



**August 2, 2016**

## MINUTES

The Holly Springs Town Council met in regular session on Tuesday, August 2, 2016 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, Councilmen James Cobb, Tom O'Brien and Hank Dickson and Councilwomen Linda Hunt-Williams and Cheri Lee.

**Council Members Absent:** None.

**Staff Members Present:** Charles Simmons, town manager; Daniel Weeks, assistant town manager; Joni Powell, town clerk, (recording the minutes); Jeff Wilson, information technology director; Mary Hogan, finance director; Len Bradley, parks and recreation director; Adam Huffman, assistant parks and recreation director; Nicole Beasley of the parks and recreation department; Gina Clapp, planning and zoning director; Sean Ryan, planner; Beth Trautz, planning and zoning services administrator; Jessica Stygles, farmers market coordinator; Aaron Levitt, senior engineer; Leroy Smith, fire chief; Seann Byrd, water quality director; Irena Krstanovic, interim director of economic development; Tamara Ward, communications specialist, and Mark Andrews, public information officer.

**2 and 3.** The Pledge of Allegiance was recited, and the meeting opened with an invocation by Rev. Tom Newman of Sunrise Methodist Church.

**4. Agenda Adjustment:** The Aug. 2, 2016 meeting agenda was adopted with changes, if any, as listed below.

**Changes:** None.

**Motion by:** Cobb

**Second by:** Dickson

**Vote:** Unanimous

**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 comments were recorded: None.

**6a. U12 All-Stars State Baseball Championship Team** – Ms. Beasley said the 11-to-12-year-old all-star baseball team competed in the Statewide Athletic Committee (SWAC) state tournament July 21-24. The Holly Springs team finished as the state champions.

Mayor Sears recognized the team members and coaches with certificates.

**Action:** None.

**6b. Farmers Market Week Proclamation** – Ms. Clapp said the Town of Holly Springs Department of Planning & Zoning operates Holly Springs Farmers Market, which is celebrating its 10<sup>th</sup> anniversary season.

The farmers market started as an idea to invite residents to downtown, and each week an average 800 customers attend. Each market day, staff talks with many customers who say they

just moved to Holly Springs and want to know more about events and activities around Town - so even the town's newest residents are coming downtown Saturday mornings.

As of today (week 12), there have been more customers at the market than the entire season in 2010.

The week of Aug. 7 – 13, 2016 is National Farmers Market Week as designated by the United States Department of Agriculture. In support of Farmers Market Week, the staff of the Department of Planning & Zoning encourages all residents to come out to The Farmers Market to get the freshest and most nutritious produce, meat, eggs, baked goods, and artisanal foods each Saturday from May to mid-October.

She said on Saturday, Aug. 13, The Farmers Market will be celebrating this week-long event with customer appreciation drawings and special giveaways.

Ms. Clapp introduced the new Farmers Market Coordinator, Ms. Jessica Stygles, and recognize staff who have been instrumental in making the market such a success.

**Action:** None.

**Action:** At this time, the Council approved a motion to excuse Councilman O'Brien from the meeting since he is associated with the Suggly Sweater 5K Charity Run.

**Motion by:** Cobb

**Second by:** Dickson

**Vote:** Unanimous.

**7a. Suggly Sweater 5k Charity Run Fee Waiver –** Mr. Stephen McFadden and Jim Wasley presented details about the Suggly Sweater 5k event for this year and past years. They explained the run raises money to be given to charity, and the asked that the Town Council consider a waiver of the parks and recreation fees that would be required.

**Action:** The Council approved a motion to approve a waiver of Sugg Farm at Bass Lake Park fees for the Suggly Sweater 5k charity benefit run.

**Motion by:** Lee

**Second by:** Dickson

**Vote:** Unanimous

**Action:** The Council approved a motion to readmit Councilman O'Brien into the meeting.

**Motion by:** Dickson

**Second by:** Cobb

**Vote:** Unanimous.

**7b. 10-year anniversary of Novartis/Seqirus Site Selection –** Ms. Krstanovic provided a brief history of activities related to the July 18, 2006 announcement that Novartis Vaccine & Diagnostics would build their state of the art United States Flu Cell Culture facility in Holly Springs. The facility has been acquired by CSL and is now Seqirus. Ms. Krstanovic introduced Dr. John Anderson, vice president operations of Seqirus.

**Action:** None.

**8. 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 O'Brien and a unanimous vote. The following actions were affected:

**8a. Minutes –** The Council approved the minutes of the Council's regular meetings held June 21 and July 19, 2016.

**8b. Budget Amendment, \$200,000 –** The Council adopted an amendment to the FY 2016-2017 budget in the amount of \$200,000 to cover the cost of additional water purchases. *A copy of the budget amendment is attached to these minutes.*

8c. Utley Creek Expansion Project - The Council approved a \$45,000 contract with S&ME for inspections and materials testing services for the Utley Creek expansion project.

8d. 2016-2017 Fee Schedule Corrections - The Council approved corrections to fees to be incorporated in the 2016-2017 fee schedule.

8e. Resolution 16-24 – The Council adopted Resolution 16-24 declaring certain personal property surplus (equipment) to the needs of the Town. *A copy of Resolution 16-24 is attached to these minutes.*

8f. Resolution 16-25 – The Council adopted Resolution 16-25 declaring certain personal property surplus (vehicles) to the needs of the Town. *A copy of Resolution 16-25 is attached to these minutes.*

8g. Contract Change Orders Report – The Council received a report of contract change orders approved by the town manager.

At this time, Mr. Levitt addressed the Council to update everyone on major transportation projects. He said the Avent Ferry Road intersection improvement is on schedule and should be completed in October.

Construction end date for the Main Street extension project is September 2017.

Construction on both projects is restricted by contract to times other than morning and afternoon rush hours.

**9. Other Business:** Councilman Dickson brought up the subject of fee waivers that are requested for the use of the Town facilities, particular parks and recreation facilities.

He said he felt a policy with qualifying criteria for a fee waiver was in order, and, unless a request meets specified criteria, it should not be presented to Council.

Councilman Cobb agreed, adding that a budget line item be created to account for the Town's participation in certain events. The object would be to establish an annual limit on the number and amount of the waivers.

Councilman Dickson presented a list of criteria that he feels should be part of the policy so that these requests do not unnecessarily escalate. He stressed that requests should be based on merit and the benefit it will offer the town.

- Organizations must be Holly Springs based and 501c3 certified. Holly Springs based, meaning their physical corporate address needs to be in Holly Springs town limits.....not a PO Box.
- organizations under consideration shall only be volunteer based. No organizations which have paid staff.
- organizations under consideration must also provide some sort of reinvestment or dividend to the town such as funding for a project (i.e. Town playground) or offer a service back to the town (i.e. Kiwanis with holiday parade or HS Arts Council with their annual arts festival)
- if it is an organization located outside of Holly Springs, the only location available for waiver is NMAC and the event must guarantee "tourism grant points". The fee shall be paid by the organization and held in escrow until the points qualification is confirmed.
- Once the budget line item has been exhausted, then no more applications will be accepted.
- Overall, this needs to be an objective decision and should not be easily achievable by any organization.
- Waivers granted would be only for facility use.

**Action:** The Council agreed by motion that staff should draft a proposed policy on the granting of facility fee waivers and present it to the Council for consideration during the Sept. 6 meeting.

**Motion by:** Dickson

**Second by:** Cobb  
**Vote:** Unanimous.

**10. Manager's Report:** None that resulted in Council action.

**11. Closed Session:** None.

**12. Adjournment:** There being no further business for the evening, the August 2, 2016 meeting of the Holly Springs Town Council was adjourned.

Respectfully Submitted on Tuesday, Aug. 16, 2016.



*Joni Powell* \_\_\_\_\_

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minutes follow and are a part of the official record.