be approved unanimously by the MTC.

B. Prior to the consideration of a motion to approve the Consent Agenda, the Mayor shall ask if any member of the MTC would like to have an item removed from the Consent Agenda for discussion, for further information, or in order that there might be a separate vote on that item.

VII. Public Hearings

A. The Mayor shall conduct all Public Hearings.

B. The order of Public Hearings shall be as follows.

1. Hearings should begin with a brief presentation from the Zoning Administrator and/or a representative for the Zoning Administrator or another staff member. The presentation should summarize the facts about the issue

and provide a recommendation to the MTC For or Against the application or request. MTC members may seek clarification during and following the presentation.

2. After a brief presentation from staff, the Mayor shall open the Public Hearing.

3. The duration of each Public Hearing should be limited to one hour, except if the Public Hearing is on a matter anticipated by MTC to have an especially high degree of public input. If so, it should be limited to two hours maximum in duration.

4. Each speaker may be permitted to speak for up to three minutes, however, the applicant may be entitled to use up to ten minutes. No person shall be permitted to "yield time" to another speaker for the purpose of gaining additional time, unless agreed to by the Mayor. Prior to the beginning of the MTC meeting and particularly prior to the opening of each Public Hearing, all members of the public or other persons wishing to speak during the Public Hearing, shall sign up on a Town generated attendance form available for each meeting to include the person's name, address and their contact information. If it appears to the Mayor that there may be more prospective speakers wishing to speak to the MTC than can be accommodated in the time available for the Public Hearing, the Mayor may reduce the time allotted to each speaker.

C. The principal purpose of Public Hearings is to provide an opportunity for members of the public to provide input to the MTC regarding the subject of the Public Hearing. Accordingly, statements and questions from speakers will be recorded by members of the staff and, if sufficient time remains at the conclusion of the Public Hearing, the MTC may upon the Mayor's recognition, ask questions of speakers as necessary to clarify their comments or to obtain other information pertinent to the subject matter of the Public Hearing; however, the time expended in response to such questions shall not be deducted from the time allocated to any speaker or from the time allocated to proponents or opponents. MTC Members should withhold their comments until after the Public Hearing portion is closed, in order to ensure participation by the public without MTC interference.

D. After the public speakers have completed their remarks, the Applicant or the representative of the Applicant, at his or her discretion, may respond with a rebuttal. There shall be a five-minute time limit for rebuttal.

- E. After the Staff, the Applicant and the public have concluded all presentations, the Mayor shall close the Public Hearing.
- F. When a Public Hearing has been closed by the Mayor, no further public comments should be permitted. MTC members, however, may direct questions to the applicant, commission, committee, staff member or any others present, for clarification prior to taking any vote.
- G. Following the closing of the Public Hearing, the MTC should debate the merits of the issue before it. Afterwards, the Mayor shall entertain a Motion to dispose of the issue. If the Public Hearing has been duly conducted and closed, but the Council chooses to Table action until a later meeting, discussion and action at that later meeting shall be limited to the MTC only. The Public Hearing itself shall not be continued to a subsequent meeting without additional public notification.

VIII. Elections and Appointments

- A. At the Annual Organizational Meeting of the MTC, usually held in January of each year, the Mayor shall open and preside over the Organizational Meeting. The annual Organizational portion of the meeting should follow on the Agenda immediately after the Pledge of Allegiance.
- B. The election of the Vice-Mayor shall be made upon the nomination of any member of the MTC by another member of the MTC. Nominations for the Vice-Mayor offices shall not require a second.
- C. The Mayor shall open the floor for nominations for the election of the MTC Vice-Mayor. The Town Clerk shall note the nominations in the order in which they are made by Council members. Nominations shall be closed by the Mayor only after assuring that there are no further nominations to be made. A Motion to Close Nominations before adequate time has been provided for any and all nominations to be made, shall be determined to be out of order. If more than one Council member has been nominated for Vice-Mayor, the Mayor shall poll the members of the MTC by Roll Call on each nominee in the order that the nominations are received. The first nominee for a given office to receive an affirmative majority vote of the members present and voting shall be deemed to have been elected to Vice-Mayor. Abstentions are not counted in determining the total vote count.
- D. The Vice-Chair shall serve for a term of one year and shall continue in said position after his/her term has expired until re-elected the following year or a successor has been duly elected by the MTC.

E. The date and time of regular monthly meetings of the Mineral Town Council shall be voted on or confirmed to be unchanged each year by the Town Council following the election of the Vice-Mayor.

F. The third action to be conducted at each yearly Council Organizational meeting, shall be the announcement by the Mayor of his/her appointments of all Council Members to the Town's Standing Committees, as established in the Mineral Town Code, and of Council members appointments to any additional Ad Hoc Committees that the Mayor desires to create.

There shall be no more than two Council members appointed by the Mayor to any of the Town Council Committees and the Mayor shall also appoint the chairman of each committee. The committee members and the committee's chairperson shall be appointed each year for a one-year term. Committee members shall Not be changed by the Mayor between the dates of the annual meetings, unless a Council member resigns to the Mayor from a committee that they have been appointed to. Newly appointed Town Council members should be placed in the Committee assignments that the Council member that they replaced filled. The chairmanship of the committee should switch to the remaining senior committee member when these changes occur. Any further committee changes to occur within the annual term shall only occur if all effected committee members and the Mayor fully agree to the changes. All committee assignments shall be placed on the Town Website for public knowledge and accessibility and the names and contacts shall be maintained current.

IX SCHEDULING OF REZONING REQUESTS

- A. After the Planning Commission has taken action on a rezoning request or application for a conditional use permit, the case should be scheduled for the next regular meeting of the Town Council if there is time available on the agenda and if public notice and sufficient advertising time is available. If the applicant request deferral to a later agenda, prior to advertisement of the public hearing, the Zoning Administrator, after consultation with the Town Manager, may schedule the case for a later meeting agenda.
- B. In order to assure that there will be adequate opportunity for members of the public to be heard on rezoning and CUP cases the agendas for the regular MTC meetings shall include only as many zoning matters as may reasonably be anticipated to be heard before 9:30 pm. If there are more zoning cases than can be reasonably accommodated, items will be selected in order of their application review completion dates. Cases that cannot be accommodated on the agenda of a

meeting will be scheduled for the agenda of the next regular meeting of the Town Council.

- C. Where prompt consideration of a specific rezoning request is necessary to accommodate a reasonable development schedule proposed by a significant economic development prospect which is determined by the Town will significantly benefit the citizens of the Town of Mineral by enhancing its revenue base, it will be within the discretion of the Town Manager to schedule the consideration of the rezoning request by the staff, by the Planning Commission and by the Town Council , consistently with the demands upon the time of those entities and with good zoning practice.
- D. Request for expeditious handling of special exceptions for fund raising events by charitable organizations, conditional use permits for the expansion of churches, and other activities related to non-profit organizations may be approved by the Town Manager, if the approval will result in no significant disruption of the orderly processing of other applications awaiting approval.

X COUNCIL MEMBER REQUESTS FOR STAFF ASSISTANCE

- A. Requests by Council members for assistance by administrative staff members, including department heads, in major projects requiring substantial amounts of time shall be directed to the Town Manager.
- B. Requests for assistance in legal matters should be directed to the Town Attorney.
- C. If the Town Manager or the Town Attorney thinks that a request for assistance from an individual Council member cannot reasonably be accommodated within their existing workload and priorities or is not in-line with directives of the Town Council body, the member should be so advised , and if necessary, the matter should be placed on the agenda of the next available Town Council meeting agenda for further discussion and guidance.
- D. Discussions and greetings with staff by Council members is normal, customary and encouraged, however requests for services or information that may be time consuming or questionable by the employee should be referred to or requested of the Town Manager.

XI SUPERVISION OF TOWN MANAGER, TOWN CLERK, TOWN EMPLOYEES AND THE TOWN ATTORNEY

- A. The Town Manager and the Town Attorney (Not a Town Employee) report to and are supervised by the Town Council. The Town Council is responsible for making all decisions pertaining to the hiring, supervision, evaluation and termination of

the Town Manager, the Town Attorney and share the responsibility for the selection, hiring and evaluation of the Town Clerk and must by Council action appoint the Town Clerk. The Council Personnel Committee shall be responsible for consultation and direction as needed between the Council and the Town Manager or between the Council and the Town Attorney between regular monthly Council meetings. Performance evaluations, both in person and in writing, should be performed at least annually within a reasonable time after the employment anniversary date of the Town Manager and the Contractual beginning date of the Town Attorney (Legal Contractor).

- B. All other employees in the Town Administration and the DMV report to and are supervised by the Town Manager, and applicable department heads. The Town Manager is responsible for the hiring, supervision and evaluation of all employees with the assistance of department heads. Terminations are a decision of the Town Manager, but only after consultation with Council in Closed Session. No new or vacant positions may be filled without prior Council authorization. The Council Personnel Committee, appointed by the Mayor, may be involved in the employment selection process when desired. Council members shall be promptly notified of any terminations or resignations. In cases requiring the immediate removal of an employee from their duties, the employee may be placed on suspension, with or without pay, pending an investigation by the Town Manager.

XII PRESS RELEASES

The Town Council, through its Mayor or Town Manager, has the authority to issue official press releases in the name of the Mineral Town Council concerning pending plans, actions and policies of the Council.

XIII ADMINISTRATIVE MATTERS

The following items shall be considered administrative in nature and shall Not require Council action. These items shall be the responsibility of the Town Manager or designee.

- A. Assignment of personnel in established “pool” positions where Council approved full-time equivalent staffing does not increase, and where no additional expense is involved.

- B. Approval of salaries for initial hires and approval of promotional salary increases, within Council approved salary ranges. (Unless previously set by the Council).
- C. Requests for withdrawal of zoning applications.
- D. Approval of educational and travel expenses for department heads and employees within the limits of the adopted budget.

XIV. Section 3 – Closed Sessions

A. Closed Sessions should only be conducted when the matter to be discussed is provided for under the Virginia State Code, Section 2.2-3711(A) Closed Meetings.

B. No meeting shall become a Closed Session until the MTC takes an affirmative vote in open session to enter Closed Session and the Town Attorney, and/or duly designated legal counsel, is present in the meeting, or is participating in the Closed Meeting by phone or Zoom type electronic connection. Any MTC member dissenting in such a vote shall state the reason for the dissention.

1. The motion to enter Closed Session shall state specifically the purpose or purposes which are the subject of the Closed Session and reasonably identify the substance of the matters to be discussed. The motion shall make specific reference to the applicable exemption(s) under the Freedom of Information Act (FOIA) which authorizes the Closed Session.

2. The Mayor or the Town Manager shall request the assistance of the Town Attorney when making additions to the published Closed Session Agenda.

C. No resolution, ordinance, rule, contract, regulation, or motion considered in a Closed Session shall be voted upon in Closed Session. The MTC must reconvene in an open meeting to take a vote by the Council on such resolution, ordinance, rule, contract, regulation, or motion which shall have its substance reasonably identified in the open meeting.

D. At the conclusion of a Closed Session, the MTC shall reconvene in open session immediately thereafter and shall cast a vote certifying that to the best of each Council member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements were discussed; and

2. Only public business identified in the motion convening the Closed Session were heard, discussed, or considered.

Any member who believes that there was a departure from the above requirements shall so state prior to the Mayor's call for the vote, indicating the substance of the departure that, in his or her judgement, has taken place.

E. The failure of the certification to receive the affirmative vote of a majority of the Council members present during the Closed Session shall not affect the validity or confidentiality of the Closed Session with respect to matters considered therein in compliance with the Freedom of Information Act.

F. The MTC may permit non- Commission members to attend a Closed Session if their presence will reasonably aid the MTC in its consideration of the issue.

XV. Section 4 – Amending Bylaws

After due consideration, these Bylaws and Rules of Procedures may be amended with the concurrence of two thirds of the Council members present. Proposed changes to the Bylaws and/or the Rules of Procedure shall be listed on a published Mineral Town Council Agenda and provided in advance to all Council members for their review.