

DRAFT AGENDA

November 6, 2023

7pm Regular Called Council Meeting

Damascus Town Hall

▪ CALL TO ORDER & WELCOME

1. PLEDGE OF ALLEGIANCE AND INVOCATION

2. APPROVAL OF MINUTES

- October 2, 2023 - Regular Called Council Meeting

3. AGENDA APPROVAL

4. COMMITTEE REPORTS

i. Budget, Finance and Administration, Jack McCrady

- Treasurer's Report – Shawna Cook
- Authorization to close Town credit cards with Truist and open new ones with Bank of Damascus
- Employee Christmas Bonuses
- Office Holiday Closures

ii. Streets, Lights and Maintenance, Jack McCrady

iii. Parks and Recreation, Beaty Jackson

iv. Planning Commission, Gavin Blevins

- New Construction Permit Application – 115 Smith St.

v. Police and Fire Advisory, Tom Hayes

- DPD Monthly Report – Chief Turner
- DVFD Monthly Report - Chief Turner

vi. Special Committees

- Damascus Farmers Market season debrief – Donna Foltz

5. CITIZENS COMMENTS

** Citizens wishing to address the Council (for a maximum of five minutes) are asked to sign in on the Public Participation Register provided at the podium, and if participating electronically please clearly state your name and address for the record.*

6. MANAGER'S REPORT - Gavin Blevins

7. LEGAL MATTERS

At the appropriate time, motion to Recess into Closed Session for Discussion and Consideration of Personnel Matters regarding the Police, Parks & Recreation, Public Works, and Administration Departments, per VA Code Section 2.2-3711 (A) (1).

8. OLD BUSINESS

9. NEW BUSINESS

- American Rescue Plan Act (ARPA) Tourism Recovery Program funds for Beaverdam Creek Trail - tree quote

10. CONSENT AGENDA

- * Consideration of invoices exceeding \$2,500
- * Invoices - 'Pay the Bills' presented, as well as the standard and/or recurring bills that will come in before the next Regular Called Council meeting.

11. MAYOR & COUNCIL MEMBERS REPORTS

- Katie Lamb
- Susan Coleman
- Charles Fields
- Tom Hayes
- Beaty Jackson
- Jesse Kokotek
- Jack McCrady

12. UPCOMING EVENTS & OTHER ANNOUNCEMENTS

- * November 6th – VTC 'DRIVE Outdoor' Grant community workshop at Damascus Trail Center 1-4pm
- * November 7th – Election Day, Offices Closed
- * November 10th – Offices Closed in observance of Veterans Day
- * November 22nd – Offices Closed half day
- * November 23rd & 24th – Offices Closed in observance of Thanksgiving Holiday
- * December 1st – 'A Trail Town Christmas' Parade at 7pm

*For upcoming event information, go to our website visitdamascus.org and check out the **Events Calendar**. For citizen info, go to damascus.org, and don't forget our social media presence on **Facebook** and **Instagram**!*

- RECESS INTO CLOSED SESSION FOR ITEMS LISTED UNDER LEGAL MATTERS
- RETURN TO OPEN SESSION
- CERTIFY (*individually*): *We Certify that only public business matters lawfully exempted from open meeting requirements and only such matters identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.*

* **ADJOURN**