



MINERAL COUNCIL MEETING AGENDA

March 10, 2025 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. BUSINESS SPOTLIGHT

1. Fishery

F. PUBLIC COMMENT

Members of the public will have three minutes to comment on any matter, while maintaining professional and courteous behavior. Council will not respond during public comment, but the appropriate member of Council or Staff will address questions and concerns in a timely manner.

G. APPROVAL OF MINUTES

1. 10.15.2024 Minutes
 - a. Motion to approve or deny minutes
2. 11.7.2024 Minutes
 - a. Motion to approve or deny minutes
3. 11.12.2024 Minutes
 - a. Motion to approve or deny minutes
4. 11.21.2024 Minutes

a. Motion to approve or deny minutes

5. 12.9.2024 Minutes

a. Motion to approve or deny minutes

6. 12.19.2024 Minutes

a. Motion to approve or deny minutes

7. 1.13.2025 minutes

a. Motion to approve or deny minutes

8. 1.21.2025 Minutes

a. Motion to approve or deny minutes

9. 2.3.2025 Minutes

a. Motion to approve or deny minutes

10. 2.10.2025 Minutes

a. Motion to approve or deny minutes

11. 3.3.2025 Minutes

a. motion to approve or deny minutes

H. OLD BUSINESS

1. Appointment of Council member

a. Council to nominate a candidate

b. Council to cast a vote on nominations

c. Motion to nominate selected candidate

2. Bowman Asset Management

3. Action on specific derelict buildings

a. 623 Mineral Avenue

i. Motion to approve or deny requested action by Town Manager.

b. 500 West Third Street

i. Motion to approve or deny requested action by Town Manager.

c. St. Cecilia

i. Motion to approve or deny requested action by Town Manager.

4. Bylaw review

5. Scheduling a Town Hall

I. NEW BUSINESS

1. Civic Plus Municode

2. Little League Sponsorship

J. REPORTS

1. Treasurer's Report & Accounts Paid

2. DMV Report

3. Town Manager's Report

4. Committee's Report

K. CALENDAR OF UPCOMING EVENTS

Next Scheduled Meeting: April 14, 2025

L. EXECUTIVE SESSION

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 an employees performance.

M. BACK IN SESSION

N. ADJOURN

Mayor- Ronald Chapman

Vice Mayor - Michelle Covert

Council Members: David Hempstead, Bernice Kube, Olivia McCarthy, Rebecca McGehee,
Vacant

Staff: Nicole Washington, Town Manager, Stephanie Dorman, Town Clerk, Kelly Singletary,
Town Treasurer, Robert Sproul, Town Attorney

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 MEETING

October 15, 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

Bernice Kube

Dave Hempstead

Michelle Covert

Others Present

Nicole Washington, Town Manager

Stephanie Dorman, Town Clerk

Two vacant seats

PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

ADOPTION OF AGENDA

Mayor Jarvis added “Council Reports” under “Reports.”

Motion to adopt amended agenda made by Chapman and seconded by Kube.

Ronald Chapman - yes

Bernice Kube - yes

Dave Hempstead - yes

Michelle Covert - yes

Motion passed 4-0-0

PUBLIC COMMENT

Debbie Moon, stated that the choice for appointment tonight is clear, as well it was back in April, and that Council did not vote for the candidate with experience that citizens wanted. Ms. Moon continued that she is pleasantly surprised with the job Council Member Hempstead is doing, even if they do not see eye to eye. Council has a choice of three candidates tonight, two of which have resigned their seats; McCarthy for stress and not having time and Spedden for blaming a former attorney for missing the ballot deadline. Ms. Moon believes that JoAnna Von Arb gave a clear outline of why she wants to be on Council and her values and would be her choice of candidates. She stated that Council will split votes between the candidates as some are friends and others have been previously endorsed.

JoAnna Von Arb, would like to remind everyone why she wants to be on Council. She sees a need for someone like herself on Council and wants to make sure that everyone respects one another and are treated fairly, while looking out for the best interest of the Town.

Rebecca McGehee, voiced concerns regarding the election code stating it requires a resume and any other materials. She believes that the Council took it upon themselves to decide what is required even though they do not have an attorney. She questioned if the Council is breaking the law.

Ms. McGehee continued that she has spoken to the owner of Miller’s Market regarding a statement that Council Member Hempstead made at a prior meeting about the breaking of ground for gas pumps. She shared the owner’s frustration with the statement as they say it is untrue.

Ms. McGehee’s final comment is that she would like to know why the public hearing ad was in the Richmond Times Dispatch and not in the Central Virginian. She does not believe that as many citizens read the Richmond Times Dispatch and that the ad was vague because there was no information on which land was being purchased.

Barbara Wood, would like to have the contact information for Ron Morgan.

APPROVAL OF MINUTES

1) 6.18.2024 Minutes

Motion to approve minutes made by Chapman and seconded by Covert.

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

Motion passed 4-0-0

2) 7.2.2024 Minutes

Motion to approve minutes made by Chapman and seconded by Kube.

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

Motion passed 4-0-0

ACCOUNTS PAID

The Town Manager explained the new formatting and that going forward they would be sorted in month order.

A member of the audience asked if there could be an actual vs. budget provided. The Town Manager advised she would like to do that as well and it is in process with the software company.

Motion to accept the accounts paid made by Chapman and seconded by Kube.

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

Motion passed 4-0-0

REPORTS

Council Reports

Vice Mayor Chapman presented, and read, Resolution 2024-010: Resolution for Censure of Council Member David Hempstead.

After reading the proposed resolution, Council Member Hempstead called for a Point of Order. It was discussed between Council Members and the Mayor whether this was an appropriate time to call for a Point of Order.

The Mayor found that Council Member Hempstead was out of order and advised that if he continued, he would be asked to leave the premises. After continuing to speak, the Mayor asked that a deputy escort Council Member Hempstead from the premises.

Council Member Hempstead continued by stating he has a right to speak under Robert's Rule of Order and under the Virginia State Constitution. Before leaving, he handed out the FOIA code section to the Council and stated he will be speaking with the State Attorney General.

Vice Mayor Chapman apologized to the public and explained the reasoning for the Censure was due to emails received over the weekend, from Hempstead's personal email, berating Town staff. In these emails, Hempstead wanted staff to submit documentation proving credentials to a single member of Council. The Vice Mayor continued by stating that a single member does not have that authority, nor should any Council Member feel that is a necessary action. Council Members discussed, individually, the Censure over the weekend as Hempstead's behavior was inappropriate.

The Mayor asked a clarifying question regarding how the Council spoke and the Vice Mayor advised they each spoke individually and did not meet.

The Mayor stated that Council only needs three people for a quorum, so the meeting would continue.

Motion to approve Resolution 2024-010: Resolution for Censure of Council Member David Hempstead made by Chapman and seconded by Covert.

Ronald Chapman - yes

Bernice Kube - yes

Michelle Covert - yes

Motion passed 3-0-0

Council Member Hempstead was no longer in his post.

Utility Reports

Council Member Covert stated that Louisa County wanted to be included in the planning of water. The water service line inventory is currently happening. Contractors were at Council Member Covert’s house and she stated they did a wonderful job and she has not heard any complaints.

The Town has placed an order for a manhole cover.

Council Member Covert praised the Town Manager for getting the leakage down to about 35%. The citizens are participating and reporting leaks.

The Town Manager stated that the contractors have finished their inventory and have sent it to VDH. She will be meeting with them next week to discuss the findings and will have a report at the November meeting.

The Town Manager met with Louisa County administration and will be working on a 5/10/15 year plan of development happening in the Town. She will continue to have strategic planning meetings with the administration.

Council Member Covert wanted to acknowledge the special effort by the Town Manager to get the Town GIS for a year.

Town Manager Report

Staff are working on live streaming the meetings.

The Town Manager would like to introduce a “Business Spotlight” section to the agenda. This would be a time for businesses to come speak about what it’s like being a business here in Town or maybe someone who would like to be in business here.

The Town will start assessing fees for FOIA requests as allowed under the state statute.

Kendra Ellis has been promoted to DMV Manager. The Town Manager and DMV Manager are in the process of reviewing applications for a DMV Clerk.

The Town Manager would like Council to consider possibly giving a holiday bonus to staff.

The Town Manager would like to close half day for New Years Eve. Council members and the Town Manager discussed the Holiday schedule.

Motion for the Town Hall and DMV Select be closed on January 31, 2024 by Chapman and seconded by Kube.

Ronald Chapman - yes
Bernice Kube - yes
Michelle Covert - yes

Motion passed 3-0-0

The Town has received two resumes for the Town Attorney position.

There is a leak at the Exxon station. The leak is not believed to be on the Town side, but the Town may have an old meter box that could potentially be installed.

The Town has a new IT consulting firm that will be transferring the Town to Microsoft 365.

The Town Manager has heard back from the auditors. Staff are searching through boxes of records for documents that the auditors are requesting. Once this audit is completed, FY23 will begin. The Town Manager clarified this will not be immediate as the firm has other businesses they contract with.

Going into the next fiscal year, the Town Manager would like Council to consider the idea of increasing certain fees. The Town Manager will prepare a fair market value prices for consideration.

A Town owned building had its roof repaired. There was a major leak in the roof after the Town received a large amount of rain. The building is currently being occupied by an educational non-profit, so the repairs were necessary. There was money in the budget for this repair and the Town is waiting to receive the final invoice.

The Hometown parade will be on October 24, 2024 at 5:30.

The Town will host a tree lighting ceremony on December 13, 2024. There will be ornaments for kids to decorate as well as refreshments. There was a suggestion from the audience to reach out to one of the local churches for carolers. The Town Manager is working with Dominion about possibly wrapping garland on the poles.

The Town will also be sending out flyers about a holiday decoration contest. The winner will receive a trophy and a plaque will be put in the Town Hall building as this will hopefully become a yearly tradition.

A PUD plat review has been received and is being reviewed by the Town Manager.

DMV Report

The DMV report can be found in the accompanying agenda packet for this meeting.

Treasurer’s Report

There was not a Treasurer’s report this month.

OLD BUSINESS

Approval of Bylaws and Civility Pledge

Vice Mayor Chapman relayed that Council Member Covert suggested the bylaws be in effect for 90 days to see if they are working for the Council or if they would need to be amended. The Bylaws would be reviewed at the January meeting.

Motion to approve the revised version of the Bylaws for 90 days from Chapman and seconded by Kube.

- Ronald Chapman - yes
- Bernice Kube - yes
- Michelle Covert - yes

Motion passed 3-0-0

Vice Mayor Chapman read the Civility Pledge.

Motion to accept the revised Civility Pledge to by Covert and seconded by Chapman.

- Ronald Chapman - yes
- Bernice Kube - yes
- Michelle Covert - yes

Motion passed 3-0-0

Scheduling of Town Hall Meeting

A Town Hall Meeting has been scheduled for Tuesday, January 21, 2025 at 6:30 PM.

Council hopes to hold these meetings quarterly.

Selection of Council Candidate

Bob Spedden, started by stating he resigned because he was advised to do so in order to be considered for the appointment for the current vacancy. Mr. Spedden stated he does not have a resume due to the confidential nature of his work in the Air Force and he owned his own business following. He believes he has an opportunity to prove himself on Council.

The Mayor thanked him for his service and concurred that Mr. Spedden had to resign to be considered for the current opening.

Olivia McCarthy, began with the reason she originally ran for Council in 2022. Prior to being elected, she actively participated in Council meetings, had involvement in community organizations, and became a vendor at the farmer’s market. She wanted to see the Town make a procedural change to how it is supposed to be done, compared to just proceeding the way things have previously been done. She stated that she has brought an unique perspective, the ability to thoughtfully consider the issue, and contribute to conversations in a meaningful way.

Continuing, Ms. McCarthy believes the Town is split into two sub-categories: Town operations and infrastructure for growth.

She would like to see the Town operate through the Virginia State Code, while receiving solid legal advice, and ensuring that the Town Code is up to date. Transparency is an issue that has been brought up through her tenure on Council and would like to continue working towards that goal. She also hopes to ensure that Council is receiving community engagement since Mineral is a small town.

Touching on infrastructure, she mentioned how the Town has had opportunities for growth, but the Town needs to make sure it has the infrastructure to support it. The water and sewer are not at a level that could support a large level of development. She would like to see the Town grow but in a way that does not handicap current residents.

She believes that during her time on the Council she has demonstrated her dedication while working alongside both Council and residents.

She provided background on why her seat is vacant, stating that she had an incredibly emotionally taxing day as a social worker. A Town meeting had been called but she was working on a matter that she could not step away from as it was ensuring the health, safety, and well being of a child. After realizing she missed the meeting, she felt guilty and was emotionally overwhelmed, which ultimately led to her putting in her resignation. She stated this was done in a moment of haste and high emotionality, which she regretted. She attempted to revoke her resignation, but it was determined that she could not do that. She does feel confident that she has the time and energy to dedicate to the vacant seat.

She was unable to be at the prior meeting to speak with Council as she has a prior engagement that she was unable to move on short notice. She pointed out that this is the first time this Council has called a special meeting to review applicants.

She finished by stating that she thinks it is insulting for people to insinuate that the Council is voting based on friendships rather than what is in the best interest for the Town. The Town has strived to operate with decorum. She encourages Council to vote for who they believe would best serve the needs of the Town and its citizens.

JoAnna Von Arb, has been following the Town meetings and has become frustrated with the Council and how it has been conducting itself. She has seen a positive change over the past nine months and wishes to be a part of the continued change by bringing respect, integrity, trustworthiness, and transparency. While she does not know everything about the position, she is here to learn and represent the Town.

The Mayor asked Council to provide a name of the candidate of their individual choosing and comments.

Council Member Kube selected Olivia McCarthy.

Vice Mayor Chapman selected Olivia McCarthy.

Council Member Covert selected JoAnna Von Arb. Council Member Covert regrets how the situation played out with Olivia. While it appears that McCarthy will be reinstated, Covert wanted to encourage Von Arb to join Council when she can, stating she would make a wonderful addition.

Vice Mayor Chapman stated that he and Von Arb had a long conversation and he agrees with her completely and encouraged her to erect signs to vote for her as a write in. He advised the reason

McCarthy received his vote is because she was previously elected and wished to finish her term. He believes all candidates would have made a great addition to the Council.

Motion to nominate Olivia McCarthy back to Council made by Chapman and seconded by Covert.

Ronald Chapman - yes
Bernice Kube - yes
Michelle Covert - yes

Motion passed 3-0-0.

The Mayor clarified a point that McCarthy made, stating that due to a change in the law, Council had to have a special meeting to present the public with candidate documents.

Resolution to solidify previous votes for mitigation on Mineral development

The Town Manager read aloud Resolution 2024-009.

Motion to approve the resolution made by Chapman and seconded Covert.

Before this went to vote, Vice Mayor Chapman stated that this proves that the Town of Mineral did not illegally give away an alley way but granting the developer access.

Ronald Chapman - yes
Bernice Kube - yes
Michelle Covert - yes

Motion passed 3-0-0.

Mineral Planning Commission Vacancy

The Mayor invited the Mineral Planning Commission Chairman, Ed Kube, to speak about the vacancy.

Chairman Kube advised that at the September meeting he was made aware that a Commissioner was resigning for personal reasons and the MPC reluctantly accepted the resignation. He is asking the Council to advertise the vacancy, asking for it to be posted on the website.

Motion by consensus to post the vacancy notice.

PUBLIC HEARING

The Town Council has asked that the Town Manager speak with Mr. Morgan about the purchase of his property. Mr. Morgan is asking for \$75,000, with \$10,000 up-front for trash removal. The remaining balance is to be made to his mother’s foundation account.

Public Hearing Comments

Debbie Moon, speculated that the property was the Old School building as the interested property was not listed in the ad. She asks for more transparency in the future. She stated that another resident had been asking the Town to do something about the potentially hazardous and dangerous rubble. She believes that acquiring the property is part of the Town’s long term comprehensive plan and is also a high dollar long term goal. While she thinks it's of value to the Town to own the property, she does not see how the Town is in a position to spend any money, citing the budget and water increase. She asked if the Town has applied for any grants or received any quotes for the cost of removal of the rubble or hazardous materials. She suggested that Council weigh in the needs of the citizens and if the Town does buy the property, that it be named after Chris Guerre.

Blair Nipper, left before giving her comment.

JoAnna Von Arb, passed on her chance to speak.

Becky McGehee, wanted to know why the public was not told which property was looking at being purchased.

The Mayor stated that the public was not told as the Town was in negotiations for the property and did not want someone to undercut the Town.

Ms. McGehee believes the property is a money pit and that the Town should focus on fixing the water infrastructure and that the Council is spending recklessly. She believes that the Town should dig a well.

Nancy Thomas, stated she sent a letter back in the spring that she has several concerns about the property, one being that it is an eye sore. While the property has debris piles on it, she believes that land is hard to come by. This lot in particular adjoins to the ballpark area. She understands the stress of finances, but that it does not need to be developed immediately and could potentially

sit for years. If purchased, the Town would have control over what is being built there. She asked Council to please consider purchasing the property.

Barbara Wood, did not want to give a comment. She just needs contact information for Mr. Morgan.

Doswell Pierce, sent in a letter, asking why the property was not identified and where the funds for the property were coming from. He believes there are other areas of the Town that need attention. He asked that Council reconsider the purchase.

Public Comment was closed at 8:14 PM.

Council Member Covert asked to share with the public where the Town is getting the money.

The Town Manager advised that money was taken out of CD's and placed into an interest savings account. This would be an opportunity for the Town to use a portion of that money to fund the purchase.

The Mayor continued that the state funds an LGIP, where certain municipalities can put money into and receive interest, so the Town did move the money to that account. He does not know the amount of funds in the account. The EPA offers funds for the possible removal of toxins. He believes that the Town could have healthy land there after it has been cleaned. The reason such grants have not been pursued is because Council has to approve the purchase of the land first, but he believes that the land can be remediated.

A member of the audience asked about the past due money that Mr. Morgan owes the Town.

The Mayor stated the Town would never see that money.

The audience suggests taking that money off of the purchase price.

The Town Manager advised that the market value of the land is more than the purchase price.

Council member Kube stated that during her five term tenure, she has been consistently asked by citizens when the Town is going to do something about that property.

Nancy Thomas stated that every member of her church has asked her about that property and that something needs to happen to it with it.

Rebecca McGehee asked if there is a purpose for the land.

Council member Covert stated that the Town does not have a current purpose.

Ed Kube, on behalf of the Mineral Planning Commission, stated that Council voted to adopt the Comprehensive Plan and while the property is an eye sore now it would be of benefit for the Town to have. The Town would have control of what would be built there. It would be a violation of the Comprehensive Plan to let the property get away.

The Mayor stated that the ball field may not always remain a ball field and this purchase gives the Town the opportunity to to develop something else on that property. He believes if the Town does not purchase that property then somebody else will and then the Town will have less control over what could be built there.

Motion to authorize the Town Manager to purchase the old school property made by Covert and seconded by Kube.

Ronald Chapman - yes
Bernice Kube - yes
Michelle Covert - yes

Motion passed 3-0-0.

EXECUTIVE SESSION

The Town Council will convene in closed session to consider the acquisition of real property for a public purpose in accordance with Va. Code § 2.2-3711(A)(1) to consider a personnel matter involving the consideration of legal council.

Motion to go into closed session by Chapman and seconded by Kube.

Ronald Chapman - yes
Bernice Kube - yes
Michelle Covert - yes

Motion passed 3-0-0.

Council went into closed session at 8:38 PM.

At the request of Council, Olivia McCarthy attended the closed session.

BACK IN SESSION

Chapman, Kube, and Covert voted to certify the closed session and to go back into session at 9:03 PM.

ADJOURN

Motion to adjourn made by Chapman and seconded by Kube.

Ronald Chapman - yes

Bernice Kube - yes

Michelle Covert - yes

Motion passed 3-0-0.

DRAFT



MINERAL COUNCIL SPECIAL MEETING MINUTES

NOVEMBER 7, 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 Ron Chapman
Bernice Kube
Olivia McCarthy
Michelle Covert

Others Present:

Nicole Washington, Town Manager
Stephanie Dorman, Town Clerk
Robert Sproul, Esq.

Absent

David Hempstead
One Vacancy

PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

ADOPTION OF AGENDA

Motion to adopt agenda made by Chapman and seconded by Covert.

Ron Chapman - yes
Bernice Kube - yes
Olivia McCarthy - yes
Michelle Covert - yes

Motion passed 4-0-0.

The Mayor congratulated Mr. Hempstead and Ms. McGehee on the election results.

Motion to allow Rebecca McGehee to attend closed session made by Covert and seconded by Chapman.

- Ron Chapman - yes
 - Bernice Kube - yes
 - Olivia McCarthy - yes
 - Michelle Covert - yes
- Motion passed 4-0-0.

The Town Manager began introducing Robert Sproul, Esq. and stated he will be advising Council tonight.

Mr. Sproul stated his experience and its emphasis on local government, land use, and contract law.

EXECUTIVE SESSION

The Town Council will convene in closed session in accordance with Va. Code § 2.2-3711(A)(1) and § 2.2-3711(A)(8) for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body,

and:

(A)(8): Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

Motion to go into closed session made by Chapman and seconded by McCarthy.

- Ron Chapman - yes
- Bernice Kube - yes
- Olivia McCarthy - yes
- Michelle Covert - yes

Motion passed 4-0-0.

Council went into closed session at 6:36 PM.

BACK IN SESSION

Chapman, Kube, Covert, McCarthy voted to certify the closed session and to go back into session at 7:53 PM.

Motion to set trial on November 21, 2024 at 6:30 PM for the disciplining of or dismissal of a council member and to authorize the mayor to appoint a committee to collect evidence of neglect and misconduct to report back to this Council made by McCarthy and seconded by Chapman.

- Ron Chapman - yes
- Bernice Kube - yes
- Olivia McCarthy - yes
- Michelle Covert - yes

Motion passed 4-0-0.

ADJOURN

Motion to adjourn made by Covert and seconded by Chapman.

- Ron Chapman - yes
- Bernice Kube - yes
- Olivia McCarthy - yes
- Michelle Covert - yes

Motion passed 4-0-0.

Council adjourned at 7:54 PM.



MINERAL COUNCIL MEETING MINUTES

NOVEMBER 12, 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 Ron Chapman

Bernice Kube - via Zoom (out of town)

Olivia McCarthy - via Zoom (sick)

Michelle Covert

David Hempstead

Others Present:

Nicole Washington, Town Manager

Stephanie Dorman, Town Clerk

Robert Sproul, Esq.

Absent

One Vacancy

Mayor Jarvis clarified that the election results have not yet been certified and Mr. Hempstead and Mrs. McGehee have not yet been sworn in.

PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

ADOPTION OF AGENDA

Motion to adopt agenda made by Chapman and seconded by Covert.

Ron Chapman - yes

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

Motion passed 5-0-0.

BUSINESS SPOTLIGHT

Louisa Area Students Educational Robotics (LASER) showcased to the Council the robots that the students have built. During the presentation, the founder, Jonathan Christian, explained LASER’s core values and upcoming programs. The children proceeded to give demonstrations of the two robots they brought. LASER is prepping for upcoming competitions. All applauded their hard work and thanked them for coming.

PUBLIC COMMENT

Greg Cromer, presented an aerial picture of the Town of Mineral to Council and thanked them for purchasing it.

Tracy Hempstead, under her interpretation of the Code, believes that the Mayor needs to vote on every motion. She also voiced concerns about the purchase of the old school property and the owner’s bankruptcy status. She does not believe the owner can legally sell the property.

Kelly Singletary, wanted to thank everyone who took time to come to her husband’s visitation and for the floral arrangements. She thanked her colleagues for trying to lighten her load while managing their day-to-day responsibilities. She believes that it is times of crisis and tragedy that we draw together. She thanks everyone on behalf of her family.

Brian Thaler, expressed the aggressive and harassing behavior of Council member Hempstead must be addressed. He believes in the October meeting, Council member Hempstead started a campaign of hatred against other Council members. He has been bullied his entire life and will not watch as an elected official continues to bully his community. He fears for his neighbors, friends, and town staff who are unsure of Council member Hempstead’s aggression and for the safety of anyone who disagrees with Hempstead’s opinion. He hopes that now that the Council member’s behavior has been addressed, that Hempstead will work with the rest of Council for the betterment of the community.

Blair Nipper, congratulated the newly elected officials, gave her condolences to Mrs. Singletary, and thanked the veteran Council members. She believes that the 14 homes were mapped

correctly and that is how the Town is supposed to be set up, not one home on multiple lots. She let Council know that even if you are using your personal device, it can still be FOIA'd. Her last concern is that there are bats in the old school house property. She believes they are endangered and would need to be removed before any construction happens.

Becky McGehee, started her comment by thanking everyone who voted for her. She has been attending Council meetings since she stepped down and she is very disappointed in the chaos. It is her opinion that the Kube's need to apologize to the citizens for the lack of work getting done due to the chaos. She also believes the civility pledge does not include enough language in it to prevent Council members from writing public comments. She stated that she did nothing wrong by getting on the ballot and that she has resolved a prior issue with the Town Manager. She will do her best for the citizens of this Town.

Mayor Jarvis made a statement on how politics does not work like what you see on TV. Just because people have thick skin does not mean things are not hurtful. He sees a serious problem with the moral decay of public etiquette. He asked for everyone to treat each other how they would like to be treated. He continued that it is okay to disagree with each other, but the community needs to work together. He is ashamed of the Council because it is not as productive as he had hoped it would be. He advised that people can contact him personally with any complaints they may have. The Town is going to work on having policies so when something comes up, they are prepared to handle it. The Mayor does not expect perfection. He wants a community where people talk to each other and if there are complaints, it's directed to him.

APPROVAL OF MINUTES

7.8.2024 Minutes

Motion to approve 7.8.2024 minutes made by Chapman and seconded by Covert.

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

Motion passed 5-0-0.

7.11.2024 Minutes

Motion to approve 7.11.2024 minutes made by Chapman and seconded by Covert.

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

Motion passed 5-0-0.

ACCOUNTS PAID

Council and the Town Manager discussed the Avexon fee and whether that would be a monthly charge.

Motion to approve accounts paid made by Chapman and seconded by Covert.

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

Motion passed 5-0-0.

NEW BUSINESS

FOIA Policies

The Mayor asked that FOIA policies be placed on the agenda as he felt that the Council needed to decide if the Council wanted to charge for FOIA and how much.

The Clerk advised that the current policy can be found on the Town of Mineral’s website. The Town is only charging for staff time and copy fees but tries to do everything electronically to lower fees.

Council Member Covert adds that even if things seem quick, documents still need to be reviewed for redactions.

The Mayor gave Council a few ideas on different ways the Town could charge, including; first 15 minutes free or residents get so many for free.

The Clerk explained that it is not really possible to make a fee schedule because every request is different and requires a different amount of time or review. She advised that Louisa County does not have a fee schedule because of how individualized each matter is. The Clerk asked the Council to adopt resolutions similar to what Louisa has in place.

Vice Mayor Chapman asked if that would be something the Clerk could have available by the next meeting.

The Vice Mayor motioned for this to be continued to the next meeting and Covert seconded.

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

Motion passed 5-0-0.

The Town will continue to follow its current policy until the next Council meeting.

REPORTS

Utility Report

The Water and Sewer committee will also be adding streets to its bailiwick. The committee met before tonight’s Council meeting to discuss water and the PUD. There are applications going through the zoning process. The sewer on Third Street is taking on water, so they are looking at how to fix that. Leaks are still being fixed, with the leak rate down to 37% from 50%.

The lead and copper inventory is complete and anyone with galvanized pipe will receive a letter. There were about 80 or so residents with this type of pipe.

The Mayor discussed how there is a rumor about Walton park going around and that Council gave it away. He clarified, Walton Park was originally owned by the fire department, but the fire department could not own real estate, that’s why the Town took it over.

Council Member Covert asked for more money to be put in the capital improvement funds for the water and sewer.

Town Manager/ Zoning Administrator Report

The Town Manager believes that committees have not been meeting as frequently as they should and thinks it is important for there to be a policy around committees. She would like to present a policy to Council next month so they can have it for the January meeting.

The Town was able to get a water and sewer GIS license which allows the Town to see where the water meters are. The Town Manager is waiting for a quote from them to show the water and sewer lines.

The Town has hired a new IT consulting firm. The Town Manager has already met with them to discuss server security.

There are two documents left to be found for the audit of FY22 and she is hoping to have that done this upcoming week.

The Town Manager asked Council to start thinking about the fee structure for the upcoming year and what those charges may look like.

The Town is hosting a tree lighting, there will be refreshments and hopefully vendors. The Town Manager would like to do more events to attract individuals to the Town.

DMV Report

The DMV report is attached to the corresponding agenda package.

Council Comments

Council Member Covert asked that the Civility Pledge be put on the agenda. She is disappointed because she felt like the Pledge has already been broken by Council Member Kube, claiming Kube told an untrue statement about the sign. Covert felt like only Kube’s friends were being put on the sign, when it should be all or nothing. The Mayor interrupted, letting the citizens know that they can all ask to be on the electronic sign. Covert believes that Kube should be reprimanded for these actions.

Council Member Kube responded, stating for two years she has gone to businesses to discuss being on the sign. Kube continued that there was a complaint about the sign so she took the business off and went to that business to discuss with them why they would no longer be advertised on the sign.

Council Member Hempstead wanted to refute his censure. Hempstead started by responding to Mr. Thaler's public comment, stating he has no idea who he is and that Thaler's comment defamed him. Hempstead continued that he was an engineer for 40 years and was responsible for multi-million dollar projects. One of his duties was to make sure that his subcontractors were vetted extremely in depth. Hempstead stated that nobody on Council, the Town Manager, nor the Clerk has this type of experience. The Town Manager objected, stating Hempstead did not know her work history. The Mayor interjected that Hempstead could make a comment but cannot attack people.

When asked if he could continue without being interrupted, the Mayor advised it was dependent on what comments Hempstead made.

He believes that his censure is ridiculous because the emails he sent did not contain abusive language, and that the second paragraph says "nobody is questioning you or any of your staff's intelligence." He takes particular objection that the Treasurer was listed in the Censure because he believes she is a kind personality.

Council member Hempstead said the email was sent to the Town Manager, Council, and Mayor made reference to the Clerk. He does not believe that the Town Manager nor the Vice Mayor have the experience that he has in running large businesses and they do not know what it means to properly vet employees.

The Censure states that Hempstead violated FOIA, he claims he called the FOIA Advisory Council and was advised he had not.

Hempstead continued that his Censure stated he provided closed session documents. He believes that the Council needed to be more specific about how that violates FOIA. He admits he dispersed an agreement between Clayton Homes and the Town of Mineral to select people and because the deal was no longer in negotiations, he felt like it was a public record. Hempstead stated that Council trying to hide the document was more of their disgusting behavior.

As a retired senior project manager, he questioned the Town Manager's and Clerk's experience, requesting documentation from both so he can verify them. Since he has been on Council, he believes there have been several FOIA violations that have not been corrected. He believes that he should be provided with references, because that was how it was in his position.

He asked for clarification on why the Censure mentions the executive and legislative branches, but not the judicial.

He finished by stating it is the Town Manager’s responsibility to ensure that Council follows the law and claims that she admitted in a past meeting that the 14 home development was illegal but the Town could not afford to be sued. Hempstead believes the Town broke the law when negotiating with “the idiot in Glenn Allen,” about the alley. Hempstead continued with all the ways he believes the Town broke the law regarding the 14 house development and that instead of running him off, the Mayor and Council should resign.

Vice Mayor Chapman responded to Council Member Hempstead by stating that he has been personally attacked by Hempstead. Chapman received a letter that was mailed to another resident. The context of the letter claimed that Chapman should be ashamed of himself for previously being a performer that would appear in female clothing. Chapman affirms that Hempstead’s Facebook profile picture was on every page of the “anonymous” letter. Beyond the personal attack, Chapman argued that Hempstead claimed the Town has broken the law but that Hempstead has been involved in every one of those conversations.

Council Member Kube declared she has the utmost respect and confidence in the staff and Council Member Hempstead can not continue to degrade staff.

Council took a five minute break.

CLOSED SESSION

Council Member Hempstead did not return to his post after the break.

Vice Mayor Chapman motioned for Rebecca McGehee to be included in the closed session and it was seconded by Covert.

- Ron Chapman - yes
- Bernice Kube - yes
- Olivia McCarthy - yes
- Michelle Covert - yes

Motion passed 4-0-0.

Council went into closed session in accordance with §2.2-3711(A)(1) and §2.2-3711(A)(8) to discuss personnel and legal matters at 8:30 PM.

- Ron Chapman - yes
- Bernice Kube - yes
- Olivia McCarthy - yes

Michelle Covert - yes

Motion passed 4-0-0.

BACK IN SESSION

All members of Council certified the closed session and went back into session at 9:49 PM.

Ronald Chapman - yes

Olivia McCarthy - yes

Bernice Kube - yes

Michelle Covert - yes

Motion passed 4-0-0.

Motion to allow Town Manager to negotiate a contract to hire Robert Sproul, Esq. as the town attorney by Chapman and seconded by Covert.

Ronald Chapman - yes

Olivia McCarthy - yes

Bernice Kube - yes

Michelle Covert - yes

Motion passed 4-0-0.

ADJOURN

Motion to adjourn the meeting by Chapman and seconded by Covert.

Ronald Chapman - yes

Olivia McCarthy - yes

Bernice Kube - yes

Michelle Covert - yes



MINERAL COUNCIL SPECIAL MEETING MINUTES

NOVEMBER 21, 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 Ron Chapman
Bernice Kube
Olivia McCarthy (arrived at 6:45)
Michelle Covert
Rebecca McGehee

Others Present:

Nicole Washington, Town Manager
Stephanie Dorman, Town Clerk
Robert Sproul, Esq.

Absent

David Hempstead

Council Member McCarthy had texted the Town Manager and advised she was going to be late. The Mayor allowed a 15 minute grace period for Council Member McCarthy to arrive. The video was paused during this 15-minute period.

PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

EXECUTIVE SESSION

In accordance with §2.2-3711(A)(1) of the Code of Virginia, Town Council will convene in Closed Session for the purpose of assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, Town Council will convene in Closed Session.

(A)(8): Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

Motion to go into closed session made by Chapman and seconded by McGehee.

- Ronald Chapman - yes
- Bernice Kube - yes
- Olivia McCarthy - yes
- Michelle Covert – yes
- Rebecca McGehee - yes

Motion passed 5-0-0.

Council went into closed session at 6:48 PM

BACK IN SESSION

All members certified the closed session and motioned to go back into session at 8:18 PM.

- Ronald Chapman - yes
- Bernice Kube - yes
- Olivia McCarthy - yes
- Michelle Covert – yes
- Rebecca McGehee - yes

Motion passed 5-0-0.

Council took a ten minute break.

Motion to expel David Hempstead from Council for his appointed term beginning on April 9th, 2024, ending November 9, 2024, and his elected term commencing November 13, 2024, and expiring December 31, 2026, citing multiple violations of the Town's Civility Pledge, negligence of Duty, Misconduct of Office, Misuse of office, violations of chapter 310-1.17 peace and good order of the Town Code made by Chapman and seconded by McCarthy.

- Ronald Chapman - yes
- Bernice Kube - yes
- Olivia McCarthy - yes
- Michelle Covert – yes
- Rebecca McGehee - yes

Motion passed 5-0-0.

ADJOURNED

Motion to adjourn by Covert and seconded by McCarthy.

Council adjourned at 8:26 PM.



MINERAL TOWN COUNCIL MEETING

December 9, 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

Michelle Covert

Bernice Kube

Olivia McCarthy

Rebecca McGehee

Others Present

Nicole Washington, Town Manager

Stephanie Dorman, Town Clerk

Robert Sproul, Esq., Town Attorney

One vacant seat

PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

ADOPTION OF AGENDA

Mayor Jarvis asked that the “Public Hearing” portion of the agenda be moved to be heard under the “Adoption of the Agenda.”

Motion to amend agenda by Chapman and seconded by Kube.

Ronald Chapman - yes

Michelle Covert - yes
Bernice Kube - yes
Olivia McCarthy - yes
Rebecca McGehee - yes

Motion passed 6-0-0.

PUBLIC HEARING

1. Reappropriation of funds for the Special Election

Mayor Jarvis opened the public comment and the Town Manager advised that the cost of the election was roughly \$15,000.00.

Tracy Hempstead, asked how the registrar figured that amount. Mayor Jarvis explained potential costs such as salaries and machines.

A member of the audience asked where the money is coming from and the Town Manager explained that there is a general fund and the money will come from there. This process is just creating a line item in the budget since there was not one previously.

Vice Mayor Chapman simplified that this allows for the Town Manager to spend from the general budget.

Mayor Jarvis closed the public comment.

Council Member Covert motioned to approve \$15,000.00 for payment of the special election and was seconded by Chapman.

Ronald Chapman - yes
Michelle Covert - yes
Bernice Kube - yes
Olivia McCarthy - yes
Rebecca McGehee - yes

Motion passed 6-0-0.

2. Reappropriation of funds for the purchase of real estate

Mayor Jarvis opened the public comment.

Tracy Hempstead asked Council about the status of the lien and the bankruptcy on the property.

The Town Manager responded that nothing has changed with the property.

The Mayor responded that the trustee advised that the property was out of bankruptcy.

Mrs. Hempstead interrupted asking if a title search has been completed and the Mayor responded that he believes the real estate company will handle that.

Mrs. Hempstead continued to interject asking about the lien, to which the Mayor responded that the paperwork was never properly filed to apply the lien.

Debbie Moon, was surprised that the Town is using a realtor and not a transactional attorney. She is upset that the Town did not consider using her as their realtor. She believes there is a conflict of interest as there is a rumor that a personal realtor is being used. She continued by stating that she would have waived her fee and hopes to be considered in the future.

Council Member Kube wanted to advise everyone that she is not the agent handling this transaction.

Alan Newton, lives across the street from the property and would like to see Council take over the property. He believes that it is an eyesore and would like for it to be cleaned. He continued that he does not know what Council plans to do with the property but that it would make a very nice pee-wee ball field. The area already has running water so bathrooms could be put in as well as maybe extended parking.

JoAnna Von Arb, asked that funds for the restrooms be acquired through fundraising instead of adding more to taxes because water bills are already high.

Douglas Clemons, submitted a letter stating that the property has not been properly maintained and has been neglected. The property is not aesthetically pleasing and raised concerns about health and safety. He respectfully asked Council to consider purchasing the property and transform the space into something that enhances the beauty of the Town. He continued that he appreciates Council's dedication to civil service and their ongoing efforts to make Mineral a wonderful place to live.

The Mayor closed public comment.

Council Member McGehee commented that she believed the lien was valid. After a discussion, the Town Manager advised that since Council has already voted on the price, and the Town has moved forward with purchasing and nothing else can be done.

There was an outburst from the audience and the Mayor called for order.

Council Member McGehee mentioned that the property looks terrible and wanted to know what has been done with the money that was given to him in advance to clean up.

The Town Manager advised that there will be a title search. The Town did not have an attorney at the time, that is why they decided to use a realtor and a title company.

After a rush of comments, the Mayor guided the meeting back to the reappropriation of funds.

Council Member Kube motioned for the reappropriation of funds for the purchase of the property and was seconded by Chapman.

- Ronald Chapman - yes
- Michelle Covert - yes
- Bernice Kube - yes
- Olivia McCarthy - yes
- Rebecca McGehee - abstain

Motion passed 5-0-1.

Council reverted back to vote on adoption of the amended agenda.

McCarthy motioned to approve the agenda and Chapman seconded under the condition that “Committee Assignments,” be moved to next month's agenda. The Mayor agreed that it should be moved.

- Ronald Chapman - yes
- Michelle Covert - yes
- Bernice Kube - yes
- Olivia McCarthy - yes
- Rebecca McGehee - yes

Motion passed 6-0-0.

PUBLIC COMMENT

Debbie Moon, started by stating that the Town looks great with the snowflakes, however, she wishes that they covered the Town in its entirety.

Sparky Lisle, passed as he did not have a comment.

JoAnna Von Arb, felt like people need to do due diligence during the hiring process and that if a position is filled that the remaining candidates should be advised that they were not chosen. She applied for the DMV opening and stated she did not receive any type of acknowledgement that the job had been filled. She believes that as a veteran she should have gotten priority as this is a government job and should have at least been awarded an interview. She asked that a standard of practice be adapted for this process.

David Hempstead, believes that as a council member he works for the citizens and not the Council. He was sworn in for a Council seat of which he was elected to in November. He stated that the only way to remove a council member is through a recall process and any other attempt of removal is illegal. He does not believe there was anything valid or legal about the trial to remove him and will not be voluntarily resigning from his seat. He thinks that the Council has repeatedly abused and misused FOIA. He claimed to have emailed the FOIA Advisory Council asking if anyone in the Town has a FOIA certificate and asserted that nobody in the Town has the certificate. He professed that he is the only person to hold a certification. He plans to free the Town residents from the “tyrannical” Council. He urged Council to stop having closed door meetings and if they do not wish to comply with the law then they need to step down. He concluded with expectations that he will be back on the Town’s website the following business day.

Nancy Thomas, asked if Council was supposed to discuss personnel matters in closed session. The Mayor gave examples of when Council can go into closed session and the process.

Hempstead asked to make one final comment, stating that closed session only works for personnel and not for Council members.

Hank Staudinger, the Town’s Maintenance Superintendent, clarified that the snowflakes do not go the length of the Town because there was not enough and that Dominion Power would have to do electrical work to the poles. He and the Town Manager have worked on a solution for next year. He discussed the water and sewer at the old school property, stating the Town did their due diligence to get the bathrooms at the park working.

Mayor Jarvis added that he and Council took a FOIA training in February of this year. The training was provided by the FOIA Advisory Council.

APPROVAL OF MINUTES

8.12.2024 Minutes

Council Member Kube asked for Walton park to be amended to Whitlock park.

Council Member Kube asked that section for garage door quotes be amended as she did not ask for barn doors.

Motion to accept minutes as amended by Chapman and seconded Covert.

- Ronald Chapman - yes
- Michelle Covert - yes
- Bernice Kube - yes
- Olivia McCarthy - abstain
- Rebecca McGehee - abstain

Motion passed 4-0-2.

8.15.2024 Minutes

Motion to accept minutes as presented by Covert and seconded by Chapman.

- Ronald Chapman - yes
- Michelle Covert - yes
- Bernice Kube - yes
- Olivia McCarthy - abstain
- Rebecca McGehee - yes

Motion passed 5-0-1.

ACCOUNTS PAID

Council member Covert asked for balances on the account and the Town Manager advised she will have them for the January meeting.

OLD BUSINESS

FOIA Policies

FOIA Policy regarding requests

A red line and clean version of the policy was submitted to Council.

Vice Mayor Chapman asked the FOIA Officer if she supported the policy and if it was maintainable, she affirmed.

Motion to accept FOIA Policy regarding requests made by Chapman and seconded by Kube.

- Ronald Chapman - yes
- Michelle Covert - yes
- Bernice Kube - yes
- Olivia McCarthy - yes
- Rebecca McGehee - yes

Motion passed 6-0-0.

These policies will be posted on the Town of Mineral's website.

FOIA Policy regarding open meetings

A red line and clean version of the policy was submitted to Council.

Council member Covert mentioned having in the policy that a person can waive their protections provided under FOIA and have their matter discussed in an open forum. Vice Mayor Chapman stated this could potentially be added to Council's bylaws.

Motion to approve FOIA Policy regarding open meeting policies made by Chapman and seconded by McCarthy.

- Ronald Chapman - yes
- Michelle Covert - yes
- Bernice Kube - yes
- Olivia McCarthy - yes
- Rebecca McGehee - yes

Motion passed 6-0-0.

Motion to appoint FOIA Officer

Chapman would like to ceremonially appoint a FOIA Officer.

Motion to appoint Town Clerk as FOIA Officer by Kube.

Town Clerk advised that Louisa appoints the Town Manager or their appointee as the FOIA Officer.

McCarthy respects the thought but thinks that it may be undercutting the Town Manager and the authority she has.

Motion is rescinded.

NEW BUSINESS

Committee Assignment

Continued January's agenda.

Employee Appreciation

DMV Select and Town Hall will close from 12-1 on December 20, 2024 for holiday celebration lunch.

The Town Manager supplied Council with a hand out of salaries budgeted v. spent. She explained that money has been saved as people have left and those positions have not been filled. She expressed that staff have taken on extra responsibilities and she would like to give each a holiday bonus.

Motion to allow the Town Manager to give holiday bonuses in a combined amount of \$5,000.00 made by Chapman and seconded by Covert.

- Ronald Chapman - yes
- Michelle Covert - yes
- Bernice Kube - yes
- Olivia McCarthy - yes
- Rebecca McGehee - yes

Motion passed 6-0-0.

Town Celebration Run Through

Council discussed the tree and the need for two trees next year. Vice Mayor Chapman suggested reaching out to Arbor Day Foundation.

Council Member McGehee stated that the fire department is asking for decoration donations.

Nancy Thomas wanted to thank the staff she saw decorating the tree on a windy day.

The festivities start at 6:30 and the lighting will happen at 7:30.

Discussion of empty Council Seat

Council was advised by the Town Attorney that the 45 day deadline would be January 9th.

Council scheduled two meetings for the vacancy:

December 19, 2024 @ 6:30 PM

December 30, 2024 @ 6:30 PM

All interested parties must submit a resume and letter of interest by December 19, 2024 no later than 4:00 PM.

Motion to authorize Town Manager to post vacancy announcement made by consensus.

Whitlock Family Park

Council Member Kube advised that it is in the deed that the Town must erect a sign at Whitlock Family Park. She also would like the door to be installed as it could be a potential hazard.

Council discussed at minimum erecting a temporary sign until a better one can be purchased.

Council Member Covert temporarily excused herself from the meeting but rejoined shortly.

Motion to install a temporary sign as well as a manual door by Kube and seconded by McCarthy.

- Ronald Chapman - yes
- Michelle Covert - absent for vote
- Bernice Kube - yes
- Olivia McCarthy - yes
- Rebecca McGehee - yes

Motion passed 5-0-0.

Walton Park

Mayor Jarvis asked for statistics on the water bill for Walton Park. The Town Manager advised it does not exceed \$26 a month, however the fire hall far exceeds that. She continued that there was a previous resolution that the fire department did not have to pay for their water when they had events at Walton Park. The Town Manager read the previous minutes to Council which included the motion and the vote. Council Member McGehee does not agree with the interpretation of the previous minutes.

In the middle of a long discussion regarding the water usage and whether or not the fire department should pay for the water, Council Member McGehee temporarily excused herself from the meeting but rejoined shortly after.

Mayor Jarvis made a \$400 donation to pay for the fire department’s water bill.

Vice Mayor Chapman asked to add “research into reimbursement from the County,” onto next month's agenda.

Planning Commission Appointment

Brian Thaler has submitted a letter of interest in joining the Planning Commission.

Motion to appoint Brian Thaler to Planning Commission made by Kube and seconded by McCarthy.

- Ronald Chapman - abstain
- Michelle Covert - yes
- Bernice Kube - yes
- Olivia McCarthy - yes
- Rebecca McGehee - yes

Motion passed 5-0-1.

REPORTS

Town Manager/ Zoning Administrator

Staff is working on a committee policy that will hopefully be presented in January.

Sabora restaurant is working on property that they own. The plan is to build a restaurant and he has by right use of the property as it is zoned for commercial use. The owner has received a zoning permit to build a pavilion. The Town Manager has discussed aesthetics with the builder.

The Town Manager is still waiting to hear back about the traffic and impact study for the gas pumps at Miller's Market.

An application for the PUD has been submitted and is being reviewed with the Town Attorney.

Citizens can now sign up for notifications on the Town's website. The page with the Town Code will hopefully be completed soon. The Town Manager urges citizens to supply feedback about the website.

The Town is still hoping to be able to live stream meetings.

The Town has started using a new IT consulting team. The Town now has endpoint protection. The Town is still working to move to Office 365. The financial system is working well, but the Manager is still working on producing better reports.

Tax bills have been sent out.

DMV Report

The DMV report is attached to the corresponding agenda packet.

Council Comments

Council Member Kube spoke with Will Walker about the Hometown Heroes flags. She advised that the foundation pays for the hardware and the families pay for the banners.

Council Member McGehee has also spoken with her contact at Hometown Heroes and stated they were planning on attending the next Council meeting to discuss the signage.

Council discussed where they could possibly hang the flags as the poles are owned by Dominion.

Motion to start the process of hanging Hometown Heroes made by Kube and seconded by Covert.

Ronald Chapman - yes
Michelle Covert - yes
Bernice Kube - yes
Olivia McCarthy - yes
Rebecca McGehee - yes

Motion passed 6-0-0.

The Utilities report was skipped so Council Member Covert provided an update during Council Comments. She stated that the report is generally the same as the prior months. The Town Manager did receive an email asking if the Town's well could potentially supply water, the answer being no. Council Member Covert is reluctant to close the well until they have been evaluated.

The Town received funding for the lead and copper testing. The Town should receive those funds by the end of the month. Covert asserted that the Town will be refunded to repair the galvanized pipes.

The Town is working on getting a quote for the GIS infrastructure.

The Town has received the man hole cover for the repairs needed at the lagoon. The repairs will take place after the clearing is completed.

Hank Staudinger and the Town Manager have discussed a plan for the multiple water line extensions that need to be processed.

Council Member McGehee apologized for getting upset earlier in the meeting. The Mayor also apologized.

Council Member Covert has land that is landlocked and she would like for Council to reverse the moratorium on closing streets. She is asking Council to close 8th street. Covert explained how developers previously built a driveway instead of developing the road.

The Town Manager added that the Town does not want to close or abandon their roads as it helps with annexing and growth, however, 8th street is small because it was not properly developed.

The Town Manager explained to Council the potential other options Dr. Covert would have to access the land.

Vice Mayor Chapman advised that Dr. Covert needs to follow the proper protocol to have a street closed. The Town Manager explained what the protocol is and how it differs from how development has happened in the past.

Council decided to table this item and discuss it once the forms are properly submitted.

Mayor Jarvis explains that over the past two years Council has stumbled upon processes that were not followed and should have been.

Calendar of upcoming events

The festivities for the tree lighting starts at 6:30 and the lighting will happen at 7:30.

The next Council meeting will be January 13, 2025 at 6:30 PM.

Mayor Jarvis announced that he will be resigning on January 3, 2025 as he is moving out of state. It has been his privilege to serve and hoped that the Council continues to unite for the sake of the Town. There are positives happening, such as: policies and software.

Vice Mayor Chapman presented the Mayor with an appreciation award for his service as well as the gavel.

ADJOURN

Motion to adjourn made by Chapman and seconded by McGehee.

- Ronald Chapman - yes
- Michelle Covert - yes
- Bernice Kube - yes
- Olivia McCarthy - yes
- Rebecca McGehee - yes

Motion passed 6-0-0.

Council adjourned at 9:11 PM.



MINERAL TOWN COUNCIL MEETING

December 19, 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

Michelle Covert

Bernice Kube

Olivia McCarthy

Rebecca McGehee

Others Present

Nicole Washington, Town Manager

Stephanie Dorman, Town Clerk

Robert Sproul, Esq., Town Attorney

One vacant seat

PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

Council will go into a recess until the Town Attorney is able to join via Zoom as there needs to be a discussion regarding Mr. Hempstead and his seat. The Mayor suggested that Council read the handouts in the agenda packet in the meantime.

The Town Attorney joined the meeting and Mayor Jarvis advised him that the previously removed council member had taken his seat. The Mayor believes that the Council will need legal advice on the matter.

The Mayor asked if Mr. Hempstead should join and the Town Attorney advised he could if Council wanted him to hear the legal advice that would be provided.

Mr. Hempstead had questions for the attorney which were ultimately unanswered as the Town Attorney stated those are not questions for him to answer.

The Mayor would like to go into closed session and advised Mr. Hempstead he could sit in the audience.

The Clerk asked the Town Attorney for clarifying language to go into closed session.

EXECUTIVE SESSION

In accordance with §2.2-3711(A)(8) of the Code of Virginia: Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

Motion to go into closed session by Chapman and seconded by McCarthy.

- Ron Chapman - yes
- Bernice Kube - yes
- Olivia McCarthy - yes
- Michelle Covert – yes
- Rebecca McGehee - yes

Motion passed 5-0-0.

While the Mayor was trying to clear the room for closed session, Mr. Hempstead refused to leave his seat.

The Council went into a recess.

The Clerk read a new motion for closed session.

In accordance with §2.2-3711(A)(7) of the Code of Virginia to consult with legal counsel related to probable litigation.

(A)(8): Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

Motion to go into closed session by Chapman and seconded by McCarthy.

- Ron Chapman - yes

Bernice Kube - yes
Olivia McCarthy - yes
Michelle Covert – yes
Rebecca McGehee - yes

Motion passed 5-0-0.

Council went into closed session at 7:02 PM

BACK IN SESSION

All members certified the closed session and went back into session at 7:32 PM.

Vice Mayor Chapman made a motion to authorize the Town Manager to pursue criminal trespass charges against Mr. Hempstead and to have the paperwork delivered to the sheriff’s office no later than the next business day. Counsel advised the motion should be to authorize and direct the Town Manager to issue a no trespassing notice.

The motion was seconded by McGehee.

Ron Chapman - yes
Bernice Kube - yes
Olivia McCarthy - yes
Michelle Covert – yes
Rebecca McGehee - yes

Motion passed 5-0-0.

NEW BUSINESS

Discussion of Candidates

JoAnna Von Arb:

She likes that Mineral is a small town and hears the ‘good’ and the ‘bad’ about the town. The residents help each other. She would like to bring unity and friendliness to the Council. She has seen positive change in the past couple of months but knows there is still work to be done. She would like to be a part of committees. She would like to work with the businesses and get them more involved.

Vice Mayor Chapman asked what is one other aspect of being a good council member?

Her response: openness, willing to listen, and looking at different perspectives.

ADJOURNMENT

Motion to adjourn by Chapman and seconded by Covert.

Council adjourned at 7:41 PM.

DRAFT



MINERAL COUNCIL MEETING MINUTES

January 13, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

Members Present

Acting Mayor Ron Chapman
Michelle Covert
David Hempstead
Olivia McCarthy
Rebecca McGehee

Others Present:

Nicole Washington, Town Manager
Stephanie Dorman, Town Clerk
Robert Sproul, Esq.
Kelly Singletary, Town Treasurer

Absent

Bernice Kube - medical

PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

RESOLUTION 2025-4

Motion to rescind Resolution 2024-14 in its entirety made by Covert and seconded by McCarthy.

Ronald Chapman - yes
Michelle Covert - yes

David Hempstead - yes
Olivia McCarthy - yes
Rebecca McGehee - yes

Motion passed 5-0-0.

ADOPTION OF AGENDA

Motion to adopt agenda made by Covert and seconded by McGehee.

Ronald Chapman - yes
Michelle Covert - yes
David Hempstead - yes
Olivia McCarthy - yes
Rebecca McGehee - yes

Motion passed 5-0-0.

PUBLIC COMMENT

JoAnna Von Arb, submitted a letter to Council and read the letter aloud. She began by urging Council to focus on the critical issues the Town has and to take accountability for their actions. She continued by stating that Council needs to act with civility as their actions currently reflect dysfunction. She would like to see action taken on the Comprehensive Plan and laid out four other items she deems to be critical; hiring practices, updating the Town Charter, promoting unity, completing goals. She challenged Council to work together and fulfill their roles and also challenged residents to hold Council accountable.

Vicky Hart, is a Council member for the Town of Louisa and is a part of the local VFW. She believes that the Town of Louisa and Town of Mineral can work together and offered her services.

Debbie Moon, presented a year of review including items that have happened or have not been completed in 2024. She suggested that the Town capitalize on the development happening down near the lake. She listed some ideas for capital improvement projects in the Town, including; Little tourism, ball park, water infrastructure, well, and a community center. The Town Committees have not been presenting updates and believes that each goal from the Comprehensive Plan should be assigned to a committee.

Council discussed if Council members can make a statement as a public comment or not. Ultimately, Council decided to let Council member Hempstead make a public comment and will workshop this matter in the bylaws.

Dave Hempstead, stated that the Commonwealth Attorney has negated all criminal charges against him as it was the representative's belief that Mr. Hempstead is a Council member. Mr. Hempstead continued that he does not believe that his censureship is valid as it interferes with his abilities to perform his duties. He believes the trial and censureship violate the law. He can ask his wife to provide documents to Council if they want them. He advised that his wife would be beneficial to have in closed session to discuss the real estate property purchase. He concluded by asking if everything that needs to be voted on be moved to next month's meeting so Council has time to read through it thoroughly.

BUSINESS SPOTLIGHT

Jen’s Crafters

The owner, Jennifer Bradford, has been in Mineral for 5 years. She is an accountant by trade but is creative. She learned her skills from worldwide experts. She has previously sold her goods at the vendor fairs for several years enduring poor weather conditions. She saw the opportunity here in town to lease space. She has a two-fold mission: 1) To provide a space for artists to rent on a monthly basis so they do not have to endure the bad weather at the vendor fairs, and 2) A place for the community to come and support the artists. She started coming to Council meetings to see how businesses are promoted and believes signage may help. She does like the location and being here in town. Her store has something for everybody and foot traffic is picking up. Her store hosts classes, some of which are jewelry making, wreath making, and resin. Council members have been to some of the classes and have enjoyed them. Local vendors will be conducting a “shop hop” where shoppers can visit all the stores to be entered into a raffle. The Town will try to put events like these on the sign.

APPROVAL OF MINUTES

8.29.2024 Minutes

Amendments:

- Change “motion to public hearing” throughout to “Public Hearing opened by Mayor Jarvis.”
- Clarify language on page four under section 425-5 by adding the word “streets” after the word “undeveloped.”

Motion to approve minutes as amended by Covert and seconded by Hempstead.

- Ronald Chapman - yes
- Michelle Covert - yes
- David Hempstead - yes
- Olivia McCarthy - abstain
- Rebecca McGehee - abstain

Motion passed 3-0-2.

9.9.2024 Minutes

Amendment:

- Under Debbie Moon’s public comment, change Chapman’s to McCarthy’s.

Motion to approve minutes as amended by McCarthy and seconded by Covert.

- Ronald Chapman - yes
- Michelle Covert - yes
- David Hempstead - yes
- Olivia McCarthy - yes
- Rebecca McGehee - abstain

Motion passed 4-0-1.

ACCOUNTS PAID

The Treasurer confirmed that the \$13,000 to Louisa County was to pay for the special election.

OLD BUSINESS

Walton Park Water Bill

Motion to support resolution 2025-1 made by McGehee and seconded by Hempstead.

- Ronald Chapman - yes
- Michelle Covert - yes
- David Hempstead - yes
- Olivia McCarthy - yes
- Rebecca McGehee - yes

Motion passed 5-0-0.

Bylaws review

Motion to table the discussion of Bylaws until the March meeting until the committee has had time to review them made by Chapman and seconded by Hempstead.

- Ronald Chapman - yes
- Michelle Covert - yes
- David Hempstead - yes
- Olivia McCarthy - yes
- Rebecca McGehee - yes

Motion passed 5-0-0.

Hometown Hero Banners

Council member McGehee has spoken with Mr. Daniels and conveyed that the Town will not be receiving the banners at this time. Mr. Daniels may reconsider at a later date.

NEW BUSINESS

Committee Assignments

Acting Mayor Chapman only assigned a Chair to each committee.

Two Ad Hoc Committees have been created: Bylaws/ Charter Update and Communications.

Each Council member was provided an updated version of the Town Code. All members were advised they would be assessed a \$50 fee if they did not return the Code books at the end of their term.

Each Committee Chair can involve a second person of Council and a member of the public if appropriate.

Streets

Michelle Covert

Police/Legal/ Fire and Rescue

Becky McGehee

Water and Sewage

Michelle Covert

Beautification and Litter

Olivia McCarthy

Budget and Finance

Ronald Chapman

Economic Development

Michelle Covert

Cemetery

Becky McGehee

Personnel

Ronald Chapman

Parks

Bernice Kube

Communications

Bernice Kube

Olivia McCarthy

Charter/ Bylaws Update

Ronald Chapman

Michelle Covert

The Town Manager asks that Committee Chairs provide a calendar of meetings so they can be publicized and staff can plan accordingly.

There will not be a Planning Commission Liaison.

Town Hall Meeting Schedule

Meetings will continue to be on the second Monday of every month except for October as that falls on a holiday.

Motion to adopt Resolution 2025 - 2 to schedule Town Council regular meetings scheduled by McCarthy and seconded by McGehee.

- Ronald Chapman - yes
- Michelle Covert - yes
- David Hempstead - yes
- Olivia McCarthy - yes
- Rebecca McGehee - yes

Motion passed 5-0-0.

Town Hall/ DMV Select Closings

The Town Manager advised that the presented calendar is a mix of holidays Louisa has approved off and State employee approved dates.

After some discussion about closures around New Years, Council decided to table the decision of closing on December 26, 2025 January 2, 2026 until a later date.

Other amendments:

- Close for the entire day of December 24
- Remove December 26, 2025

Motion to approve holidays as presented by Covert and seconded by McCarthy.

- Ronald Chapman - yes
- Michelle Covert - yes
- David Hempstead - yes
- Olivia McCarthy - yes
- Rebecca McGehee - yes

Motion passed 5-0-0.

Scheduling for Interim Mayor

Letters of interest and resumes due by: February 3, 2025 by 2:00 PM

Meeting to review any interested parties: February 3, 2025 at 6:30 PM

Appointment of Interim Mayor will take place at the regular scheduled meeting in February.

A list of candidates will be updated every two business days.

Motion to accept applications until February 3, 2025 at 2:00 PM, holding a meeting on February 3, 2025 @ 6:30 to review applications, and appoint an interim mayor on February 10, 2025 by Covert and seconded by McGehee.

Ronald Chapman - yes
Michelle Covert - yes
David Hempstead - yes
Olivia McCarthy - yes
Rebecca McGehee - yes

Motion passed 5-0-0.

REPORTS

Treasurer’s Report

Council and the Town Manager discussed line items and that Council will receive reports to show how the money is being transferred to different line items.

The Beautification budget was over due to the electrical work needed to hang up the snowflakes.

Council and Town Manager discussed the line items and financial allocations under the section labeled “Council and Manager’s Office” and “Town Hall/ Town Garage Expenses.”

The Treasurer confirmed that the revenue on the report is not correct.

The Town Manager discussed the water consumption report and that the current rate of water loss is at 12% and the month of December was the first month that there was a surplus in the water account.

Council Member Covert added that she has spoken to the Virginia Rural Water and anything less than a 15% water loss is considered excellent.

DMV Report

Jessica Osborne was promoted to Supervisor.

The revenue rates were smaller than previously. The Town Manager advised we are using more accurate numbers and previous numbers were likely inflated as the contract does not say that Town will receive a 5% flat rate.

Manager’s Report

The Town Manager asks that if anyone needs help that they make an appointment to meet with staff if it will take longer than 20 minutes.

Bonus breakdown was provided in the packet.

Supplemental insurance is being offered and can be purchased individually, if wanted.

A Hydrogeologist will be coming out to speak with Town officials about the possibility of restoring the wells.

The budget process will be starting soon.

The Mineral Planning Commission will be looking into Capital Improvements and passing their findings along to Council.

There has been difficulty finding documents needed to complete the audit. Council and the Town Manager discuss the need for grants.

The Town Manager will present documents during budget season about fee structures and the need to increase the prices.

The Town Manager and the Town Attorney are navigating through the process for the PUD application that was received.

The property owner for the “Old School Property” will be in town this week to begin removing debris. Acting Mayor Chapman asks about the status of the bankruptcy. The Town Attorney advised that he has a copy of the dismissal order of the bankruptcy. The title agency that is being used only sees the lien from the Town on the title and understands that it is the Town’s intention to keep the lien on the property until the Town owns the property and then it can be removed.

Council and the Town Manager discuss the Town’s lien, documents related to the bankruptcy dismissal, and taxes related to the property.

Council decided this will be discussed in closed session to get advice from legal counsel.

The Town Manager is waiting to hear from VDOT about Miller’s Market. If the property does sell, the conditional use permit also transfers but still has to continue with the process.

A citizen came into the office and would like for the Council to contact Representative McGuire to ask for mail to be delivered to residents houses.

The Manager presented a quote for the garage door at the Whitlock Family Park.

The Manager presented a quote from Bowman for asset management of the water lines infrastructure. She thinks this is beneficial for the Town. Council member Covert added that she has spoken with the Virginia Water Authority and they also recommend the purchase as the water is the Town’s greatest asset. The Town Manager and Council discussed payment options and implementation.

ACTING MAYOR’S REPORT

Acting Mayor Chapman presented three documents to Council; a motion record sheet, an agenda item report, and an agenda item cover.

He requests that Council use these forms moving forward.

He continued that it has been an honor to be the acting Mayor the past several weeks as it has provided him with a new perspective when listening to concerns. He is thankful that Council members have taken the time to talk with him.

CALENDARING

- Town Hall: January 21, 2025 @ 6:30 pm
- Regular scheduled meeting: February 10, 2025 @ 6:30 pm
- Mayoral application review: February 3, 3025 @ 6:30 pm

Council took a 5 minute recess.

CLOSED SESSION

Council went into closed session at 8:59 PM in accordance with §2.2-3711(A)(7) and §2.2-3711(A)(8) to discuss with legal counsel actual litigation and to consult with counsel regarding the purchase of real estate.

Motion by Chapman and seconded by McCarthy.

- Ronald Chapman - yes
- Michelle Covert - yes
- David Hempstead - yes
- Olivia McCarthy - yes
- Rebecca McGehee - yes

Motion passed 5-0-0.

BACK IN SESSION

Members of Council voted to certify the closed session and to go back into session at 9:29 PM

- Ronald Chapman - yes
- Michelle Covert - yes
- David Hempstead - yes
- Olivia McCarthy - yes
- Rebecca McGehee - yes

Motion passed 5-0-0.

ADJOURN

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

- Ronald Chapman - yes
- Michelle Covert - yes
- David Hempstead - yes
- Olivia McCarthy - yes
- Rebecca McGehee - yes

Motion passed 5-0-0.



MINERAL COUNCIL TOWN HALL MEETING MINUTES

January 21, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

Members Present

Acting Mayor Ron Chapman

Michelle Covert

David Hempstead

Bernice Kube - appeared via Zoom due to medical reasons.

Olivia McCarthy

Rebecca McGehee

Others Present:

Nicole Washington, Town Manager

Stephanie Dorman, Town Clerk

PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

TOWN HALL

Question: “ I want an answer to this tonight from Dave Hempstead: I think back in April, when he was first being looked at for counsel, he was asked 'what do you think a position on town counsel means?' He said 'I have no idea, I'm going to find out...' why citizens should grant him grace to 'find out' when he do not allow the same the other counsel members or others? At the same meeting he said 'I like projects that get to the end with everyone smiling' does he still feel this way? are you willing to move on and get things done? Thanks”

Response from Council Member Hempstead: He still feels the same way and still wants projects to end on a happy note. He adds that he will not give up or quit.

Response from Acting Mayor Chapman: He believes that the last meeting indicates a good step forward and working together for the Town.

This question was submitted anonymously with only the name Scott provided.

Question from Council Member McGehee to Council Member Hempstead: Why do you think we are ignorant and how are we going to work together when you call us stupid?

Response from Council Member Hempstead: He believes anyone who breaks the law is stupid and it his opinion that Council has broken the law several times and provided examples of the 14 house development and the recent property purchase.

Question from Council Member McGehee to Council Member Hempstead: What is your plan to get rid of the 14 house development?

Response from Council Member Hempstead: Did not want to go into much detail about his plan, but did add that he believes that when the landowner committed a felony by not providing a legitimate plat.

Question from Council Member Hempstead to Council Member McGehee: Have you been to Miller's Market to see that it has changed ownership?

Multiple Council Members responded they heard it had changed ownership. Acting Mayor Chapman added that he previously asked if the CUP would also transfer and it does.

Question from Pam Harlowe: Why is Council Member Covert asking for a right of way when there are other roads that can be used?

Response from Council Member Covert: There are several options and she has not asked for anything specific yet.

Follow up from Pam Harlowe: Town Code states that if you are going to build on an undeveloped street you have to develop the street. If there are two other streets why would you want to close a street?

Response from Council Member Covert: It has been done previously in this Town.

Follow up from Pam Harlowe: Why would you want to close the road? Is it to make your access cheaper?

Response from Council Member Covert: There are a variety of reasons.

Response from Council Member Hempstead: This sounds like a discussion that is still ongoing.

Response from Acting Mayor Chapman: He believes that what happened at the Planning Commission the other night was just a presentation of information so the Planning Commission can make a recommendation to Council. It is a right of a citizen to submit an application and it will follow the normal process.

Question from Cathie Spedden: Can her neighborhood receive street lights?

Council discussed who pays for the electricity. The Town Manager responded that she will reach out to relevant parties and see if she can gather information on the process of installing new lights and report back.

Question from Council Member McGehee: Is Mr. Morgan in the process of cleaning the property?

Response from the Town Manager: He has been in contact with the office and is in the process of cleaning the property. Mrs. Washington added that he has until February to complete the clean up process.

Question from Council Member Hempstead: Is Mr. Morgan going to pay land taxes as he owes back taxes?

Council discussed that they like doing the Town Hall and hope to see more participation. They continued to discuss how they plan to respond to questions and the best way to allow citizens to communicate.

Remark from Tracy Hempstead: She believes that moving forward there should not be anonymous questions.

Council and residents discussed whether or not to allow anonymous questions and ultimately decided to address each on a case by case basis.

Council Member McGehee believes that it should be advertised that anyone can ask Council a meeting and it does not have to be limited to just Town residents.

Council Member Hempstead discussed how he talked to a business owner about the need for rental space.

Council Member Covert mentioned that Council should discuss the recycling plant and the potential economic benefits of renting out that space but that the related committee could present potential options to Council.

Council Member Covert added that Ms. Moon offered to sell her property to the Town. Council discussed the building structure and options for the building.

Council discussed the need to provide attention to businesses by Jen’s Crafters.

Council would like to schedule another Town Hall meeting in either April or May and would like to promote it to anyone interested.

ADJOURN

Motion to adjourn the meeting by Hempstead and seconded by McGehee.

Council adjourned the meeting at 7:03 PM.

DRAFT



MINERAL COUNCIL SPECIAL MEETING MINUTES

February 3, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

Members Present

Acting Mayor Ronald Chapman

Michelle Covert

David Hempstead

Bernice Kube - Present via Zoom due to medical reasons

Olivia McCarthy

Rebecca McGehee

Others Present:

Nicole Washington, Town Manager

Stephanie Dorman, Town Clerk

Robert Sproul, Esq. , Town Attorney

PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

The acting Mayor added public comment to the agenda.

PUBLIC COMMENT

Tracy Hempstead, voiced her concerns regarding the Acting Mayor Chapman becoming the Mayor and advised the Council that he has financial judgments against him and a traffic ticket. In her opinion, this shows poor financial management.

OLD BUSINESS

Discussion of Candidate Letters of Interest/ Resumes

Council member McCarthy asked why Council member Chapman is interested in moving from a Council seat to Mayor? He responded that he has been able to have different conversations with each Council member in a different light and it helped him understand the dynamics. He continued that Council has conducted meetings more professionally under him acting as Mayor.

Motion by Council member Covert to appoint Chapman as Mayor.

Council member Kube thinks the Council should wait the originally scheduled seven days and the Town Attorney agreed.

Council will wait to make an appointment until the February 10th meeting.

ADJOURN

Motion to adjourn the meeting by Council member McGehee and seconded by McCarthy.

Council adjourned the meeting at 6:37 pm.

DRAFT



MINERAL COUNCIL MEETING MINUTES

February 10, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

Members Present:

Acting Mayor Ronald Chapman

Michelle Covert

David Hempstead – arrived at 8:32 PM

Bernice Kube - Present via Zoom due to medical reasons

Olivia McCarthy

Rebecca McGehee

Others Present:

Nicole Washington, Town Manager

Stephanie Dorman, Town Clerk

Robert Sproul, Esq. , Town Attorney

Kelly Singletary, Town Treasurer – arrived after FOIA training

PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

ADOPTION OF AGENDA

Motion to adopt agenda as presented by Council Member McCarthy and seconded by Covert.

Michelle Covert - yes

Bernice Kube - yes

Olivia McCarthy - yes

Rebecca McGehee - yes

Motion passed 4-0-0.

FOIA TRAINING

Joe Underwood, with Virginia FOIA Advisory Council provided FOIA Training to present Council members, staff, and Planning Commissioners.

The present Commissioners were Ed Kube (via Zoom), Brian Thaler, and Jim Snider.

The training lasted approximately 75 minutes.

Council took a ten-minute recess and an email was sent to Councilman Hempstead to advise the training was over.

APPROVAL OF MINUTES

9.26.2024 Minutes

Motion to approve minutes as presented by Covert and seconded by McCarthy.

Ronald Chapman – yes
Michelle Covert - yes
Bernice Kube - yes
Olivia McCarthy - abstain
Rebecca McGehee - abstain

Motion passed 3-0-2.

10.7.2024 Minutes

Motion to approve minutes as presented by Covert and seconded by McCarthy.

Ronald Chapman – yes
Michelle Covert - yes
Bernice Kube - yes
Olivia McCarthy - abstain
Rebecca McGehee - abstain

Motion passed 3-0-2.

Council discussed the back log of minutes. All minutes will be added to the March agenda.

PUBLIC COMMENT

No members of the public signed up to speak.

OLD BUSINESS

Appointment of Mayor

Motion to appoint Ronald Chapman as Mayor by Kube and seconded by McCarthy.

Ronald Chapman – abstain
Michelle Covert - yes
Bernice Kube - yes
Olivia McCarthy - yes
Rebecca McGehee - yes

Motion passed 4-0-1.

“Appointment of Vice Mayor” and “Posting of Council Vacancy” added to agenda with consensus of Council.

Appointment of Vice Mayor

Motion to appoint Dr. Michelle Covert as Vice Mayor by McGehee and seconded by McCarthy.

Council member Kube advised that she believes it is best for Council member Covert’s request for an easement or street closure to be resolved before taking a seat of prominence.

Ronald Chapman – yes
Michelle Covert - abstain
Bernice Kube - no
Olivia McCarthy - yes
Rebecca McGehee - yes

Motion passed 3-1-1.

Posting of Council Vacancy

Council will review resumes and letters of interest on March 3, 2025 at 6:30 pm.

Council will appoint a new Council member on March 10, 2025 at 6:30 pm.

Motion for March 3rd to be the final day to receive applications and March 10th for appointment of a Council member made by Council member McGehee and seconded by Council member McCarthy.

Michelle Covert - yes
Bernice Kube - yes

Olivia McCarthy - yes
Rebecca McGehee - yes

Motion passed 4-0-0.

Mayor Chapman will no longer be voting unless required.

REPORTS

Treasurer's Report

Council member McGehee asked if the Town is on budget and the Town Manager responded that the Town is generally on budget. The Town Manager explained the report provided in the packet to Council.

The Town Manager advised that the budget report is still a work in progress as they are still working to understand the software system.

Council member McGehee complimented the staff on their work.

The Town Manager stated that the upcoming budget will all be done within the financial system.

Council member McGehee asked for a status on the audit and the Town Manager advised there have been several meetings with the Auditors as they continue to look for needed documents.

The Town Manager added that she is still working to get the grant money for the water.

DMV Report

Council member McGehee asked if DMV numbers are down.

The Town Manager advised this is partially due to correct numbers being reported as they had previously been inflated.

Council member McGehee apologizes as she read the report wrong and understands that is the Town's revenue, not the amount DMV made for the month.

Mayor Chapman asked about staff morale and the Town Manager responded that everything is going well, and they are not currently looking to fill the vacancy.

Town Manager/ Zoning Administrator Report

Mayor Chapman asked when the Whitlock Family Park sign will be installed. The Town Manager reported that it will be installed mid-April.

Council member Kube added that they are hoping to have a ribbon cutting ceremony for the Whitlock Family Park and the sign on the first weekend in May. The Mayor would like to invite the Governor, Duane Adams, and John McGuire to the ribbon cutting ceremony. Council member Kube would first like to confirm the date with the Whitlock family.

The Town Manager advised that the garage door is being installed on the 21st.

The Town Manager presented the water disconnection policy. There are several past due accounts and this policy would help the Town to address these accounts.

Council member McGehee asked if there is anything for residents who are facing hardship and the Town Manager advised that is something Council can create but currently the Town does not have anything in place. Council discussed potential ideas on how to address this issue.

Mayor Chapman asked for a status on the residence that is having a large leak. The Town Manager reported that the resident has cut the water, clarifying that the Town did not cut off their water, and the resident is getting quotes for the repairs. The Town Manager has provided the residents with potential resources.

Council member Hempstead arrived at 8:32 pm.

Mayor Chapman asked if this policy needed to be voted on by Council and the Town Manager believes it would make staff feel better to have the backing of Council on this.

Council member McCarthy asked if the Town may be able to transition to online billing. The Town Manager reported that it would be a process and eventually the Town would like to email bills. Council discussed what the electronic bills may look like.

Motion to approve the water disconnect policy by Council member McCarthy and seconded by Vice-Mayor Covert.

Michelle Covert – yes
David Hempstead - yes
Bernice Kube - yes
Olivia McCarthy - yes
Rebecca McGehee - yes

Motion passed 5-0-0.

The Town Manager added that answers from the Town Hall questions are listed in her report.

Committee's Report

Vice Mayor Covert:

Utilities:

There is a potential grant and since it has such a small turnaround time, Thomas Jefferson Planning District is applying on the Town's behalf. The grant money can be used for water related materials.

The Vice Mayor and Town Manager have met with a Hydrogeologist regarding the wells. The Hydrogeologist will have drillers come and see if the screens on the well can be cleaned. This can potentially help bring the well back online. The Town is applying for grants to help fund this project.

Economic Development:

There has been interest in potentially renting the building next to the recycling bins. The committee believes it could be good for the Town to rent out that building.

Council member McGehee:

Cemetery:

Mr. Tony Henshaw has been working to clean up around the cemetery as objects have been blown around.

The committee would like a sign to be added that displays the rules.

The Town Manager asked if the sign could be formatted the same as the sign for the Whitlock Family Park sign for consistency.

Police:

There have been 20 traffic stops in the Town for the month of January; 16 on Main Street and 4 on the back streets.

Fire Department:

The Fire Department is still working on their building. They are hoping to get medics to volunteer.

The Fire Department won first place in the decorating contest.

Council member McCarthy:

The Parks and Beautification committees are working together as they tend to blend. The committees would like to host a beautification festival in the spring.

The committee would like to do a large item trash pick-up, hopefully in April.

The committee would like to work with local businesses to do something similar as the Town did for the holiday decorating contest.

A long-term plan would be working with Master Gardeners in Louisa to utilize space and create a community garden.

Another idea the committee had is “Adopt a sign” where businesses or residents could adopt and maintain a Town sign.

Council member Kube:

Parks:

The committee would like to establish flea markets on Saturday mornings or afternoons and would like the restrooms to be open to accommodate the public.

The committee would like a line item created in the budget solely for the Parks Committee. This could include funds for murals and signage.

The committee will develop a plan to present for the use of the Old School Property and the Old Factory.

The committee would like to place lights along trees in the park corridors and trees next to the sidewalks, as well as lights in general around the parks. They would also like banners that can go across the road to advertise for different activities.

The committee would like handicapped parking spaces to be made available.

Mayor Chapman:

Bylaws and Charter update:

Updates on the Bylaws and Charter will be presented next month to Council. The committee will present updates in sections.

Personnel:

The committee is vetting policies and would like a new personnel handbook to give to staff by July 1, 2025.

The Mayor was made aware that the Town needs to appoint a member of the elected body to the County’s Planning Commission. The Mayor would like to wait until the vacant Council seat is filled before making the appointment.

NEW BUSINESS

Water disconnect policy

The policy was addressed earlier in the meeting.

Posting of Planning Commission Vacancy

Motion to authorize staff to post vacancy for Mineral Planning Commission made by Vice Mayor Covert and seconded by Council member McCarthy.

- Michelle Covert – yes
- David Hempstead - yes
- Bernice Kube - yes
- Olivia McCarthy - yes
- Rebecca McGehee - yes

Motion passed 5-0-0.

CALENDAR OF UPCOMING EVENTS

- Special Council meeting March 3, 2025 at 6:30 pm.
- Regularly scheduled Council meeting March 10, 2025 at 6:30 pm.

CLOSED SESSION

Council went into closed session at 9:05 PM in accordance with §2.2-3711(A)(7) and §2.2-3711(A)(8) to discuss with legal counsel actual litigation and to consult with counsel regarding derelict buildings.

Motion by McCarthy and seconded by McGehee.

- Michelle Covert - yes
- David Hempstead – yes
- Bernice Kube – yes
- Olivia McCarthy - yes

Rebecca McGehee - yes
Motion passed 5-0-0.

BACK IN SESSION

All members of Council voted to certify the closed session and to go back into session at 9:43PM

Ronald Chapman - yes
Michelle Covert – yes
Bernice Kube - yes
David Hempstead - yes
Olivia McCarthy - yes
Rebecca McGehee - yes

Motion passed 6-0-0.

Mayor Chapman reported that local businesses are doing a “shop hop” for Valentine’s Day and advocated for people to shop locally.

ADJOURN

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

Michelle Covert - yes
David Hempstead – yes
Bernice Kube – yes
Olivia McCarthy - yes
Rebecca McGehee - yes

Motion passed 5-0-0.



MINERAL COUNCIL SPECIAL MEETING MINUTES

March 3, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

Members Present:

- Mayor Ronald Chapman
- Michelle Covert
- David Hempstead
- Bernice Kube - Present via Zoom due to medical reasons
- Olivia McCarthy
- Rebecca McGehee

Others Present:

- Stephanie Dorman, Town Clerk
- Robert Sproul, Esq. , Town Attorney

PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

OLD BUSINESS

Discussion of Candidate Letters of Interest/ Resumes

JoAnna Von Arb, sees that Council is calming down and working together. If she is appointed to Council she would challenge Council to continue working together and to keep an open mind. She would like to work with the businesses in Town and foster a strong community. She would also focus on infrastructure and responsible growth. She concluded that she would like to help restore integrity and respect to local government.

Council member McGehee asked why the other candidate was not present and if he was informed of the meeting. The Clerk responded that she informed him of the meeting and Council member Hempstead added that the applicant works construction and works late.

The Clerk will extend an invitation to both candidates to hear from them at the next meeting.

ADJOURN

Motion to adjourn the meeting by McGehee and seconded by Covert.

- Michelle Covert - yes
- David Hempstead – yes
- Bernice Kube – yes
- Olivia McCarthy - yes
- Rebecca McGehee - yes

Motion passed 5-0-0.

Council adjourned at 6:37 pm

DRAFT

Afton Von Tye

Estimator

514 Richmond Ave.
Mineral, VA

SKILLS

- Excellent verbal & written communication skills.
- Project management & budgeting skills;
- Maintaining technological aptitude; proficient with Microsoft Excel, Word, & Powerpoint.
- Strong interpersonal ability; skilled in keeping clients engaged throughout the duration of a project.

EXPERIENCE

Advanced Concrete Foundations, Louisa, VA - *Lead Waterproofing Estimator*

September 2022 - PRESENT

Estimating cost of projects ranging from waterproofing crawl spaces & basements for residential homes in Central Virginia to installing air barrier systems/building envelopes on large commercial projects. Providing building enclosure insight and advice to general contractors, design teams, & architects.

Sherwin Williams, Richmond, VA - *Sales Associate*

May 2018 - July 2019

Job duties included; customer service (online and in-person); inventory/stocking; managing large orders for commercial businesses as well as homeowners; customer retention; maintaining an extensive knowledge of product data in order to guide customers throughout their desired projects.

Self Employed, Louisa, VA - *General Contractor*

2016 - January 2022

Residential carpentry - framing, plumbing, electrical, remodeling

EDUCATION

Louisa County High School - Mineral, VA -

Advanced Diploma (4.19 GPA)

August 2010 - May 2014

Certificates

Certified Phlebotomist

2016-2020



Stephanie Dorman <townclerk@townofmineral.net>

Town Council Position

Afton [REDACTED]
To: townclerk@townofmineral.net

Mon, Mar 3, 2025 at 10:10 AM

To Whom It May Concern,
My name is Afton Von Tye. I am 29 years of age and have been a resident of the Town of Mineral for the past fourteen years. I am interested in the town council position. Please see my resume attached below.

Thank you,
Afton Von Tye

[REDACTED]

 **Afton Von Tye - Resume.pdf**
101K

RESUME FOR TOWN OF MINERAL TOWN COUNCIL

Joanna Von Arb
 9549 Fredericks Hall Road, Mineral, VA 23117
 Phone: [REDACTED] | Email: [REDACTED]

Professional Summary

Dedicated and results-driven professional with a diverse background in real estate, business management, military service, and local government involvement. Experienced in handling complex operations, financial management, and customer relations. Passionate about community development, infrastructure improvement, and responsible governance.

Professional Experience

United Real Estate Premier – Fredericksburg & Northern Virginia
 Realtor, Military Relocation Specialist (2017 – Present)

- Specialize in assisting military families and veterans in buying and selling homes.
- Guide clients through complex real estate transactions, ensuring smooth closings.
- Published real estate guides, including “How to Sell Your Home for More Money” and “Buying Your First Home.”
- Certified with ABR, SRS, MRP, and SRES designations.

Sudley Manor Assisted Living – Manassas, VA
 Business Office Manager (5 years)

- Managed accounts payable, payroll, HR, and compliance with state regulations.
- Coordinated with families to resolve financial and administrative concerns.
- Maintained accurate record-keeping for state inspections and audits.

Broward County Correctional Facilities – Broward County, FL
 Commissary Director

- Managed commissary operations for five area jails, overseeing inventory, accounting, and theft control.
- Ensured compliance with safety and security regulations.
- Conducted inspections to prevent contraband.

Texas Department of Corrections – Galveston, TX
 Correctional Officer

- Supervised inmates in kitchen operations, overseeing meal preparation and distribution.
- Maintained security procedures and ensured compliance with facility policies.

U.S. Army – Multiple Deployments

Staff Sergeant (E-6), Hospital Food Service & Combat Medic (10 Years)

- Served in Desert Shield/Desert Storm, Korea, Bahrain, Saudi Arabia, and Egypt.
- Led emergency field medicine operations and hospital food service teams.
- Received 32 culinary awards, including “Best in the Army” Culinary Competition at Fort Lee.
- Worked with diverse populations, including third-country nationals, in high-pressure environments.

Community Involvement & Leadership

- Candidate for Mineral Town Council (2024): Advocating for infrastructure improvements, local business growth, and responsible governance.
- Community Engagement: Successfully increased town meeting attendance by organizing signage and outreach.
- Infrastructure Advocacy: Supporting water independence and sidewalk expansion in Mineral for public safety.

Education & Certifications

- Real Estate Licensure (2017 – Present)
- Accredited Buyer’s Representative (ABR)
- Seller Representative Specialist (SRS)
- Military Relocation Professional (MRP)
- Senior’s Real Estate Specialist (SRES)

Skills & Competencies

- Real Estate Transactions & Negotiation
- Business & Financial Management
- Compliance & Regulatory Oversight
- Military & Veteran Advocacy
- Team Leadership & Training
- Community Development & Government Relations

Joanna Von Arb

March 3 2025

To the Residents, Business Owners, and Homeowners of Mineral,

I am writing to express my sincere desire to serve on the Mineral Town Council because I believe in the potential of this town and its people. I want to see Mineral thrive—not just today, but for future generations. However, I also recognize that our town leadership has a lot to make up for in restoring the faith and trust of our residents, business owners, and homeowners. Over the past few years, too many decisions have been made without true transparency, leaving many in our community feeling unheard and frustrated. That must change. I want to be instrumental in rebuilding that trust and ensuring that the town council listens, engages, and works in the best interest of the people it serves.

As a Realtor, I understand the importance of fostering strong communities. I work with families making one of the most significant financial and personal decisions of their lives—buying or selling their homes. Through this, I have learned how vital it is for local governments to be supportive of homeowners and businesses, ensuring they have the infrastructure, resources, and representation they need to succeed. I believe that our businesses deserve a stronger voice in shaping the town’s future. As a business owner myself, I know the challenges of navigating policies, regulations, and economic shifts, and I want to ensure that our local businesses are heard and supported, not just regulated without consideration for their needs.

Additionally, we need responsible growth and planning. Infrastructure issues like sidewalks, traffic safety, and securing our own independent water supply must be addressed with long-term solutions, not just temporary fixes. As someone who has worked in financial management, compliance, and logistics, I have the experience necessary to ensure town resources are used wisely and efficiently.

But most importantly, I want to restore integrity, respect, and accountability in town government. Residents deserve to know that their concerns are taken seriously and that decisions are made with their best interests at heart. I believe that the council should serve the people, not the other way around. I will listen. I will ask the tough questions. And I will make sure that every decision made reflects the values and priorities of the people who call Mineral home.

My goal is clear: to be a voice for the people of Mineral and to ensure that our town moves forward in a way that benefits us all. I would be honored to serve

and to play a role in rebuilding trust, supporting local businesses, and creating a stronger, more connected community.

I appreciate your support and welcome any opportunity to discuss how we can work together to make Mineral a town we can all be proud of.

Sincerely,
Joanna Von Arb
Candidate for Mineral Town Council



12 / 11 / 2024

Nicole Washington
Town Manager
Town of Mineral
312 Mineral Ave
Mineral, VA 23117

Re:	Town of Mineral Water Utility GIS Based Mapping and Asset Management System (the “Project”) Town of Mineral, VA Proposal to provide Engineering Services (the “Proposal”) Proposal No. 08.24.150
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Dear Nicole Washington:

We are pleased to submit this Proposal to provide Engineering services for the above referenced Project. Upon verbal or written direction to proceed with performance of the services described herein, this Proposal, along with all attachments thereto, will constitute a binding agreement (the “Agreement”) between Bowman Consulting Group Ltd. (“Bowman”) and Town of Mineral (the “Client”).

Proposal Assumptions and Project Understanding

Bowman Consulting Group, Ltd. (“Bowman”) is pleased to submit this Proposal to the Town of Mineral (“Client”) to provide professional engineering services for developing an asset management system for the Town’s water infrastructure. The asset management system will provide an interface and tools so that Bowman, Town staff, and other stakeholders can access and develop water utility asset information based on ongoing maintenance activities. The scope and approach will include the following features:

- The ArcGIS license and data collected during the completed Lead Service Line Inventory project will be utilized in this project and the collected service line data used as baseline information.
- County real estate data will be incorporated for customers within the Town
- The Town’s available utility water system information will be incorporated. Bowman will scan any available paper water main construction plans and digitize the documents into the GIS system.
- An asset management dashboard will be created to provide a status summary of the collected information.
- The asset inventory will include the following components of the system:
 - Water Meters (previously collected by the Lead Service Line Inventory).
 - Water Service Line information (previously collected by the Lead Service Line Inventory).
 - Water Main Size, Material, Age, and 2-Dimensional Alignment.
 - Fire Hydrants and Valves Locations.
 - Water Isolation Valve Locations.
 - Air Release Valve Locations.
 - Water Supply Wells (if applicable) will be located and other well specific information added.
 - Water Storage Tank, both Ground and Elevated, will be located and other tank specific information added.
- The asset inventory will have the following unique identifier information:
 - A geographic Identifier to identify the location or subdivision in which the asset is located.
 - The asset type.

- An asset number.

Standard of Care - Services provided by Bowman under this proposal will be performed in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession practicing under similar circumstances, including standard of care at the time the services were provided.

Quality Control - A portion of the stated compensation is set-aside for Quality Control/Quality Assurance, which is part of the Bowman Quality Control Policy.

SCOPE OF SERVICES AND FEES

The scope of services (the “Scope”) and associated fees shall be as follows:

1. **Project Management**: Project management portion of this task includes coordination of the team, conducting in-house meetings and correspondence throughout the duration of the project which is anticipated to be 4 months in duration. Project management also includes presenting work activities completed during the period, budget status, schedule status, and identification of any out-of-scope items. Monthly invoices will be prepared which detail project labor costs and other direct costs. An internal QA/QC review will also be included in this Task.
2. **Project Coordination Meetings (3)**: Bowman will conduct three teleconference coordination meetings with the Town regarding the asset management system creation, resolving technical issues, and questions that may arise during the execution of the work.
3. **Information Gathering and Review**: Bowman will work with the Town to gather all available electronic and paper information on the Town’s water infrastructure. This task will include review of existing GIS information, travel to the Town to collect the available paper record plans, scanning of said plans, and analysis of all the gathered information.
4. **Scanning and Digitizing Services**: Bowman will scan, geo-locate and digitize paper water utility maps and update the GIS electronic records with the water system information including the pipeline alignment and identification and location of valves, hydrants and other water system structures.
5. **Basemap and Geodatabase Creation**: Bowman will convert the existing ArcGIS system for the Lead Service Line Inventory into the proposed Town’s GIS Based Asset Management System.
6. **Field Training**: Bowman will provide a one-day onsite field training day where a technician will come to the Town and review the GIS mobile application tools and laptop or PC based tools. The demonstration will include methodologies to field review and update mapping data and tips on how to utilize the stored data for asset management purposes.

Water System Attribute Information Table

<u>Valves</u>	<u>Hydrants</u>	<u>Water Meters</u>	<u>Air Release Valves</u>	<u>Water Lines</u>
Type	Manufacturer & Model Number	Type	Type	Diameter (in)
Size (in)	Date Installed	Size (in)	Size (in)	Material
Manufacturer & Model Number	Measured Fire Flow	Manufacturer & Model Number	Manufacturer & Model Number	Date Installed
Open Direction (L/R)	Date Last Serviced	Service Address	Date Installed	Date of Last Repair
Date Installed	Static Pressure	Date Installed	Date Last Serviced	Pipe Failure Description
Date Last Serviced	Comments	Date Last Serviced	Comments	Repair Description
Comments		Comments		Comments

PROJECT SCHEDULE

The Project will proceed immediately upon authorization and Bowman will begin work on the project. The project is anticipated to take approximately 8 weeks to complete.

PROJECT FEE SUMMARY

The fee is established as a lump sum fee by task. The subtotal and total costs are summarized in the table below. The total project budget is **\$ 32,845.00.**

Task	Description	Total
1	Project Management, QA	\$2,652.00
2	Project Coordination Meetings	\$1,463.00
3	Information Gathering and Review	\$2,136.00
4	Scanning and Digitizing Services	\$7,684.00
5	Basemap and Geodatabase Creation	\$17,410.00
6	Field Training	\$1,500.00

Total Fee \$32,845.00

ASSUMPTIONS AND EXCLUSIONS

- Bowman will utilize the current records from the County's GIS property information. That information will be considered accurate without the need for Bowman to verify or validate its accuracy.
- At the kickoff meeting, Bowman will obtain hard copies of all water system plans and profile drawings for use in the digitizing and mapping work. Bowman will return all collected data back to the Town upon completion of the scanning and digitizing work.
- Where assets are believed to be located but not accurately identified in existing drawings, Bowman will provide the best estimate of the infrastructure location. The system will allow for the location of the assets to be updated as part of subsequent project assignments in the future, or with an optional field service task.
- All deliverables will be electronically included into an ESRI ArcGIS Online system without the need for creating any printed documents.
- The existing ESRI license will be utilized for this project. No new license is assumed to be needed as part of this work.
- A markup of not greater than 5% will be applied to any subcontractor costs for external work.
- Bowman will utilize the 2025 Rate Table for all work completed in calendar year 2024. The rate table is included in Attachment A.

REIMBURSABLE EXPENSES

Reimbursable expenses shall include actual expenditures made by Bowman in the interest of the Project and will be invoiced at the actual cost to Bowman plus fifteen percent (15%) for handling and indirect costs. Reimbursable expenses shall include but not be limited to costs of the following:

- Mailing, shipping, and out source delivery (i.e. DHL, FedEx) costs.
- Fees and expenses of special consultants as authorized by the Client.
- Parking fees and mileage for employee travel by car to facilitate the project.

REPROGRAPHIC AND COURIER CHARGES

Reprographic, plotting, in-house courier, and archive retrieval services will be invoiced in accordance with Schedule A attached hereto.

CLIENT RESPONSIBILITIES

The Client shall be responsible for obtaining permission for Bowman, its employees, agents and subcontractors to enter onto the subject property and any properties in the vicinity as reasonably necessary for Bowman to perform the services described herein. By either countersigning this Proposal or verbally authorizing Bowman to proceed, the Client warrants and represents that it has obtained such permission.

OTHER TERMS

This proposal is based on the scope of services indicated herein and the information available at the time of the proposal preparation. If any additional services are required due to unforeseen circumstances and/or conditions, client or regulatory

requested revisions, additional meetings, regulatory changes, etc, Bowman will notify the client that additional scope of work and fees are required and will obtain the client's written approval prior to proceeding with any additional work.

Bowman's Standard Terms and Conditions and Hourly Rate Schedule are attached hereto and incorporated into this Proposal by reference.

Please indicate your acceptance of this proposal by executing below and returning a copy to this office. Thank you for the opportunity to provide service to Town of Mineral.

Sincerely,

BOWMAN CONSULTING GROUP LTD.

Carson Towne

Carson Towne
Project Manager

Town of Mineral hereby accepts all terms and conditions of this Proposal (including the Standard Terms and Conditions) and authorizes Bowman to proceed with the Project, and the undersigned represents that he or she is authorized by Town of Mineral to so execute this Proposal.

Town of Mineral

By:

Title:
Date:

BOWMAN CONSULTING GROUP LTD.

SCHEDULE A - FEES FOR REPROGRAPHIC, DELIVERY, TRAVEL AND OTHER SERVICES

January 2024

Reprographic Services

B&W Photo Copies	\$0.35/sf, or \$0.23 for 8-1/2" x11" sheet
Color Photo Copies	\$0.50/sf, or \$0.32 for 8-1/2" x11" sheet
Printing (bond)	\$0.35/sf, or \$2.10 for 24" x 36" sheet
Printing (mylar)	\$3.00/sf, or \$18.00 for 24" x 36" sheet

Binding, Mounting and Folding of plan sets, reports, or drawings will be invoiced at our standard hourly rates. Copying of Plans that have been archived in storage is subject to a minimum archive retrieval fee of \$50 plus applicable reprographic fees above.

Delivery Services

In-house delivery services are invoiced at \$2.00 per mile (one way) and subject to a minimum \$20.00 charge for standard delivery during normal business hours. Rush services and times outside normal business hours are subject to a minimum \$20.00 surcharge.

Outsourced courier services (i.e. Federal Express, DHL, etc.) are invoiced at cost plus 15%.

Travel

Mileage for employee travel by car to facilitate the project, including travel to the project site and for meetings with the client, project team, contractors, or governmental agencies, will be invoiced at the current IRS standard mileage rate.

Airfare and/or lodging to facilitate the project will be coordinated with the client in advance and will be invoiced at cost plus 15%.

Miscellaneous

Other costs associated with sub-consultants, specialty equipment, laboratory testing, field testing, tolls, parking or other miscellaneous items will be invoiced at cost plus 15%.

Initials: Bowman *C.T.* / Client

2025 Bowman Consulting Group LTD. Rate Table

Schedule B Hourly Rates

Effective for Calendar Year 2025

CLASSIFICATION	HOURLY RATES
Senior Principal	\$336
Principal	\$315
Department Executive	\$273
Senior Project Manager	\$252
Project Manager	\$200
Project Coordinator	\$184
Senior Surveyor	\$215
Engineer I	\$137
Engineer II	\$158
Engineer III	\$173
Planner I	\$126
Planner II	\$147
Planner III	\$163
Designer I	\$121
Designer II	\$152
Designer III	\$168
CADD Drafter I	\$110
CADD Drafter II	\$137
CADD Drafter III	\$152
Senior Construction Observer	\$173
Construction Manager	\$205
Construction Inspector	\$116
Landscape Architect I	\$131
Landscape Architect II	\$147
Landscape Architect III	\$163

2025 Bowman Consulting Group LTD. Rate Table

Certified Arborist (1)	\$189
Senior Environmental Scientist	\$184
Environmental Scientist I	\$142
Environmental Scientist II	\$152
Environmental Scientist III	\$173
Right of Way Specialist I	\$101
Right of Way Specialist II	\$121
Right of Way Specialist III	\$147
Survey Technician I	\$121
Survey Technician II	\$131
Survey Technician III	\$152
Project Surveyor	\$179
Survey Field Crew - 1 Man	\$137
Survey Field Crew - 2 Man	\$205
Survey Field Crew - 3 Man	\$305
3D Scanning Crew	\$289
Survey Field Technician	\$137
3D/UAV Modeling Technician	\$179
UAV Operation	\$289
SUE Field Crew - 1 Man	\$142
SUE Field Crew - 2 Man	\$205
SUE Field Crew - 3 Man	\$252
SUE Field Crew - 4 Man	\$289
SUE Utility Coordinator	\$194
SUE Technician I	\$121
SUE Technician II	\$137
SUE Technician III	\$163
Machine Control Technician	\$284

2025 Bowman Consulting Group LTD. Rate Table

Administrative Professional	\$100
Remote Sensing Technician I	\$110
Remote Sensing Technician II	\$131
Remote Sensing Technician III	\$152

BOWMAN CONSULTING GROUP LTD. SCHEDULE C - REQUEST FOR INFORMATION

Accounts Payable Contact:	
Point of Contact:	
Phone:	
Fax:	
E-Mail:	
Billing Information:	
Billing Entity:	
Billing Address:	<input type="checkbox"/> Same as Proposal
	<input type="checkbox"/> If Different, Please Provide:
Billing Requirements:	
Invoice Due Date:	
Requirements/Attachments:	
Invoices Transmitted Via Electronic Mail to:	
Offer ACH Direct Deposit:	<input type="checkbox"/> Yes, Contact:
	<input type="checkbox"/> Not Sure, Contact Our Office
	<input type="checkbox"/> Not At This Time

Initials: Bowman

C.T. / Client

BOWMAN CONSULTING GROUP LTD. TERMS AND CONDITIONS

These Terms and Conditions are incorporated by reference into the Proposal and its exhibits (the "Proposal") from **Bowman Consulting Group Ltd.** ("Bowman") to **Town of Mineral** ("Client") for performance of services described in the Proposal and associated with the project described in the Proposal (the "Project"), and in any subsequent approved Change Order related to the Project. These Terms and Conditions, the accepted Proposal, and any Change Orders or other amendments thereto, shall constitute a final, complete, and binding agreement (the "Agreement") between Bowman and Client, and supersede any previous agreement or understanding.

1. Scope of Services. Bowman will provide the services expressly described in and limited by the Proposal (the "Scope"). If in Bowman's professional judgment the Scope must be expanded or revised, Bowman will forward a change order agreement to Client that describes the revision to the Scope (the "Change Order") and the adjusted fee associated therewith.

2. Standard of Care. The standard of care for all services performed by Bowman for Client shall be the care and skill ordinarily used by members of the applicable profession practicing under similar circumstances at the same time and locality of the Project. Client shall not rely upon the correctness or completeness of any design or document prepared by Bowman unless such design or document has been properly signed and sealed by a licensed professional on behalf of Bowman.

3. Payment Terms. Bowman will invoice Client monthly or more frequently based on a percentage of the work completed for lump sum tasks, number of units completed for unit tasks, and actual hours spent for hourly tasks. Invoices are due and payable in full upon receipt without offset of any kind or for any reason. Bowman shall have the discretion to apply payments made by Client to an invoice or retainer account of Client in accordance with its business practices. Client agrees to pay a finance charge of one and one-half percent (1.5%) per month from the invoice date on any unpaid balance not received by Bowman within thirty (30) days of the invoice date. Payment of invoices is subject to the following further terms and conditions:

(a) If any invoice is not paid in full within forty-five (45) days of the invoice date, and Client has not timely and in good faith disputed the invoice as provided below, Bowman shall have the right at its election by giving notice to Client to either: (i) suspend the performance of further services under this Agreement and, at its sole discretion, suspend the performance of further services on other projects which are being performed by Bowman on behalf of Client or any related Client entities, until all invoices are paid in full and Bowman has received a retainer in such amount as Bowman deems appropriate to be held as described below; or (ii) deem Client to be in material breach of this Agreement and proceed pursuant to Section 17 below. Client agrees to pay any and all charges, costs or fees incurred in collection of unpaid invoices, including reasonable attorneys' fees and costs. Following Bowman's election above, Bowman shall bear no liability to Client or any other person or entity for any loss, liability or damage resulting from any resulting delay, and any schedule for the performance of services hereunder prepared previously shall be deemed void with any future schedule for the performance of services requiring the approval of both Client and Bowman.

(b) If Client disputes any submitted invoice, Client shall give written notice to Bowman within thirty (30) days of the invoice date detailing the dispute. If no written notice of a dispute is provided to Bowman within that time period, the invoice shall then be conclusively deemed good and correct. If part of an invoice is disputed, Client shall remain liable to timely pay the undisputed portion of the invoice in accordance with the terms of this Agreement. Client and Bowman shall promptly negotiate in good faith to resolve any disputed portion of an invoice.

4. Retainer and Other Payments. Bowman reserves the right to require that Client make a payment to be held by Bowman as an advance against future billings (the "Retainer"). The Retainer is not intended as the regular source of payment for invoices issued to Client under this Agreement or otherwise, and the parties intend that the Retainer be applied to the final invoice for the services described in the Agreement, or against any other unpaid amounts owed to Bowman should Client (or any affiliate of Client) fail to timely pay invoices due Bowman. The Retainer account may consist in part of payments applied by Bowman pursuant to the authority granted it under Paragraph 3 above. If the Retainer is applied during the course of the Agreement, Client agrees to promptly replenish the Retainer upon request of Bowman. Upon the conclusion of this Agreement, or its earlier termination, Bowman shall (a) apply the Retainer to any unpaid amount owed Bowman by Client (or its affiliates), and (b) return any unapplied portion to Client. The Retainer shall not be required to be held in a separate account nor shall it bear interest, and the Retainer may include other amounts paid to Bowman by Client with respect to the Project or other projects.

5. Client Duties and Responsibilities. Client shall inform Bowman of any special criteria or requirements related to the Project or Scope, and shall timely and at its cost furnish any and all information in its possession relating to the Project, including reports, plans, drawings, surveys, deeds, topographical information and/or title reports. Bowman shall bear no responsibility for errors, omissions, inaccuracy or incompleteness in third-party information or additional costs arising out of its reliance upon such third-party information

supplied by Client. Client warrants and represents that: (a) Client has obtained the full and unconditioned prior written consent from any third-party for Bowman to use such third-party information; (b) such consent shall be provided to Bowman upon request; and (c) such consent shall be in a form that, in Bowman's reasonable discretion, does not violate any applicable law, regulation, or code of ethics. If the Scope requires a current title report, Client shall timely and at its cost provide such title report to Bowman. If the Scope includes preparation of plats to be recorded in the land records of the Project jurisdiction, Client shall timely prepare, submit, and record necessary deeds and pay all recording fees associated with deeds and plats. All off-site easements are the responsibility of Client. Client shall indemnify and hold harmless Bowman from and against any and all claims, demands, losses, costs, and liabilities, including without limitation reasonable attorney fees and expenses incurred by Bowman and arising out of (a) Client's breach of this Agreement or (b) an action by Client or a third-party with respect to any matter not included in the Scope or that is excluded from the responsibility of Bowman pursuant to this Agreement.

6. Insurance. Bowman and its employees are protected by workman's compensation, commercial general liability, automobile liability, and professional liability insurance policies. Upon request of Client, Bowman shall provide a certificate of insurance to Client evidencing such coverage and shall attempt to include Client as an additional insured on those coverages that permit additional insured status. Client acknowledges it has been offered the opportunity to review the current limits of such coverage and finds them satisfactory, and further agrees that in no event shall Bowman's liability to Client or any party claiming through Client be greater than the limits of such insurance. From time to time Bowman may, without notice to Client, amend the carriers, conditions, exclusions, deductibles or limits of any such insurance; provided that prior to any decrease in any insurance limit becoming effective Bowman shall give notice thereof to Client.

7. Potential Liability of Bowman. The following provisions shall operate with respect to any potential liability of Bowman arising under the Agreement:

(a) Client may not assert that there is a breach, defect, error, omission or negligence in the services performed by Bowman that Client believes creates liability on the part of Bowman unless Client gave written notice to Bowman not later than the first to occur of (i) the beginning of any corrective work, or (ii) thirty (30) days after Client had knowledge of the existence of the breach, defect, error, omission or negligence. Bowman shall have the opportunity to participate in decisions regarding the corrective work, and Client shall ensure that corrective action is taken at the lowest reasonable expense under the circumstances.

(b) Notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of Bowman and Bowman's officers, directors, partners, employees, agents, and consultants to Client and anyone claiming through Client, shall not in any manner whatsoever exceed the direct losses incurred by Client (to the extent of and in proportion to Bowman's comparative degree of fault) that resulted from the error, omission or negligent act of Bowman in the performance of services under this Agreement.

(c) To the fullest extent permitted by law, Bowman and Bowman's officers, directors, partners, employees, agents, and sub-consultants shall not be liable to Client or anyone claiming through Client for any special, incidental, indirect, or consequential damages whatsoever arising out of, resulting from, or in any way related to the Project or this Agreement, regardless of whether such damages are alleged to be caused by the negligence, professional errors or omissions, strict liability, breach of contract, or breach of express or implied warranty.

(d) Client agrees that Bowman's shareholders, principals, partners, members, agents, directors, officers and/or employees shall have no personal liability whatsoever arising out of or in connection with this Agreement or the performance of services hereunder.

8. Certificate of Merit. In addition to the requirement of notice under section 7(a) above, Client shall make no claim (whether directly or in the form of a third-party claim) against Bowman unless Client shall have first provided Bowman with a written certification executed by an independent professional licensed in the state in which the Project is located and licensed in the profession to which the claim relates. Such certificate shall: (a) contain the name and license number of the certifier; (b) specify each and every act or omission which the certifier contends constitutes a violation of the standard of care expected of a professional performing professional services under similar circumstances; (c) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation; and (d) be provided to Bowman thirty (30) days prior to the presentation of and as a precondition to any such claim, or the institution of any mediation, arbitration, judicial or other dispute resolution proceeding.

9. Conflict Resolution and Applicable Law. Any dispute, controversy or claim arising out of or relating to this Agreement, or the breach thereof, that cannot be resolved by the parties and for which the amount in controversy is less than One Hundred Thousand Dollars (\$100,000.00) shall be settled by arbitration administered in Fairfax County, Virginia by the American Arbitration Association in accordance with its Commercial Arbitration Rules and Expedited Procedures, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction over the parties. For any other dispute, controversy or claim arising out of or relating to this Agreement, or the breach thereof, the parties agree to first submit such dispute, controversy or claim to non-binding mediation, with each party to bear its own costs of such mediation and to equally share the costs of any mediator. If such mediation does not

successfully resolve all issues, then the parties agree that the state and federal courts located in Virginia shall have jurisdiction and venue over such dispute. This Agreement shall be governed and interpreted in accordance with the laws of the state in which the Project is located, without giving effect to conflicts of laws principles thereof.

10. Ownership of Documents and Other Rights of Bowman.

(a) All reports, plans, specifications, computer files, field data, notes, and other documents and instruments prepared by Bowman as instruments of service ("Work Product") shall remain the property of Bowman up until such time as all monies due to Bowman have been paid in full, at which time (i) Client may take possession of the Work Product, and (ii) Bowman shall be deemed to have granted Client a fully paid, non-exclusive license to use the same solely for the Project. Subject to such license Bowman shall retain all common law, statutory, and other reserved rights, including the copyright to all Work Product. If Client or a party acting on Client's behalf modifies any part of the Work Product or reuses them on a different project, Client agrees to indemnify and hold Bowman harmless from any claim, liability or cost (including reasonable attorneys' fees and defense costs) arising therefrom. Client acknowledges that if Bowman provides Client with Work Product in an electronic or digital format ("Electronic Data"), Client is responsible for cross checking the Electronic Data with the applicable paper document for full conformance and consistency between such paper document and the Electronic Data.

(b) Bowman reserves the right to include photographs and descriptions of the Project in its promotional, marketing, and professional materials. Client grants its consent to Bowman for Bowman to install reasonable signage at the Project equivalent to that which is or could be installed by other vendors to the Project.

11. Modification. From time to time Bowman may either in writing or by electronic mail submit a Change Order to Client and Client shall be deemed to have approved such Change Order if: (a) Client signs the Change Order; (b) Client signifies its consent to the Change Order by electronic mail; or (c) a representative of Client with actual or apparent authority to approve the Change Order orally approves it and Bowman subsequently confirms such approval in writing or by email and begins work associated therewith without receiving written or electronic mail objection thereto. Except for Change Orders authorized by Client as provided immediately above, this Agreement may be amended, modified, or supplemented only in writing signed by all parties hereto. Any signature required or permitted hereunder may be either by hand or by electronic signature.

12. Exclusions from Scope. By way of illustration and not limitation, unless specifically included in the Scope, Bowman has no obligation or responsibility for: (a) favorable or timely comment or action by any governmental entity; (b) taking into account off-site conditions or circumstances that are not clearly visible or reasonably ascertainable by the performance of on-site services; (c) the accurate location or characteristics of any subsurface utility or feature that is not clearly and entirely visible from the surface; or (d) structural design (including, but not limited, to structural design of retaining wall(s) or of special drainage structure(s)).

13. Limits of Scope.

(a) Early Bid Documents. Client agrees that if it requests submission of Work Product documents to contractors for bid purposes either prior to full completion thereof by Bowman or prior to final governmental approval, the potential exists for additional design and construction costs arising from required subsequent revisions and additions to Bowman design documents so as to conform to those of other design disciplines and/or governmental agencies, and any such costs shall be Client's responsibility.

(b) Estimates. Any cost, timing or quantity estimates provided as a part of the Scope are estimates only and reflect Bowman's judgment as a design professional familiar with the construction industry, but expressly do not represent a guarantee of quantities or construction costs. Client agrees that Bowman has no control over contractors as to cost, timing, or quantity matters, and further agrees that if Client desires greater accuracy as to construction costs it should engage an independent cost estimator.

(c) Construction Means and Methods. Client agrees that Bowman does not control and is not responsible for construction means, methods, techniques, sequences, or procedures, or for any safety precautions in connection with the Project or for the acts or omissions of any contractor, subcontractor, or any other person or entity performing work for the Project.

(d) Shop Drawing Review. If specifically included in the Scope, Bowman shall review and check the contractor's shop drawings, product data, and samples, but only for the limited purpose of checking for general conformance with the intent of such contract documents. Client acknowledges that such review is not for the purpose of determining or substantiating the accuracy and completeness of other details, such as dimensions or quantities, or for substantiating instructions for installation or performance of equipment or systems designed by the contractor. Bowman's review shall not constitute approval of safety precautions, construction means, methods, techniques, schedules, sequences or procedures, or of structural features.

(e) Plan and Permit Processing. If the Scope includes preparation of plans and/or plats for review and approval by public agencies, submission and processing of such plans and plats in a manner consistent with a normal course of business is included within the Scope. If Client requests Bowman to either expedite the plan review process by attending meetings, hand carrying plans and

documents from agency to agency, or performing similar services, or to prepare and process permit applications of any type, then, unless specifically included in the Scope, those services will be performed by Bowman as hourly rate services under Section 14 below.

(f) **Building Plan Coordination.** If the Scope includes preparation of site plans, site grading plans, subdivision plans, or similar plans that involve coordination with building plans (including architectural, mechanical, structural, or plumbing plans) to be prepared by others, Client shall provide such building plans to Bowman by such date and in such state as Bowman reasonably deems necessary to timely perform its services. If Client fails to so provide building plans to Bowman, Bowman may make reasonable assumptions regarding building characteristics in order to timely perform its services and any later revisions to Bowman plans required to properly coordinate them with building plans will require a Change Order, subject to an additional fee.

14. Fees by Hourly Rate Schedule. If Client requests Bowman to perform services not included in the Proposal or an approved Change Order (including, without limitation, attending meetings and conferences on an as-needed basis with public agencies), Client shall compensate Bowman for such services in accordance with the Hourly Rate Schedule attached to and made a part of the Agreement. Expert witness testimony or participation at legal discussions, hearings or depositions, including necessary preparation time, will be charged at 150% of the quoted rates. If the Project extends beyond the calendar year in which the Proposal is dated, Bowman may revise its Hourly Rate Schedule in January of each subsequent year.

15. Covenants Benefiting Third-Parties. Bowman and Client acknowledge that from time to time third-parties may request Bowman to execute documents which benefit that third-party. These documents may include certifications, consent of assignment, and/or waiver of certain of Bowman's rights under this Agreement ("Requested Covenant"). Client acknowledges that execution of Requested Covenants is beyond the Scope, is at Bowman's discretion, and, if Bowman decides to so execute a Requested Covenant, the language, terms, and conditions of such Requested Covenant must be acceptable to Bowman, at Bowman's discretion.

16. Assignment. This Agreement may not be assigned by one party without the express written consent of the other party. Notwithstanding the forgoing, Bowman may employ consultants, sub-consultants, or subcontractors as it deems necessary to perform the services described in the scope. Also, Bowman may assign its right to receive payments under this Agreement.

17. Termination. Either party may terminate the provision of further services by Bowman under this Agreement for convenience with thirty (30) days advance notice to the other party. In addition, following a material breach by the other party, the non-breaching party may terminate the provision of further services by Bowman under this Agreement by giving ten (10) days prior notice and an opportunity to cure to the reasonable satisfaction of the non-breaching party. Client acknowledges that its failure to timely pay undisputed invoices is a material breach and that full payment of all undisputed invoices is required to cure such breach. Following any termination of services: (a) Client shall immediately pay Bowman for all services performed through the termination date, including reasonable costs of transitioning the Project to a new design professional designated by Client, if applicable; (b) Bowman shall have the right to withhold from Client the use or possession of Work Product prepared by Bowman for Client under this or any other agreement with Client, until all outstanding invoices are paid in full; (c) if the termination by Bowman resulted from a material breach by Client, Bowman shall have the right to withdraw any Work Product or other documents filed with any governmental agency by Bowman in its name on behalf of Client; and (d) if Client selects a new design professional then, as a condition of transferring any files or documents, Client and Client's new design professional shall execute Bowman's standard Electronic File Transfer Agreement or such other similar agreement as the parties shall in good faith negotiate.

18. Miscellaneous. If any provision of this Agreement shall be held invalid, illegal or unenforceable, the other provisions of this Agreement shall remain in full force and effect. The failure of a party to enforce any provision hereof shall not affect its right at a later time to enforce same. A waiver by a party of any condition or breach hereunder must be in writing to be effective and, unless that writing provides otherwise, shall waive only one instance of that condition or breach. This Agreement is solely for the benefit of the parties hereto and no provision of this Agreement shall be to confer upon third-parties any remedy, claim, liability, reimbursement, cause of action, or other right. The headings in this Agreement are for convenience and identification purposes only, are not an integral part of this Agreement, and are not to be considered in the interpretation of any part hereof. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. References in this Agreement to any gender shall include references to all genders. Unless the context otherwise requires, references in the singular include references in the plural and vice versa. The words "include," "including," or "includes" shall be deemed to be followed by the phrase "without limitation." The individual who signs this Agreement warrants that he has the authority to sign as, or on behalf of, Client, and to bind Client to all of the terms and conditions of this Agreement. To the extent that they are inconsistent or contradictory, the terms of the Proposal or an authorized Change Order shall supersede these Terms and Conditions.

19. Notices. Any notice, request, instruction, or other document to be given hereunder by a party hereto shall be in writing and shall be deemed to have been deemed delivered: (a) on the day sent if delivered personally or by courier service during regular business hours (i.e., prior to 5:00 p.m. on weekdays that are not Federal holidays); (b) on the business day after the day sent if sent by overnight delivery service; or (c) two business days after the day sent if sent by certified mail or delivered by two-day delivery service.

If to Client, notice shall be addressed to the individual signing this Agreement at the address noted on the Proposal.

If to Bowman, notice shall be sent to the address set forth in the proposal, with a copy sent to:

Bowman Consulting Group Ltd.
12355 Sunrise Valley Drive, Suite 520
Reston, Virginia 20191
Attn: Robert A. Hickey

or to such other individual or address as a party hereto may designate for itself by notice given as herein provided.

Initials: Bowman *C.T.* / Client

Section H, Item 3.



Section H, Item 3.



Section H, Item 3.



Section H, Item 3.



municode codification

POWERED BY CIVICPLUS

Republication, Supplementation, and Online Code Hosting Services

Mineral, VA

PRESENTED BY:

Krystal Hays, Legal Account Executive

Contact

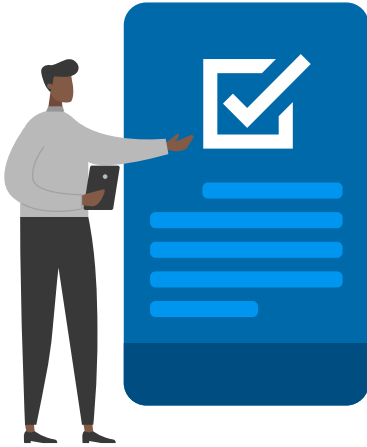
940.465.4240

KHays@civicplus.com



Republication

We will provide you with a Style Checklist and work with you to confirm the desired formatting and style of the code, including font, binder color (semi-bright black, dark blue, green, or burgundy), and ink stamping color (gold or silver). We will update the preliminary pages, create an index (if elected) and table of contents; update history notes; provide a comparative table of ordinances, and integrate all applicable photographs, maps, diagrams, charts, and tables into the code. Proofs can then be provided for your review. Following the approval of the proofs, the code will be shipped and posted online in fully robust HTML format.



We will handle 100% of the publishing. The republication process includes editing, page composition, proofreading, indexing (if elected), and delivering the information as printed and/or electronic copy. When we republish your code, pages are recomposed to eliminate short pages, pages with blank backs and oddly numbered (point) pages. Following the recomposition, the code is reprinted, and supplement number designations start over with Supplement No. 1.

The anticipated time frame for the conversion and republication project is up to 6 months, excepting any delays in your return of proofs, and will begin after our receipt of the completed Style Checklist and all necessary material in an editable, electronic format. Within two

Republication Timeline

STEP 1	Immediately	CUSTOMER sends signed contract and all applicable material. CIVICPLUS acknowledges contract, provides a Disposition List of all ordinances/material received.
STEP 2	Within 3 Weeks	CIVICPLUS provides a project introduction letter outlining all phases of the project and all material received to date. CUSTOMER confirms CivicPlus has all applicable materials. Conversion begins upon receipt of all applicable materials.
STEP 3	Up to 6 Months	CIVICPLUS submits code draft proofs for customer review. CUSTOMER to return proofs within 45 days. After the proofs are returned, we will ship the newly printed code volumes within 2-3 weeks and post the code online. Supplementation will begin anew with Supplement No. 1.

weeks of shipping the new code, it will be published online in fully robust HTML format. To ensure a successful project completion, style changes requested after approval of the sample will be assessed an additional editorial fee. Legislation added to the project must be approved and received prior to the established cutoff date. Following the delivery of the final code draft for proofing, any extensive changes requested in the code content, and/or any material added to the code that was not previously contemplated, will be subject to an additional proof update fee. Proofs not returned within 45 days may be subject to a proof update fee, if applicable.

THE REPUBLICATION PROCESS INCLUDES:

- Conversion to our codification database
- Removal and replacement of supplement numbers
- Updating of preliminary pages (title page, officials' page, and preface)
- New page numbers
- Editing and proofreading
- 10-point, Times New Roman font, single column format, unless otherwise instructed
- Incorporation of maps, diagrams, charts, and tables
- Preparation of table of contents and updating or creation of an index (if elected)
- Proofs provided for your review
- Posting your newly republished code online



THE REPUBLICATION PROCESS DOES NOT INCLUDE:

- Renumbering and/or reorganizing the structure of your code
- Legal Review by an attorney (quote available upon request)
- Substantive editing or changes to the text

Supplementation Services

Our supplementation process has been designed for timeliness, efficiency, simplicity, and most of all, for our customers' convenience. Supplements will be provided on your chosen schedule, and you will be billed on an annual basis. Color printing and an increase in the desired number of supplement hard copies may result in an increase in the annual fee.

We pride ourselves on a turnaround time of 40 to 45 days for printed supplements and can provide our always-up-to-date electronic update services within 15 days. The online code is updated within three days after shipping the supplement; there is no additional fee for this service. Rush supplements will be assessed an additional one-time fee. A recent analysis of our printed supplement services indicated an editorial error rate of less than 0.1 percent, which is made possible by our attention to detail, ongoing communication with our customers, and strict quality control checks to ensure we continue to produce the best printed and electronic supplements available in our industry. Any errors attributable to CivicPlus during the preparation, printing, and maintenance of the code will be corrected at no cost. The printed supplement process is outlined as follows:



Supplementation Process

1. **Initial Receipt** – The receipt of the new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date, and ordinance number(s). You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our supplement team for codification. If our OrdBank service is elected (advance legislation service), the legislation will be posted online within 48 hours as a PDF under "adopted legislation not yet codified" at this time.

2. **Editorial Review** – Our editorial team will review all ordinances received to determine whether the ordinance should be included in your code; where the ordinance should be placed; whether the ordinance conflicts with your existing code format; what material should be removed from your existing code; whether history notes will be added; what tables will be updated; and whether the table of contents in the front of the code and at the chapter/title level should be amended. If any significant errors or numbering issues are noted, your editor will contact you for clarification. Our editorial team will make no substantive changes to your legislation; however, minor typographical errors will be corrected as part of the supplement process. Should the editorial, legal, or proofreading team find discrepancies in your ordinances, we will communicate with you promptly.



3. **Indexing** – If an Index is elected, your supplement will be sent to our indexing team, where new legislation is indexed and cross-referenced in all appropriate locations.

4. **Proofreading** – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure editorial accuracy, code hierarchy, and layout and confirm that your supplement is grammatically correct and free of errors in spelling and capitalization. Finally, your supplement is examined line by line again to ensure that the improvements made by the editorial team are thorough and accurate. The original ordinance is compared with the newly added text to ensure editorial accuracy.

5. **Posting the Supplement Online** – After your supplement has been completed, your online code will be updated within one to three days, and we will provide any electronic products requested. You will receive a notification that the website has been updated via email. If our CodeBank Compare + eNotify service is elected, subscribers will be notified when the online code is updated. When your code is updated, all internal cross-reference links are updated on our Online Code Hosting system.

6. **Printing and Shipping** – We will print, cut, hole-punch, insert divider tabs (if elected), and ship your supplement to you per your elected schedule.

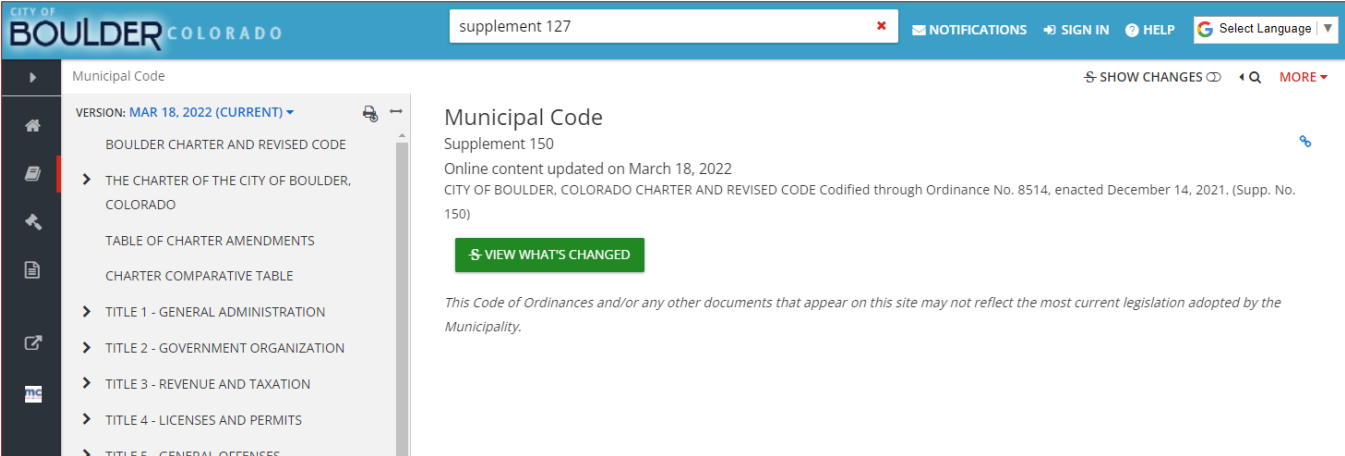
If you utilize OrdBank and a CivicPlus Agenda and Meetings Management solution, your newly adopted legislation will be posted on the landing page of your online code of ordinances within one minute of sending said legislation to CivicPlus. The history notes throughout your code of ordinances will also be automatically linked and associated to the meeting in which your newly adopted legislation was considered. If you are interested in learning more about our CivicPlus Agenda and Meetings Management solutions, please let me know.

Printed Supplementation Process	
	Submission of Materials
	Editorial Review
	Mark Up
	Indexing
	Proofreading
	Corrections
	Printing & Shipping
	Upload to the Internet

Online Code Hosting

Our Online Code Hosting system is continuously enhanced and improved by our in-house team of Internet Technology professionals. It includes Standard and upgradeable Premium features, designed to provide a wide variety of additional capabilities for researching and navigating your code and preserving its history.

Our system is extremely user-friendly and requires no special training or login information. In addition, we offer a variety of on-demand video tutorials. We can also host a personalized training webinar for you and your staff to demonstrate our online features and capabilities before your new code goes live online.



Online Code Hosting Standard Features

Responsive Design – We designed our intuitive User Interface (UI) to provide easy access to our full suite of features from any device, including a tablet or mobile device running iOS or Android.

4-2-1. - Legislative Intent.

The purpose of this chapter is to protect the health, safety and welfare by requiring all persons to be licensed to offer for sale any alcohol beverage. The city council may also issue local licenses for sale of such beverage in accordance with state law, and that the city's licensing requirements shall be consistent with those for state licenses under state law.

Ordinance No. [8173 \(2017\)](#)

4-2-2. - City License to Sell Required.

- Share Link
- Print
- Download (docx)
- Email
- Compare

Print/Save/Email – With delivery available in Microsoft Word or PDF format, users can share a link, print, download (as a Microsoft Word document), or email files at the section, article, or chapter levels or even non-sequential sections from multiple portions of your code(s).

Not all codification companies enable you to download Microsoft Word documents directly from the website. Being able to do so enhances your ability to draft new legislation.

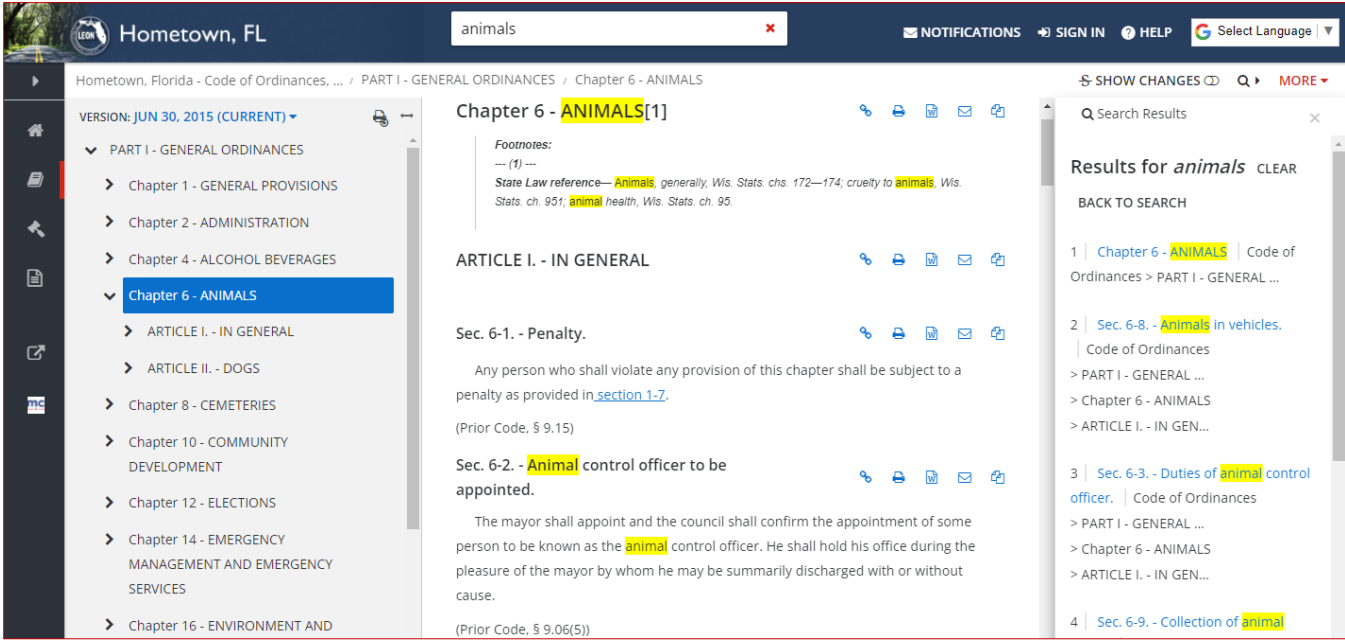
Social Media Sharing – You and your users can share code sections via Facebook and Twitter. This functionality makes it easier for you and your team to utilize social media to engage your community and enhance your level of transparency.

Browsing – Online Code Hosting provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you’re viewing. The table of contents and content pane also sync as you scroll to deliver the most intuitive reading experience possible.

Ease of Navigation – Our collapsible table of contents, continuous next-hit feature, and internal and external hyperlinking and cross-referencing features simplify and enhance the navigation of your online code, allowing your staff and residents the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets, and more.

Searching – Our powerful search engine allows users to easily search the code using keywords or phrases and print, download, or email any portion of your code. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results, which enables a user to quickly move through search results and view results simultaneously. The section also indexes your code, returning more accurate, granular results. Search results can be sorted by relevance or book order.

- **Advanced Searching** – Conduct searches using Natural Language (think Google) or Boolean Logic, including simple or advanced



searches supporting stemming, wildcards, proximity searches, and a global synonym list.

- **Multiple Publications** – Multiple publications (e.g., code, zoning) incorporated into the Online Code Hosting system will be searchable from one interface.
- **Narrow Searching** – Search terms can be applied to the entire code or narrowed within specific chapters or sections with the ability to sort results by relevance or book order.
- **Stored Searching** – Online Code Hosting allows all search result listings to be bookmarked under your browser’s bookmark tabs; users need only conduct a search and press Ctrl+D to add the search result listing to your browser’s tabs.
- **Searchable Ordinances** – With our OrdBank service, ordinances posted pre- and post-codification are full-text searchable.
- **Search All Content Types** – If you use our OrdBank or MuniDocs service, you can search any combination of your code, ordinances, and MuniDocs simultaneously; Search results are labeled for easy identification.

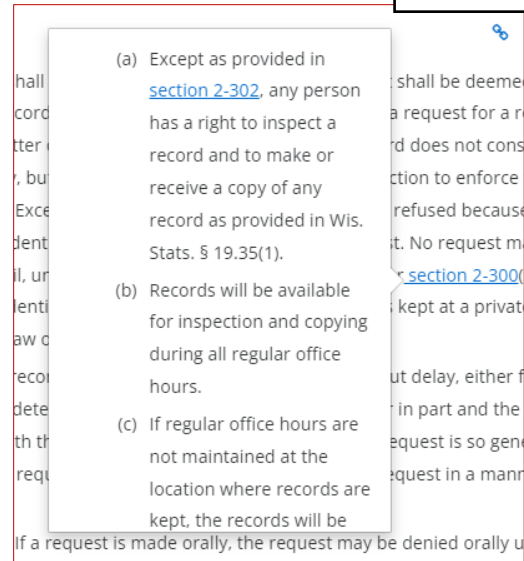
Internal Cross-Reference Linking – Cross-references within your code are linked to their respective destination article, chapter, or section.

Mouseover (clue tips) – Navigate to your code, and any linked cross-reference will quickly display in the pop-up preview window.

Collapsible TOC – The table of contents collapses, providing additional real estate with which you may view your code. Easily view your maps, graphs, and charts by enlarging the item.

Translation – Google Translate allows users to view our hosted codes in over 100+ languages.

Static Linking – Copy links of any section, chapter, or title to share via email or social media.



Scrolling Tables and Charts – Headers stay fixed while you scroll through the table/chart.

GIS – We can provide a permalink to any code section and assist staff in creating a link from your GIS system to relevant code sections.

In-line Images and PDFs – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. CivicPlus can also incorporate PDFs of certain portions of the code that have particular viewing and layout requirements.

Public Notes – Post public notes or documents within the online code to inform residents about current issues pertinent to any specific section of your code.

Website Accessibility – The User Interface and all HTML content viewed via our Online Code Hosting System’s web application are WCAG 2.1 Level AA compliant. While we take several steps to improve the accessibility of PDF documents uploaded to the Online Code Hosting System, we cannot guarantee full ADA compliance of PDF documents. If a fully ADA compliant PDF document is uploaded to our Online Code Hosting System, it will remain compliant while stored in our system. Each PDF document uploaded to our system is OCR scanned and document title, primary language, and other PDF metadata fields, and base level of tags for screen readers are set.

Hosting and Security – Our tech stack includes HTML5 and CSS3, Javascript (AngularJS), and a RESTful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers, including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later. We host our Online Code Hosting System in Microsoft’s Azure Government secure cloud environment and guarantee an SLA of 99.95 percent uptime. SSL encryption is used by default to secure access to the site, and the entire system is backed up to multiple geographic locations within the Azure Government cloud ecosystem.

Support – Phone, email, and web support for residents and staff: 24-hour email response; phone support from 7 a.m. to 8 p.m. CT. We offer a variety of video tutorials, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

Premium Features

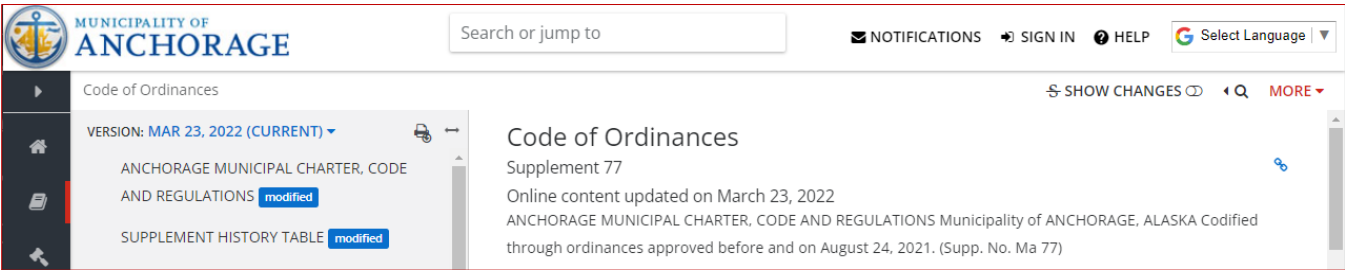
We recommend our **Premium Bundle** for the most transparent and feature-rich code possible at the best cost savings. The bundle includes our annual online code hosting and maintenance service along with each of the following features:

- Custom Banner
- CodeBank
- CodeBank Compare + eNotify
- OrdBank
- MuniPRO Service

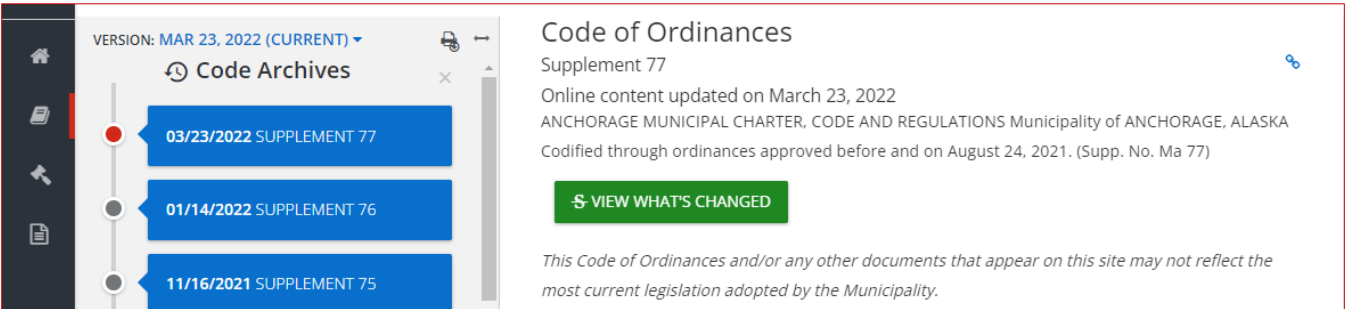
OrdLink and MuniDocs can be added to a **Premium Bundle**, if desired.

Summary of All Premium Features

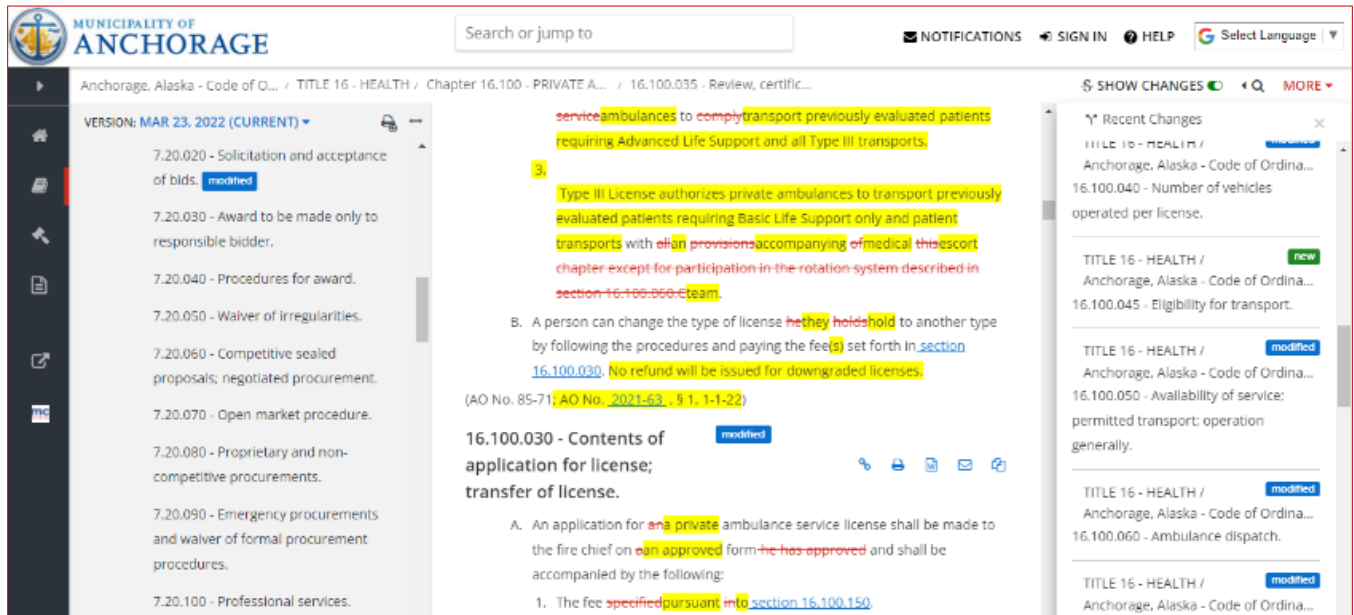
Custom Banner – We can customize the look and feel of your code to match your website more closely.



CodeBank – Our CodeBank feature provides an online archival system for previous supplements of your code. Empower your staff and residents to access every previous code version with one click.



CodeBank Compare + eNotify – Our CodeBank Compare service is a powerful feature that allows users to select a past version of your online code and compare it to any other version. The differences will be shown via highlights (added material) or strikethrough (deleted material). Users will be notified of the changes in the table of contents and within the text of the code via “modified,” “new,” or “removed” badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes made. In addition, the CodeBank Compare service will show all amendments to your code that were implemented during the most recent update. Please note that the CodeBank feature is required to access CodeBank Compare.



Our eNotify service allows users to enroll online and receive email notifications each time the online code is updated. Please note that the CodeBank Compare feature is required to utilize the eNotify service.

✉ Get Notified ✕

Fill out the form below to receive an email notification every time we receive new ordinances or the selected publication is updated online.

Email
Enter email

Profession
Select One

Publications ✔

- Code of Ordinances
 - CODE OF THE CITY OF ARVADA, COLORADO
 - SUPPLEMENT HISTORY TABLE
- Part I - CHARTER
- Chapter 1 - GENERAL PROVISIONS
- Chapter 2 - ADMINISTRATION
- Chapter 6 - ALCOHOLIC BEVERAGES

✕ CLOSE SUBMIT

OrdBank – With our OrdBank solution, newly adopted, amendatory legislation will be posted online between supplements. Upon completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the “OrdBank” tab. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at municodeords@civicplus.com.

Arvada, Colorado - ... / Chapter 102 - UT... / ARTICLE II. - WAT... / DIVISION 6. - WA... / Sec. 102-161. - R...

VERSION: DEC 30, 2021 (CURRENT) ▾

- DIVISION 5. - SEWAGE
- ▼ DIVISION 6. - WATER FEES AND RATES
 - Sec. 102-161. - Residential water fees within city.

Sec. 102-161.5. - Residential water fees within the Jefferson Center Metropolitan District, the Leyden Rock Metropolitan District, the Leyden Ranch Metropolitan District, and Candelas Fillings 2, 3, 4 and designated properties in

latest edition of the AWWA Manual M22, "Sizing Water Service Lines and Meters," which is hereby adopted by reference, justifies the change. Calculations so made will be submitted to the Utilities Director for review and approval.

(Code 1981, § 33-77; Ord. No. 2574, § 1, 11-21-1988; Ord. No. 2671, § 14, 10-16-1989; Ord. No. 2763, § 3, 11-5-1990; Ord. No. 2823, § 11, 7-1-1991; Ord. No. 2931, § 10, 10-19-1992; Ord. No. 2938, § 1, 12-14-1992; Ord. No. 3127, § 10, 10-24-1994; Ord. No. 3202, § 5, 8-7-1995; Ord. No. 3223, § 7, 10-23-1995; Ord. No. 3262, § 9, 4-15-1996; Ord. No. 3297, § 1, 10-21-1996; Ord. No. 3403, § 15, 10-20-1997; Ord. No. 3489, § 1, 10-26-1998; Ord. No. 3560, § 3, 10-11-1999; Ord. No. 3650, § 1, 10-23-2000; Ord. No. 3722, § 1, 10-8-2001; Ord. No. 3773, § 1, 10-21-2002; Ord. No. 3839, § 1, 10-13-2003; Ord. No. 3920, § 1, 11-8-2004; Ord. No. 3969, § 1, 10-10-2005; [Ord. No. 4027, § 1, 10-16-2006](#); [Ord. No. 4099, § 1, 11-19-2007, eff. 1-1-2008](#); [Ord. No. 4139, § 1, 11-17-2008, eff. 1-1-2009](#); [Ord. No. 4184, § 2, 10-19-2009, eff. 1-1-2010](#); [Ord. No. 4193, § 1, 1-11-2010, eff. 7-1-2010, 1-1-2011](#); [Ord. No. 4361, § 1, 10-22-2012, eff. 1-1-2013](#); [Ord. No. 4411, § 1, 10-21-2013, eff. 1-1-2014](#); [Ord. No. 4465, § 1, 10-20-2014, eff. 1-1-2015](#); [Ord. No. 4524, § 1, 10-19-2015, eff. 1-1-2016](#); [Ord. No. 4571, § 1, eff. 1-1-2017](#))

Sec. 102-161.5. - Residential water fees within the Jefferson Center Metropolitan District, the Leyden

OrdLink – Before incorporating the ordinances into your code via supplementation, the OrdLink feature can hyperlink newly adopted amendatory ordinances to the amended code section. Linked sections are highlighted in the table of contents, and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted. OrdLink must be purchased with OrdBank or as an addition to the Premium Bundle.

VERSION: JUL 29, 2021 (CURRENT) ▾

IRVINE MUNICIPAL CODE

SUPPLEMENT HISTORY TABLE modified

- CHARTER - CITY OF IRVINE
- ▼ TITLE 1 - GENERAL SERVICES Amended
 - ▼ Division 1 - GENERAL PROVISIONS Amended
 - Sec. 1-1-101. - How designated, cited.
 - Sec. 1-1-102. - Rules of construction, definitions.
 - Sec. 1-1-103. - Headings; catchlines of sections; history notes; etc.
 - Sec. 1-1-104. - Incorporation by reference.
 - Sec. 1-1-105. - Reference to Code, conflicts.

< TITLE 1 - GENERAL SERVICES Division 2 - CITY COUNCIL >

Division 1 - GENERAL PROVISIONS

Amended by Ordinance No. 21-15

Sec. 1-1-101. - How designated, cited.

This Code, which consists of administrative, criminal and regulatory ordinances of this City, shall be known as the "Irvine Municipal Code," and it shall be sufficient to refer to said Code as the "Irvine Municipal Code" in any prosecution for the violation thereof; it shall also be sufficient to designate any ordinance adding to, amending or repealing said Code as an addition to or amendment to or repeal of the "Irvine Municipal Code."

(Code 1976, § I.A-101)

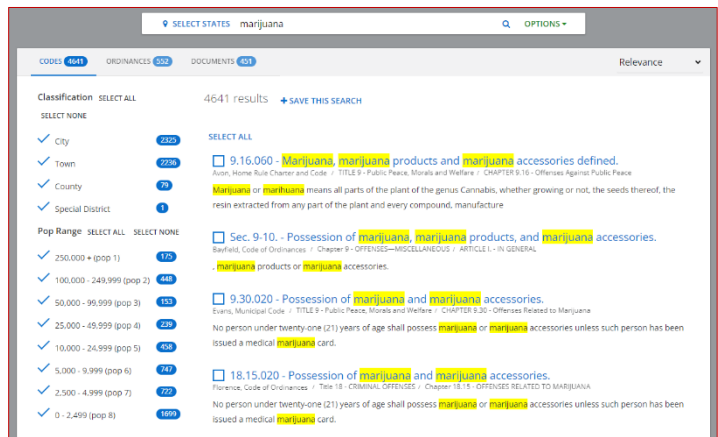
Charter reference— Codification of ordinances, [§ 409](#).

Sec. 1-1-102. - Rules of construction, definitions.

In the construction of this Code and of all ordinances of this City, the following definitions and

MuniPRO Services – MuniPRO searching allows you to search the over 4,000 codes we host (the entire country, a single state, or individually selected codes of your choosing). MuniPRO searches are ideal for researching local regulations of interest or discovering how other communities are dealing with similar issues. In addition, MuniPRO provides subscribers with the following tools:

- Multiple Code Search – Search all codes within one state, multiple codes within one state, or search all codes in the U.S. hosted by CivicPlus; search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- MuniPRO Saved Searches – Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.
- MuniPRO Notes – Create a note and attach it to any section in any publication; note icons are present when viewing the section, alerting the user to a previously written note; a global listing of notes can be accessed and managed from the MuniPRO Dashboard.
- MuniPRO Drafts – Begin a new ordinance draft to keep track of pending legislation.
 - Draft icons are present when viewing the section, alerting the user to a previously created draft.
 - A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.

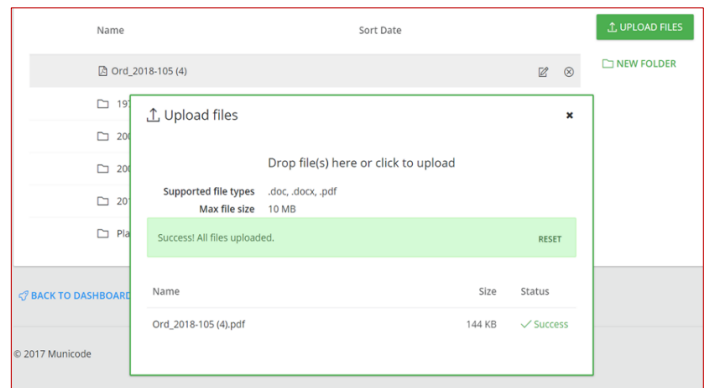


MuniDocs – MuniDocs allows you to upload many types of documents to browse and search alongside your online code and is fully searchable and filterable. After users log in, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users can pick from a list of predefined document types.

Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents by nested folders.

The public can then browse and search these documents immediately.

Your MuniDocs files can also serve as storage for archived ordinances within MuniDocs. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online code.



Investment Proposal

CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing is valid for 90 days upon date received.

Republication

- Conversion of code
- Code update with new ordinances
- Single column, 10-point font pages
- Includes Zoning
- Removal of supplement numbers
- Updating of preliminary pages (title page, officials' page, and preface)
- New page numbers
- Standardizing text style for consistency from provided options
- Incorporation of graphics and tabular matter
- Three printed copies of the new code with divider tabs (Binders not included; freight invoiced upon shipment)
- One pdf of new code delivered electronically
- Current code can be posted online as a PDF during conversion and republication project

Supplementation

- Supplementation of legislation permanent and general in nature (omitted legislation not included)
- Includes Zoning
- Acknowledgment of material
- Editorial work, proofreading, and updating the index
- Updating online code upon completion of each supplement
- Printing up to three black and white copies per print schedule elected, includes instruction sheet and checklist of up-to-date pages
- Freight for supplements
- Images, graphics, and tabular matter
- Increase to Supplementation Plus to update your Code online on a monthly basis (must select supplementation and supplementation plus)

Online Code Hosting

- Mobile friendly site with full functionality and optimal screen resolution on all devices
- In-line images with scrolling tables and charts
- Narrow, pinpoint, and advanced (including Boolean) searching
- Previous and hit buttons
- Persistent breadcrumb trail
- Print or save as formatted Word (DOCX)
- **Premium Bundle – Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank, and MuniPro Service**



Investment	One-Time
Republication	\$1000.00
Code update (if required)	\$1081.00
Total One-Time	\$2081.00
	Renewable
Supplementation	✓ \$1300.00
Supplementation Plus (optional – every other month electronic updates)	\$1300.00
Online Code Hosting Premium Bundle	✓ \$1195.00
Online Code Hosting (optional savings)	\$450.00
Total Annual Renewable	\$2495.00

Standard Invoicing

Additional Fees

- Sales tax will be applied, if applicable
- Actual freight costs will be submitted for initial code delivery, but excluded from annual supplement cost
- Additional pages outside materials submitted for proposal, will be charged \$25.00 per-page changed in the code of ordinance before publication.

Invoicing

- An initial term shall commence upon contract signing and continue for 12 months
- The initial invoice will be sent within 30 days from time of contract signing
- Annual recurring services shall be invoiced at the start of each one-year renewal term and be subject to a 5% increase beginning in Year 2 of your contract
- Any additional fees incurred during the republication and conversion project (“Conversion”) phase will be invoiced separately upon the completion of the Conversion

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we

believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract.

Optional Enhancements

We are confident in the ability of our proposed project to meet your main needs. However, we recommend the following options that could positively impact your experience and goals.

Optional Services & Tools	One-Time	Annual
Republication		
Reorganization, renumbering, or legal review of code content	Quote upon request	N/A
3-post expandable binder, with stamping	\$100 each	N/A
3-ring vinyl binders, stamping not available	\$20 each	N/A
Additional tabs	\$30 per set	N/A
Supplementation		
Upgrade to Full-Service Schedule Plus: Schedule increased to every other month electronic updates	N/A	\$1300
Code in Microsoft Word (DOCX) (sent via email download)	N/A	\$175
Adobe PDF of the complete code (sent via email download)	N/A	\$175
Adobe PDF of each supplement (sent via email download)	N/A	\$175
State Statute Linking	\$75/hour	\$425
Additional copies, reprints, binders, and/or tab orders	Quote upon request	
Legal services, creation of fee schedules, gender neutral review/implementation, and/or external linking	Quote upon request	
Codifying a: <ul style="list-style-type: none"> Complete replacement of complex subject matter such as, but not limited to, Zoning (or equivalent) New adopted full Chapter/Title Appendix Newly adopted term change legislation 	Quote upon request	N/A

The addition of Manuals, Policies, Procedures, Comprehensive Plans, Land Use, Unified Codes, Zoning (or equivalent).	Quote upon receipt of material	
Online Code Hosting		
Online Code Hosting Only	N/A	\$450
Custom Banner	\$250	N/A
CodeBank	N/A	\$175
CodeBank Compare + eNotify	N/A	\$275
OrdBank	N/A	\$350
OrdLink (must be purchased with OrdBank)	N/A	\$175
MuniDocs – Upgraded capabilities to host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets, and more for self-loading to the MuniDocs platform	N/A	<p>Up to: 25GB \$400.00 50GB \$685.00 75GB \$970.00 100GB \$1370.00 Over 100GB – quote upon request</p>
MuniPRO Service – Search over 4,000 codes in our full-service codification library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances	N/A	\$350.00
Additional MuniPRO service licenses	N/A	\$110 each
Premium Bundle: Online Code Hosting, Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank, and MuniPRO Service	N/A	\$1195



CivicPlus
 302 South 4th St. Suite 500
 Manhattan, KS 66502
 US

Quote #:
Date:
Expires On:

Statement of Work
 Q-92308-1
 2/6/2025 11:52 AM
 3/31/2025

Client:
 Town of Mineral, VA

Bill To:
 MINERAL TOWN, VIRGINIA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Krystal Hays		khays@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	TOTAL
1.00	Republication	Republication (per page) with zoning; 3 printed copies with tabs; 1 pdf. Code update with ordinances received as of 2/6/25	USD 2,081.00
3.00	Municode Tabs	Municode Tabs	USD 0.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	TOTAL
1.00	Full-Service Supplementation Subscription	Full-Service Supplementation Subscription	USD 1,300.00
1.00	Online Code Hosting Premium Bundle	Online Code Hosting Premium Bundle: Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank and MuniPro	USD 1,195.00
1.00	Tri-Annual Electronic Supplementation Service Included	Online Supplementation will begin with the ordinances received on a tri-annual basis.	USD 0.00
1.00	Annual Print Supplementation Service Included	Print Supplementation will begin with the ordinances received from the municipality on an annual basis.	USD 0.00
3.00	Printed Copies and Freight Included – up to [#] copies	Printed Copies and Freight Included	USD 0.00

Total Investment - Initial Term	USD 4,576.00
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Annual Recurring Services (Subject to Uplift)	USD 2,495.00
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Initial Term	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Acceptance of Quote # Q-92308-1

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

By (please sign):

Printed Name:

Title:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

CivicPlus

By (please sign):

Printed Name:

Title:

Date:



SPONSORSHIP OPPORTUNITIES

HOMERUN

Package

\$550



- Team sponsor (Name on one team's jersey)
- Two 2' x 4' banners with your name or company logo displayed at two fields
- Commemorative Plaque
- Recognition on Louisa Little League Website Home Page with a link to business' website
- Recognition on Louisa Little League Sponsorship Page with a link to business' website
- Recognition Post on Louisa Little League Facebook Page with a link to business' website

SINGLE

Package

- This is a great package for small businesses or families who would like to sponsor. This package could cover anything from one child's registration fee to new equipment needed
- Recognition on Louisa Little League Website Sponsorship Page and Facebook Page with a link to business' website

\$85

DOUBLE

Package

- Your name or company logo included with others on two group 2' x 4' banners displayed at two fields
- Recognition on Louisa Little League Website Home Page, and Sponsorship Page with a link to business' website
- Recognition Post on Louisa Little League Facebook Page with a link to business' website

\$150

TRIPLE

Package

- Two 2' x 4' banners with your name or company logo displayed at two fields
- Commemorative Plaque
- Recognition on Louisa Little League Website Home Page, and Sponsorship Page with a link to business' website
- Recognition Post on Louisa Little League Facebook Page with a link to business' website

\$300

We thank you for your continued support and your consideration in sponsoring Louisa Little League.

Please email louisall.sponsor@gmail.com your contact information, a JPG file of your logo for our website and a PDF or JPG file for the banner. You can also mail this completed form and a check payable to:

Louisa Little League
PO Box 2182
Louisa, VA 23093

Email louisall.sponsor@gmail.com for any questions or other payment options.

Louisa Little League (Tax ID 52-1256591) is a 501(c)(3) compliant organization

Choose Package:

Single Double Triple Home Run

Business Name: _____

Contact Name: _____

Address: _____

Email: _____

Website: _____

TREASURER'S REPORT



Town of Mineral

P.O. Box 316
312 Mineral Avenue
Mineral, Virginia 23117
Phone 540-894-5100

March 10, 2025

Treasurer's Notes:

Budget Analysis Report:

- Total revenues and expenditures for the month of February are accurately reflected in this report except for real estate taxes and personal property taxes. We are continuing to work through the conversion of our tax module.
 - All payments that have been received have been posted to customer accounts in our software. Additionally, we have kept paper copies of all payments made and have tracked these payments in the tax rolls. We are in the process of reconciling the payments within the software and the paper copies.
 - The customer account side of our tax billing module is running as it should, and customer account balances accurately reflect taxes owed and paid. This is the first year the Town has used software to record tax payments.
- We are continuing to reconcile bank statements. MTD activity (both revenue and expenditure) is accurate. As we continue with reconciliation, the YTD activity will also be accurately reflected.

Transaction Report:

- This reflects all bills paid this month by check

Monthly Water Consumption:

- Water loss was down slightly this month. There are known leaks that we are continuing to monitor for repair.

Other Items:

- We are inching closer to emailing water billing statements – our software and IT companies are now working together to get us up and running with this.

Respectfully submitted,

Kelly Singletary
Treasurer

Budget Analysis - Revenue & Expenses

TOWN OF MINERAL

Fiscal Period - FY 24-25 Date Range - 2024-07-01 - 2025-02-28

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 100-GENERAL FUND							
011000 NOTARY FEES	\$300.00	\$300.00	\$0.00	\$220.00	\$15.00	(\$80.00)	73
011010 PRIOR-2023 REAL ESTA	\$0.00	\$0.00	\$0.00	\$1,577.98	\$360.11	\$1,577.98	0
011010 2024 REAL ESTATE TAX	\$121,700.00	\$121,700.00	\$0.00	\$122,806.40	\$83.20	\$1,106.40	101
011020 CURRENT YEARS PUBLIC	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	(\$8,000.00)	0
011030 PRIOR-2023 PERSONAL	\$0.00	\$0.00	\$0.00	\$721.47	\$352.68	\$721.47	0
011030 2024 PERSONAL PROPER	\$21,000.00	\$21,000.00	\$0.00	\$23,083.29	(\$2,263.70)	\$2,083.29	110
011060 TAX PENALTY - REAL E	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
011060 TAX PENALTY - PERSON	\$0.00	\$0.00	\$0.00	\$4.93	\$4.93	\$4.93	0
012110 WAGES AND SALARIES	\$90,000.00	\$90,000.00	\$0.00	\$55,267.30	\$6,923.20	\$34,732.70	61
012110 FICA	\$6,885.00	\$6,885.00	\$0.00	\$23,710.60	\$485.22	(\$16,825.60)	344
012110 VRS	\$1,512.00	\$1,512.00	\$0.00	\$9,959.68	\$1,898.75	(\$8,447.68)	659
012110 HEALTH PLAN	\$14,131.00	\$14,131.00	\$0.00	\$10,835.95	\$2,423.00	\$3,295.05	77
012110 GROUP LIFE	\$1,206.00	\$1,206.00	\$0.00	\$1,166.38	\$0.00	\$39.62	97
012110 DISABILITY INSURANCE	\$765.00	\$765.00	\$0.00	\$757.98	\$0.00	\$7.02	99
012110 PROFESSIONAL SERVICE	\$24,000.00	\$24,000.00	\$0.00	\$22,660.95	\$1,323.95	\$1,339.05	94
012110 COUNCIL COMPENSATION	\$7,200.00	\$7,200.00	\$0.00	\$3,700.00	\$600.00	\$3,500.00	51
012110 ADVERTISING/NOTICES	\$3,500.00	\$3,500.00	\$0.00	\$3,456.19	\$0.00	\$43.81	99
012110 TOWN INSURANCE (GF)	\$15,000.00	\$15,000.00	\$0.00	\$7,792.00	\$0.00	\$7,208.00	52
012110 CONFERENCE EXPENSES/	\$4,000.00	\$4,000.00	\$0.00	\$15.00	\$0.00	\$3,985.00	0
012110 MEMBERSHIP DUES	\$3,500.00	\$3,500.00	\$0.00	\$1,550.00	\$0.00	\$1,950.00	44
012110 MISCELLANEOUS EXPENS	\$250.00	\$250.00	\$0.00	\$1,270.86	\$0.00	(\$1,020.86)	508
012110 OFFICE MEETING SUPPL	\$0.00	\$0.00	\$0.00	\$32.00	\$0.00	(\$32.00)	0
012410 WAGES AND SALARIES	\$105,040.00	\$105,040.00	\$0.00	\$60,705.14	\$8,220.56	\$44,334.86	58
012410 WAGES AND SALARIES P	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
012410 FICA	\$9,184.00	\$9,184.00	\$0.00	\$4,643.85	\$628.86	\$4,540.15	51
012410 VRS	\$1,765.00	\$1,765.00	\$0.00	\$1,411.62	\$188.21	\$353.38	80
012410 HEALTH PLAN	\$28,262.00	\$28,262.00	\$0.00	\$0.00	\$0.00	\$28,262.00	0
012410 GROUP LIFE	\$1,408.00	\$1,408.00	\$0.00	\$0.00	\$0.00	\$1,408.00	0
012410 DISABILITY INSURANCE	\$893.00	\$893.00	\$0.00	\$0.00	\$0.00	\$893.00	0
012410 PROFESSIONAL SERVICE	\$20,000.00	\$20,000.00	\$0.00	\$3,922.00	\$0.00	\$16,078.00	20
012410 POLICE AND LEGAL MAT	\$5,000.00	\$5,000.00	\$0.00	\$480.00	\$0.00	\$4,520.00	10
012410 WEB BASED SERVICES A	\$50,000.00	\$50,000.00	\$0.00	\$10,940.11	\$747.30	\$39,059.89	22
012410 COMPUTER LICENSES/SU	\$18,000.00	\$18,000.00	\$0.00	\$8,175.00	\$0.00	\$9,825.00	45
012410 COPIER EXPENSE	\$0.00	\$0.00	\$0.00	\$4,440.17	\$0.00	(\$4,440.17)	0
012410 LATE FEES/PENALTIES	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
012410 POSTAGE	\$2,200.00	\$2,200.00	\$0.00	\$2,711.36	\$593.75	(\$511.36)	123
012410 TELECOMMUNICATIONS	\$7,000.00	\$7,000.00	\$0.00	\$4,928.69	\$296.60	\$2,071.31	70
012410 REFUNDS/TAX CURRENT	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
012410 MEMBERSHIP DUES	\$0.00	\$0.00	\$0.00	\$45.00	\$0.00	(\$45.00)	0
012410 OFFICE SUPPLIES	\$20,000.00	\$20,000.00	\$0.00	\$9,244.34	\$777.19	\$10,755.66	46
012410 UNIFORMS	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
015100 INTEREST EARNED	\$36,000.00	\$36,000.00	\$0.00	\$0.00	\$0.00	(\$36,000.00)	0
016099 TRASH REVENUE	\$0.00	\$0.00	\$0.00	\$836.33	\$138.89	\$836.33	0
031100 WAGES AND SALARIES	\$208,827.00	\$208,827.00	\$0.00	\$90,783.38	\$10,702.03	\$118,043.62	43
031100 WAGES AND SALARIES P	\$27,250.00	\$27,250.00	\$0.00	\$17,033.79	\$2,307.72	\$10,216.21	63
031100 FICA	\$18,060.00	\$18,060.00	\$0.00	\$8,151.74	\$995.27	\$9,908.26	45
031100 VRS	\$4,019.00	\$4,019.00	\$0.00	\$1,298.06	\$114.04	\$2,720.94	32
031100 HEALTH PLAN	\$70,657.00	\$70,657.00	\$0.00	\$5,114.00	\$0.00	\$65,543.00	7
031100 GROUP LIFE	\$3,205.00	\$3,205.00	\$0.00	\$0.00	\$0.00	\$3,205.00	0
031100 DISABILITY INSURANCE	\$2,033.00	\$2,033.00	\$0.00	\$0.00	\$0.00	\$2,033.00	0
031100 COPIER EXPENSE	\$0.00	\$0.00	\$0.00	\$1,741.82	\$0.00	(\$1,741.82)	0
031100 OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$233.72	\$0.00	(\$233.72)	0
031100 EQUIPMENT/SUPPLIES	\$0.00	\$0.00	\$0.00	\$32.78	\$0.00	(\$32.78)	0
032100 FIRE PROGRAM FUNDS	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	100
043100 CONTRACTED SERVICES	\$3,600.00	\$3,600.00	\$0.00	\$1,440.00	\$0.00	\$2,160.00	40
043100 WAGES AND SALARIES P	\$51,470.00	\$51,470.00	\$0.00	\$29,644.26	\$3,676.92	\$21,825.74	126

TOWN OF MINERAL

Fiscal Period - FY 24-25 Date Range - 2024-07-01 - 2025-02-28

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
043100 FICA	\$3,937.00	\$3,937.00	\$0.00	\$2,267.74	\$281.27	\$1,669.26	58
043100 VRS	\$0.00	\$0.00	\$0.00	\$266.29	\$34.36	(\$266.29)	0
043100 VEHICLE MAINTENANCE	\$2,000.00	\$2,000.00	\$0.00	\$2,038.78	\$507.60	(\$38.78)	102
043100 ELECTRICITY	\$12,000.00	\$12,000.00	\$0.00	\$6,255.73	\$0.00	\$5,744.27	52
043100 REPAIRS/MAINTENANCE	\$10,000.00	\$10,000.00	\$0.00	\$1,312.58	\$99.90	\$8,687.42	13
043100 EQUIPMENT/SUPPLIES	\$0.00	\$0.00	\$0.00	\$50.03	\$0.00	(\$50.03)	0
043100 PARKING LOT/STREET/S	\$0.00	\$0.00	\$0.00	\$117.78	\$0.00	(\$117.78)	0
043100 REFUSE COLLECTION	\$10,500.00	\$10,500.00	\$0.00	\$9,384.22	\$1,095.66	\$1,115.78	89
045100 DEBT SERVICE - USDA	\$15,891.00	\$15,891.00	\$0.00	\$4,398.00	\$1,466.00	\$11,493.00	28
045100 ELECTRICITY	\$8,000.00	\$8,000.00	\$0.00	\$1,784.66	\$0.00	\$6,215.34	22
045100 UTILITIES - HEAT	\$1,500.00	\$1,500.00	\$0.00	\$3,889.44	\$1,533.83	(\$2,389.44)	259
045100 INTERNET	\$0.00	\$0.00	\$0.00	\$14,585.57	\$0.00	(\$14,585.57)	0
045100 REPAIR/MAINTENANCE	\$0.00	\$0.00	\$0.00	\$1,066.51	\$0.00	(\$1,066.51)	0
045100 ASSET MANAGEMENT	\$15,000.00	\$15,000.00	\$0.00	\$13,575.00	\$0.00	\$1,425.00	91
047100 DUMPSTER (COMMERCIAL	\$32,000.00	\$32,000.00	\$0.00	\$24,464.20	\$0.00	\$7,535.80	76
050100 MAINTENANCE - LANDSC	\$1,200.00	\$1,200.00	\$0.00	\$1,024.69	\$719.38	\$175.31	85
051100 ELECTRICITY - STREET	\$0.00	\$0.00	\$0.00	\$2,826.71	\$0.00	(\$2,826.71)	0
051100 MISCELLANEOUS EXPENS	\$3,000.00	\$3,000.00	\$0.00	\$5,096.97	\$0.00	(\$2,096.97)	170
120101 LOCAL SALES TAX REVE	\$40,000.00	\$40,000.00	\$0.00	\$27,046.06	\$4,400.07	(\$12,953.94)	68
120301 BUSINESS LICENSE REV	\$30,000.00	\$30,000.00	\$0.00	\$26,002.41	\$23,971.64	(\$3,997.59)	87
120501 VEHICLE LICENSE FEES	\$6,000.00	\$6,000.00	\$0.00	\$8,429.18	(\$544.53)	\$2,429.18	140
120601 BANK STOCK TAX REVEN	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	(\$50,000.00)	0
120701 ROLLING STOCK TAX	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	(\$1,200.00)	0
121001 TRANSIENT OCCUPANCY	\$2,000.00	\$2,000.00	\$0.00	\$1,157.75	\$1,157.75	(\$842.25)	58
121101 MEAL TAX REVENUE	\$90,000.00	\$90,000.00	\$0.00	\$57,640.56	\$57,136.17	(\$32,359.44)	64
130306 ZONING PERMITS/FEE	\$2,250.00	\$2,250.00	\$0.00	\$1,200.00	\$150.00	(\$1,050.00)	53
150361 DMV SELECT REVENUE	\$500,000.00	\$500,000.00	\$0.00	\$128,246.03	\$37,600.26	(\$371,753.97)	26
189000 MISCELLANEOUS REVENU	\$1,000.00	\$1,000.00	\$0.00	\$7,116.09	\$4,257.02	\$6,116.09	712
189000 RENTAL REVENUE	\$0.00	\$0.00	\$0.00	\$770.00	\$0.00	\$770.00	0
240407 LITTER GRANT	\$1,000.00	\$1,000.00	\$0.00	\$2,000.00	\$0.00	\$1,000.00	200
240412 VIRGINIA FIRE PROGRA	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	(\$15,000.00)	0
500200 MISCELLANEOUS RESERV	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	(\$50,000.00)	0
Reporting Fund: 100-GENERAL FUND							
FundRevTot	\$976,450.00	\$976,450.00	\$0.00	\$408,858.48	\$126,819.49	(\$567,591.52)	42
FundExpTot	\$976,450.00	\$976,450.00	\$0.00	\$518,700.62	\$48,640.57	\$457,749.38	53
Reporting Fund: 500-WATER & SEWER FUND							
016099 SEWER REVENUE	\$109,890.00	\$109,890.00	\$0.00	\$95,386.05	\$14,593.61	(\$14,503.95)	87
016099 WATER REVENUE	\$239,836.00	\$239,836.00	\$0.00	\$156,413.18	\$23,449.87	(\$83,422.82)	65
016099 PROCESSING FEE	\$0.00	\$0.00	\$0.00	\$1,325.00	\$75.00	\$1,325.00	0
016099 CONNECTION FEE - WAT	\$40,000.00	\$40,000.00	\$0.00	\$40,680.00	\$0.00	\$680.00	102
016099 CONNECTION FEE - SEW	\$65,000.00	\$65,000.00	\$0.00	\$32,160.00	\$0.00	(\$32,840.00)	49
016099 PENALTY FEE W/S	\$0.00	\$0.00	\$0.00	\$1,635.00	\$540.00	\$1,635.00	0
016099 WATER AND SEWER DEPO	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	(\$3,000.00)	0
500100 DEBT SEVICE - USDA W	\$54,108.00	\$54,108.00	\$0.00	\$13,527.00	\$0.00	\$40,581.00	25
500100 CONTRACTED SERVICES	\$158,406.00	\$158,406.00	\$0.00	\$132,725.83	\$22,304.71	\$25,680.17	84
500100 WAGES AND SALARIES P	\$12,698.00	\$12,698.00	\$0.00	\$8,130.00	\$997.50	\$4,568.00	64
500100 FICA	\$971.00	\$971.00	\$0.00	\$621.88	\$76.30	\$349.12	64
500100 DEPOSIT REFUNDS	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
500100 ELECTRICITY	\$5,000.00	\$5,000.00	\$0.00	\$3,353.46	\$299.66	\$1,646.54	67
500100 FEES AND DUES - LCWA	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0
500100 MISS UTILITY COSTS	\$0.00	\$0.00	\$0.00	\$203.55	\$29.90	(\$203.55)	0
500100 REPAIRS/MAINTENANCE	\$0.00	\$0.00	\$0.00	\$7,628.89	\$0.00	(\$7,628.89)	0
500100 EQUIPMENT/SUPPLIES	\$0.00	\$0.00	\$0.00	\$5,465.14	\$2,601.88	(\$5,465.14)	0
500100 WATER TESTING	\$13,000.00	\$13,000.00	\$0.00	\$826.63	\$152.15	\$12,173.37	6
500100 COUNTY WASTEWATER TR	\$100,059.00	\$100,059.00	\$0.00	\$64,323.67	\$11,347.48	\$35,735.33	64
500100 COUNTY WATER PURCHAS	\$90,484.00	\$90,484.00	\$0.00	\$129,581.09	\$21,264.35	(\$39,097.09)	

Budget Analysis - Revenue & Expenses

Fiscal Period - FY 24-25 Date Range - 2024-07-01 - 2025-02-28

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 500-WATER & SEWER FUND							
FundRevTot	\$457,726.00	\$457,726.00	\$0.00	\$327,599.23	\$38,658.48	(\$130,126.77)	72
FundExpTot	\$457,726.00	\$457,726.00	\$0.00	\$366,387.14	\$59,073.93	\$91,338.86	80
Reporting Fund: 600-CIP							
600100 EMERGENCY W/S REPAIR	\$0.00	\$0.00	\$0.00	\$100,932.73	\$0.00	(\$100,932.73)	0
Reporting Fund: 600-CIP							
FundRevTot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
FundExpTot	\$0.00	\$0.00	\$0.00	\$100,932.73	\$0.00	(\$100,932.73)	0
Grand Totals:							
TotalRev	\$1,434,176.00	\$1,434,176.00	\$0.00	\$736,457.71	\$165,477.97	(\$697,718.29)	51
TotalExp	\$1,434,176.00	\$1,434,176.00	\$0.00	\$986,020.49	\$107,714.50	\$448,155.51	69

TransCode - CD, CK

Section J, Item 1.

Vendor Range - 1ST CHOICE ELECTRICALAND SECURITY' - 'WHITE OAK ELECTRIC

Vend Name	TR Date	Type	CD Amt	Chk Amt
CEDAR MOUNTAIN STONE	2/5/2025	Check	\$0.00	\$2,580.90
CENTRAL VIRGINIA CONTRACTORS	2/5/2025	Check	\$0.00	\$1,758.00
HARRISON & JOHNSTON	2/5/2025	Check	\$0.00	\$1,323.95
MAIN STREET SUPPLY	2/5/2025	Check	\$0.00	\$216.59
VUPS	2/5/2025	Check	\$0.00	\$29.90
VA DEPT OF TAXATION	2/6/2025	CashDisb	\$1,585.00	\$0.00
INTERNAL REVENUE SERVICE	2/7/2025	CashDisb	\$1,866.80	\$0.00
BLUE RIDGE BANK	2/13/2025	CashDisb	\$113.73	\$0.00
BESLEY IMPEMENTS	2/14/2025	Check	\$0.00	\$342.45
CENTRAL VIRGINIA CONTRACTORS	2/14/2025	Check	\$0.00	\$20,256.00
DUKE OIL	2/14/2025	Check	\$0.00	\$1,698.98
EVERGRO COOP ORANGE MADISON	2/14/2025	Check	\$0.00	\$195.00
INTERNAL REVENUE SERVICE	2/14/2025	CashDisb	\$1,854.58	\$0.00
LOUISA COUNTY LANDFILL	2/14/2025	Check	\$0.00	\$1,095.66
LOUISA COUNTY WATER AUTHORITY	2/14/2025	Check	\$0.00	\$32,611.83
RAPPAHANNOCK ELECTRIC COOP	2/14/2025	Check	\$0.00	\$299.66
WARREN MARTIN	2/14/2025	Check	\$0.00	\$152.15
US DEPT OF AGRICULTURE	2/19/2025	CashDisb	\$1,466.00	\$0.00
VIRGINIA RETIREMENT SYSTEM	2/19/2025	CashDisb	\$584.36	\$0.00
VIRGINIA RETIREMENT SYSTEM	2/19/2025	CashDisb	\$1,072.07	\$0.00
ANTHEM	2/26/2025	CashDisb	\$2,423.00	\$0.00
BLUE RIDGE BANK	2/26/2025	CashDisb	\$2,990.49	\$0.00
BLUE RIDGE BANK	2/28/2025	CashDisb	\$30.00	\$0.00
INTERNAL REVENUE SERVICE	2/28/2025	CashDisb	\$3,691.66	\$0.00
			\$17,677.69	\$62,561.07

Monthly Water Consumption

Section J, Item 1.

Time Period	Gallons Charged to TOM by LCWA	Gallons Billed to TOM Residents	% Water Loss	\$\$ Charged to TOM by LCWA	\$\$ Billed to TOM Residents
7.22.2024-8.20.2024	1,743,100	1,383,574	20.6%	\$ 16,166.68	\$ 20,367.94
8.20.2024-9.20.2024	1,907,100	1,384,195	27.4%	\$ 17,686.68	\$ 20,367.94
9.20.2024-10.20.2024	1,554,600	1,324,557	14.8%	\$ 14,423.05	\$ 19,213.58
10.21.2024-11.20.2024	1,976,400	1,734,335	12.2%	\$ 18,324.70	\$ 23,673.73
11.20.2024-12.20.2024	1,876,800	1,433,210	23.6%	\$ 17,403.40	\$ 20,714.55
12.20.2024-01.21.2025	2,294,200	1,805,819	21.3%	\$ 21,264.35	\$ 24,854.62



Town of Mineral

P.O. Box 316
312 Mineral Avenue
Mineral, Virginia 23117
Phone 540-894-5100

Summary of Bank Balances As of 02.28.2025

Blue Ridge Bank Operating Account	\$226,449.25
Blue Ridge Bank/Spring Grove Operating Account	\$ 60,012.80
LGIP Town of Mineral Investment Account	\$395,633.91
LGIP Spring Grove Cemetery Perpetual Account	\$237,598.60
LGIP Spring Grove Cemetery Operating Account	\$220,677.97

DMV REPORT



Town of
MINERAL
VIRGINIA

Town Council Meeting
March 2025

Agenda Item: Monthly Report - Mineral DMV Select 361

Date: March 2025

Report Prepared By: Kendra Ellis

- February 2025 monthly revenue totaled \$34,413.78

- Despite the inclement weather, delayed openings and closures during the month of February, The Mineral DMV Select office continued to provide 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. Many thanks to the DMV Select Team for their hard work and dedication.

Looking Ahead in 2025

- The DMV Connect Team is scheduled to visit our Mineral DMV Select office on Friday, April 25, 2025.
 - Appointments are available by appointment only. Appointment schedule opens two weeks prior to the DMV Connect Team's visit and can be made via the DMV website.

MANAGER'S REPORT



Town Council

REPORT SUMMARY

Meeting Date: March 10, 2025

TO: Town of Mineral Council

FROM: Nicole Washington, Town Manager

SUBJECT: Manager Report

Policies

- 1- Personnel Handbook policy
- 2- Zoning Permit application policy
- 3- Fee Schedule

Finance

- 1- Finalizing the FY22 Audit
- 2- Preparing for FY26 budget
- 3- Business Licenses are now in the new software and produce a very nice license for business to showcase (sample attached)

Park Update

1. Met with Harper Electric to review electric for the Whitlock Family Park- tree lights and other projects surrounding the park attached is the quote, **motion** to move forward with this project. I would like to use money from the contracted services to pay for this.
2. The Whitlock Family Park sign will be installed in April.
3. Once we get the Whitlock Family Park's electric and lights ran we will review what the Love Park, Luck Field and school property will need.
4. Luck Field bathrooms, I did speak with the new President of the Louisa Little League, and we are working out a plan for the bathrooms. I have asked for a Key so that we can accommodate our citizens at the park during the week and weekends (day hours) I will know more about this.

Garage Door

Garage door is installed and looks nice. I plan to get some quotes regarding renovations for the building. I am getting quotes from the architects. The plans will need to engineered stamp approval for building.



Town Council

REPORT SUMMARY

Meeting Date: March 10, 2025

Road Development

- 1- There have been lots of questions in the office about 9th street. The landowner is clearing the land to start the road development process for VDOT standards. As the Town does not have any policy or procedures on the development of an existing undeveloped road, I am working to establish guidelines.

Property

74 Louisa Ave (Ole School Property)

- Mr. Morgan is working the clearing of land. The contract was extended as agreed upon and is now at the end of March.

Water

- 1- Working on submitting grants to help with source water in the Town (our wells) and hoping to revitalize well in hopes that they will produce more water.