



**November 16, 2010**

## **MINUTES**

The Holly Springs Town Council met in regular session on Tuesday, Nov. 16, 2010, in the Council Chambers of Holly Springs Town Hall, 128 S. Main Street. Mayor Dick Sears presided, calling the meeting to order at 7 p.m. A quorum was established as the mayor and all five council members were present as the meeting opened.

**Council Members Present:** Councilmen Jimmy Cobb, Parrish Womble, Chet VanFossen and Tim Sack and Councilwoman Linda Hunt Williams.

**Council Members Absent:** none.

**Staff Members Present:** Carl Dean, town manager; Chuck Simmons, assistant town manager; John Schifano, town attorney; Joni Powell, town clerk (recording the minutes); Linda Harper, deputy town clerk; Len Bradley, director of parks and recreation; Gina Clapp, director of planning and zoning; Ray Cummins, information technology technician; Mark Andrews, public information officer; Niki Litts, communications specialist; Stephanie Sudano, director of engineering; Elizabeth Goodson, development review engineer; John Herring, police chief; and Drew Holland, finance director.

**2 and 3.** The Pledge of Allegiance was recited, and the meeting opened with an invocation by Bishop Mark Sivoldi of The Church of Jesus Christ of Latter Day Saints.

**4. Agenda Adjustment:** The Nov. 16, 2010 meeting agenda was adopted with changes, if any, as listed below.

**Motion By:** Sack

**Second By:** VanFossen

**Vote:** Unanimous

**Item added to Agenda as New Business:** 8b. Kimley-Horne & Associates contract for the development of environmental planning and permitting documents for the Main Street Extension project.

**Items removed from Consent Agenda:** None.

**Items removed from the agenda:** None.

**Other changes:** None.

**5. Public Comment:** At this time, an opportunity was provided for members of the audience who had registered to speak to address the Council on any variety of topics not listed on the night's agenda. The following input was recorded.

Ken Jarvis, 706 Avent Ferry Road – Mr. Jarvis addressed the Council to speak in support of the widening of Avent Ferry Road. He said he appreciated the recent opportunity to voice concerns and he wanted to come back before the Council to thank the Council, Rex Healthcare, Town staff and N.C. Department of Transportation officials for listening and accommodating his requests to save landscaping in front of his historic home during the road widening project.

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**6a. Citizen of the Year Award** – Mayor Sears said for more than a decade, the Holly Springs Chamber of Commerce has conducted an annual program of accepting nominations from the community and naming at Hollyfest a Citizen(s) of the Year. This year, the Chamber of Commerce abandoned the program.

Mayor Sears said that the former Citizens of the Year responded by getting together recently to discuss ways in which the program might continue.

Reigning Citizen of the Year Cynthia Ellison addressed the Council to tell members her story. She said she experienced a lot of joy in the honor, and she wants someone else to have that honor.

She said the group asks that the Council consider taking the award under the Town of Holly Springs umbrella, providing the minimal cost of the award plaque(s.) Funding would be available in the Department of Public Affairs and Communications budget.

The group suggests that it formally organize to serve as the Citizen of the Year Committee with some logistical and funding support of the town's Department of Public Affairs and Communications.

He said the consensus is that the Department of Public Affairs solicit nominations from the community, collect them and then forward them to a review committee made up of only former Citizens of the Year recipients. The committee then would award the honor to a person or persons to be announced at Hollyfest. The recipient(s) would receive a plaque or similar token furnished by the Town.

Mayor Sears said that the Department of Public Affairs & Communications could provide logistical support for this program without difficulty and would have funding available to purchase the award and to cover advertising/marketing costs of gathering nominations if the Council is inclined to pursue these suggestions.

Mayor Sears said the committee of former Citizens of the Year wished to make the 2010 award during Main Street Christmas.

Councilman Womble read a statement that he did not believe an elected official should be named Citizen of the Year.

**Action:** The Council approved a motion to agree to provide logistical and minimal funding support for an ongoing Citizen of the Year recognition program to be administered by a new Citizen of the Year committee of past recipients.

**Motion By:** Sack

**Second By:** Williams

**Vote:** The motion carried following a 4-1 vote. Councilman Womble voted against the motion.

**6b. Community Agency Grant Application Review Policy Process** – Hank Dickson, 504 Sandy Point Way, addressed the Council requesting that it consider changes to its policy on the evaluation of community agency grant applications. He thanked the Council for its support of Holly Springs High School applications for the Golden Hawks Club and for Hawks TV.

While he did not expect action on the policy text, he said he had some suggestions for the Council to consider when it meets in retreat this winter.

In agenda packets, the town clerk explained that the grant program was established six years ago to field individual funding requests in the town budget from local groups and to provide a means by which there could be some level of oversight that the funds were appropriately allocated and spent. The program has been met with varying degrees of success, and some Council and management staff members have expressed the possibility of eliminating the program to cut down on non-essential expenses in the town budget.

Mr. Dickson said if the Council is amenable to continuing the program, he would hope the Council would consider his suggestions for changes to Policy P-025.1.

In summary, he would like a number of citizens to serve on the review committee, and

he would like clarifying text as to whom would be eligible to apply and as to how applications are considered.

In packets, Mr. Dean explained that there also is a need for professional municipal government insight into the appropriate use of public funds. Mr. Dickson said he agreed.

**Direction:** The Council consensus was that Mr. Dickson's suggestions would be taken into consideration at the Council's annual retreat.

**7. Consent Agenda:** The Council approved a motion to approve all items on the Consent Agenda. The motion carried following a motion by Councilman Sack, a second by Councilman Cobb and a unanimous vote. The following actions were affected:

7a. Minutes – The Council approved minutes of the Council's regular and special meetings held in October 2010.

7b. Budget Amendment Report -- The Council received a monthly report of amendments to the FY 2010-11 budget approved by the town manager. *A copy of the budget amendments report is incorporated into these minutes as an addendum page.*

7c. Town's Employee Holiday Luncheon – The Council approved closing Town Hall and Town facilities from 11:30 a.m. to 1 p.m. Thursday, Dec. 16 for the Town's employee holiday luncheon.

7d. Resolution 10-33 - The Council adopted Resolution 10-33 declaring certain personal property to be surplus to the needs of the Town and authorizing the disposal of said property. *A copy of Resolution 10-33 is incorporated into these minutes as an addendum page.*

7e. Budget Amendment, \$40,000 - The Council adopted an amendment to the FY 2010-11 budget in the amount of \$40,000 to allocate funds for developing the Town's Bicycle Transportation Plan as previously approved. *A copy of the budget amendment is incorporated into these minutes as an addendum page.*

7f. Grigsby Avenue Sidewalk Project – The Council received a report of the Grigsby Avenue sidewalk project public information meeting held Oct. 26.

**8a. Main Street Extension Project** – Ms. Sudano requested consideration of a municipal agreement from NCDOT for an STPDA grant in the amount of \$640,000 (80%) of cost that would be matched with a 20% contribution from the Town for development of environmental planning and permitting documents (NEPA documents) for the Town's Main Street Extension Project.

She reviewed the map that shows a possible alignment of this project near the southern end of G.B. Alford Highway. The project would be designed to help handle the large volume of traffic that currently and in the future will traverse this area, including quite a bit of regional traffic.

**Action:** The Council approved a motion to enter a municipal agreement with the North Carolina Department of Transportation to receive grant funding in the amount of \$640,000 for the development of environmental planning and permitting documents in the Main Street Extension project.

**Motion By:** Womble

**Second By:** Cobb

**Vote:** Unanimous

**8b. Main Street Extension Project** – Ms. Sudano requested consideration of a professional services agreement with Kimley-Horne & Associates for the Main Street Extension project. The work will be covered by funds received via NCDOT from the previously-approved municipal agreement (80% of cost) plus Town street reserves (20% of cost). She said the work will consist of the development of environmental planning and permitting documents (NEPA documents) for this project (formerly known as the Stephens Grove Extension Project).

**Action:** The Council approved a motion to enter a professional services agreement with

Kimley-Horne & Associates in the amount of \$770,000 for development of environmental planning and permitting for the Main Street Extension project.

**Motion By:** Sack

**Second By:** Williams

**Vote:** Unanimous

**9. Other Business:** Councilman Womble asked for an Employee of the Year award.

**10. Manager's Report:** Mr. Dean reported on upcoming meetings, events, holidays and accomplishments.

**11. Closed Session:** The Council approved a motion to enter into Closed Session, pursuant to NCGS 143-318.11(a)(6) to conduct the town manager's performance evaluation.

**Motion By:** Sack

**Second By:** VanFossen

**Vote:** Unanimous.

**General Account Closed Session – Nov. 16, 2010**


In Closed Session, the Council conducted the town manager's annual performance evaluation, making suggestions for areas of improvement and acknowledging his strengths.

In Closed Session, no action was taken other than a motion to return to Open Session.

In Open Session, the Council approved a motion to increase the town manager's salary 2%, retroactively to July 1, 2010.

**12. Adjournment:** There being no further business for the evening, the Nov. 16, 2010 meeting of the Holly Springs Town Council was adjourned.

Respectfully Submitted on Tuesday, Jan. 18, 2011.



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Joni Powell, CMC, MMC, Town Clerk

Addendum pages as referenced in these minutes follow and are a part of the official record.

