



Town of Mineral

P.O. Box 316

312 Mineral Avenue

Mineral, Virginia 23117

Phone 540-894-5100

clerk_treasurer@townofmineral.com

Town of Mineral Council Meeting Agenda

July 10, 2023

6:30PM

Call to Order and Roll Call

Pledge of Allegiance

Adopt/Amend Agenda

TAB A

Public Hearings

1. An increase in the meals tax from five percent (5%) to six percent (6%) and the elimination of the dedication of meals taxes to water & sewer.
2. A decrease in the real estate tax from twenty-two cents (.22) per one hundred dollars of assessed value, to twenty cents (.20) per one hundred dollars of assessed value.
3. Closing an unopened right of way from St. Cecelia avenue between East 1st and East 2nd streets.
4. Consideration of the transfer of ownership of the unopened right of way from St. Cecelia avenue between East 1st and East 2nd streets.
5. Setting new water and sewer utility fees.

Public Comment

TAB B

Approval of 05.09.22 Council Minutes

TAB C

Approval of 05.24.22 Council Minutes

TAB D

Approval of 06.12.22 Council Minutes

TAB E

Approval of 06.22.22 Council Minutes

TAB F

Approval of Bills to Be Paid

TAB G

DMV Managers Report

Town Manager and Staff Reports

Town Attorney Report

Council Committee Reports

Old Business

TAB H

Zoning Administrator Appointment

Resolution 2023-007 Zoning Administrator Appointment

New Business

TAB I

ORDINANCE NO. 2023-03 Meals Tax

TAB J

ORDINANCE NO. 2023-04 Real Estate Tax Rate

TAB K

ORDINANCE NO. 2023-05 Utility Rates

TAB L

ORDINANCE NO. 2023-06 Vacate & Sell Unopened Road

Closed Session

Closed meeting pursuant to Virginia Code §2.2-3711(A)(3) to discuss and consider the acquisition of real property for a public purpose where discussion in open session would adversely affect the Town's bargaining position or negotiating strategy.

Mayor Ed Jarvis - Vice Mayor Blair Nipper

Council Members: Rebecca McGehee, Bernice Kube, Ronal Chapman

Vacant, Town Manager, Vacant, Town Clerk, Vacant, Town Treasurer, Andrea Erard, 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.

**NOTICE OF PUBLIC HEARING
MINERAL TOWN COUNCIL**

Please take notice that on the 10th day of July 2023, at 6:30PM, the Mineral Town Council, at its regular monthly meeting, at the Town of Mineral Municipal Building, located at 312 Mineral Avenue, Mineral, Virginia 23117, will conduct public hearings on the following:

1. AN INCREASE IN THE MEALS TAX FROM FIVE PERCENT (5%) TO SIX PERCENT (6%) AND THE ELIMINATION OF THE DEDICATION OF MEALS TAXES TO WATER & SEWER.
2. A DECREASE IN THE REAL ESTATE TAX FROM TWENTY-TWO CENTS (.22) PER ONE HUNDRED DOLLARS OF ASSESSED VALUE, TO TWENTY CENTS (.20) PER ONE HUNDRED DOLLARS OF ASSESSED VALUE.
3. CLOSING AN UNOPENED RIGHT OF WAY FROM ST. CECELIA AVENUE BETWEEN EAST 1ST AND EAST 2ND STREETS.
4. CONSIDERATION OF THE TRANSFER OF OWNERSHIP OF THE UNOPENED RIGHT OF WAY FROM ST. CECELIA AVENUE BETWEEN EAST 1ST AND EAST 2ND STREETS.
5. A NEW MONTHLY WATER/SEWER USAGE FEE FOR THOSE CUSTOMERS USING LESS THAN 1,500 GALLONS OF \$20.00 FOR WATER AND \$30.00 FOR SEWER PER MONTH AND INCREASES IN USAGE FEES AS FOLLOWS:

Current Water & Sewer Residential Rates - Town of Mineral				Proposed Water & Sewer Residential Rates - Town of Mineral			
Users	Usage	Water Rate	Sewer Rate	Users	Usage	Water Rate	Sewer Rate
In-Town	1st 3,000 gallons	\$26.50	\$35.40	In-Town	1st 3,000 gallons	\$30.00	\$40.00
	Over 3,000 gallons	\$8.00/1,000 gallons	\$8.95/1,000 gallons		Over 3,000 gallons	\$9.00/1,000 gallons	\$12.00/1,000 gallons
Users	Usage	Water Rate	Sewer Rate	Users	Usage	Water Rate	Sewer Rate
Out-of-Town	1st 3,000 gallons	\$30.00	N/A	Out-of-Town	1st 3,000 gallons	\$35.00	N/A
	Over 3,000 gallons	\$9.00/1,000 gallons	N/A		Over 3,000 gallons	\$10.00/1,000 gallons	N/A

WATER & SEWER RESIDENTIAL RATES PERCENT INCREASE			
Users	Usage	Water Rate	Sewer Rate
In-Town	1st 3,000 gallons	13.21%	12.99%
	Over 3,000 gallons	12.5%	35.59%
Users	Usage	Water Rate	Sewer Rate
Out-of-Town	1st 3,000 gallons	16.67%	N/A
	Over 3,000 gallons	16.67%	N/A

6. NEW CONNECTION RATES FOR WATER AND SEWER SERVICE AS FOLLOWS:

CONNECTION RATES for WATER plus installation cost

Residential Water Connection Fee – Per Single Family unit- 5/8”
\$6,780.00

Commercial/Large Water Connection Fee – 1” plus
\$16,840.00

Commercial/Large Water Connection Fee – 1.5” plus
\$ 28,400.00

Commercial/Large Water Connection Fee – 2” plus
\$43,265.00

Commercial/Large Water Connection Fee – 3” plus
\$ 73,600.00

Commercial/Large Water Connection Fee – 4” plus
\$ 117,465.00

Commercial/Large Water Connection Fee – 6” plus
\$234,335.00

CONNECTION RATES for SEWER CONNECTIONS

Residential Sewer Connection Fee-1' to 4"- Per family unit
\$10,720.00
Commercial/Large Sewer Connection Fee – 1.5"- Plus
\$23,865.00
Commercial/Large Sewer Connection Fee – 2"- Plus
\$86,200.00
Commercial/Large Sewer Connection Fee – 4"- Plus
\$211,000.00
Commercial/Large Sewer Connection Fee –6"- Plus
\$430,000.00

All interested persons are invited to attend and participate in the public hearings. A complete copy of the proposed Ordinances and related documents may be obtained by contacting the Clerk of the Mineral Town Council at 540-894-5100 or by emailing the Town Manager at townmanager@townofmineral.net or by coming to The Municipal Building at 312 Mineral Avenue, Mineral, Virginia 23117. Any person requiring assistance to participate in the public hearing is asked to contact the Clerk prior to the public hearing so that appropriate arrangements may be made.



Town of Mineral Meeting Minutes
May 9, 2023

Members Present

Ed Jarvis – Mayor
Blair Nipper – Vice Mayor
Ron Chapman
Bernice Kube
Olivia McCarthy
Rebecca McGehee

Mayor Jarvis called the meeting to order at 6:31 p.m. Mayor Jarvis explained that since the last meeting Councilman Anthony Wade had passed. The mayor held a moment of silence in the councilman's memory.

Pledge

The mayor called for the Pledge of Allegiance.

Mayor Jarvis called for members of the public wishing to speak during the public comment session.

Public Comment

Anitoj (AJ) Singh, who said he was one of the owners of Miller's Market, spoke to the council about the proposal to place gas pumps at the store. He said he had looked through the agenda and saw that gas pumps were on the agenda. He said he would like to speak to that. He asked the council where in the process was that proposal. He said he would like to answer any questions that the council had.

The mayor closed the public comment.

Agenda

The mayor asked if there were any other items to be added to the agenda. The agenda was amended to include gas pumps at Millers Market, newsletter, fire department water usage. The motion to approve the agenda as amended was made by Councilman Chapman and seconded by Councilwoman McCarthy.

Bernice Kube – Yes
Vice Mayor Nipper – Yes
Ron Chapman – Yes
Olivia McCarthy – Yes
Rebecca McGehee – Yes

Motion Passed 5-0

Minutes

Mayor Jarvis presented minutes for the December 2022 town council meeting. Jarvis said he had contacted the attorney about the minutes since there were only two members present that were on council at that time. He said the attorney said that the current council could vote on the minutes. Vice mayor Nipper brought to councils' attention that Ron Chapman was listed as absent, when he was not on council and asked why. She also brought to the council's attention that Rebecca McGehee's Comments were in the wrong place and should have been in the public comment period.

Reese Peck, consultant to the mayor, brought to council's attention that there were no minutes for November or December 2022. He also stated that the minutes need to be certified. He also said that by ordinance that the minutes need to be in order, so December needed to wait until all were ready to be passed.

The mayor moved on to the April Minutes. Councilwoman McGehee said that she understood what Mayor Jarvis was saying as it read in the April 10 minutes, but it could be interpreted in a different way. She said she felt that the minutes did not say what Mrs. McGehee was saying. It made it sound like she wasn't telling the truth. She said what the former employee said to her in detail was not in the letter.

The motion was made to approve the April 10 minutes with the modification that the attorney was in attendance electronically by Vice Mayor Nipper and seconded by Councilman Chapman.

Bernice Kube – Yes

Vice Mayor Nipper – Yes

Ron Chapman – Yes

Olivia McCarthy – Yes

Rebecca McGehee – No

Motion Passed 4-1

The mayor brought to the council's attention that as of this meeting he had implemented a free software program that would be keeping the minutes using artificial intelligence or AI.

Town Sign

Councilwoman Kube presented three quotes for digital signs. Stewart Signs \$19,357.00, Signs Plus \$22,184.29 and Epic Signs \$25,124.99. Kube said that Stewart Signs and Signs Plus did not include the installation and according to representatives from each company the cost for that could be \$4000 to \$5000. Kube told the group that she was recommending Epic Signs because their cost included installation. She said she did not think the council wanted to go searching for a contractor to install the digital sign.

Mayor Jarvis told the council that currently he was working with an IT person to purchase the new server and computers and that maybe the council wanted to defer purchase of the sign until the cost for the computers and server was complete.

Vice Mayor Nipper suggested that the council pay the 50 percent down and install the sign at a later date.

Councilman Chapman said he would like to see the sign approved. He said that it was intended to be purchased when the building was built. He further said that it was a way to communicate with the public which he felt the council was severely lacking in at the moment.

Vice Mayor Nipper said the sign would also be available to advertise community events.

Councilman Chapman asked for the item to be placed on the agenda for the next meeting and for the committee to see if council could make a 50% deposit what would be the length of time given.

Councilwoman McGehee asked why wait? She told council members that they would still have to come up with the money.

Councilman Chapman made the motion to approve the Epic LED sign quote and have the sign installed. Councilwoman McGehee seconded the motion.

Rebecca McGehee – Yes

Olivia McCarthy – Yes

Ron Chapman – Yes

Blair Nipper – Yes

Bernice Kube – Yes

Motion Passed 5-0

Current Budget

Mayor Jarvis advised the council that work was being done on the current budget. He said they were trying to come up with last minute additions. He said the proposed budget public hearing was set to be held June 12.

Reese Peck told the council that he intended to have a copy of the budget for council on May 24. Also during the continued meeting, he recommended that council hold a public hearing on water rates, lease of old town hall and street closures. During that meeting the council would also be reviewing the budget.

The mayor asked the personnel committee what the decision on the group life insurance would be. Councilman Chapman said that he wanted to get through the budget first to see what the financial situation was like. He also said that he wanted to fill in Councilwoman McCarthy, who had been appointed to the committee since the death of Councilman Wade.

Unfinished Business

Gas Pumps at Millers Market.

Mayor Jarvis said there had been confusion about the timeline on when the application for gas pumps could come back to council. Jarvis said he had not been able to find in the Code the requirement that an item can't come before council a second time before waiting a year.

Councilman Chapman told the mayor it was State Code not the Town of Mineral Code.

Reese Peck told the mayor that the attorney said that there was a 12-month waiting period.

Mayor Jarvis asked Mr. Singh if he remembered when he made the application. Singh said he thought it was late spring early summer. However, Singh told the council that he did not want a rezoning, he was in

fact seeking a variance. Councilman Chapman said it was his understanding that the action had to wait one year from the time it came to the council, not date of the application. Mayor Jarvis said that Singh was asking for a different form of approval. He was no longer wanting a rezoning but a variance.

Singh told Council that an environmental company would be assessing the area and if the land was not suited for the pumps they would not be installed.

Councilman Chapman told council that they were putting the cart before the horse since the planning commission had not met on the subject because they had not been able to get a quorum. Reese Peck told council that if the planning commission did not meet that could not hold up the decision. They would have to meet within a certain time frame. Mayor Jarvis asked Singh for another 30 days in order for the planning commission to get their act together. After Mr. Peck said he sent a text to the town attorney, he reported later in the meeting that Andrea Erard, Town Attorney, had texted him that there was no waiting period with a variance.

Bills

Vice Mayor Nipper asked why flowers were sent to an individual and if Pure Water Virginia was to be paid the same amount each month. The mayor said the individual had a baby and the other was an introductory cost. The vice mayor also asked about the cost of sewer. Mayor Jarvis said when the manhole covers were re-lined four or five were not done because they were in a treacherous area and that they allowed for increased waste water to enter the system. He said the Utility Committee had not come up with a figure yet as to the cost for those manholes to be re-lined. He said the expense was on going.

Vice Mayor Nipper made the motion to pay the bills. Councilman Chapman seconded the motion.

Bernice Kube – Yes

Vice Mayor Nipper – Yes

Ron Chapman – Yes

Olivia McCarthy – Yes

Rebecca McGehee – Yes

Motion Passed 5-0

Councilman Chapman asked that the nameplate made for Tony Wade be delivered to his wife. The Mayor Concurred.

Review of Draft Water Rates

A copy of the draft water rates for FYI 23-24 as submitted by the utilities committee is attached to these minutes. After much discussion, the rates were to be advertised as part of the FY 23-24 budget.

Vacant Council Seat

Mayor Jarvis reiterated to the council that the vacant council seat needed to be appointed by 45 days or it would be appointed by the Court. He asked for the vacancy to be posted on the town website and Facebook. Councilwoman McCarthy said that she still did not have the login to access the page.

Newsletter

Councilwoman McCarthy reported that she would like to reinstate sending out a physical town newsletter to residents each month. She said that one of the things citizens had expressed to the council was that they needed more communication. The newsletter would include upcoming events, public hearing dates, ordinances, resolutions and vacancies on council and acknowledgements to citizens for their service.

Councilwoman McCarthy made a motion to approve a monthly town newsletter. Ron Chapman seconded the motion.

Rebecca McGehee – Abstain

Olivia McCarthy – Yes

Ron Chapman – Yes

Blair Nipper – Yes

Bernice Kube – Yes

Motion Passed 4-0-1

Water at Fire Dept. and Walton Park

Mayor Jarvis told the council that on the rescue side of the building there was a water meter. On the side with the fire trucks there appears to be no meter. In the past the Fire Dept., on the six-inch line that goes into the station, had been allowed to fill the tankers and wash the trucks. He said he had sent the fire chief a letter that the well was not functioning and asked him to refrain from filling the tank and washing the trucks because we, the town, are paying for that water. He said they are now going to the county.

Councilwoman Rebecca McGhee stated that she wanted to support the fire department by giving them free water at Walton Park. She stated that that was where they did their fundraising. She said she wanted to support them by not charging them for water.

Councilwoman Kube told the group that the fire department should be charged for functions that were not fire related, such as the AG Fair.

Councilman Chapman stated that he agreed that the fire dept. should not have to pay for water if it was their event, but the fire department should pay for the water used by non-fire related functions.

Councilwoman Nipper said she had asked for the fire dept. to receive \$5000 in the budget.

Councilwoman Kube said that the point was the water system needs to pay for itself.

Councilwoman McCarthy clarified that when the fire dept. had functions, they should not be charged. However, if it was the county, they were charging the town for the water so the town should be paid for it by the fire department.

Councilwoman McGehee made the motion not to charge the fire department for water. It was seconded by councilman Chapman.

Mayor Jarvis clarified that the fire dept. would not be charged for fire dept. functions, but anything else would be charged to the fire dept.

Rebecca McGehee – Yes

Olivia McCarthy – Yes

Ron Chapman – Yes

Vice Mayor Nipper – Yes

Bernice Kube – Yes

Motion Passed 5-0

Town Manager's Report

Mayor Jarvis commented on the managers' report. There had been a programming issue in the town software. He said that when someone gets a pay raise you have to go in and set up the amount that goes to the retirement system. He said it had been rectified. He said the cost amounted to \$3255.92

The mayor said the new LAN (server) was being relocated from the hall closet to the DMV file room. He said the file room was climate controlled and the floors were sealed and it has better ventilation than the closet.

Reese Peck said he was trying to get the calendar system up to date to reflect when to put notices in the newspaper etc. in order to keep from missing the dates. He said the system was approved in last year's budget.

The mayor said he had to send out letters for delinquent water bills. He said he wished there was a better way to collect water bills. He said our water rates were lower than other entities. He said he wished that people would let him know their story instead of waiting two months. He said if it was a legitimate story he would try to work with them. He asked for ideas.

Councilwoman McGehee asked if they could pay a little until they could be caught up.

The mayor responded that they had done that. He said there was no written policy. He said he would be reaching out to other entities to see how they handle it.

Councilman Chapman asked if the town was following its Code. Chapman said they were not. He said he was a month behind and received a letter. He said the letter was a violation because it needed to go through the postal system and he was not 60 days delinquent. He said that council was throwing the Code out the window.

The mayor said there are six other people that are seven months late.

Vice Mayor Nipper said that maybe we could change the Code.

Reese Peck said that the Code was incorrect and that maybe the council should take the code off the website.

Councilman Chapman said that the council should follow the code that they have.

Reese Peck stated that once people know that they will be sent to court they will have the incentive to pay their bills.

Town Attorney Report – None

DMV Report

The mayor explained that they will be changing the way the DMV revenue is being reported. The report will be attached to the minutes. The DMV has a part-time position available and the DMV Connect will be returning. Dates will be announced June 1.

Beautification

Councilwoman Kube reported that the April 29 beautification festival had a good showing. However, there was a Hazmat situation and people could not get across the railroad tracks. It took until midday for people to get across the tracks without finding a detour. She also reported that the flower bed at Luck Field was weeded and watered.

Utilities

Councilwoman Kube reported that the committee would be meeting May 15 and that it has been advertised so if any other council persons want to attend it will be OK.

Buildings

Councilwoman Kube had no report

Police

Councilwoman McGehee reported that as Kube had said there was a Hazmat situation on April 28-29 in town. She said multiple power strips (surge protectors) caught fire at Truist Bank. She did not receive a report from the sheriff's dept. The fire department held their fair at Walton Park and they will also be hosting a car show June 3. She said Timmy Luck will oversee the fire hydrant inspections.

Economic Development – No report

Planning commission

Councilman Chapman said the planning commission did not have a quorum for the April meeting to decide on Miller's gas pumps. They are working on street closures and they are reaching out for volunteers for the board of zoning appeals.

Finance

Mayor Jarvis reported that they were working on the budget.

Cemetery

Councilwoman McGee said Lewis Keller asked that the clerk give clients a copy of the cemetery rules when she sells a plot. Keller will give the clerk a template for a sign to be placed at the cemetery with the rules.

Personnel

Chapman reported that the committee was reviewing the health plan. He stated the council needs to fill the position currently vacant in the town. Chapman said they need to know if the money is there for the positions. He did not want to make promises and then not have the money. He felt the job vacancy advertisement should be shorter.

Closed Session

Vice Mayor Nipper made the motion to go into closed session under Virginia Code Section 2.2-3711-a3 for the purpose of discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Ron Chapman seconded the motion.

Rebecca McGehee – Yes

Olivia McCarthy – Yes

Ron Chapman – Yes

Blair Nipper – Yes

Bernice Kube – Yes

Motion Passed 5-0

Motion to enter back into open session made by Vice Mayor Nipper and seconded by Councilman Chapman.

Rebecca McGehee – Yes

Olivia McCarthy – Yes

Ron Chapman – Yes

Blair Nipper – Yes

Bernice Kube – Yes

Motion Passed 5-0

The motion was made to reconvene and certify that only matters identified to go into the session were discussed was made by Vice Mayor Nipper and seconded by Councilman Chapman.

Bernice Kube – I so certify

Blair Nipper – I so certify

Ron Chapman - I so certify

Olivia McCarthy – I so certify

Rebecca McGehee - I so certify

Motion Passed 5-0

The motion was made to recess the meeting until May 24 at 6:30 at the Mineral Municipal Building.

Rebecca McGehee – Yes

Olivia McCarthy – Yes

Ron Chapman – Yes

Blair Nipper – Yes

Bernice Kube – Yes

Motion Passed 5-0

Minutes respectfully submitted by Bernice Wilson Kube, Mineral Town Council.

Mayor _____

Acting Clerk _____

DRAFT

DRAFT



Town of Mineral Meeting Minutes
May 24, 2023 Continued from May 9, 2023

Members Present

Blair Nipper – Vice Mayor

Ron Chapman

Bernice Kube

Olivia McCarthy

Rebecca McGehee

Member Absent

Ed Jarvis – Mayor

Others present

Reese Peck, Assistant to the Mayor

Andrea Erard, Town Attorney, Present Electronically

Blair Nipper, Vice Mayor, opened the meeting at 6:30 and opened up the public hearing on water rates.

Public Hearing Water Rates.

Chris Guerre spoke to council on the water rates. He told the council that the water rates for most of the commercial water connections were online and that one included connection fees. He said it made sense that the water system needs to be financially sound. Guerre asked how much water was the fire department using? He asked how much was the town committed to giving them. He said without knowing the numbers, council would not know how it affected the budget.

Vice Mayor Nipper Closed the public hearing

Vice Mayor Nipper said that two emails had come regarding the water rates. One expressing concern over the \$6 administrative fee. Another asking that those individuals that do not use the 3000 gallons per month be charged a conservation rate of \$20 instead of the base rate of \$30. Councilwoman McGehee addressed the fire department's usage of water. She said the water at Walton Park was not being used regularly. She said nothing was going through the pipes and the least the town could do was to give them water. She said it would not affect the budget.

Vice Mayor Nipper said that Mayor Jarvis would be talking to the fire department about washing personal vehicles. She said the system was losing money. She said that the revenue coming in did not pay for repairs.

Councilman Chapman asked if there was a deficit of \$70,000?

Councilwoman Kube said that there were several projects that need to be done in order to prevent County charges for wastewater.

Vice Mayor Nipper said that staff was very good about letting residents know if their water bill had increased and that they could possibly have a leak.

Councilwoman Kube said that the proposed charges mirrored the Town of Louisa. Councilman Chapman asked how many people received water that lived out of town.

Reese Peck told council that there were 74 out of town users.

Councilwoman McGehee asked for the reason why council was charging a \$6 administrative fee.

Reese Peck said that administrative fees are common with the water authority. He said the town prints the bills and mails the bills. It was basically the operating cost. He said that a good part of the real estate tax revenue was being used to subsidize the system. He said that the water users should pay for the system, not the taxpayer.

McGehee said that her water bill would be about \$100 with the increases.

Councilman Chapman asked if some of the increases could be implemented in increments.

Reese Peck asked for council to let him know what to advertise as far as water and sewer rates.

However, he said rates could be looked at mid-year. He continued saying for budget purposes he could use the old figures, due to the fact there were increased revenue in some areas of the budget.

A copy of the water and sewer rates passed out at the meeting are attached to these Minutes.

Public Hearing Mineral Historic Foundation Lease

Vice Mayor Nipper opened the public hearing.

There was no public comment.

Vice Mayor Nipper closed the public hearing.

Vice Mayor Nipper said council had two leases, one that the town had prepared and one that the historic Foundation had prepared. She said that the lease presented by the town had the previous renter's name on it.

Andrea Erard, town attorney, said that she must have sent the wrong lease, but it was similar and that she was told to keep the lease consistent.

Councilman Chapman said there were things added to the lease that were not in the lease signed by the previous renter.

Erard asked if the council would like her to email the correct lease and since council had had the public hearing, vote on the matter at the next meeting?

Councilman Chapman said he did not want to wait to vote on the lease and he would prefer the lease submitted by the foundation. He said the foundation's lease contract includes such items such as the disposal of artifacts, if the foundation should cease to exist.

Attorney Erard told council she did not prefer the foundation lease.

Vice Mayor Nipper asked if the foundation could have a separate lease for artifacts.

Councilman Chapman asked why, if it could be done all in one.

Erard responded that the artifacts were personal property not real property and they did not belong in the lease.

Councilman Chapman expressed his frustration that this had come up the night of the public hearing and not 14 months ago.

Erard said that if she had known that the difference in Chapman's mind was the addition of the artifacts she would have addressed it. Erard pulled up the current lease on the computer screen for council to see.

Councilwoman McCarthy asked if the lease presented was the same, the only difference was the name. Erard said it was not.

Councilwoman Kube asked if council could come back to the lease issue and move forward with the road closures.

Vice Mayor Nipper said that Mayor Jarvis had said the road closures would be heard at the June meeting.

Councilman Chapman said that the council had voted to hear the closures at the May 24 meeting.

Reese Peck said the items were advertised as being held June 12.

With the lease on the screen, Councilman Chapman made the motion to accept the lease presented by the Mineral Historic Foundation. Councilwoman Kube seconded the motion.

Councilman Chapman said what was important to him was for the town and the Foundation be protected.

After continued discussion, Councilman Chapman withdrew his motion and made the motion to go with the lease on the screen as amended. Councilwoman Kube seconded the motion.

Rebecca McGehee – Abstain

Olivia McCarthy – Abstain

Ron Chapman – Yes

Bernice Kube – Yes

Vice Mayor Nipper – Yes

Motion Passed 3-0-2

Budget Presentation.

Reese Peck, Town, Assistant to the Mayor, made a power point presentation on the proposed FY 23/24 budget.

Power Point slides attached.

Peck explained that with an equalized tax rate of 20 cents, that the water and sewer was taking 10.31 for the next 21 years to pay for water debt. Or 52%. (which should be paying for itself instead of coming from the general fund.) He further explained that 17% of Real Property Tax (3.34 cents) is dedicated for the next 28 years to general facilities debt. (town Hall). With those funds being used, that left only 32% of Real Property Tax (6.35 cents) is available for other purposes.

He continued expressing his concern that the water and sewer was a troubled enterprise.

See His figures below.

Water & Sewer Enterprise is Running an Annual Deficit

	FY22	FY 23
Water Sewer Debt Service	\$54,108	\$54,108
Repairs & Maintenance - Water & Sewer	\$425,000	\$90,000
County Wastewater Treatment	\$125,000	\$90,000
County Water purchased	\$120,000	\$60,000
Water Testing/monitoring	\$13,000	\$13,000
Water Salaries	\$13,000	\$13,000
 Total Expenses	 \$750,108	 \$320,000
Total Revenues	\$250,000	\$250,000
Water & Sewer Budget Deficit	\$500,108	\$70,108

Peck said that the water and sewer number had been running at a deficit each year. He referenced the water sewer committee's cost such as a new well, replacing hydrants, controlling runoff, (man holes) of which none are budgeted for. He said the cost would have to be paid from the general tax base or the users that use it.

Peck told the council that one of the things really holding the town back is the accounting system. He said Patty must go and replace figures in order to have the correct amounts. Other items of concern were records management, outdated code and outdated computers. He said that even though the town is not required to have an audit due to its size, if the town wants to apply for grants the audit needed to be up to date. Other concerns were the outdated website and staff vacancies.

Peck said that one good thing for the town is that it had a healthy unassigned fund balance. He said the reason for that is that the council has not had a lot of their staff on board. Other things that have contributed to the unassigned balance is that a lot of upgrades that were slated to be done, were never done.

He said that last years sewer project and some unknown costs were transferred to this year's operating budget just to clear so that there needs to be no more reporting.

Peck Said the town can charge normal operating expenses. So, the charges for last year's interim staff and his salary for this year, and a lot of the operating cost he charged to the grant this year. He said council has a new accounting system, which will solve these problems in the future. The current accounting system did not have all the modules needed to report correctly.

Currently the server and computers (DMV Workstations) are being replaced and records are being secured.

Councilwoman McCarthy asked if council would be able to start using and implement the new accounting system as soon as the computer systems are up and running or are we going to have to go back and hire an accountant to rectify the books before implementing the system. Peck said yes it would. It would have to be set up and accountants would help with the process. He said it should be online for the next fiscal year.

Peck said the budget included an equalized rate of 20 cents per \$100. A One cent increase in the meals tax to 6%. He said, the budget when you get into it, reflects an increase in revenues of \$74,000 (excluding any changes in the Water & Sewer rates, and a drawdown from \$122,000 of the unassigned fund balance.

He said he put very conservative revenue adjustments and increased spending by \$95,000.

The budget includes a five percent cost of living raise for staff.

Peck suggested a line item for water and sewer in the event there is an unaccounted-for cost for next year.

He said the things he needs the council to decide on is the proposed real property tax, proposed meals tax rate, water and sewer rates and other contingency line items such as recodification.

Councilwoman McCarthy asked how many items \$2,300 covered. Peck said he would have to reach out to find out the amount.

Councilman Chapman asked what the best practice was as far as how often to update the Code. Peck told the council that the companies that will be contacted have a variety of tiers of service.

Peck told council he pretty much kept the baseline of the budget from last year except where he thought there may be a major deviation. Peck went over the revenue side of the budget. Bank Tax came in \$5000 over. DMV will exceed their budget by approximately \$35,000. He said he was conservative with the projection of the interest on the Local Government Investment Pool (LGIP). Sales Tax is strong, and Meals Tax is at \$64,000 with two months to go. He said he included a one cent meals tax increase. Personal Property Tax does not get a good collection rate. He also said that the real estate tax had a poor collection rate. Peck said that staff would be working on collections.

Peck continued to cover items in the budget saying he had included a line item for overtime, which had not been included. Before he includes a 5% raise for staff with the exception of Ti-Lea Austin, who was performing some contract work.

Councilman Chapman asked why Austin was back on the payroll. Peck said it was only one or two hours a month to do contract work for VRS. He said it was very important that it be done correctly. He said she also prepared the water quality report. Peck said Austin had also talked certain DMV process through.

Councilman Chapman said that it was important that council know who was on the payroll.

Peck said that council needed to be thinking about someone to take the place of the water operator since he may be headed for retirement.

Councilwoman McGehee asked about the contract for the IT person. Peck said he was being paid an hourly rate. If he had not been on board when the equipment blew out due to old age, the office would not have been operational.

Peck continued to delve through he proposed budget. He informed the council that the internet plan in the building was a residential plan not a business plan. The new business plan will increase the speed of the DMV Internet in the office.

He said the remainder of the figures was a ball park figure but the budget would not be overspent.

Councilwoman McGehee made a motion for the mayor to notify council when someone was hired.

There was no second to the motion.

Vice Mayor Nipper asked council to wait until the mayor was present to hear his reasoning before acting on the motion.

New Business

Vice Mayor Nipper asked for Peck to cover, under new business, the accounting company and the IT person.

Peck reported that the IT equipment was \$45,000 after checking the IT person's proposal with the county and with an associate of Peck's they felt the proposal was in line with what the cost should be.

He said there were three companies considered for the accounting firm. They settled-on Brown Edwards and hoped to have a proposal by June. The company specializes in local government.

Peck said he had also looked into the development of a new webpage for the town from Civics One. He had been looking into setting up the site and if anyone wants training on how to post to it. Agenda management will begin in June.

Councilwoman Kube asked about the motion on the table.

Andrea Erard, Town Attorney, asked if there had been a second, which there was not.

Vice Mayor Nipper asked that it be tabled to the next meeting giving council time to talk to the mayor.

Councilman Chapman agreed as long as the item was on the next month's agenda.

Vice Mayor Nipper called for a motion on the tax rate

Councilman Chapman made the motion to reduce the tax rate within an equalized rate of 20 cents. Second provided by Councilwoman McCarthy.

Bernice Kube - Yes

Ron Chapman - Yes

Olivia McCarthy - Yes

Becky McGehee – Yes

Blair Nipper – Yes

Motion Passed 5-0

Vice Mayor Nioper asked for a motion to set the meals tax for FY 23/24

Councilwoman Kube made a motion to increase the meals tax by one percent to 6% for FY23/24. Second Ron Chapman.

Rebecca McGehee - Abstain

Olivia McCarthy - Yes

Ron Chapman - Yes

Bernice Kube- Yes

Vice Mayor Nipper -Yes

Motion Passed 4-0-1

Councilwoman Kube made a motion to direct Reese Peck to advertise the budget with an equalized rate of 20 cents per 100. A one percent increase in meals tax to 6% and water/sewer rates as presented. No change to all others with a contingency line of \$50,000. Second Ron Chapman.

Ron Chapman - Yes

Olivia McCarthy - Yes

Rebecca McGehee - Yes

Bernice Kube - Yes

Vice Mayor Nipper – Yes

Motion Passed 5-0

Councilman Chapman nominated Ed Kube to be appointed to the planning commission. Second councilwoman Olivia McCarthy.

Rebecca McGehee – Abstain

Olivia McCarthy – Yes

Ron Chapman – Yes

Bernice Kube – Yes

Vice Mayor Nipper – Yes

Motion passed 4-0-1

Motion to adjourn Councilwoman McCarthy, Second Councilman Chapman

Rebecca McGehee - Yes

Olivia McCarthy - Yes

Ron Chapman - Yes

Bernice Kube - Yes

Vice Mayor Nipper – Yes

Motion Passed 5-0

Meeting adjourned

Minutes respectfully submitted by Bernice Wilson Kube, Mineral Town Council.

Mayor _____

Acting Clerk _____

DRAFT



Town of Mineral Council Meeting
June 12, 2023

Council Members Present

Ed Jarvis, Mayor
Blair Nipper, Vice Mayor
Ron Chapman
Bernice Kube
Olivia McCarthy
Rebecca McGehee

Staff Present

Reese Peck, Town Manager
Andrea Erard, Town Attorney

Mayor Jarvis called the meeting to order at 6:34 p.m. followed by the Pledge of Allegiance.

The mayor asked if there were any additions to the agenda.

Councilwoman McGehee stated that she thought that council should congratulate the Lady Lions Softball team on the town sign as well as the website.

Mayor Jarvis agreed and directed that it be reflected on the town sign, website and social media.

Debbie Moon, a Lake Anna Resident, spoke to council. She said she had recently purchased 232 Mineral Avenue. She said she had come to share her vision with the council. She said her vision was to build and open a shop for local artisans and consignment items. She said she was a senior real estate specialist and she helps seniors and their families when they need to sell their homes, items they don't need or don't want to pack. Moon cited several excerpts from the current town comprehensive plan and asked the council to help fund her business with a grant of \$170,000. She also proposed that a mural be painted on the new building by some of the artisans she would showcase in her business.

Mike Handrahand spoke to council on the digital sign that was recently purchased. He said his daughter's business, LKA Signs, was not approached to provide a quote to design the sign. He

wanted to know where the sign came from. Councilwoman Kube, who is the chair of beautification committee told him the sign was created by Epic Signs, Fredericksburg. She told him that area sign makers had been researched extensively and there was nothing on websites or the internet that suggested LKA signs had the ability to make the sign. He said that he had traveled to Illinois to have training on digital sign making. Mayor Jarvis told Handrahand that three bids were obtained and apologized. Kube said that the item was researched heavily and there was no website or anything when searching the internet that indicated, that LKA Signs could produce a digital sign. Hanrahand said he had investigated a website but it was expensive and his daughter's company was not at that level yet.

Mayor Jarvis opened the public hearing for the FY 23/24 Budget.

Chris Guerre addressed council. He brought up some points on the annual budget as required by the Code of Virginia. He said the budget, which is required by July 1 should contain A.) the total assessed valuation of all property, real, personal and mixed, located within the Town Limits. B.) A classified list of all sources of revenue other than those included under subsection A above, together with an estimated amount of revenue to be received from each. C.) The estimated expenditure that will be required for the maintenance and improvement of the town and its properties. D.) Such rate of tax property, real, personal, mixed, not exceeding the limitation fixed by law, as will be required in order to meet the deficiency between subsection C above and the estimated revenue under subsection B. His notes are attached to minutes.

With no other public comment, the Mayor closed the public hearing.

The Mayor opened the public hearing on Ordinance 2023-01,

Lauren Ball, 904 Mineral Avenue, spoke to the council asking them to close East 8th Street. Ball said the street had been moved due to the title company's request since the carport was in the street. She and her husband have been maintaining the property for the past eight years and that they had invested approximately \$5000 in erosion control. She asked the council to consider vacating the property so that her driveway could fully belong to them. The Mayor closed the public hearing.

Ordinance Number 2023-01

CLOSES AND ABANDONS EAST EIGHT STREET
BETWEEN MINERAL AVE (522) & TOWN/COUNTY LINE IN THE TOWN OF
MINERAL. THE REQUEST TO CLOSE AND ABANDON THE STREET HAS BEEN MADE
BY JOHN AND LAUREN BALL. ORDINANCE NO. 2023-01 IS CONSIDERED
PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA. CODE SECTION
15.2-2006.

BE IT ORDAINED by the Mineral Town Council at its regular monthly meeting on June 12, 2023, that a section of East Eight Street between Mineral Ave (522) & Town/County Line in the Town

Of Mineral be closed and abandoned for the purpose of an addition to the properties of John and Lauren Ball, subject to the following terms and conditions:

1. Any transfer of the vacated/abandoned street way shall be conveyed to the adjoining properties equally from the center line.
 2. After transfer of the vacated/abandoned street, the property owners shall be responsible for obtaining approval for a boundary line adjustment, the preparation of such necessary surveys, deed preparation and recordation, which shall be subject to review and approval by the Town Attorney.
 3. Each deed shall dedicate a utility easement across and underneath the property for the benefit of and future use by the Town of Mineral.
 4. Both property transfers shall occur within sixty (60) days of the date of this ordinance, or the aforementioned closed/abandoned street shall automatically revert to an undeveloped street.
- BE IT FINALLY ORDAINED by the Mineral Town Council at its regular monthly meeting on June 12, 2023, that the closed and abandoned portion of East Eight Street between Mineral Ave (522) & Town/County line in the Town of Mineral shall be transferred to John and Lauren Ball by quitclaim deed, provided that the other property owner(s) decline to purchase half of the vacated/abandoned street, pursuant to the following terms and conditions:

1. Purchaser shall be responsible for the preparation and recording of all documents necessary for the transfer of the property.
 2. Purchaser shall submit the deed and plat for review and approval of the Town Attorney prior to closing.
 3. Closing shall occur within sixty (60) days of the date of this Resolution.
- With no other public comment, the Mayor closed the public hearing.

The mayor opened the public Hearing for Ordinance 2023-02:

Michele Covert spoke on behalf of Mr. Carpenter since he was not present. She said she had no objection as a neighbor down the street to the road closure.
The Mayor Closed the public Hearing.

Ordinance Number 2023-02

ORDINANCE NO. 2023-02 CLOSES AND ABANDONS EAST THIRD STREET BETWEEN THE RAILROAD TRACKS ON EAST THIRD STREET AND LOUISA AVE IN THE TOWN OF MINERAL. THE REQUEST TO CLOSE AND ABANDON THE STREET HAS BEEN MADE BY BOBBY CARPENTER. ORDINANCE NO. 2023-02 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA. CODE SECTION 15.2-2006.

BE IT ORDAINED by the Mineral Town Council at its regular monthly meeting on June 12, 2023, that a section of East Third Street between the railroad tracks on East Third Street and Louisa Ave in the Town of Mineral be closed and abandoned for the purpose of an addition to the properties of Bobby Carpenter, subject to the following terms and conditions:

1. Any transfer of the vacated/abandoned street way shall be conveyed to the adjoining properties equally from the center line.
 2. After transfer of the vacated/abandoned street, the property owners shall be responsible for obtaining approval for a boundary line adjustment, the preparation of such necessary surveys, deed preparation and recordation, which shall be subject to review and approval by the Town Attorney.
 3. Each deed shall dedicate a utility easement across and underneath the property for the benefit of and future use by the Town of Mineral.
 4. Both property transfers shall occur within sixty (60) days of the date of this ordinance, or the aforementioned closed/abandoned street shall automatically revert to an undeveloped street.
- BE IT FINALLY ORDAINED by the Mineral Town Council at its regular monthly meeting on June 12, 2023, that the closed and abandoned portion of East Third Street between the railroad tracks on East Third Street and Louisa Ave in the Town of Mineral shall be transferred to Bobby Carpenter, provided that the other property owner(s) decline to purchase half of the vacated/abandoned street, by quitclaim deed pursuant to the following terms and conditions:
1. Purchaser shall be responsible for the preparation and recording of all documents necessary for the transfer of the property.
 2. Purchaser shall submit the deed and plat for review and approval of the Town Attorney prior to closing.
 3. Closing shall occur within sixty (60) days of the date of this Resolution.

Minutes

The Mayor asked council since the last meeting was continued and they only had minutes for the May 8th meeting if they wanted to approve what was available or wait and approve both sets of minutes at the same time.

Councilwoman McCarthy requested that they wait and approve both together.

The mayor called for council to look over December's meeting minutes. He needed a motion and a second to approve the minutes. Councilwoman Kube asked that on page 6 where it said that the townhomes would not adversely affect the neighborhood. Mr. Kube, a past council member, had asked that his specific concern that the townhomes would adversely affect the neighborhood be recorded in the minutes.

Councilwoman Kube made the motion to approve the minutes as amended. Vice Mayor Nipper seconded the motion.

Bernice Kube - Yes

Vice Mayor Nipper – Yes

Ron Chapman – Yes

Olivia McCarthy – Abstain

Becky McGehee – Abstain

Motion Passed 3-0-2

Bills

The mayor told council that the citizens that had requested the road closures had given the town a check for the advertising. He also brought to the council's attention the charge for the computer equipment as well as the sign, which he said were the two big ticket items.

Motion to approve the May 2023 bills was made by Vice Mayor Nipper and seconded by Councilman Chapman.

Rebecca McGehee – Yes

Olivia McCarthy – Yes

Ron Chapman – Yes

Vice Mayor Nipper – Yes

Bernice Kube – Yes

Motion Passes 5-0-0

Town Manager's Report

Reese Peck reported that he had gathered a packet of ordinances that he had found in the files. He said that he had been working to get a firm in to perform a reconciliation of the books for a two-year audit. They will work to put in entries and put in a chart of accounts into the Southern Software. He reported that he had worked with the personnel committee on benefits.

Mayor Jarvis said due to paperwork getting misplaced that it was found that some of the lots in the town cemetery that they thought were for sale had in fact been sold. He said that staff was going through all the paperwork to update the master chart. Peck said the new accounting system will help keep track with the cemetery items such as mowing cost, etc.

Peck also reported that the money that was moved to the Local Government Investment Pool (LGIP) made just \$30 short of \$4000 worth of interest. He said more money has been moved to the LGIP and he expects more than \$4000 worth of interest at the next reporting time.

Town Attorney's Report

Andrea Erard, Town Attorney, said council had a revised version of a contract for the town manager. She said she had also combined the Vacating Abandonment of streets into one document from the two ordinances that were recently sent to her. She also added that the property was purchased by one owner and that the property would go to the one owner if the adjoining property owner declined to purchase.

There will need to be a new policy written for FOIA. As of July 1, state law is going to require every locality to post the charges for FOIA. She said a new policy should be written for participation in meetings electronically. That policy had also changed. She said she would give a legislative update next month.

DMV Report

Shannon Hawkins, DMV Manager reported that the Mobile DMV Unit would be back in Mineral on July 11 from 9-3. The Mineral DMV Select is hiring for a full-time and a part-time DMV Clerk. She said the server in the office was down two days and the DMV headquarters was down which caused a decrease in the numbers. Hawkins was asked why the DMV Mobile Unit was in Louisa previously and that it was confusing. Hawkins said that when the town had persons lined up around the building the mobile unit started going to Louisa. Since then, they are returning to Mineral due to the fact that Mineral has a contract with DMV and Louisa County does not.

Committee Reports

Beautification

Councilwoman Kube presented plans for an aluminum, black 6 ft. park bench from The Bench Factory for council's consideration. One for the town building and one to put in the area of the post office. Vice Mayor Nipper made the motion for purchase of two park Benches for use on Mineral Ave. Councilman Chapman seconded the motion. Councilwoman McCarthy asked if the money was already in the beautification budget, which was verified.

Ron Chapman – Yes
Olivia McCarthy – Yes
Rebecca McGehee - Yes
Bernice Kube – Yes
Vice mayor Nipper – Yes

Motion Passed 5-0-0

Utilities

Councilwoman Kube reported that there would be a utility committee meeting June 15.

Budget

Vice Mayor Nipper had no report.

Personnel

Councilman Chapman presented supplemental benefits for the staff. He said the personnel committee had met with the representative a week prior. The benefits were in addition to what was currently being offered to staff. He told council they were very inexpensive. Chapman said the committee would like to offer the benefits to staff and pay \$50 per employee. If the employee goes over the \$50 it would be up to them to pay. If the council were to vote tonight the benefits would start in July. If council were to delay, it would be pushed back to August.

Vice Mayor Nipper made the motion to approve the purchase of supplemental insurance and the town pay \$50 per employee. Councilwoman Kube seconded the motion.

Rebecca McGehee – Yes
Olivia McCarthy – Yes

Ron Chapman – Yes
Vice Mayor Nipper -Yes
Bernice Kube – Yes

Motion Passed 5-0-0

Cemetery

Councilwoman Rebecca McGehee reported that the grass cutting at the cemetery may need to be cut back due to the lack of rain. She reported Lewis Keller is still working on the wording for a sign.

Fire and Legal

McGehee reported that the car show was a success. She said the MVFD carnival begins the July 4th with the VFW parade on the 7th. She said there were mostly normal traffic stops during the month.

Social and Public Affairs

Councilwoman McCarthy reported that shortly after last month's meeting a town newsletter was sent out. She reported that the committee ran into a glitch due to the town not having a comprehensive list of residents. She thanked Mayor Jarvis for trying to get a list from the county, which was unsuccessful. She also thanked everyone that helped to fold and Councilman Chapman for helping her deliver. She requested that council authorize her to take the newsletters to the post office and have them distributed to each mailbox and pay the postage outright. She said she had been able to utilize the town's Facebook page. She said she intends to start to reach out to local businesses.

Councilwoman Kube asked that a quote be obtained from the post office as to how much it would cost to put a newsletter in each Mineral post office box.

Streets

Vice Mayor Nipper asked how many streets have been closed in the past. Mayor Jarvis said we did have a list, but he did not know how accurate the list was.

Mayor Jarvis said the county is currently working on a new GIS map that will show that information.

Planning Commission

James Snider said he had sent Jenny Staudinger's name to be placed on the planning commission.

New Business

Ordinance number 2023-01

Ordinance to close and abandon East Eighth St. between Mineral Avenue (522) and town/county line in the Town of Mineral and to authorize the transfer of the property vacated and abandoned to John and Lauren Ball.

Motion to close made by Councilman Chapman, second, Councilwoman McGehee.

Olivia McCarthy – Yes

Vice Mayor Nipper – Yes

Bernice Kube – Yes

Ron Chapman – Yes

Rebecca McGehee – Yes

Motion Passed 5-0-0

Ordinance Number 2023-02

Ordinance to close and abandon East Third St. between the railroad tracks on East Third St. and Louisa Avenue in the Town of Mineral and authorize the transfer of property vacated and abandoned by Ordinance number 2023-02 to Bobby Carpenter.

Vice Mayor Nipper asked if there was a chance that a rail crossing could be place on Third Street. Councilwoman McCarthy said that she had looked at the area and that there was a significant slope and that point.

Motion made by Councilman Chapman, Seconded by Councilwoman McCarthy.

Bernice Kube – Yes

Vice Mayor Nipper – Yes

Ron Chapman – Yes

Olivia McCarthy – Yes

Rebecca McGehee – Yes

Motion Passed 5-0-0

VRS Group Life Insurance

The Mayor told council that the council had committed to providing life insurance to staff as an extra benefit. The Mayor read Resolution 2023-04.

Councilman Chapman asked if the Town was paying 100%. Mayor Jarvis confirmed.

Motion to approve the Town paying for staff life insurance Ron Chapman. Second Vice Mayor Nipper.

Rebecca McGehee. – Yes

Olivia McCarthy – Yes

Ron Chapman – Yes

Vice Mayor Nipper – Yes

Bernice Kube – Yes

Motion Passed 5-0-0

Pre-Audit Service

Reese Peck reported on the firm that will be performing the Pre-Audit Services. He said they would be reconciling accounts, get the Town in shape for the audit and help set up the new accounting software. He said it would take a lot of time to reconstruct the Town's records. He said the cost would be approximately up to \$30,000. Councilwoman McCarthy asked if they had projected a timeline to get the job done. Peck said he would not know until the firm would be done.

Motion to hire Brown Edward to perform pre-audit services not to exceed \$30,000 was made by Bernice Kube. Second Ron Chapman.

Rebecca McGehee – Yes

Olivia McCarthy – Yes

Ron Chapman – Yes

Vice Mayor Nipper – Yes

Bernice Kube – Yes

Motion Passed 5-0-0

Notice to Publish road closure, utility rates and meal tax increase.

Mayor Jarvis told the council that the meals tax was implemented to subsidize the water and sewer systems. Councilwoman Kube told the Mayor and Council that when the meals tax was implemented the accountant for the Town at the time told the council that using the meals tax for that purpose was against the law.

Andrea Erard, town attorney, said that from a legal standpoint you could use money from the general fund to subsidize the utility system, but the utility system should support itself.

Mayor Jarvis asked if the ordinance that dedicates the meals tax to the utility system should be revoked. Erard said that was not a bad idea.

Reese Peck told the council that he opposed the dedication of funds because it negates the prerogative of future councils.

The mayor directed the town attorney to modify the language of the meals tax to remove the dedication of the meals tax to the utility system.

Councilwoman McGehee asked why council could not use DMV money for the water system.

Peck said it is a matter of philosophy that the people that use the system should pay for the system. McGehee said the out of town people do not pay taxes but were getting the water for \$5 extra per month. She asked why she is being penalized on her bill for sewer when going over 3,000 gallons. She also said she did not support a \$6 administration fee.

Mayor Jarvis reminded McGehee that council also had the right to lower the tax rate.

McGehee said that she didn't think people would be able to pay their water bill. Councilman Chapman said he thought council should remove the administrative fee and reevaluate next year.

Peck said he had to come up with an ordinance so he needed a decision tonight.

Nipper told council that the utility committee wanted to advertise a conservation rate. She said it was suggested by a citizen. She said if a citizen uses less than 1500 gallons their water bill would be \$20. Reduced sewer would be \$30.

Councilwoman McGehee said she wanted the rates to be higher for out of town residents because they did not pay town taxes.

Andrea Erard, Town Attorney, told council that when adjusting the rates, they need to be based on need.

Councilwoman Kube told the council that if they wanted to raise the out of town rates, it would have to be done next year as the rates had already been advertised. She said that council needed to see how much money the rates generate over the next year. She said that council needs to see if the utility system is in any way paying for itself.

Councilman Chapman made the motion to accept the rates as published except striking the \$6 administrative fee and adding a conservation rate for users under 1500 gallons for water at a rate of \$20 and sewer at the rate of \$30. The motion was seconded by Councilwoman Kube.

Rebecca McGehee – Abstain

Olivia McCarthy – Yes

Ron Chapman – Yes

Vice Mayor Nipper – Yes

Bernice Kube – Yes

Motion Passed 4-0-1

Council discussed when they could schedule a continued meeting to appropriate the budget. They settled on Jun 22 at 6:30 PM.

Closed Session

After a five-minute break council reconvened. The mayor asked for a motion to go into closed session under Virginia Code 2.2-3711-a for the discussion and consideration of 1.) Appoint a vacancy to a council seat. 2.) The compensation of a town manager. 3.) The appointment of a town manager. 4.) And under Virginia code section 2.2-3711-a3 for the purpose of discussion or consideration of the acquisition of real property for a public [purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Motion Ron Chapman, Second Vice Mayor Nipper.

Vice Mayor Nipper – Yes

Bernice Kube- Yes

Ron Chapman – Yes

Olivia McCarthy – Yes

Rebecca McGehee – Yes

Motion Passed 5-0-0

Motion was made to reconvene in open session and certify that only the matters identified to go into closed session were heard discussed or considered was made by Vice Mayor Nipper and Seconded by Ron Chapman.

Rebecca McGehee – I so certify
Olivia McCarthy – I so certify
Ron Chapman – I so certify
Vice Mayor Nipper – I so certify
Bernice Kube – I so certify

Motion passed 5-0-0

Councilwoman McCarthy made a motion to appoint Dr. Michelle Covert to the vacant seat on Mineral Town Council until the special election when the elected person becomes qualified.

Second by Vice Mayor Nipper.

Bernice Kube – Yes
Vice Mayor Nipper – Yes
Ron Chapman – Yes
Olivia McCarthy – Yes
Rebecca McGehee – Yes

Motion Passed 5-0-0

Ron Chapman made the motion to appoint immediately Reese Peck as town manager and to approve the contract as presented. Second Councilwoman McCarthy.

Rebecca McGehee – Yes
Olivia McCarthy – Yes
Ron Chapman – Yes
Vice Mayor Nipper – Yes
Bernice Kube – Yes

Motion passed 5-0-0

The Motion was made to continue the meeting to June 22 at 6:30 p.m. by Ron Chapman seconded by Olivia McCarthy.

Bernice Kube – Yes
Blair Nipper – Yes
Ron Chapman – Yes
Olivia McCarthy – Yes
Rebecca McGehee – Yes

Motion Passed 5-0-0

Minutes respectfully submitted by Bernice Wilson Kube, Mineral Town Council.

Mayor_____

Clerk_____

DRAFT

DRAFT



Town of Mineral Meeting Minutes
Continued Meeting from June 12, 2023 to June 22, 2023

Mayor Jarvis reconvened the meeting at 6:31 p.m.

Present

Ed Jarvis, Mayor
Blair Nipper, Vice Mayor
Ron Chapman
Dr. Michelle Covert
Bernice Kube
Rebecca McGehee

Absent

Olivia McCarthy

Staff Present

Reese Peck, Town Manager

Mayor Jarvis reconvened the meeting from Jun 12 and welcomed the newest member of the council Dr. Michelle Covert.

Adopt Agenda

Ron Chapman made a motion to adopt the agenda as presented. Second Bernice Kube.

Rebecca McGehee - Yes
Ron Chapman - Yes
Vice Mayor Nipper - Yes
Bernice Kube – Yes
Dr. Michelle Covert – Yes

Motion Passed 5-0-0

Budget Overview

Reese Peck, Town Manager, explained the budget process. He told council that each year council puts a budget together. A public hearing is held and by law you have to wait seven days

before adopting the budget. He said it is a plan or best guess where the expenditures and revenues will be. It does not appropriate the money, it outlines what the plan is for the year. The next step is to appropriate the money up to the maximum levels. He told the council that as the year progresses things may switch between line items. If the budget increases on the expenditure side by one percent the process will start over again.

Councilwoman McGehee asked what is the landfill charge?

Peck explained that even though the town was reimbursed for those charges it had to show it in the budget. He said the charge was an estimate. The town has had no record keeping for the last two years. He said that there is a new team that specializes in these matters for \$30,000. New software has also been purchased which will set up separate enterprise modules up to USDA standards.

Councilwoman McCarthy joined the meeting at 6:40 p.m.

Councilwoman McGehee asked how much was the town paying for water per year. Reese Peck told McGehee that the town had \$90,000 budgeted this year for wastewater and \$60,000 for water. McGehee asked if wastewater was sewer. Peck confirmed. She asked what was spent the previous year. Peck said he did not have those records. Peck said the town has overspent in both categories substantially this year, and the year before was worse.

Peck said there were still issues with manholes and the well, therefore more funds were put in the budget because it has been under funded each year.

Audits need to be done in order to get a preliminary engineering study.

McGehee asked what was the perpetual care fund?

Peck said by state law the cemetery has to be maintained after lots are all sold. He said it was an estimate of how many lots were going to be sold and a 10% estimate looking at historical trends.

McGehee also asked what was the debt service. Peck said it was the USDA loan for the town building and the water upgrade which was done years ago. McGehee said she was understanding there was a bid out. Peck said that money was fully spent.

Peck said USDA would be coming in to assess rates and they may say that the rates still need to be increased.

McGehee said she thought that a 35% over 3000 base rate for sewer was too much. She said people with sewer are having to pick up and she did not like that. Peck said there are grants that could help and groups that would come in to help with an analysis. But until then, council would have to work with what they have.

Mayor Jarvis read Resolution 2023-05

TOWN COUNCIL OF MINERAL RESOLUTION

APPROVING THE FY2023-2024 FISCAL PLAN

WHEREAS, THE TOWN COUNCIL OF MINERAL, VIRGINIA, HAS RECEIVED BUDGET REQUESTS FROM THE TOWN MANAGER FOR PREPARATION OF THE BUDGET FOR FISCAL YEAR 2023-2024.

WHEREAS THE COUNCIL HAS PUBLISHED NOTICE OF THE PROPOSED BUDGET BASED ON SUCH REQUESTS, HELD A PUBLIC HEARING ON THE PROPOSAL, AND CONSIDERED THE PROPOSED BUDGET IN TERMS OF THE PUBLIC HEALTH, SAFETY, AND WELFARE.

WHEREAS THE COUNCIL HAS HERETOFORE PREPARED A BUDGET FOR FISCAL YEAR 2023-2024 FOR INFORMATION AND FISCAL PLANNING ONLY; AND,

WHEREAS THE COUNCIL IS NOT OBLIGATED TO APPROPRIATE OR COMMIT ALL FUNDS FOR ANY ITEMS INCLUDED IN THE PROPOSED BUDGET AND NO FUNDS MAY BE DISBURSED WITHOUT AN APPROPRIATION BY THE TOWN COUNCIL OF MINERAL.

NOW, THEREFORE, BE IT RESOLVED, THAT THE FISCAL YEAR 2023-2024 A REVENUE BUDGET OF \$1,276,684 AND EXPENDITURE BUDGET OF \$1,276,684 ARE ADOPTED FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND EXTENDING TO JUNE 30, 2024, FOR THE FUNCTIONS AND PURPOSES INDICATED HEREAFTER.

BE IT FURTHER RESOLVED THAT THE APPROVAL OF THIS BUDGET SHALL NOT CONSTITUTE AN APPROPRIATION OF FUNDS.

ORDERED THIS THE 22nd DAY OF JUNE 2023.

THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE FOLLOWING

Motion Councilman Chapman. Seconded by Vice Mayor Nipper.

Ron Chapman - Yes

Dr. Michelle Covert - Yes

Bernice Kube - Yes

Olivia McCarthy - Yes

Rebecca McGehee - No

Vice Mayor Nipper – Yes

Motion Passed 5-1-0

Resolution 2023-06

R-2023-006

Mayor Jarvis read the resolution to appropriate funds, Resolution 2023-006.

TOWN OF MINERAL APPROPRIATION OF ADOPTED TOWN
OPERATING BUDGET FOR FISCAL YEAR 2023-2024

IT IS HEREBY RESOLVED BY THE TOWN COUNCIL OF MINERAL, VIRGINIA, THAT THE FOLLOWING ANNUAL APPROPRIATIONS OF FUNDS ARE MADE FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024, FOR THE FUNCTIONS AND PURPOSES INDICATED HEREFTER:

MINERAL, VIRGINIA ADOPTED EXPENDITURE BUDGET

FISCAL YEAR 2023-2024

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE TOWN COUNCIL OF MINERAL, VIRGINIA, THAT THE APPROPRIATIONS FOR FISCAL YEAR 2023-2024, BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024, BE MADE AS FOLLOWS:

1. ALL APPROPRIATIONS ARE DECLARED TO BE MAXIMUM, CONDITIONAL, AND APPROPRIATE APPROPRIATIONS, THE PURPOSE BEING TO MAKE THE APPROPRIATIONS PAYABLE IN FULL IN THE AMOUNTS NAMED HEREIN, IF NECESSARY, AND THEN ONLY IN THE EVENT THE REVENUES COLLECTED AND OTHER RESOURCES AVAILABLE DURING THE YEAR ENDED JUNE 30, 2023, FOR WHICH THE APPROPRIATIONS ARE MADE, ARE SUFFICIENT TO PAY ALL THE APPROPRIATIONS IN FULL; OTHERWISE, THE SAID APPROPRIATIONS SHALL BE DEEMED TO BE PAYABLE IN SUCH PROPORTION AS THE SUM OF ALL REALIZED REVENUE IS TO THE TOTAL AMOUNT OF THE REVENUES ESTIMATED BY THE TOWN COUNCIL OF MINERAL TO BE AVAILABLE FOR APPROPRIATION IN THE YEAR ENDING JUNE 30, 2024.

2. THE TOWN COUNCIL OF MINERAL RESERVES THE RIGHT TO CHANGE DURING ANY TIME DURING SAID FISCAL YEAR THE COMPENSATION SO PROVIDED TO ANY OFFICER OR EMPLOYEE OR TO ABOLISH ANY OFFICE OR POSITION EXCEPTING SUCH OFFICE OR POSITION AS IT MAY BE PROHIBITED BY LAW FROM ABOLISHING.

3. FURTHER, THE TOWN MANAGER IS AUTHORIZED TO MAKE SUCH REARRANGEMENTS OF POSITIONS AND APPROPRIATIONS WITH THE SEVERAL DEPARTMENTS UNDER THE CONTROL OF THE TOWN COUNCIL THAT MAY BEST MEET THE NEEDS AND INTERESTS OF MINERAL, VIRGINIA; AND THE TOWN MANAGER IS AUTHORIZED TO MAKE TRANSFERS OF FUNDS FROM ONE LINE ITEM TO ANOTHER WITHIN AND BETWEEN ANY APPROPRIATION.

4. THE TOWN MANAGER MAY INCREASE APPROPRIATIONS FOR THE FOLLOWING ITEMS OF NON-BUDGETED REVENUE THAT MAY OCCUR DURING THE FISCAL YEAR: A. INSURANCE RECOVERIES RECEIVED FOR DAMAGE TO TOWN VEHICLES OR OTHER PROPERTY FOR WHICH TOWN FUNDS HAS BEEN EXPENDED TO MAKE REPAIRS. B. REFUNDS OR REIMBURSEMENTS MADE TO THE TOWN FOR WHICH THE TOWN HAS EXPENDED FUNDS DIRECTLY RELATED TO THAT REFUND OR REIMBURSEMENT. C. ADDITIONAL, UNBUDGETED GRANTS RECEIVED DURING THE FISCAL YEAR FOR WHICH THERE IS SUFFICIENT REVENUES TO DEFRAY EXPENDITURES.

5. THE TOWN MANAGER MAY APPROPRIATE BOTH REVENUE AND EXPENDITURES FOR DONATIONS BY CITIZENS OR CITIZEN GROUPS IN SUPPORT OF TOWN PROGRAMS. ANY

REMAINING UNENCUMBERED BALANCE OF A RESTRICTED DONATION AT THE END OF THE FISCAL YEAR WILL BE REAPPROPRIATED INTO THE SUBSEQUENT FISCAL YEAR.

BE IT FURTHER RESOLVED THAT THE TOWN MANAGER IS AUTHORIZED TO PRE- APPROVE ACCOUNTS PAYABLES INVOICES FOR PAYMENT AROUND THE 10TH AND AROUND THE END OF EACH MONTH PRIOR TO FORMAL APPROVAL BY TOWN COUNCIL OF MINERAL. FORMAL APPROVAL BY THE TOWN COUNCIL OF MINERAL WILL BE MADE DURING THE MEETING OF THE MONTH FOLLOWING THE ACTUAL PAYMENT OF THE BILLS. THIS PROCEDURE WILL ENABLE THE TOWN TO AVOID PAYING PENALTY AND INTEREST CHARGES FOR THE LATE PAYMENT OF INVOICES.

ORDERED THIS THE 22nd DAY OF JUNE 2023.

THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE FOLLOWING

Motion to appropriate funds made by Vice Mayor Nipper, Second councilman Chapman

Vice Mayor Nipper - yes

Rebecca McGehee – No

Olivia McCarthy - yes

Bernice Kube - Yes

Ron Chapman – Yes

Michelle Covert - Yes

Motion Passed 5-1-0

Resolution 2023-007 Zoning Administrator appointment

Councilwoman Covert stated that she had been on the board of zoning appeals for 13 years and the zoning administrator had always been the town manager. She asked why council was splitting it off.

Councilman Chapman said as a member of the personnel committee that it was their goal to try to limit the amount of responsibility of things the town manager has to get through. He said that the committee was trying to reevaluate and not try to dump the entire town on one person.

Councilwoman Covert asked if it was a volunteer or a paid position.

Councilman Chapman said it would be a paid position with a limited number of hours.

Reese Peck explained that the person that was originally contacted about the job had had several people leave and was no longer able to help with the town's zoning. Peck said he did know of another individual. He said he had used him in the past. He said he had all the certifications and is very experienced. He said the resolution for appointment would probably be on the agenda for July 10 and that it needed to be in resolution form.

Councilman Chapman asked if the council would be able to meet him.

Peck said that he would ask him to Zoom in.

Resolution 2023-008 Councilmember Participation in the Employee Supplement Insurance Plan

Mayor Jarvis read the resolution.

A RESOLUTION TO PERMIT COUNCIL MEMBER PARTICIPATION IN THE EMPLOYEE SUPPLEMENT INSURANCE PLAN

WHEREAS the Town of Mineral on June 12, 2023, adopted an Employee Supplemental Insurance Plan with Combined Insurance.

WHEREAS the plan under restricted circumstances will allow for the participation of Council members.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Mineral will allow council members under the restrictions of the plan to purchase insurance at their own expense.

ORDERED THIS THE 22nd DAY OF JUNE 2023.

THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE
FOLLOWING:

Mayor Jarvis said that earlier the council had provided the opportunity for staff to have supplemental insurance. Since then members of council had expressed their interest in getting supplemental insurance at their own expense.

Reese Peck said that there were restrictions and he had asked for clarification from the representative. He said that once he had the answers he would forward them to the council.

Councilman Chapman said that he just needed to recall the motion for the supplemental insurance and add council. However, Mr. Peck stated that it needed to be done by resolution.

Councilman Chapman made the motion, Councilwoman McCarthy provided the second to approve;

Rebecca McGehee – Yes

Vice Mayor Nipper - Yes

Olivia McCarthy - Yes

Bernice Kube – Yes

Dr. Michelle Covert - Yes

Ron Chapman – Yes

Motion Passed 6-0-0

Motion to Adjourn Vice Mayor Nipper, Second Councilwoman Kube.

Rebecca McGehee - Yes

Olivia McCarthy - Yes

Ron Chapman - Yes

Vice Mayor Nipper - Yes

Bernice Kube - Yes

Dr. Michelle Covert – Yes

Motion Passed 6-0-0

Meeting Adjourned.

Minutes respectfully submitted by Bernice Wilson Kube, Mineral Town Council.

Mayor _____

Clerk _____

Draft June 2023 Bills

Vendor	Account	Account Number	Description			Amount
Anthem	Employee Insurance - Health	015-356				\$ 1,794.00
Alfredo Vegas IT Consulting Serv.	IT Support	015-365				\$ 3,200.00
Bernice Kube	Mileage Reimbursement	015-465	VML Conference 78 miles			\$ 51.09
Bernice Kube	Beautification	015-315	Flowers			\$ 23.14
Besley Implements	Repair/Maintenance General	015-395	Pole saw combo, Repairs for mower, harness, fuse, clutch pigtail			\$ 747.52
Courney Cleaning Service, Inc	Cleaning of Office	015-520				\$ 300.00
Dell Technologies	Office Supplies	015-375	Switch port & console switch			\$ 2,450.78
Dominion Virginia Power	Electricity	015-410	Electric			\$ 1,651.86
Duke Oil	Gas & Oil	015-345				\$ 420.24
Erard, Andrea G, Esq	Legal Fees	015-360				\$ 1,250.00
Louisa County Landfill	Landfill	015-425				\$ 1,661.76
Louisa County Water Authority	County Water	015-325		511300 gallons		\$ 3,463.66
Louisa County Water Authority	County Waste Water	015-320		631350 gallons		\$ 7,209.70
Louisa True Value	Repair/Maintenance General	015-395	Wheels for printer bases Hank Made			\$ 163.53
Main Street Supply	Repair/Maintenance General	015-395	parts for lawnmower light, spray paint for office, light for pole in parking lot			\$ 70.76
Napa Auto Parts	Repair/Maintenance General	015-395	Hydraulic filter for JD 110			\$ 93.40
Napa Auto Parts	Repair/Maintenance General	015-395	Battery & filter for Lawn mower			\$ 387.04
Purcell Lumber	Repair/Maintenance General	015-395	4x4x8 for computer stands			\$ 16.08
Rappahannock Electric Coop	Electric Water/Sewer	015-411	Electric Water & Sewer			\$ 525.54
Ricoh	Office Supplies	015-375	Copier/Toner 91			\$ 169.56
Ricoh	Office Supplies	015-375	Copier Rental 19			\$ 53.10
Roto Rooter	Repair/Maintenance W & S	015-396	Flushed line @ 226 Louisa Av			\$ 1,659.95
Studio490	Web Page Maintenance	015-490				\$ 325.00
Updike	Trash	015-569				\$ 2,692.06
USDA	Service Loan	015-385				\$ 1,466.00
USDA	Water Loan	015-385				\$ 4,509.00
Verizon	Telephone	015-415				\$ 356.22
*Federal Tax Deposit	Payroll Taxes	380 & 012				
*Virginia Dept Taxation	Payroll Taxes	015-012				
VML (Va Municipal League)	Dues, Permits, Licenses	015-330	Member Dues			\$ 470.00
VUPS - Virginia Utility Prot. Service	Misc	015-170	VA 811			\$ 14.70
Wayne's Heating & Cooling	Repair/Maintenance W & S	015-396	half pymt for 201 w. 3rd St.			\$ 1,350.42
Blue Ridge Bank - Mastercard						
Google	Internet	015-510	google workspace			\$ 225.20
Zoom	Internet	015-510	Internet			
I Love PDF	Office Supplies	015-375	online tool to merge pdf files			\$ 7.00
Comcast	Internet	015-510				\$ 719.21
Microsoft Office	Office Supplies	015-375				\$ 25.00
Amazon	Office Supplies	015-375	desk calender, flag, binders, pens, toner,			\$ 315.62
Commonwealth of Va.	Water test kits	015-430	Water testing kits			\$ 60.75
United States Post Office	Postage	015-390				\$ 195.55
OOMA, Inc	Telephone	015-415				\$ 293.10
						\$ 40,387.54
Prepared by PGF						

DMV Select		
June Monthly Revenue		
<i>Date</i>	<i>Gross Revenue</i>	<i>Town Revenue</i>
06/01/2023	\$19,921.89	\$982.09
06/02/2023	\$16,635.16	\$820.07
06/05/2023	\$12,536.23	\$618.00
06/06/2023	\$65,852.26	\$3,246.33
06/07/2023	\$9,668.84	\$476.65
06/08/2023	\$3,923.60	\$193.42
06/09/2023	\$57,354.61	\$2,827.42
06/12/2023	\$62,845.71	\$3,098.12
06/13/2023	\$48,157.38	\$2,374.02
06/14/2023	\$72,176.57	\$3,558.10
06/15/2023	\$40,363.14	\$1,989.79
06/16/2023	\$77,124.24	\$3,802.01
06/20/2023	\$68,586.40	\$3,381.12
06/21/2023	\$44,533.14	\$2,195.36
06/22/2023	\$34,625.34	\$1,706.93
06/23/2023	\$61,327.18	\$3,023.26
06/26/2023	\$54,570.43	\$2,690.17
06/27/2023	\$39,826.31	\$1,963.32
06/28/2023	\$57,129.16	\$2,816.31
06/29/2023	\$33,388.78	\$1,645.97
06/30/2023	\$45,048.12	\$2,220.75
Total	\$925,594.49	\$45,629.20

Resolution 2023-007

**A RESOLUTION FOR THE APPOINTMENT
OF A ZONING ADMINISTRATOR**

WHEREAS the Town of Mineral currently has no Zoning Administrator.

WHEREAS the Code of Virginia permits, and the Town of Mineral Code requires the Town Council to appoint a Zoning Administrator.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Mineral on this the 10th day of July 2023, does hereby appoint _____ as the Zoning Administrator for the Town of Mineral.

ORDERED THIS THE 10th DAY OF JULY 2023.

THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE FOLLOWING

VOTE:

Chapman
Covert
Kube

McCarthy
McGehee
Nipper

ORDINANCE NO. 2023-03

AN ORDINANCE TO INCREASE THE MEALS TAX FROM
FIVE PERCENT TO SIX PERCENT.

BE IT ORDAINED by the Mineral Town Council that the Mineral Town Code, Chapter 389, "Taxation," Article V, "Meals Tax," section 389-26 be amended to read in its entirety as follows:

"§ 389-26 Levy of tax.

There is hereby imposed and levied by the Town of Mineral on each person a tax at the rate of six percent (6%) on the amount paid for meals purchased from any food establishment, whether prepared in such food establishment or not, and whether consumed on the premises or not. There shall be no tax if the total amount paid is \$0.50 or less; on larger amounts, a fractional cent of tax shall be rounded to the next higher cent. The tax shall be collected in the manner and at the time prescribed by this article."

This Ordinance shall take effect upon adoption.

ORDINANCE NO. 2023-04

AN ORDINANCE TO CODIFY THE REAL ESTATE TAX RATE AND LOWER THE RATE FROM TWENTY-TWO CENTS PER ONE HUNDRED DOLLARS OF ASSESSED VALUE TO TWENTY CENTS PER ONE HUNDRED DOLLARS OF ASSESSED VALUE.

BE IT ORDAINED by the Mineral Town Council that the Mineral Town Code, Chapter 389, "Taxation," Article I, "General Provisions" be amended by adding a new section to read in its entirety as follows:

"§389-1.1. Real estate tax rate.

The tax rate for real property shall be twenty cents (.20) per one hundred dollars (\$100) of the assessed value."

This Ordinance shall take effect upon adoption and be retroactive to January 1, 2023 .

ORDINANCE NO. 2023-05

AN ORDINANCE TO AMEND THE FEES CHARGED FOR WATER/SEWER SERVICE

BE IT ORDAINED by the Mineral Town Council, at its regular monthly meeting on the 10th day of July 2023 that the Mineral Town Council sets the utility rates as follows:

Water & Sewer Residential Rates			
Town of Mineral			
Users	Usage	Water Rate	Sewer Rate
<i>In-Town</i>	Under 1,500 gallons flat rate	\$20.00	\$30.00
<i>All Other In-Town</i>	1st 3,000 gallons	\$30.00	\$40.00
	Over 3,000 gallons	\$9.00/1,000 gallons	\$12.00/1,000 gallons
Users	Usage	Water Rate	Sewer Rate
<i>Out-of-Town</i>	1st 3,000 gallons	\$35.00	N/A
	Over 3,000 gallons	\$10.00/1,000 gallons	N/A

CONNECTION RATES for WATER plus installation cost

Residential Water Connection Fee – Per Single Family unit- 5/8"	\$6,780.00
Commercial/Large Water Connection Fee – 1" plus	\$16,840.00
Commercial/Large Water Connection Fee – 1.5" plus	\$ 28,400.00
Commercial/Large Water Connection Fee – 2" plus	\$43,265.00
Commercial/Large Water Connection Fee – 3" plus	\$ 73,600.00
Commercial/Large Water Connection Fee – 4" plus	\$ 117,465.00
Commercial/Large Water Connection Fee – 6" plus	\$234,335.00

CONNECTION RATES for SEWER CONNECTIONS

Residential Sewer Connection Fee-1' to 4"- Per family unit	\$10,720.00
Commercial/Large Sewer Connection Fee – 1.5"- Plus	\$23,865.00
Commercial/Large Sewer Connection Fee – 2"- Plus	\$86,200.00
Commercial/Large Sewer Connection Fee – 4"- Plus	\$211,000.00
Commercial/Large Sewer Connection Fee –6"- Plus	\$430,000.00

Solid Waste Collection Rate Schedule (Out-of- Town Only)

Residential Rate: \$310 per year

This Ordinance shall take effect upon adoption.

ORDINANCE NO. 2023-06

ORDINANCE NO. 2023-06 CLOSES AND ABANDONS AN UNOPENED RIGHT OF WAY FROM ST. CECELIA AVENUE BETWEEN EAST 1ST AND EAST 2ND STREETS IN THE TOWN OF MINERAL. THE REQUEST TO CLOSE AND ABANDON THE STREET HAS BEEN MADE BY MICHELL COVERT. ORDINANCE NO. 2023-06 IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY CONTAINED IN VA. CODE SECTION 15.2-2006.

BE IT ORDAINED by the Mineral Town Council at its regular monthly meeting on July 10, 2023, that an unopened right of way from St. Cecelia avenue between East 1st and East 2nd streets in the Town Of Mineral be closed and abandoned for the purpose of additions to adjoining lots, and may be conveyed to the property owners on either side of the vacated and abandoned right of way, subject to the following terms and conditions:

1. Any transfer of the vacated/abandoned street way shall be conveyed to the adjoining properties equally from the center line by quitclaim deed, unless one of the property owners declines to accept half of the right of way, in which case the entire width of the right of way shall be conveyed to the property owner on the other side by quitclaim deed.
2. The property owner(s) shall be responsible for the preparation of such necessary surveys, deed preparation and recordation, which shall be subject to review and approval by the Town Attorney and obtaining approval for a boundary line adjustment.
3. Each deed shall dedicate a utility easement across and underneath the property for the benefit of and future use by the Town of Mineral.
4. The property transfers shall occur within sixty (60) days of the date of this ordinance, or the aforementioned closed/abandoned street shall automatically revert to an undeveloped street.

ATTEST:

Town Manager