

**DAMASCUS TOWN COUNCIL**  
**Minutes for October 7, 2021**  
**7:00pm Regular Council Meeting**

**Council Members Present:** Tony Doss, Tom Hayes, Beaty Jackson, Robert Van de Vuurst, Mitchel Greer, and Susan Coleman

**Absent:** None

**Also Present:** Katie Lamb, Mayor  
Eva Meyer, Town Treasurer  
Paul Cassell, Legal Counsel  
Kermit Turner, Police Captain & Fire Chief  
Gavin Blevins, Town Manager  
Tuesday Pope, Town Clerk

7:00pm: Mayor Lamb called the meeting to order and led the Pledge of Allegiance; Mr. Van de Vuurst gave the invocation.

Mayor Lamb asked for approval of the September 13, 2021 Regular Called Council Meeting Minutes, as presented.

- Mr. Jackson made a motion to approve the Minutes as presented. Ms. Coleman 2<sup>nd</sup> the motion, which passed (5-0-1, with Mr. Greer abstaining).

Mayor Lamb asked for approval of the September 22, 2021 Special Called Council Meeting Minutes, as presented.

- Mr. Hayes made a motion to approve the Minutes as presented. Mr. Greer 2<sup>nd</sup> the motion, which passed (5-0-1, with Mr. Jackson abstaining).

Mayor Lamb asked for approval of the agenda, as presented.

- Mr. Greer made a motion to approve the agenda. Mr. Jackson 2<sup>nd</sup> the motion, which passed (6-0).

<b>Committee Reports</b>
--------------------------

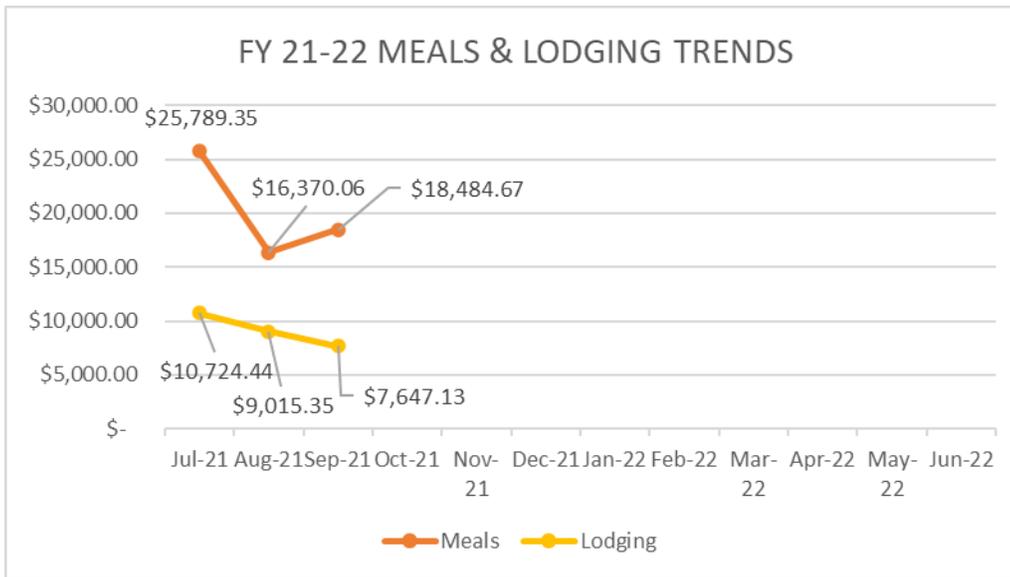
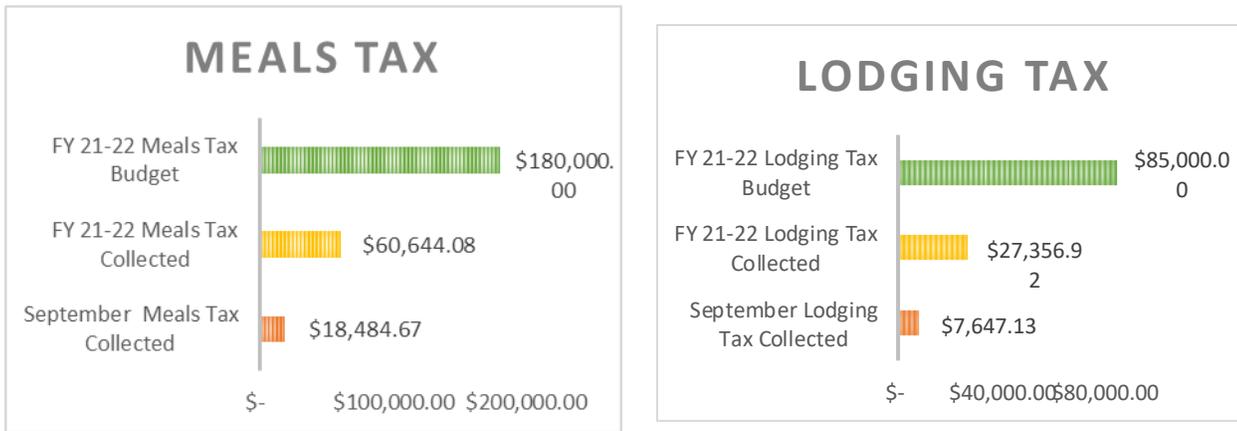
**Budget, Finance, and Administration:**

Town Treasurer, Eva Meyer, presented the following report for the previous month:

*Real Estate & Personal Property Taxes: 2021 Personal Property and 2021 2<sup>nd</sup> Half Real Estate tax tickets were mailed out the last week of September, and they are due on November 20,*

2021. Our conversion with Southern Software is scheduled to be completed before October 20, 2021. Next month, we will have more accurate collection rates after more residents have paid.

**Meals & Lodging Tax:** We collected \$7,647.13 in lodging tax and \$18,484.67 in meals tax during the month of September.



**Virginia Investment Pool:** The total balance in the VIP Liquidity Pool is \$550,343.00.

FYTD Interest

General Reserve	\$ 53,879.70	\$ 9.62
Police Vehicle Fund	\$ 15,245.90	\$ 2.84
Sewer CD Fund	\$ 26,191.73	\$ 4.73
Anthem Recovery	\$ 43,774.38	\$ 7.75
Trail Days Reserve	\$ 7,427.91	\$ 1.13
Additional Working Capital	\$ 1,713.22	\$ 0.14
TOD ARPA 2021	\$402,110.16	\$72.16
<b>Total</b>	<b>\$550,343.00</b>	<b>\$98.37</b>

## Streets, Lights and Maintenance:

Mr. Greer reported that there still hasn't been a contractor found to finish the work on the Laurel Creek Park bathroom building, but he would like to take Mayor Lamb's recommendation for someone to do the mason work to get the block finished up.

Mayor Lamb stated she has been in contact with someone that can finish the masonry work for \$500, but they require the doors be set before they start.

- Mr. Greer made a motion to approve \$500 for the completion of the masonry work at the LCP bathroom building. Mr. Van de Vuurst 2<sup>nd</sup> the motion, which passed (6-0).

Mr. Greer stated that last month the Council had approved a \$1,000 deposit for a bucket truck, which didn't work out because it sold before he could get it, and he thanked Pat McCartin for inspecting it. Mr. Greer then stated he has found a 2007 Ford F550 bucket truck he would like the Town to purchase for \$29,999, if an already interested party doesn't buy it tomorrow, which will likely happen.

Mr. Van de Vuurst asked how this truck would be paid for, and Mr. Greer answered that it would be paid for partially out of capital outlay in the General Fund, and then the remaining balance would be financed.

- Mr. Greer made a motion to approve the purchase of the aforementioned vehicle for \$29,999 if it is available. Mr. Doss 2<sup>nd</sup> the motion, which passed (6-0).

Mr. Greer reported the insurance money has been received for the damage to the department's Chevrolet truck, and he would like to replace the damaged bed with an aluminum flat bed that could better utilized by the department. Also, the guys will be picking up leaves soon, and reminded everyone to please try to keep rocks and sticks out of their leaf piles so that the vacuum doesn't get damaged. Lastly, the Town has hired Randy Doss to do the majority of the mowing in Town for the rest of the season, including the parks, behind the library, and along the main street.

## Parks and Recreation:

- Playground Equipment Repair Estimate – Ms. Pope advised the new playground landings (one on either side of the swinging bridge on one of the park playground sets) have been ordered, but will not ship out until the end of December.
- Ms. Coleman presented an estimate for replacing the pool cover from Tri-Cities Pools & Spas, who distributed the original/current pool cover in 2010. Since the current cover is still under warranty, the replacement cost is a discounted from \$12,050 to \$9,500, and that quote will still be honored in the Spring of 2022.

- Mr. Jackson made a motion to move forward with ordering a new pool cover, as quoted, next Spring, to be used after the 2022 swim season is over. Mr. Greer 2<sup>nd</sup> the motion, which passed (6-0).

### **Planning Commission:**

Mr. Blevins reported one rezoning request has been received that will have to go to the Planning Commission and then come before Council for a joint Public Hearing. Also, there is still a vacant Commission seat.

Mayor Lamb recommended Jeff Buckley to fill the vacant seat because he is very knowledgeable about permitting and regulations, as he deals with them in his career, and would be valuable to the Town.

Mr. Blevins stated that he has double checked the State Code requirements, and the person does have to be a resident of the Town in order to be appointed.

Mayor Lamb replied that she understands the Town's Code requirement is that the person just has to be a property owner.

Mr. Cassell said that Virginia is a 'Dillon Rule' State and that he will look into the matter to verify what the requirement is, and will report back to Mr. Blevins.

### **Police and Fire Advisory:**

Detective Wagner presented the following P.D. activity report for the previous month, as submitted by Chief Hounshell:

*Operations: September 2021, Damascus Officers had 144 calls for service. We have taken 12 investigative reports and made 2 arrests.*

*Traffic Enforcement Activities: We issued 14 citations along with 16 warnings.*

*Speeding complaint areas include: North Beaverdam, Laurel Ave*

*Special Report: We had a meeting with VDOT regarding Cemetery Ridge and the danger of vehicles exiting onto Damascus Drive. Cemetery Ridge is a VDOT road and upon inspection they agreed it needed to be a one-way only to stop the exit of vehicles onto Damascus Drive. They are ordering signs and will notify us before they put them up. We will meet with the residents and advise of the plan. We also discussed making the stop sign at Damascus Drive and Third Street more visible. There has been an influx of complaints regarding vehicles running stop sign. VDOT officials said they would look at it.*

### **Special Notes:**

*Police Vehicles: No issues.*

*Auxiliary: No new action.*

# Damascus Volunteer Fire Department

Mr. Hayes presented the following report for the previous month's activities, as provided by Chief Turner:

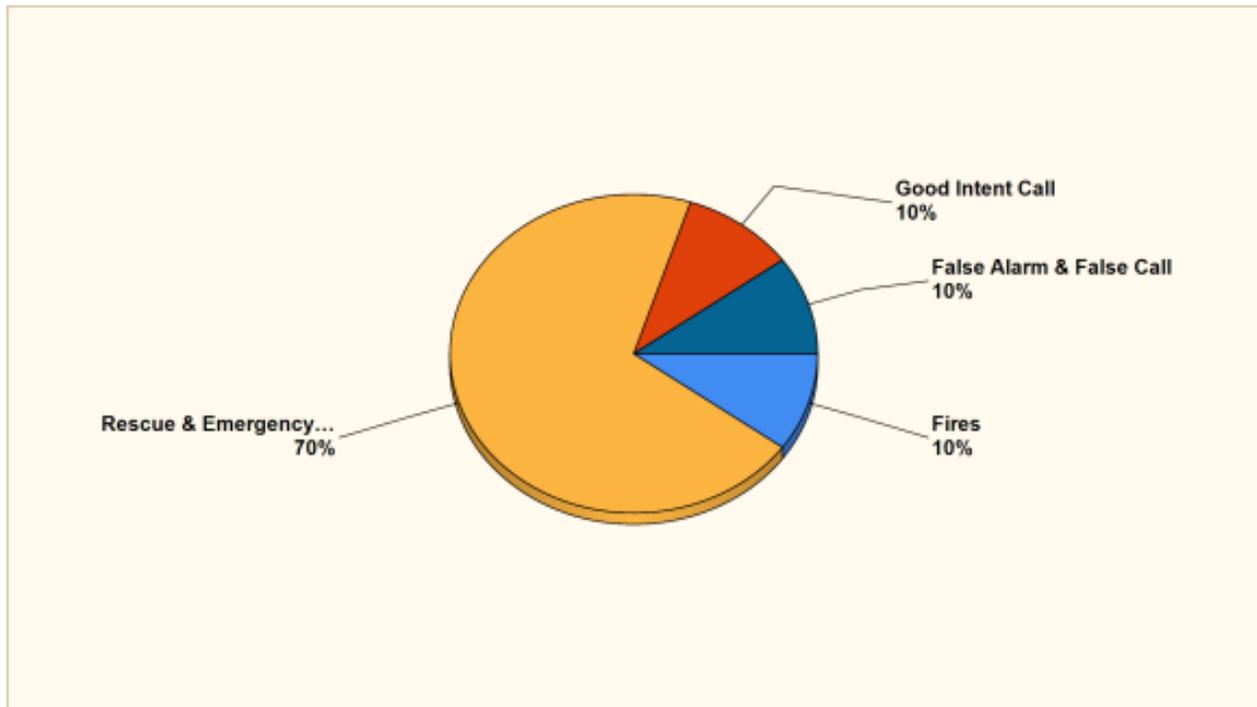
## Damascus Fire Department

Damascus, VA

This report was generated on 10/4/2021 4:24:24 PM

### Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 09/01/2021 | End Date: 09/30/2021

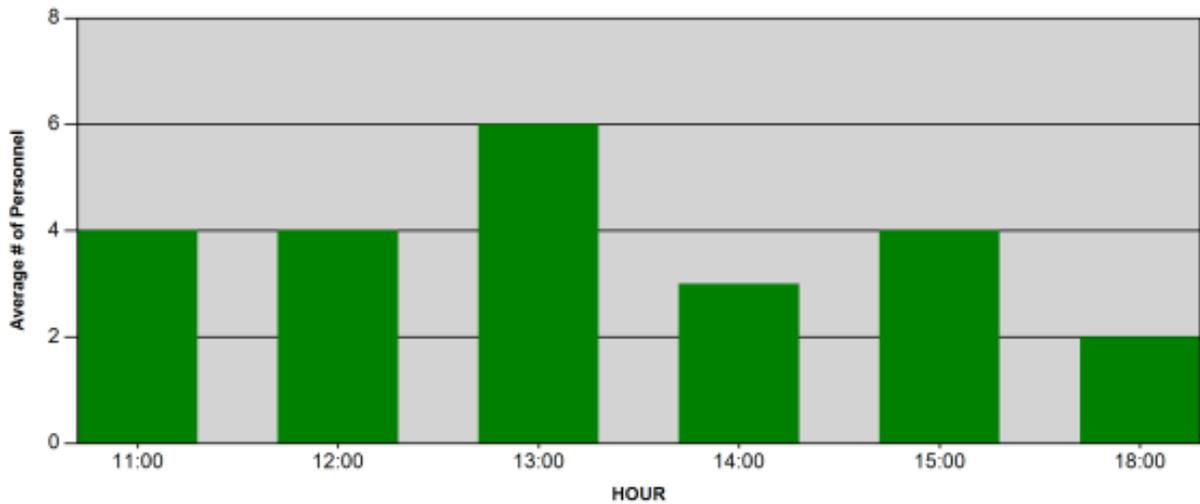


MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	10%
Rescue & Emergency Medical Service	7	70%
Good Intent Call	1	10%
False Alarm & False Call	1	10%
<b>TOTAL</b>	<b>10</b>	<b>100%</b>

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
143 - Grass fire	1	10%
311 - Medical assist, assist EMS crew	6	60%
324 - Motor vehicle accident with no injuries.	1	10%
611 - Dispatched & cancelled en route	1	10%
733 - Smoke detector activation due to malfunction	1	10%
<b>TOTAL INCIDENTS:</b>	<b>10</b>	<b>100%</b>

**Average Number of Responding Personnel per Hour for Date Range**

Start Date: 09/01/2021 | End Date: 09/30/2021



HOUR	AVG. # PERSONNEL
11:00 - 11:59	4.00
12:00 - 12:59	4.00
13:00 - 13:59	6.00
14:00 - 14:59	3.00
15:00 - 15:59	4.00
18:00 - 18:59	2.00

**Incident Statistics**

Zone(s): All Zones | Start Date: 09/01/2021 | End Date: 09/30/2021

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		7	
FIRE		3	
<b>TOTAL</b>		<b>10</b>	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
<b>TOTAL</b>			
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
<b>TOTAL</b>			
MUTUAL AID			
Aid Type		Total	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
5		50	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1400	0:22:24	0:21:07	
<b>AVERAGE FOR ALL CALLS</b>		<b>0:21:52</b>	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1400	0:05:13	0:05:26	
<b>AVERAGE FOR ALL CALLS</b>		<b>0:05:14</b>	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Damascus Fire Department		66:52	

**Response Percentage per Station per Personnel for Incident Types for Personnel**

Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 09/01/2021 | End Date: 09/30/2021

Personnel	Calls Attended	% of Calls for Selected Incident Types
<b>Station: Station 1400</b>		
Berry, Austin	3	30.0%
Blackburn, Douglas	2	20.0%
Feliciano, Yamir	1	10.0%
Fletcher, James R	4	40.0%
Gilbert, Justin	6	60.0%
Johnson, Amie	2	20.0%
Johnson, Michael	9	90.0%
Jones, Andrew	3	30.0%
Jones, Dave	5	50.0%
Justice, Jason	7	70.0%
McVey, Alex L	1	10.0%
Mullins, Troy	2	20.0%
Phipps, Jennifer N	2	20.0%
Phipps, Michael	6	60.0%
Reid, Michael D	2	20.0%
Remine, Jeremy	2	20.0%
Stewart, Timothy	2	20.0%
Turner, Kermit	4	40.0%
Turner, Walter B	5	50.0%
Widener, Alex	7	70.0%
Widener, Anthony	1	10.0%
<b>Total Incidents for Station Station 1400</b>	<b>10</b>	

**Total Incidents for all Stations 10**

**Personnel Hours for Incidents for Date Range (Not Payroll Related)**

Start Date: 09/01/2021 | End Date: 09/30/2021

PERSONNEL	TIME SPENT ON INCIDENTS (Hours:Minutes Dispatched to Cleared Scene)
Fletcher, James R	3:48
Gilbert, Justin	0:07
Johnson, Amie	3:48
Johnson, Michael	9:00
Jones, Andrew	1:24
Jones, Dave	1:24
Justice, Jason	4:56
McVey, Alex L	1:17
Mullins, Troy	3:48
Phipps, Michael	11:22
Reid, Michael D	3:48
Remine, Jeremy	1:26
Stewart, Timothy	0:09
Turner, Kermit	5:14
Turner, Walter B	8:38
Widener, Alex	8:43
<b>Total:</b>	<b>69:51</b>

## Special Committees

- Damascus Business Group – Mr. Jackson stated the last DBG meeting was held on Sept. 27<sup>th</sup>, hosted by Belle Avery, and very productive. In attendance was Lindsey Holman, of the Bristol

Hard Rock Casino, who came to discuss how the surrounding areas will be impacted by the influx of visitors coming to the casino.

Mr. Jackson also reported that, as far as the issue at hand about increasing regulations on issuing conditional use permits in residential areas, the Damascus Business Group is not in favor of the proposed changes, and has sent a letter to that affect.

- Events Committee, Beaverdam Friday Jams – Mr. Van de Vuurst stated that they had a great jam last Friday, with Fritz & Co. performing, and this coming Friday My New Favorites band will be playing. The bands scheduled to play the final two jams (Oct. 22<sup>nd</sup> and 29<sup>th</sup>) have cancelled, and although we have a solo performer willing to play on the 29<sup>th</sup>, due to the cold weather we are afraid attendance will be way down.

It was the consensus of the Council to cancel the final two jams, on Oct. 22<sup>nd</sup> and 29<sup>th</sup>.

- Proposed Action on Transient Lodging Study Group Recommendations

- Mr. Jackson made a motion that the Council take no action on these recommendations, and table it for now, since the topic has divided the townspeople. Ms. Coleman 2<sup>nd</sup> the motion, which passed (5-1, with Mr. Van de Vuurst opposing).

Mr. Van de Vuurst stated that the will of the Council prevails, but urged them to keep this on their radar because there is a petition with 90 signatures on it in favor of the study group's recommendations, and those people who want more regulations on conditional use permits being issues for transient lodging in residential neighborhoods will continue to do so.

## Manager's Report

Mr. Blevins presented the following report for the previous month:

### ***Downtown Revitalization (CDBG) & Waterfront Development Initiative (ARC)***

- *With paving by WCSA's contractors complete in the areas around Reynolds St and in front of the Trail Center, I'm coordinating with the WCSA and VDOT to partner on the costs of striping everything post construction. This will be coordinated with the VDOT curb repairs that VDOT will be undertaking in the next 30 days.*
- *Bathroom (Laurel Creek Park): Installation of doors remains incomplete; gutters and downspouts are ready to be hung up. Interior and exterior finishes are still pending.*
- *Facades: Some of the Old Mill façade items have been ordered and delivered, some are still pending. Awaiting materials quotes for two remaining buildings to complete the program.*
- *Trash cans, dog waste station, and plaque locations have been planned out and we are moving forward getting those items mounted or otherwise ready for installation (Laurel Creek Park).*

### ***TRRC – Trail Center***

- *Coordination continues with ATC staff and volunteers to design the landscaping needs, get additional railing installed, and rehabilitate the garage. Currently working with East TN Metal for the designed railing and working with ATC on the necessary garage building upgrades to get a full materials list and start procuring materials. \* They are hoping to have their grand opening in May 2022.*

### ***Miscellaneous***

- *Comprehensive Plan Update – MRPDC is still working to produce the last finished draft of the Plan prior to review.*
- *VA Creeper Trail – The strategic planning process is moving quickly, and we are coordinating on formal agreements and structures for partnerships between the trail managers.*

<h2><b>Old Business</b></h2>
------------------------------

1. Rescind the May 3, 2021 (up to) 6 month implementation of a moratorium on the issuance of new conditional use permits being granted in residential areas:
  - Mr. Jackson made a motion to rescind the moratorium on new conditional use permits being issues for transient lodging in residential neighborhoods. Ms. Coleman 2<sup>nd</sup> the motion, which passed (6-0).
2. BZA Appointment Resolution:
  - Mr. Greer made a motion to approve the following resolution to appoint Doug Carpenter to the Board of Zoning Appeals. Mr. Jackson 2<sup>nd</sup> the motion, which passed (5-0-1, with Mr. Van de Vuurst abstaining).

**RESOLUTION TO REQUEST APPOINTMENT  
DAMASCUS BOARD OF ZONING APPEALS**

---

**WHEREAS**, by order of the Circuit Court of Washington County, Virginia (“the Court”), dated March 20, 2020 (In RE: Town of Damascus, Virginia, Board of Zoning Appeals) Mr. Van de Vuurst was appointed to the Board of Zoning Appeals of the Town of Damascus, Virginia (“the Board”); and

**WHEREAS**, Mr. Robert Van de Vuurst was sworn in on June 18, 2020 and the term of office of Mr. van de Vuurst on the Board expires on July 31, 2024; and

**WHEREAS**, ~~in writing dated January 21, 2020~~<sup>VTP</sup>, Mr. Van de Vuurst has resigned his seat serving on the Board of Zoning Appeals; and

**WHEREAS**, the Town Council of the town of Damascus wishes Mr. Doug Carpenter to be appointed to the Board to serve the remaining term of Mr. Van de Vuurst ending July 31, 2024; and

**WHEREAS**, Mr. Carpenter resides at 469 Brook Street, Damascus, Virginia 24236; and

**NOW, THEREFORE**, be it hereby **RESOLVED**, that the Circuit Court of Washington County, Virginia is respectfully requested to appoint Mr. Carpenter to the Board of Zoning Appeals of the Town of Damascus, Virginia, to serve the remaining term of Mr. Van de Vuurst, ending on July 31, 2024, said term of office to commence immediately upon court appointment and after being sworn into office.

3. Ms. Coleman asked if there had been any progress made with the Laurel Creek Park stump carving committee.  
Mr. Van de Vuurst replied that the design committee is still looking for carvers and discussing design ideas.
4. Mayor Lamb stated that we are making progress with the Dog Park property survey.  
Mr. Blevins replied that the survey is currently underway.
5. Mayor Lamb asked Mr. Blevins if he wanted to give an update on the discussions with VDOT concerning the drainage problems, and the great news we have.  
Mr. Blevins replied that he had addressed that update in his Manager’s Report, and that VDOT would be out there working on curb repairs within the next 30 days, and we will be coordinating the painting between VDOT and the WCSA after the repairs have been completed.
6. Mayor Lamb asked if there had been any progress with the Fire Department’s previous request to move forward with a first responders donation, to be collected from people when they rent bicycles in Town.

Chief Turner was present and responded that due to busy schedules, they have not yet had an opportunity to work on the matter.

## New Business

### 1. MRPDC MOU for ARPA Appropriation Management:

#### **Memorandum of Understanding between the Mount Rogers Planning District Commission and the Town of Damascus to satisfy the reporting requirements of the American Rescue Plan Act.**

**Background:** The American Rescue Plan act (effective March 11 2021) appropriated \$804,076.00 to the state of Virginia to be allocated to the town of Damascus and deposited in two disbursements. The town of Damascus is required to spend its allocation in accordance with the guidelines set for in the act and to report to the state on an annual basis until end of the calendar year 2024.

The Mount Rogers Planning District Commission (PDC) agrees to provide a staff member who will:

- Provide guidance to the town related to the allocation of funds in accordance with the act.
- Submit initial project expenditure report and all annual reports thereafter
- Attend financial planning meeting as requested
- Respond promptly to individual requests for information and services.
- Conduct his or herself in a professional manner.

The Town of Damascus agrees to do the following:

- Provide the PDC with all financial records necessary for the required reporting in a timely manner.
- Treat the PDC staff member in a professional manner.
- Be specific in requests for information and or requests for services.
- Clearly define results that are expected.
- Ensure clear and timely communication.
- Agree to compensate the PDC on a timely basis for services addressed in this agreement.
- Understand additional compensation may be required for services above and beyond the services addressed in this agreement.

The PDC and the town agree that the compensation for the above-listed services is to be \$8,000 to be paid over four invoices of \$2,000 to be billed after each report until October 31<sup>st</sup> 2024. If additional reports are required by the state the PDC will complete them without charge.

#### AMENDMENT

This contract may be amended from time to time by written authorization of the PDC and the town of Damascus and shall be subject to renegotiation if such amendment results in the change in the scope of services, compensation, and/or method of payment.

- Mr. Greer made a motion to adopt the MOU with the MRPDC, as presented. Mr. Jackson 2<sup>nd</sup> the motion, which passed (6-0).

2. Christmas Market & Shop Till You Drop Event Updates – Donna Foltz stated that she and her husband Tom are having a hard time finding wholesale Christmas trees because apparently they needed to be reserved earlier in the year, but they are still looking and will have an update at the November meeting. The 'shop till you drop' event will be held on December 11<sup>th</sup> at the Rock School Auditorium, and the money raised by selling vendor spots at the event will be donated to the Damascus Volunteer Fire Department.

## Legal Matters

At the appropriate time, motion to Recess into Closed Session for Discussion and Consideration of Public Works and Administration Personnel Matters, per VA Code Section 2.2-3711 (A) (1); and 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, per VA Code Section 2.2-3711 (A) (3); and discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, per VA Code Section 2.2-3711 (A) (5).

## Mayor & Council Members Reports

Mayor Lamb thanked those in attendance and wanted residents who have issues with transient lodging in their neighborhoods to know that their views are important and will be heard.

Ms. Coleman expressed her appreciation for the beautification committee, who have decorated along the main street with fall décor.

## Citizens Comments

Jack McCrady, 577 Bowlin St., stated that he expected under old business to see a letter to Fritz Garage/Fields Auto Sales for the junkyard and blocking of Commerce St. and S. Shady Ave., which are all violations of the Town's Code and Charter. He also stated that the Town Code calls for the Regular Council Meeting to be on a specific day unless in case of an emergency, but Mayor Lamb rescheduled the meeting, which was not an emergency, and the Vice-Mayor could have conducted the meeting with a quorum on the original date. In addition, Mr. McCrady commented that the misinformation and negative comments regarding the transient lodging study/topic have been politically fueled and are counterproductive, destroying this Town with personal attacks, and its time to start being good neighbors again. Lastly, people are having a hard time finding a place to live in Damascus because properties are being bought to use for transient lodging, and the Council taking a shortcut on the matter is a disservice to the future residents of this Town. With a population of around 800 people, residents are needed to keep our businesses running in the off season when there are no tourists.

Diana Goodwin, property owner at 523 Docie St., thanked the Council for ceasing the moratorium and tabling the topic of placing more regulations on new transient/semi lodging establishments in residential areas. She also encouraged the Council that if they decide to look into this again in the future, that they do some long term financial analysis and projections on the impact of stagnating tourism growth and tourism dollars.

Scott Smith, 225 N. Railroad Ave., stated that Mayor Lamb was elected by the people and has done a great job filling her Mayoral role. He encouraged her to continue to fight the good fight and not be intimidated by those who may not agree with the way she has handled things. He also encouraged others that it is time to start showing respect to the person who was elected Mayor in this Town.

Brian Schmidt, 605 Appalachian Trail Dr., spoke of misunderstandings that have come from the proposed changes that were recommended concerning additional regulations on new transient/semi lodging establishments in residential areas, and that it was not an attempt to shut down transient lodging. He encouraged the Council to find a compromise because residential numbers do have impacts on finances and grant opportunities.

Scott Paterson, 210 Trestle St., thanked Mayor Lamb for her resilience and congratulated her for attending training to better herself in her role as Mayor. He also stated that the population is staying steady and should not be a concern for the Town, and is glad the moratorium was squashed and the transient lodging debacle is over.

Susan Wallace, 401 Brook St., said that she loves this Town and has been paying attention to the transient lodging issue, and has heard very reasonable points on both sides. She encouraged the Council to continue these discussions with residents, business owners, and property owners because these are very good discussions to have because lodging for everyone, both short-term and long-term, is important.

John McGlamery, 851 Frost Ln., suggested the meeting officials each have microphones so they can be heard better in the audience, and also he agrees with the transient lodging study group's proposed recommendations for additional regulations on new transient/semi lodging establishments in residential areas.

Donna Foltz, 560 Bowlin St., stated that she is one of the people who has a problem with transient/semi lodging establishments in residential areas, and was told to bring her concerns to the Council or the BZA, which she has done, but now feels extremely disappointed that her concerns have not been addressed since the moratorium and study group recommendations have been shut down.

## Announcements

### UPCOMING EVENTS & OTHER ANNOUNCEMENTS:

- i. October 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup> – Beaver Dam Friday Jams
- ii. October 11<sup>th</sup> – Town Hall will be closed in observation of Columbus Day & Yorktown Victory Day
- iii. October 31<sup>st</sup> – Halloween

\* *For information on upcoming events, go to our website [visitdamascus.org](http://visitdamascus.org). For citizen info go to [damascus.org](http://damascus.org), and don't forget our social media presence on **Facebook**, **Instagram**, and **Twitter**!*

## Consent Agenda

- Ms. Coleman made a motion to pay the bills for invoices exceeding \$500, 2<sup>nd</sup> by Mr. Jackson. The motion passed (6-0).
- Mr. Greer made a motion to pay the bills presented as well as the standard and/or recurring bills that will come in before the next Council meeting. Mr. Jackson 2<sup>nd</sup> the motion, which passed (6-0).
- Mr. Hayes made a motion to Recess into Closed Session for the items listed previously under 'Legal Matters', as well as to include Stephen Bragg and Ricky Barton from the company *Outsyde*. Ms. Coleman 2<sup>nd</sup> the motion, which passed (6-0).
- Ms. Coleman made a motion to return to Open Session, 2<sup>nd</sup> by Mr. Van de Vuurst. The motion passed (6-0).
- The Council Members present certified individually (6-0), with roll call and all yeas, that the only matters discussed were those included in the motion for Closed Session.
- Mr. Van de Vuurst made a motion to hire a part time Code Enforcement Officer as well as a full time Parks & Recreation Director, and to form an interview committee consisting of the Mayor, Town Manager, and Department Committee Chair. Ms. Coleman 2<sup>nd</sup> the motion, which passed (6-0).
- Mr. Jackson made a motion to adjourn, 2<sup>nd</sup> by Mr. Greer. The motion passed (6-0).