

DAMASCUS TOWN COUNCIL

Minutes for August 7, 2023

7:00pm Regular Called Council Meeting

Council Members Present: Susan Coleman, Beaty Jackson, Jesse Kokotek, and Jack McCrady, and Charles Fields

Absent: Tom Hayes

Also Present:

Katie Lamb, Mayor	Shawna Cook, Town Treasurer
Tuesday Pope, Town Clerk	Paul Cassell, Legal Counsel
Kermit Turner, Police Chief	Julie Kroll, Recreation Program Director

7:00pm: Mayor Lamb called the meeting to order and led the Pledge of Allegiance; Ms. Coleman gave the invocation.

Mayor Lamb asked for approval of the July 10, 2023, Regular Called Council Meeting Minutes as presented.

- Mr. McCrady made a motion to approve the Minutes as presented. Mr. Jackson 2nd the motion, which passed (4-0, Mr. Fields had not yet arrived).

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

- Ms. Coleman made a motion to approve the agenda. Mr. Kokotek 2nd the motion, which passed (4-0, Mr. Fields had not yet arrived).

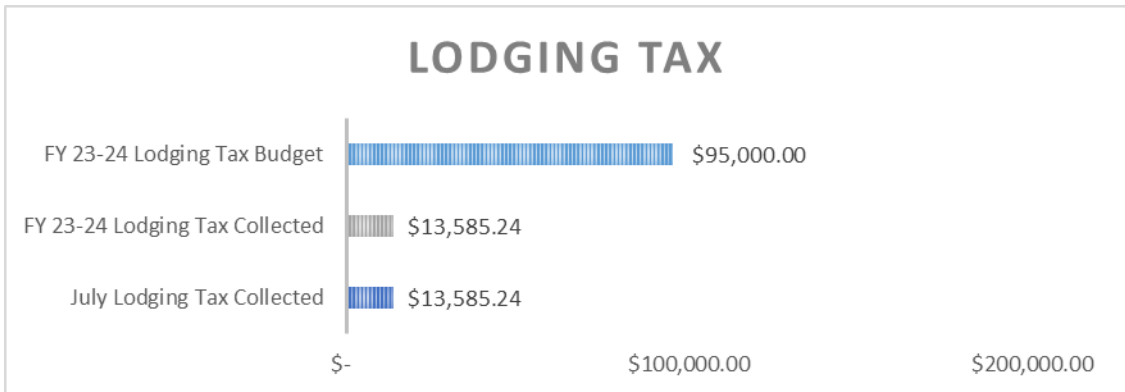
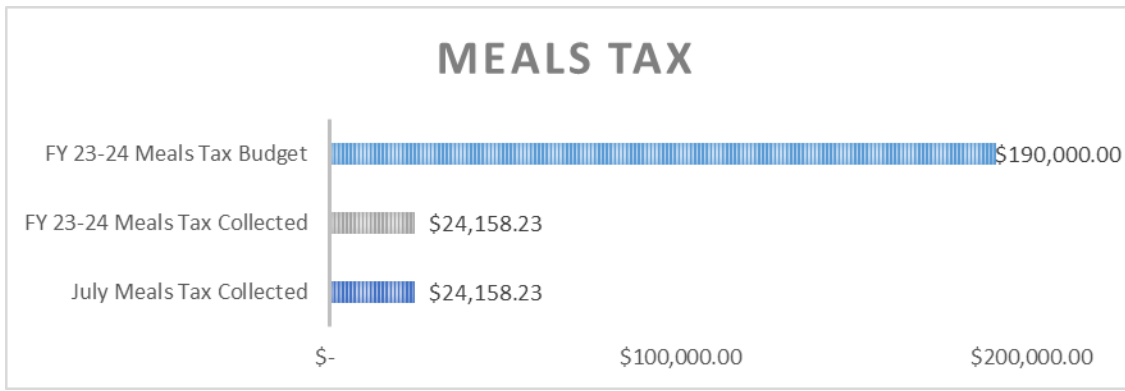
Committee Reports

Budget, Finance, and Administration:

Town Treasurer, Shawna Cook, submitted the following report for the previous month:

Real Estate & Personal Property Taxes: The collection rate for 2023 first half Real Estate taxes is at 90.35%, 2022 Real Estate collection rate is at 95.14% and the collection rate for 2022 Personal Property is at 82.72%.

Meals & Lodging Tax: \$24158.23 in Meal Taxes and \$13585.24 in Lodging Taxes were collected for July 2023.



Town of Damascus Virginia Investment Pool (VIP)	Account Balance	FYTD Income	Inception Date
RESERVE FUND	\$56,420.24	\$254.59	08/11/2017
EARMARK POLICE VEHICLE	\$15,964.84	\$72.03	04/04/2018
SEWER FUND CD	\$27,426.70	\$123.75	11/26/2018
ANTHEM RECOVERY	\$45,838.39	\$206.85	12/21/2018
ADDITIONAL WORKING CAPITAL	\$1,794.00	\$8.09	08/08/2019
TRAIL DAYS RESERVE	\$7,778.05	\$35.08	05/14/2020
TOD ARPA 2021	\$660,130.94	\$2,980.15	06/29/2021
VIP Stable NAV Liquidity Pool	\$815,353.16	\$3,680.54	

Announcements:

Accufund conversion is expected to begin August 7, 2023.

I would like to request that the Council approve transfer of the total amount of \$2975.44 in the PD Raffle Account at Truist Bank to the Earmark Police Vehicle Account with the VIP Stable NAV Liquidity Pool.

- Ms. Coleman made a motion to approve the funds transfer, as requested. Mr. McCrady 2nd the motion, which passed (4-0, Mr. Fields had not yet arrived).

Streets, Lights and Maintenance:

Mr. McCrady reported the department is getting a lot of requests for brush pick-up, but that is going to be delayed a bit longer because the dump truck still needs repairs. He has contacted several companies about getting quotes for pothole repairs in Town, and will do an RFP for a sidewalk project to stop flooding at the Thrift Store along N. Shady Ave. The building owner will have to raise their doors to accommodate the taller sidewalk.

Parks and Recreation:

Mr. Jackson reported on the following:

Pool

Month of July averaged 67 swimmers a day for a total of 2092.

Last day is the 13th of August. The reason for this date is twofold. We have chemicals to get thru until maybe the 15th. A barrel will provide 10 days of service...we would need to order 2 maybe 3 barrels to get thru Labor Day. Personnel begins to become an issue now that school is set to reopen.

There are some maintenance issues at the pool; the county contribution of \$13k is appreciated and will be very beneficial.

Diving board needs attention - rust issues and painting before the next season.

We need to trim the trees along the fence line to aid in keeping the pine needles out of the pool. Also need to purchase additional lounge chairs, replace the broken ones, and get new Lifeguard station umbrellas.

Beaverdam Jams

The event was a huge success and would like to do it again next year.

Thanks to the corporate sponsors, as well as Mayor Lamb and Ms. Kroll for helping get the event set up.

4 bands one event was a good draw. Everyone seemed to enjoy the event, and the weather was great.

The one suggestion that I heard was to start later so that our Creeper riders have an event after an afternoon ride, starting at 4 maybe.

We also need to check area event calendars as not to overlap and hopefully increase attendance.

Other

The Story Walk is now open, go check it out behind the library!

Planning Commission:

Mr. Blevins presented a zoning permit application for 233 Douglas Dr. for approval as part of the current Scattered Site Housing Grant project.

- Mr. McCrady made a motion to approve the permit application, as presented. Mr. Fields 2nd the motion, which passed (5-0).

Police and Fire Advisory:

Chief Turner presented the following report for July:

Operations: July 2023, Damascus Officers had 119 calls for service. We have taken 17 investigative reports and made 5 arrests. We had 0 reportable accidents. Arrests are as follows: Warrant Service 1, Trespass 2, Simple Assault 1 DUI 1.

Traffic Enforcement Activities: We issued 11 citations along with 5 warnings.

Speeding complaint areas include: No new complaints.

Special Report: I started back with the speed signs being placed out each week and the results are as follows: N Beaver Dam Ave = 38,915 vehicles and Douglas Dr: 68,666 vehicles. The dates that we have documented are July 3-5, 7-10-, 14-17, 21-22 and 28-Aug 1. The total amount of vehicles for both directions is 107,581.

Special Notes:

Police Vehicles: Lt Wagner's vehicle had a steering issue, and it has been repaired and we have it back in service at this time. We have not had any updates on the new vehicle yet.

Auxiliary: Nothing new currently.

Incident Case Status Totals by Offense

Damascus Police Department

(07/01/2023 - 07/31/2023)

Offense:	Active:	Active TOT O/A:	Inactive:	Inactive WOF:	Closed Service:	Closed Except.:	Closed Arrest:	Adult Arrest:	Juvenile Arrest:	Adu./Juv. Arrest:	Unfd.:	Rptd.:	Actual:
23C - Shoplifting	3	0	0	0	1	1	0	1	0	0	0	5	5
23H - All Other Larceny	0	0	0	0	0	0	0	0	0	0	0	1	1
240 - Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	1	1
290 - Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	1	0	0	1	1	0
35A - Drug/Narcotic Violations	0	0	0	0	0	0	1	1	0	0	0	1	1
90D - Driving Under the Influence	0	0	0	0	0	0	1	1	0	0	0	1	1
90J - Trespass of Real Property	0	0	0	0	1	0	1	2	0	0	0	2	2
90Z - All Other Offenses	1	0	0	0	2	0	2	3	0	1	0	5	5
Totals:	5	0	0	0	4	1	5	9	0	1	1	17	16

Citation Totals by Charge

Damascus Police Department

(07/01/2023 - 07/31/2023)

Charge:	Number of Charges:
18.2-119 - Trespassing	1
46.2-1003 - defective equipment	1
46.2-300 - NO DRIVERS LICENSE	2
46.2-328 - NO ENDORSEMENT	1
46.2-613 - Expired thirty day tag / Improper Registration	1
46.2-646 - EXPIRED REGISTRATION	1
46.2-852 - reckless driving	1
46.2-862 - RECKLESS DRIVING (SPEED) 20 OVER 25 OVER IN 35 ZONE	1
46.2-874 - SPEEDING 25 MPH ZONE	2
Total:	11

Arrest Race/Sex Totals by Offense

Damascus Police Department

(07/01/2023 - 07/31/2023)

Primary Offense:	White Male:	Black Male:	Indian Male:	Asian/ Pac. Isl. Male:	White Female:	Black Female:	Indian Female:	Asian/ Pac. Isl. Female:	Juven.:	Adult:	Resd.:	NonRes.:	Arrests:
13B - Simple Assault	0	0	0	0	1	0	0	0	0	1	1	0	1
90D - Driving Under the Influence	1	0	0	0	0	0	0	0	0	1	0	1	1
90J - Trespass of Real Property	2	0	0	0	0	0	0	0	0	2	1	1	2
90Z - All Other Offenses	0	0	0	0	1	0	0	0	0	1	1	0	1
Totals:	3	0	0	0	2	0	0	0	0	5	3	2	5

Damascus Volunteer Fire Department

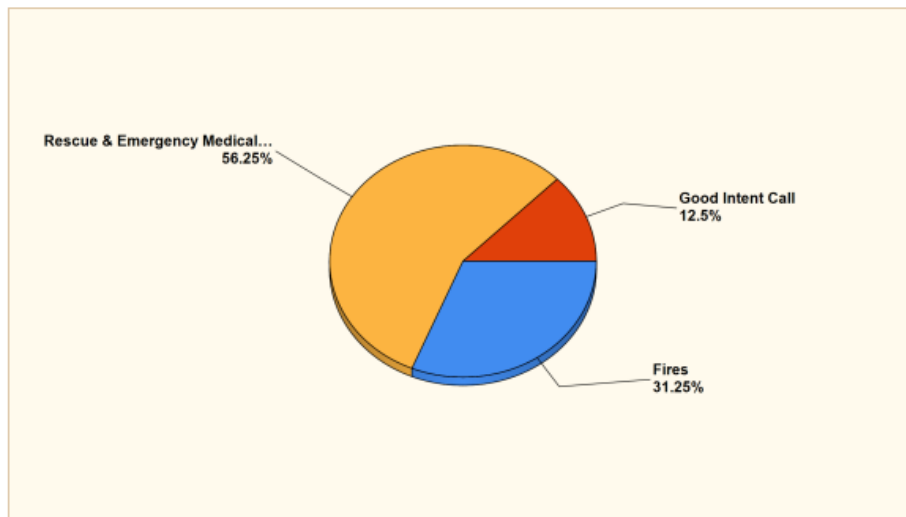
Chief Turner presented the following report for the previous month's activities:

Damascus Fire Department ✖

Damascus, VA

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Breakdown by Major Incident Types for Date Range
 Zone(s): All Zones | Start Date: 07/01/2023 | End Date: 07/31/2023

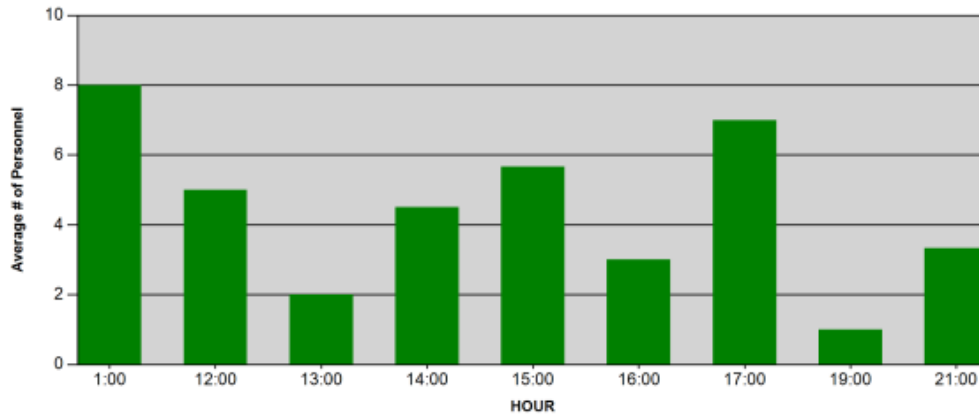


MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	31.25%
Rescue & Emergency Medical Service	9	56.25%
Good Intent Call	2	12.5%
TOTAL	16	100%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	12.5%
121 - Fire in mobile home used as fixed residence	1	6.25%
131 - Passenger vehicle fire	1	6.25%
141 - Forest, woods or wildland fire	1	6.25%
311 - Medical assist, assist EMS crew	7	43.75%
322 - Motor vehicle accident with injuries	1	6.25%
341 - Search for person on land	1	6.25%
611 - Dispatched & cancelled en route	2	12.5%
TOTAL INCIDENTS:	16	100%

Average Number of Responding Personnel per Hour for Date Range

Start Date: 07/01/2023 | End Date: 07/31/2023



HOUR	AVG. # PERSONNEL
01:00 - 01:59	8.00
12:00 - 12:59	5.00
13:00 - 13:59	2.00
14:00 - 14:59	4.50
15:00 - 15:59	5.67
16:00 - 16:59	3.00
17:00 - 17:59	7.00
19:00 - 19:59	1.00
21:00 - 21:59	3.33

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

Start Date: 07/01/2023 | End Date: 07/31/2023

PERSONNEL	TIME SPENT ON INCIDENTS (Hours:Minutes Dispatched to Cleared Scene)
Campbell, Candace	22:21
Campbell, Dalton	4:11
Campbell, Wendy	2:19
Doss, Brady	5:49
Faust, Hunter	2:58
Johnson, Michael	20:52
Jones, Andrew	3:55
Jones, Dave	5:49
Justice, Jason	6:00
Minton, Jared	1:29
Richey, Jordan	10:45
Turner, Kermit	16:56
Turner, Walter B	22:49
Widener, Alex	18:27
Total:	145:41

Incident Statistics

Zone(s): All Zones | Start Date: 07/01/2023 | End Date: 07/31/2023

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		9	
FIRE		7	
TOTAL		16	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		1	
Aid Received		3	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
0		0	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1400	0:21:18	0:23:04	
AVERAGE FOR ALL CALLS		0:20:29	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1400	0:08:50	0:10:43	
AVERAGE FOR ALL CALLS		0:08:08	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Damascus Fire Department		67:33	

Response Percentage per Station per Personnel for Incident Types for Personnel

Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 07/01/2023 | End Date: 07/31/2023

Personnel	Calls Attended	% of Calls for Selected Incident Types
Station: Station 1400		
Campbell, Candace	14	87.5%
Campbell, Dalton	4	25.0%
Campbell, Wendy	4	25.0%
Doss, Brady	5	31.3%
Faust, Hunter	1	6.3%
Johnson, Michael	12	75.0%
Jones, Andrew	1	6.3%
Jones, Dave	6	37.5%
Justice, Jason	2	12.5%
Minton, Jared	2	12.5%
Norris, Ralph	2	12.5%
Reedy, Tony Mitchell	2	12.5%
Richey, Jordan	8	50.0%
Turner, Kermit	10	62.5%
Turner, Walter B	14	87.5%
Widener, Alex	12	75.0%
Widener, Anthony	1	6.3%
Total Incidents for Station Station 1400	16	

Total Incidents for all Stations

16

Special Committees

Roy Wright Park & Josie's Nature Playground – Ms. Kroll reported that Public Works has removed the huge brush pile from the playground site, and the project is moving along well. Emory & Henry students are scheduled to do some volunteer work/service plunge at the site tomorrow. Richard Smith will be scheduling some upcoming volunteer workdays. The Grand Opening for 'Roy Wright Park' and 'Josie's Nature Playground' will take place on Friday, September 22nd at 5:30pm. There are two expenses for the site that need Council approval before ordering:

1. Wildlife Resistant 34 Gallon Steel Trash Receptacle, Paris Site Furnishings, \$1,959.03
 - Ms. Coleman made a motion to approve the purchase of the trash receptacle as requested, 2nd by Mr. Jackson. The motion passed (5-0).
2. 12" x 18" Bronze Plaque for Roy Wright Park Dedication, International Bronze, \$695.00
 - Mr. McCrady made a motion to approve the purchase of the bronze plaque as requested, 2nd by Mr. Jackson. The motion passed (5-0).

Citizens Comments

Diana Goodwin, Whitetop VA, again expressed her interest in purchasing lots 7 and 9 (30ft wide x 100ft long) of Daniels St. from the Town, for personal use, to clean it up, and eliminate the foot traffic going through that area; or for the Town to maintain that section. She had received a response from the Town Manager that included Council action in 2020 in regard to the Town vacating streets, etc, but she would still like the Council to consider her case.

Mr. McCrady replied that the matter cannot be discussed during Citizens Comments, but suggested the Council agree to include it on the September Council Meeting Agenda, along with any information or documents, so it can be addressed.

It was the consensus of the Council to add the item to the September Agenda.

Ms. Goodwin also asked the Town to look into a safety issue with a culvert/grate at Docie St., as the County has said it doesn't belong to them.

David Atwood, N. Legion St., asked the Town to remove a large Maple tree from his property, as he was told that it may have been planted by the Town many years ago, and is now dangerous as seen the day before when a very large part of the tree broke off.

Mr. McCrady stated that the Town is not responsible for removing trees from personal property, but if the homeowner cuts branches, etc, then Public Works can haul off the debris. If the homeowner hires someone to trim or cut down trees, then that party must remove the debris.

Manager's Report

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

Scattered Site Housing Rehab Project

- Two substantial reconstructions are underway with demolition of the original structures being prepared.
- Bids have been received and approved for substantial reconstruction on Douglas Dr, and a rehabilitation up on Rutledge Drive.
- Bids for another rehabilitation has been approved on 5th street.

Creeper Trail

- Engineering documents have been prepared for replacement of trestles 30 and 31 – we will bid out the project in the late summer/early fall with construction through winter 2023.
- The initial funding awards (\$165,800 total) from ARC and the Congressional Directed Spending funds awarded through Tim Kaine's Office had to be pushed out for use on trestles 16 and/or 17, but the USFS was able to acquire \$170,000 in emergency funds to cover the loss for trestles 30 and 31.

Miscellaneous

- I'm still working on a draft update to the Town's floodplain ordinance and related language for the zoning ordinance, including a few other updates this is delayed due to other obligations.
- I'm still working on updating our policies for park use related to events and rental and creating a remote meeting policy.
- I've been overseeing the Treasurer's new computer installation, data transfer, and creation of back-ups.
- I've been working with the Treasurer on the Accufund transition.
- I've been working on a few Requests for Proposals.
- I've been coordinating some survey work for the Roy Wright Park gateway to Josie's Playground from the Creeper Trail/W Creepers Way entrance.
- I've been coordinating some basic building plans and estimates for much-needed renovations to the town hall.

Legal Matters

Nothing at this time.

Old Business

Nothing at this time.

New Business

1. VHCC Work Study Program Agreement – Mr. Blevins and Ms. Kroll gave the details of entering into a work study program with VHCC, and presented the following agreement:

WRITTEN AGREEMENT BETWEEN OFF CAMPUS ORGANIZATION AND VIRGINIA HIGHLANDS COMMUNITY COLLEGE

This agreement is entered into between State Board for Community Colleges, Virginia Highlands Community College, hereinafter known as the "Institution," and Town of Damascus hereinafter known as the "Organization," a (Federal, State or local public agency), (private nonprofit organization), for the purpose of providing work to students eligible for the Federal Work Study (FWS) Program.

Schedules to be attached to this agreement from time to time must be signed by an authorized official of the Institution and the Organization and must set forth-

1. Brief descriptions of the work to be performed by students under this agreement;
2. The total number of students to be employed;
3. The hourly rates of pay, and
4. The average number of hours per week each student will be used.

These schedules will also state the total length of time the project is expected to run, the total percent, if any, of student compensation that the Organization will pay to the Institution, and the total percent, if any, of the cost of employer's payroll contribution to be borne by the Organization. The Institution will inform the Organization of the maximum number of hours per week a student may work.

Students will be made available to the Organization by the Institution to perform specific work assignments. Students may be removed from work on a particular assignment or from the Organization by the Institution, either on its own initiative or at the request of the Organization. The Organization agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, sex or age, (except where sex or age is a bona fide occupational qualification), religion, disability, national origin, or other non-merit factors. It further agrees that it will comply with the provisions of the Civil Rights Act of 1964 (Pub.L.88-352; 78 Stat.252) and Title IX of the Education Amendments of 1972 (Pub.L.92-318) and the Regulations of the Department of Education which implement those Acts.

Transportation for students to and from their work assignments will not be provided by either the Institution or the Organization.

The Organization is considered the employer for purposes of this agreement. It has the right to control and direct the services of the students, not only as to the result to be accomplished, but also as to the means by which the result is to be accomplished. The Institution is limited to determining whether the students meet the eligibility requirements for employment under the Federal Work Study Program, to assigning students to work for the Organization, and to determining that the students do perform their work in fact.

Compensation of students for work performed on a project under this agreement will be disbursed—and all payments due as an employer's contribution under State or local workers' compensation laws, under Federal or State social security laws, or under other applicable laws, will be made by the Institution.

At times agreed upon in writing, the Organization will pay to the Institution an amount calculated to cover the Organization's share (25%) of the compensation of students employed under this agreement.

In addition to the payment specified above, at times agreed upon in writing, the Organization will pay, by way of reimbursement to the Institution, or in advance, an amount equal to any and all payments required to be made by the Institution under Federal or State social security laws, on account of students participating in projects under this agreement.

Footnote

1/In accordance with the requirements of the Federal Work Study Program, work to be performed under this agreement must be work in the public interest, which (1) will not result in the displacement of employed workers or impair existing contracts for services; (2) will be governed by such conditions of employment including compensation, as will be appropriate and reasonable in light of such factors as type of work performed, geographical region and proficiency of the employees; (3) does not involve the construction, operation or maintenance of so much of any facility as is used, or is to be used, for sectarian instruction or as a place for religious worship; and (4) does not involve any partisan or nonpartisan political activity associated with a candidate, or contending faction or group, in an election for public or party office. Further, no work shall be considered to be in the public interest where (1) it is work for which the political support, affiliation, or affinity of the student is a prerequisite or consideration for employment, (2) it is work to be performed for an elected official other than as part of the regular administration of Federal, State, or local government, or (3) it is work for a membership organization (such as a credit union, a fraternal order, or a cooperative) which is primarily for the benefit of the members of such organization, rather than the public.

2/No student may perform work on any project under the Federal Work Study Off Campus Program for more than 29 hours in any work week (Friday through Thursday).

- Mr. McCrady made a motion to approve the work study agreement between the Town of Damascus and Virginia Highlands Community College, as presented. Mr. Jackson 2nd the motion, which passed (5-0).
2. Laurel Creek Park Mural Quote – Ms. Kroll gave the details of the upcoming mural project for the Laurel Creek Park bathroom building, and presented the following quote:

Mural Fee:

Mural size (per wall): 140 square feet.

Cost per square foot: \$15

Two walls= \$4,200

Travel Fee:

266 miles* x \$.66 = \$175

*mileage for one trip to Damascus from Charlotte and back.

\$.66 is the federal mileage rate for the year of 2023

Accommodations Fee:

\$25 per night

9 nights =\$225

OR

Permission to van camp in town with access to public restrooms.

Deposit:

A \$200 deposit would be due one month before the start of the mural for supplies. This is deducted from the total cost.

On Site needs:

- Ground in front of wall should be clear of all obstruction, and ground should be made flat to accommodate ladders or scaffolding
- Ensure pests such as hornets, fire ants, etc., are not residing in or around the mural space
- Regular access to a sink or other drain for paint water to be dumped (NOT a storm drain). A mop sink or cleaning sink (not a nice, clean bathroom sink) would be best.
- Regular access to water faucet

Potential dates for mural:

September 26-5

October 10-20 (preferred)

Total:

\$4,375 with no accommodations fee

\$4,600 with accommodations fee

Quote updated: August 1, 2023

- Ms. Coleman made a motion to approve the quote of \$4,375, with no accommodation fee, as presented. Mr. Jackson 2nd the motion, which passed (4-1, with Mr. Kokotek opposed).

Consent Agenda

- Mr. McCrady made a motion to pay the bills for invoices exceeding \$2,500, 2nd by Mr. Kokotek. The motion passed (5-0).
- Mr. McCrady 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 2nd the motion, which passed (5-0).

Mayor & Council Members Reports

Mayor Lamb reported on the following: 1) complaints about the Ash trees near Trestle 16, 2) Glade Spring Mayor will be providing information to surrounding communities about a device to help assist in school safety, and 3) concerns by residents and Council Members about the residency of Mr. Kokotek. She stated that since he does not live at the address listed on the Registrar's Office or

at the Town Hall, she is concerned the residents are not getting the full value of him being a Council Member, and the County Registrar says that a person must have an abode in Town to maintain an elected seat.

Ms. Coleman also emphasized that in order to serve as an Elected Official of the Town, residency in Town is a legal requirement.

Mr. McCrady responded that it is a State law requirement as well as a Charter requirement.

Mr. Jackson said it is a major concern.

Ms. Coleman asked Mr. Kokotek where he is now living.

Mr. Kokotek asked Legal Counsel if he was required or obligated to answer the question at hand.

Mr. Cassell replied that Mr. Kokotek did not have to answer the question brought forth by the Mayor and/or Council because no one is obligated to speak or not speak, and the Town does not have the authority to declare residency. Mr. Cassell also said that individual residents could raise these concerns, but issues with residency are not within the control of the Town.

Mayor Lamb said that she hopes honesty prevails in this situation.

Ms. Coleman gave a shout out to the Maintenance crew for coming out to clear the tree/branches blocking Legion St. the day before (Sunday). She stated the community came together in that area to help clear it.

Mr. Jackson reported a major need for volunteers to help improve/benefit our community.

Mr. Kokotek stated that he is glad to be here.

Mr. McCrady reported that the dead Ash trees near Trestle 16 are a safety hazard (as mentioned by Mayor Lamb) and will have to be removed; the drain collectors on Docie St. (as mentioned by Ms. Goodwin) must've been put in by the TVA or the Army Corps of Engineers after the 1977 flood and are on private property; and there will be a Public Works Committee meeting on Aug. 17th.

Announcements

UPCOMING EVENTS & OTHER ANNOUNCEMENTS:

- * Damascus Farmers Market – Saturdays from 9am-noon at the Laurel Creek Park
- * Blue Ridge Outdoors 'Top Adventure Towns' Contest – Voting starts Aug. 8th
- * Sept. Regular Called Council Meeting will be held on Monday, Sept. 11th at 7pm

*For upcoming events, 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**!*

- Mr. McCrady made a motion to adjourn, 2nd by Mr. Kokotek. The motion passed (5-0).

Katie Lamb, Mayor

Tuesday Pope, Clerk