



# Town Council

## Summary Report

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**TO: Town of Mineral Council**

**FROM: Nicole Washington, Town Manager**

**SUBJECT: Town Manager Report**

**Date: October 15, 2024**

### **Meetings**

- Live Stream
- Business spotlight

### **FOIA**

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

### **Personnel**

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

### **Attorney**

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

### **Water/Sewer**

#### **Water –**

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

#### **Sewer-**

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



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### **Budget**

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

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

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

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

### **Parade**

Hometown Parade October 24, 2024, 5:30pm

### **Events/ Around Town**

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

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

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