



Dec. 1, 2015

MINUTES

The Holly Springs Town Council met in regular session on Tuesday, Dec. 1, 2015 in the Council Chambers of Holly Springs Town Hall, 128 S. Main Street. Mayor 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: Mayor Sears and Councilmen James Cobb, Hank Dickson and Tim Sack and Councilwomen Linda Hunt-Williams and Cheri Lee.

Council Members Absent: None.

Staff Members Present: Chuck Simmons, town manager; John Schifano, town attorney; Joni Powell, town clerk, (recording the minutes); Linda Harper, deputy town clerk; Daniel Weeks, assistant town manager; Eric Tayler, information technology Technician; Jenny Mizelle, economic development director; Irena Krstanovic economic development coordinator; Len Bradley, parks and recreation director; Adam Huffman, assistant parks and recreation director; Kendra Parrish, engineering director; Gina Clapp, planning director; Mary Hogan, finance director; Leroy Smith, fire chief; Erika Phillips, human resources director; Ricky Blackmon, code enforcement director; Luncie McNeil, public works director; Tamara Ward, and Mark Andrews, public information officer.

2 and 3. The Pledge of Allegiance was recited, and the meeting opened with an invocation by Rev. Horace Ferguson, retired pastor.

4. Agenda Adjustment: The Dec. 1, 2015 meeting agenda was adopted with changes, if any, as listed below.

Motion by: Sack

Second by: Cobb

Vote: Unanimous

Item added to Consent Agenda: 9h. Budget amendment to the FY15-2016 budget in the amount of \$26,055 to cover costs of land acquisition.

Item add Special Presentation Agenda: Recognize a local letter carrier for his act of kindness.

Items removed from the Consent 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:

Gerald Holleman, 5625 Easton Street, said he met Tim Sack 18 years ago. He said he admired and respected Councilman Sack as a friend and for his work in the community as well as for his leadership and efforts as a member of the Holly Springs Town Council.

6a. Recognition of Retiring Council Member – Mayor Sears said that Councilman Sack served the community first as a member on the Town Council from 1997 to 2001. In 2007, he won his first of his two latest terms on the Council and was reelected in 2011.

During his leadership, the Town Council developed a comprehensive plan for growth and development and then continued to remaster and refine that plan as the Town's circumstances

changed over time. Councilman Sack invested efforts into numerous projects to provide critical transportation improvements for the Town; abundant water and sewer capacity for the future of Holly Springs; to attract vital non-residential development to the community; and to provide for the parks, recreation and leisure facets of a high quality of life in Holly Springs.

Councilman Sack wore the leadership mantel, but he was equally comfortable in the background, wearing sweatpants to unpack boxes of books to stock shelves for the new Wake County library when it prepared to open. He was there to serve, whether it was to pick up garbage along the highway, to talk to his neighbors and friends in support of a water or a parks bond, or to hammer nails to provide a handicap ramp for a local resident in need.

Mayor Sears said Holly Springs is a better place than it was in 1997 and better than it was in 2007, and that is the highest compliment you can pay to an elected local government official.

Mayor Sears presented Councilman Sack with mementos as he departs his office.

Mr. Sack thanked the Council, staff and his wife for being part of his work in the community and while serving on the Town Council.

Action: None.

Special Presentation:

Mayor Sears commended and recognized a local letter carrier who came to the aid of a resident who had just suffered a stroke. Mr. Bob Newton provided assistance and comfort to the patient, and the family is grateful for his service and kindness.

Ms. Cynthia Morgan, said that on October 22, 2015, her 69-year-old mother, Irene Wells Belcher, had a stroke while she was getting dressed upstairs at her home, 204 Holly Green Lane. Absolutely frightened as she was suddenly unable to move her right side she was determined to get downstairs for help. She maneuvered her way down stairs to the glass front storm door and started banging on it for attention, Ms. Morgan said. She said her mother could hear the mail truck approaching, so she was trying to bang harder and harder for his attention.

Fortunately, on that particular day, Bob Newton, was earlier than normal, and he also was getting out of his truck to deliver a package to a neighbor. Thank goodness, Ms. Morgan said, he was able to hear and see her mother banging the glass for help. He approached her and immediately called 911.

Although her speech was difficult to understand, he could determine that she wanted him to call her daughter at work and directed him to her cell phone which contained her cell phone number. Ms. Morgan said she answered the call that day and Bob was so calm and so nice and he assured her he would stay with her mother until help arrived.

Mayor Sears presented Mr. Newton with a certificate of commendation in recognition and grateful appreciation for the service and emotional support he provided to a local family in need of medical assistance during an emergency on Oct. 22, 2015. Mayor Sears thanked him for his quick reaction and calm reassurance during a stressful time.

Action: None.

7a. Organizational Meeting: Oaths of Office - Mayor Sears explained that the Holly Springs Town Council is to hold an organizational meeting at the first regular meeting in December following a municipal election. During the Organizational Meeting, the newly-elected officials (including incumbents) are administered the Oath of Office.

Ms. Powell administered the oath of office to Councilman-elect Thomas O'Brien and re-elected Councilwoman Cheri Lee.

A new quorum was established as the mayor and all five council members were present as the meeting resumed.

Council Members Present: Mayor Sears and Councilmen James Cobb, Hank Dickson and Tom O'Brien and Councilwomen Linda Hunt-Williams and Cheri Lee.

Council Members Absent: None

7b. Organizational Meeting: Election of Mayor Pro Tempore – Mayor Sears explained that a part of the Organizational Meeting is the election of a council member to serve as mayor pro tempore, serving as vice chairman of the council and as mayor during the absence or disability of the mayor.

Mayor Sears opened the floor for nominations for mayor pro tem.

Councilman Cobb was nominated and elected by acclamation.

Councilman Cobb will serve as mayor pro tem through the next Organizational Meeting, which will be held in December 2017 following the next municipal election.

7c. Organizational Meeting: Appointment of Holly Springs Representatives – Mayor Sears said that the Town Council is to appoint and/or reappoint representatives of Holly Springs to various board, commissions, committees and task forces.

He then reviewed a list of those who had expressed an interest in individual positions.

Mayor Sears reported that the terms on these agency representatives would expire at the next Organizational Meeting in 2017.

Nominations to the agencies were as follows:

- **Linda Hunt Williams** to the Triangle J Council of Governments Board with **Hank Dickson** as alternate.
- **Laura Holloman** to Triangle J Smart Growth Committee with the **senior planner (tbd)** as alternate.
- **Mayors Sears** to Transportation Advisory Committee of CAMPO with **Jimmy Cobb** as alternate.
- **Kendra Parrish** and **Aaron Levitt** to TCC of CAMPO.
- **Cheri Lee** to the Holly Springs Parks and Recreation Advisory Committee with **Hank Dickson** as alternate and Events Representative.
- **Jimmy Cobb** to the Holly Springs Technical Review Committee with **Tom O'Brien** as alternate.
- **Linda Hunt Williams, Cheri Lee** and **Hank Dickson** to the civic organization grant program committee.
- And **Pete Utley** to a Mayor's Special Committee on Bullying in Schools.

Action: The Council approved a motion to appoint the above-named officials to represent Holly Springs on area boards and commissions.

Motion By: Williams

Second By: Cobb

Vote: Unanimous.

7d. Town Council Meeting Calendar – Mayor Sears said while the Town Council meets at 7 p.m. the first and third Tuesday of each month, an official calendar of these meetings is adopted by the Town Council and filed each year in the Town Clerk's office for the public. By adopting an official schedule each calendar year, the Town Council also has the opportunity to consider in advance any conflicts the regular meeting schedule may have with events or holidays and make changes to times or dates accordingly.

This year, there appears to be one holiday event conflict. The Town of Holly Springs holds its annual Independence Day celebration on July 5. The mayor asked if the Council wanted to cancel the July 5 meeting to avoid a conflict with this event, and the Council agreed to do so.

Action: The Council approved a motion to adopt the Calendar Year 2016 regular meeting schedule with the cancellation of the July 5 meeting.

Motion By: Williams

Second By: Cobb

Vote: Unanimous.

8a. Town's Co-Working Space - Ms. Mizelle said a Request for Proposals for a co-working operator was issued Aug. 19 with a response due date of Oct.12. A committee consisting of Scott Manning, Executive Director of the Holly Springs Chamber of Commerce; and staff members Irena Krstanovic, Daniel Weeks, Jeff Wilson and Ms. Mizelle reviewed the proposal submitted by Jon Harol of Lighthouse Recruiting and held an interview with Mr. Harol on Nov. 2, 2015. She said staff has had subsequent discussions about the proposal with Mr. Harol and with Mr. Simmons and are recommending that staff enter into negotiations for lease terms for the soon-to-be-vacated Holly Springs Police Department building.

Ms. Mizelle introduced Mr. Harol to the Town Council at this time, and he provided an overview of his experience and business model.

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

9a. Minutes – The Council approved minutes of the Town Council's meeting held Nov. 17, 2015.

9b. Resolution 15-32 – The Council adopted Resolution 15-32 directing the town clerk to investigate the sufficiency of annexation petition A15-05 and setting a public hearing on the question of annexation for Tuesday, Dec. 15, 2015. *A copy of Resolution 15-32 is attached to these minutes.*

9c. Resolution 15-33 - The Council adopted Resolution 15-33 directing the town clerk to investigate the sufficiency of annexation petition A15-06 and setting a public hearing on the question of annexation for Tuesday, Dec. 15, 2015. *A copy of Resolution 15-33 is attached to these minutes.*

9d. Budget Amendment Report – The Council received monthly report of amendments to the FY 2015-16 budget approved by the town manager. *A copy of the budget amendment report is attached to these minutes.*

9e. Resolution 15-34 – The Council adopted Resolution 15-34 certifying the 2015 official zoning map. *A copy of Resolution 15-34 is attached to these minutes.*

9f. Fire Department New Vehicle – The Council authorized purchase of vehicle for the fire department.

9g. Comprehensive Fire Department Strategic Study – The Council approved to retain the consulting firm of Fitch and Associates for \$34,500 to complete a comprehensive fire department strategic study.

9h. Budget Amendment, \$26,055 – The Council adopted an amendment to the FY15-2016 budget in the amount of \$26,055 to cover costs of land acquisition. *A copy of the budget amendment is attached to these minutes.*

10a. Certified Site Contract – Ms. Krstanovic said staff issued a Request for Qualifications on Oct. 29 to 18 engineering firms to help the Town prepare studies required in the application process for a certified site for economic development. She said eight responses were received. A committee made up of staff members Elizabeth Goodson, Laura Holloman, Ms. Krstanovic and Jenny Mizelle reviewed the eight proposals and selected four firms to be interviewed. Interviews took place Nov. 23 and 24.

Ms. Krstanovic presented a summary of the process to the Town Council and requested authorization to enter into contract negotiations with Timmons Group. She noted that the cost of this work is kept in check by about half because so much work has been completed in-house. Ms. Krstanovic said Town Attorney John Schifano will review the contract, and it will be placed on the Dec. 15, 2015 Consent Agenda for the Council's action on the final draft

Action: The Council approved a motion to authorize staff to enter into contract negotiations with Timmons Group to assist the Town in preparing studies required in the application process for a certified site for economic development.

Motion by: Dickson

Second by: Lee
Vote: Unanimous.

10b. 15-DP-12, Sunset Ridge North Business Center, II – Mayor Sears explained that the applicant has requested that this question be tabled.

Action: The Council approved a motion to defer action on development plan 15-DP-12 for Sunset Ridge North Business Center II until Dec. 15, 2015 as requested by the applicant.

Motion by: Lee
Second by: Williams
Vote: Unanimous.

11. Other Business: None that resulted in action.

12. Manager's Report: Mr. Simmons reported on a number of events and programs, including a reminder of the public input meeting for the 540 southern loop route scheduled for 6 to 8 p.m. Dec. 6 at Holly Springs High School.

13. Closed Session: The Council approved a motion to enter into Closed Session, pursuant to North Carolina General Statute 143-318.11(a)(3) potential litigation and 143-318.11(a)(5) to discuss with the Town Attorney a matter of potential real estate acquisition from Bridgewater Land Resources LLC.

General Account – Closed Session Dec. 1, 2015

In Closed Session, the Town Council discussed with the town attorney the possibility of litigation with WalMart regarding the acquisition of property for the Main Street Extension project. He explained that the Town's taking from WalMart would be about 60,000 square feet or 1.5 acres. Appraisers have provided property appraisals on the fair market value of the land. The Council provided the town attorney with direction as to how to proceed.

Mr. Schifano then discussed the possibility of obtaining 32 acres near Bridgewater that is distressed and could be used as a park. The Council discussed various options for the property and decided to continue moving forward with trying to obtain it.

Action: The Council approved a motion to return to open session.

Motion by: Cobb
Second by: Lee
Vote: Unanimous.

-- End of General Account

14. Adjournment: There being no further business for the evening, the Dec. 1, 2015 meeting of the Holly Springs Town Council was adjourned following a motion by Councilman Cobb, a second by Councilman Dickson and a unanimous vote.

Respectfully Submitted on Tuesday, Jan. 5, 2016.

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... these minutes follow and are a part of the official record.