

**Resolution 2024-00\_**

**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 12th day of February 2024, does hereby appoint Nichole Washington as the Zoning Administrator for the Town of Mineral.

**ORDERED THIS** THE 12th DAY OF FEBRUARY, 2024.

**THE FOREGOING RESOLUTION** WAS DULY ADOPTED BY THE FOLLOWING VOTE:

Chapman -	McCarthy -
Covert -	McGehee -
Kube -	Nipper -

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Edwin J. Jarvis, Mayor

ATTEST:

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Amanda Nguyen  
Town Clerk

AGREEMENT BETWEEN NICHOLE WASHINGTON AND THE TOWN OF MINERAL

In light of the fact that the Town of Mineral has no Zoning Administrator and Ms. Nichole Washington has unique expertise in advising on and dealing with matters relating to zoning, land use and community development, the Town and Ms. Washington agree to the following:

1. Ms. Washington agrees, for the next twelve months, to make herself available for a maximum of fifteen hours a week, or as authorized in writing by the Town Manager, to serve as Zoning Administrator for the Town of Mineral, pending her appointment as same by the Town Council of the Town of Mineral, pursuant to Town of Mineral Town Code Sec. 425-68.
2. In each case in which such consultation is required, Ms. Washington will, before accepting the assignment, ascertain whether there are any conflicts of interest or appearances of impropriety between the Town's assignment and any other employment and obligations, and will decline if there are any such conflicts or any appearances of such.
3. Compensation will be paid monthly to Ms. Washington by the Town, as an independent consultant without benefits or withholding, upon receipt by the Town of an invoice for hours worked (calculated to the quarter hour) with a statement indicating the matters worked on.
4. No travel expenses will be paid, but upon presentation of receipts and the advance approval of those expenditures by the Town Manager, reimbursement for out of pocket delivery or postal services or other necessary expenses not exceeding \$100 per month in the aggregate will be paid.
5. The hourly compensation rate shall be \$35.00 per hour.
6. This agreement may be terminated by either party upon one week's notice.
7. This agreement may be extended or amended by a writing jointly signed and agreed to by both parties.

For Nichole Washington:

For the Town:

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Nichole Washington

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Edwin J. Jarvis, Mayor