



# MINERAL COUNCIL MEETING AGENDA

November 12, 2024 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | [townclerk@townofmineral.net](mailto:townclerk@townofmineral.net)

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**A. CALL TO ORDER**

**B. ROLL CALL**

1. Introduction of Newly Elected Officials

**C. PLEDGE OF ALLEGIANCE**

**D. ADOPTION OF AGENDA**

**E. BUSINESS SPOTLIGHT**

**F. 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.

**G. APPROVAL OF MINUTES**

1. 7.8.2024 Minutes
  - a. Motion to approve or deny minutes
2. 7.11.2024 Minutes
  - a. Motion to approve or deny minutes

**H. ACCOUNTS PAID**

1. Accounts Paid Report
  - a. Motion to approve or deny Accounts Paid

**I. OLD BUSINESS**

**J. NEW BUSINESS**

1. FOIA Policies
  - a. Discussion of FOIA policies

**K. CALENDAR FOR UPCOMING EVENTS**

1. Next meeting: 12/9/2024 (Public Hearing)
2. Christmas Tree Lighting: 12/13/2024

Refreshments beginning at 6:30 PM

Tree Lighting at 7:30 PM

**L. REPORTS**

1. Committee Reports
2. Town Manager / Zoning Administrator Report
3. DMV Report
4. Council Comments
  - a. Civility Pledge

**M. 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.

**N. BACK IN SESSION**

**O. ADJOURN**

Mayor Edwin Jarvis - Vice Mayor Ronald Chapman

Council Members: Olivia McCarthy, Bernice Kube, 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.



## **Mineral Town Council Civility Pledge**

**Each member of the Mineral Town Council Pledges by their signature below, individually and collectively, to practice and promote civility within the Mineral Town Council at all times, especially while in the Mineral Municipal Building or on Town property.**

**The elected officials of the Mineral Town Council enact this Civility Pledge intending to build a stronger and more prosperous community by advocating for positive civil engagement, respecting others, their view points, and finding joint solutions for the betterment of the community.**

**This Pledge, ensures that all communication - both spoken and written – shall be civil, open, honest and transparent as this is vital for cultivating trust and relationships.**

**This Pledge further ensures mutual respect to achieve municipal goals, recognizing that patience, tolerance, cooperation and civility is imperative to success.**

**This Pledge creates opportunities for finding common ground amongst individuals and engagement by all in civil discussion, seeking solutions through active listening and encouraging positive remarks and thoughtful participation.**

**A copy of the most currently adopted and signed Civility Pledge shall be maintained in a council member's file accessible for public inspection upon request.**

**Revised and Adopted October 15, 2024.**



# MINERAL COUNCIL MEETING MINUTES

July 8, 2024 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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## Members Present

Mayor Edwin Jarvis

Vice Mayor Ronald Chapman

Olivia McCarthy

Bernice Kube

Michelle Covert

Dave Hempstead

## Others Present

Town Manager, Nicole Washington

Town Treasurer, Kelly Singletary

Town Attorney, Catherine Lea

## PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

## PUBLIC COMMENT

**Tracy Hempstead**, Mrs. Hempstead believes there are serious violations in the State, Town, and County ordinances pertaining to the development of 14 houses. The censorship of Mayor Jarvis prompted her concern to conduct research on the matter. Mrs. Hempstead explained to the Council why she believes they would have immunity if the Town was to be in litigation regarding the construction. Mrs. Hempstead explained that she does not believe there has been approval for a subdivision to be constructed. Mrs. Hempstead shared concerns about letters between Mayor Jarvis and Tory Williams allowing subdivision of the land. Mrs. Hempstead calls for the halting of construction.

**Rebecca McGhee**, spoke of her concerns for the recent emergency meeting and urged the Council to explain to the citizen’s what happened during that meeting. Ms. McGhee began to voice her concerns regarding the Town’s personnel.

Public comment section is closed.

**APPROVAL OF MINUTES**

**March 11, 2024** - approved

Motioned by Chapman and Seconded by Kube.

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

Motion Passed 4-0-1

**April 9, 2024** - Needs to be amended. Continued for review.

**May 21, 2024** - approved

Motioned by Kube and Seconded by Covert.

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

Motion Passed 4-0-1

**REPORTS**

**Town Manager Report** - Planning Commission and Town Manager are working to update zoning codes. A citizen is interested in joining the Town Council. The Town Manager has spoken with Rural Water regarding multiple leaks. After the Carnival, the Town would like to cut the water to Walton Park to fix leaks.

**Robert Spedden**, expressed interest in being on the Town Council. Council member Covert asked what interested Mr. Spedden in joining the Council, he responded by saying it is a nice thing to do. Council member McCarthy asked what he believes the priorities are for the Town and he wants people to work together and he has a few things around Town that he would like to fix, including 7th street intersection.

Appointment motioned by Covert and seconded by Chapman.

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

Motion Passed 5-0-0

**Utility Report**, the Town is still waiting on Thomas Jefferson Planning District to provide a quote. Virginia Rural Water Association continues to test for leaks.

**DMV Report**, attached to packet for review.

**Planning Commission**, Chapman requests that Council make amendments to the Ordinance that creates the Planning Commission. The amendment will be on the agenda for next month's meeting.

**NEW BUSINESS**

Standard operating procedures for moratoriums. Council member Covert asked that this be moved to "Matters by Council Members"

The Town Attorney clarified the requirements of advertisement of ordinances.

Mayor Jarvis would like to create a public relations committee; including the Town Manager, Vice Mayor, and citizens. He is allowing 60 days for a policy to be formulated.

**EXECUTIVE SESSION**

Council went into closed session in accordance with §2.2-3711(A)(8) to consult with legal counsel to discuss land use.

Motioned by Chapman and seconded by Covert.

**BACK IN SESSION**

All present members of Council voted to certify the closed session and to go back into session.

**Matters by Council Members**

**Kube** - Would like to send a letter to the VFW and Main Street Supply complimenting their window displays. She also mentioned possibly a beautification project similar to the landscaping by the antique building in Louisa.

**Covert** - She encouraged Council members to join in the upcoming parade. She would also like to add 2 minutes to each public comment for "Happy news." She would like to look at available property on Main Street and reserve it for commercial or retail purposes.

**Mayor Jarvis** - Mineral Fire Department Carnival is coming at the end of the month.

**McCarthy** - Would like to structure public comments and would like to integrate answers into the next agenda. Council discussed how to best integrate responses but believe the public relations committee could help.

Council also discussed the use of social media.

The meeting was continued to July 11, 2024.

Motioned by Chapman and seconded by Covert.

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

Motion Passed 5-0-0

**ADJOURNED**



# MINERAL COUNCIL CONTINUED MEETING MINUTES

July 11, 2024 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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## Members Present

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

## Others Present

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

## PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

## EXECUTIVE SESSION

Council went into closed session in accordance with §2.2-3711(A)(1) to discuss personnel matters.

Motion by Chapman and seconded by McCarthy.

Ronald Chapman - yes  
Olivia McCarthy - yes  
Bernice Kube - yes



Michelle Covert - yes  
Dave Hempstead - yes

Motion passed 5-0-0.

**BACK IN SESSION**

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

Ronald Chapman - yes  
Olivia McCarthy - yes  
Bernice Kube - yes  
Michelle Covert - yes  
Dave Hempstead - was not present for the vote.

Motion passed 4-0-0.

In consensus, all present members of Council voted to allow the Town Manager to use her authority and discretion to address the 14 house development as well as any Town ordinance violations.

The Town Manager stated that there is a non-profit educational organization that would like to use the old Town Hall building. The organization would only use the building certain hours a week and would need a cabinet. They would be able to get insurance.

The Town Manager stated that Dominion Power has a charity that donates money to localities and they are willing to provide free lighting insulation at the cemetery. Main Street Plumbing will also provide the casings. In consensus, all present members of Council voted to allow the Town Manager to reach out to these providers approving the project.

The Council thanked Main Street Plumbing.

**ADJOURN**

Motion to adjourn the meeting by Kube and seconded by McCarthy.

Ronald Chapman - yes  
Olivia McCarthy - yes  
Bernice Kube - yes  
Michelle Covert - yes  
Dave Hempstead - was not present for the vote.

Motion passed 4-0-0.

DRAFT



Town of  
**MINERAL**  
VIRGINIA

**Town Council Meeting  
November 2024**

Agenda Item: Monthly Report - Mineral DMV Select 361

Date: November 12, 2024

Report Prepared By: Kendra Ellis

- October 2024 monthly revenue totaled \$39,529.02
- 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 Mineral DMV Select has selected a candidate for employment for the full-time DMV Clerk position.