

**DAMASCUS TOWN COUNCIL**  
**Minutes for July 26, 2016**  
**Special Called Council Meeting**

**Council Members Present:** Mitchel Greer, Tom Hayes, Melissa Barrett, and Susan Seymore

**Absent:** Tim Williams

**Also Present:** Jack McCrady, Mayor    Gavin Blevins, Town Manager    Tuesday Pope, Town Clerk

4:00pm: Mayor McCrady called the meeting to order.

The purpose of this meeting is to review the current business license guidelines and renewals; as well as to discuss current personnel matters.

Mayor McCrady called the meeting to order, and asked for approval of the agenda.

- Mr. Greer made a motion to approve the agenda as presented, 2<sup>nd</sup> by Mr. Hayes; the motion passed (4-0).

Mayor McCrady reported that the Council would like to extend an employment offer to Michael Hounshell for the position of Chief of Police.

- Mr. Greer made a motion to appoint Michael B. Hounshell as Chief of the Damascus Police Department, effective immediately, at a starting hourly wage of \$20. Ms. Seymore 2<sup>nd</sup> the motion, which passed (4-0).

After discussing an official start date for the new Chief, August 1, 2016 was agreed upon.

Mr. Hounshell addressed the Council and Mayor, accepted their employment offer, and shared that he is looking forward to joining the department and serving the citizens of Damascus to the best of his ability. Hounshell also introduced his wife and son, as well some close friends who were in attendance.

Mayor McCrady thanked them all for attending, and scheduled a community meet & greet with Chief Hounshell at 6:30pm on Monday (Aug. 1<sup>st</sup>), preceding the Regular Called Council Meeting.

Ms. Seymore brought up the next topic at hand to be discussed, which was existing businesses in Town that no current record of a business license can be found, and which have been doing business for many years.

The Council agreed that official letters should be sent to the business owners from the Treasurer's office advising the immediate purchase of the required business license, but will seek legal counsel first in order to determine if the unpaid years' fees must also be collected first, and if so then how many years must they back up and pay for (the Town Code doesn't elaborate).

Ms. Seymore also brought up the issue that Town Code hasn't been re-codified since 2002, and many sections need to be updated. This has been spoken about for at least the past couple of years, and the Town Attorney's office has supposed to have been working toward getting it all current.

The Council agreed to pursue updating the Town Code, and will look into scheduling some work sessions. Mayor McCrady asked the Town's administrative assistant to collect the business licensing related ordinances from other Town Codes that are current, for reference.

The Mayor and Council discussed the passing of Council Member Shirley Brand, which occurred on July 23<sup>rd</sup>; as well as their desire for her many years of service to Damascus be recognized.

- Mr. Hayes made a motion to adjourn, 2<sup>nd</sup> by Ms. Barrett; the motion passed (4-0).

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**Jack McCrady, Mayor**

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**Tuesday Pope, Clerk**