



**MEMORANDUM OF AGREEMENT BETWEEN THE TOWN OF MINERAL
AND THE THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
FOR THE PREPARATION OF A 2024 COMPREHENSIVE PLAN**

THIS MEMORANDUM OF AGREEMENT ("MOA") is entered into between the Town of Mineral, a political subdivision of the Commonwealth of Virginia, (hereinafter "Town") and the Thomas Jefferson Planning District Commission, also a political subdivision of the Commonwealth of Virginia, (hereinafter "TJPDC"), for the purpose hereafter mentioned.

WHEREAS, the Town has expressed interest in updating its existing 2018 Comprehensive Plan in accordance with Code of Virginia § 15.2-2223; and

WHEREAS, the Town does not have the staffing resources to complete the plan in the time allowed; and

WHEREAS, the TJPDC, as the regional planning body for Planning District 10, has the staff expertise and available staffing to support the town in the development of a new plan; and

WHEREAS, the Town of Mineral Council has authorized town staff to enter into an agreement with the TJPDC to facilitate and prepare an updated 2024 Comprehensive Plan in coordination with the Planning Commission and Town Council; and

WHEREAS, the TJPDC is authorized by the Regional Cooperation Act (Virginia Code § 15.2-4205, et seq.), to make and enter into all contracts or agreements, as it may determine, which are necessary or incidental to the performance of its duties; and

NOW THEREFORE, in consideration of the mutual promises herein contained and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

I. SCOPE OF MOA

The Town and the TJPDC hereby set forth their understanding as to their respective responsibilities for the development of the 2024 Comprehensive Plan. A detailed Scope of Work is included as an attachment to this MOA.

As part of this scope, the Town of Mineral agrees to pay the TJPDC for personnel services and direct expenses committed in Fiscal Year 2024 in an amount not to exceed \$16,048.90 for the facilitation and completion of a 2024 Comprehensive Plan.

Should the TJPDC's costs of preparing the plan be expected to exceed \$16,048.90 or should the town request additional items not included in the Scope of Work (attached), the TJPDC will work with the Town to revise this agreement.

The MOA shall take effect upon signature by the last party signing the same and shall continue in full force and effect through June 30, 2024.

II. PURPOSE

The purpose of this Memorandum of Agreement (MOA) is to provide a mechanism whereby the TJPDC may assist the Town of Mineral's Planning Commission and Town Council in the development and adoption of an updated 2024 Comprehensive Plan in exchange for an established not to exceed fee for direct and indirect overhead costs.

III. RESPONSIBILITIES OF THE PARTIES

To the best of their knowledge, the Parties represent that the execution and performance of this MOA does not contravene any law, governmental rule or regulation, or any provision of any other MOA or Agreements to which the Town and the PDC are a party. The Parties agree to the responsibilities set forth below.

Responsibilities of the TJPDC

1. Ensure full understanding of the Commonwealth of Virginia's Comprehensive Plan requirements.
2. Facilitate and draft a 2024 Town of Mineral Comprehensive Plan, inclusive of the full Scope of Work (as attached).
3. Facilitate three (3) work sessions with the Planning Commission and/or Town Council.
4. Schedule and conduct a required public hearing on the draft plan.
5. Manage and document all personnel and direct costs, with supporting documentation, and submit monthly reimbursement requests to Town staff for review and payment.

Responsibilities of the Town

1. Appropriate and contribute an amount not to exceed \$16,048.90 for the TJPDC to facilitate and draft a 2024 Town of Mineral Comprehensive Plan.
2. Provide representatives, assistance, and guidance to TJPDC staff.
3. Review and comment on draft reports, when completed.
4. Provide the TJPDC with any information upon request.
5. Confirm agreement with the developed project scope and cost estimates.

IV. PAYMENTS

The TJPDC shall invoice the Town monthly for services provided and for direct and indirect expenses incurred during the previous month. Upon receipt and review of an invoice packet, the Town agrees to pay invoices within thirty 30 days.

PARTIES:

Town of Mineral, Virginia

By Its Authorized Agent:

A. Reese Peck, Town Manger

Date

Thomas Jefferson Planning District Commission

By Its Authorized Agent:

Christine Jacobs, Executive Director

Date

DRAFT