



Town of Holly Springs

Town Council Meeting Agenda Cover Sheet

Agenda Item #: 8d

Organizational Meeting

Title: Appointment of Holly Springs Representatives

Strategic Priority Area: Organizational Excellence

Staff Resource: Mayor Dick Sears

Action(s):

Nominations from Council, and elections of representatives to each of the following organizations/committees.

Explanation:

- A description of the organizations/committees is attached.
- After reading the descriptions and meeting schedules of the attached organizations/committees, *please advise Mayor Sears in advance of Tuesday evening if you would be interested in serving on any one or more of these boards and committees.*
- At Tuesday night's Council meeting, Mayor Sears will report to the Council as a whole the names of those who have expressed an interest in individual positions. Terms on these agencies expire at the next Organizational Meeting.

Most recent representatives were:

Committee or Board	Current Representative	Current Alternate
Triangle J Council of Gov't Board Member	Pete Villadsen	Cheri Lee
Transportation Advisory Committee of CAMPO	Mayor Sears	Christine Kelly
HS Parks & Rec Advisory Committee	Cheri Lee	Tom O'Brien
HS Technical Review Committee	Dan Berry	Tom O'Brien
Civic Nonprofit Grants Committee	Dan Berry, Peter Villadsen, Cheri Lee	
Transit Planning Advisory Committee	Tom O'Brien	
Tree Advisory Committee	Christine Kelly	

Background:

- At the Organizational Meeting, the Holly Springs Town Council appoints and/or reappoints governing body representatives of Holly Springs to various boards, commissions, committees and task forces.

Funding Source(s): N/A

Attachment(s): Descriptions of organizations and committees

Technical Review Committee

The Technical Review Committee (TRC) is comprised of the town manager, assistant town managers, director of planning & zoning, director of economic development, director of engineering, director of parks & recreation, a representative and alternate from the Town Council and a representative and alternate from the Planning Board. The TRC is responsible for the review and determination of approval or denial of non-gateway, non-residential projects. The TRC also aids in the review of proposed applications or petitions for development, and reviews and makes recommendations to Town Council on special studies and plans.

Staff members on the TRC have standing appointments with terms that do not expire. Town Council representatives on the TRC are appointed by the Town Council in odd-numbered years on the evening of the organizational meeting after the newly-elected Town Council is seated. Planning Board representatives on the TRC are appointed by the Planning Board each year at their annual organizational meeting in March.

Parks and Recreation Advisory Committee

The Parks and Recreation Advisory Committee is made up of nine members. This committee meets at 7:00 p.m. the second Thursday of each month in Town Hall. The meetings are open to the public. The Committee serves as an advisory committee to the Town and to the Parks & Recreation Department on relevant issues. The board also serves as a liaison between the Town and the citizens of Holly Springs and the surrounding area.

The Parks and Recreation Advisory Committee has, as an ex-officio non-voting member, a representative of the Holly Springs Town Council. Members are appointed, on a rotating schedule, each June to three-year terms by the Town Council. If a seat is vacated, a new member will be appointed to fill the remaining term of the vacating member. The Town Council ex-officio member is appointed by the Town Council in odd-numbered years on the evening of the organizational meeting after the newly-elected Town Council is seated.

Tree Advisory Committee

The Tree Advisory Committee is made up of 5 members who must reside within the Town Limits. However, at the Town Council's discretion, one member may live in the Extraterritorial Jurisdiction. This committee meets at 6:00 PM, the second Monday of every other month in the odd numbered months at Town Hall. The Committee has created subcommittees that meet at 6:00 pm the second Monday of every other month, on the even numbered months at the W. E. Hunt Recreation Center. The Committee serves to provide guidance and feedback to the Town Council to maintain Holly Springs in good standing with Tree City USA standards, planning an annual Arbor Day event, public information initiatives helping residents understand the importance and need for tree preservation and maintenance, and other matters involving urban forestry in the Town of Holly Springs.

Regular members are appointed by the Town Council, on a rotating schedule each June to three-year terms which begin in July. If a seat is vacated, a new member will be appointed to fill the remaining term of the vacating member. The Tree Advisory Committee may have, as ex-officio non-voting members as follows: a junior/young adult member, a representative of the Holly Springs Town Council, a representative of the Planning Board and/or a member of the Parks & Recreation Advisory Committee. The Junior/Young Adult member may be appointed each year with the annual TAC member appointments. The Town Council ex-officio member may be appointed by the Town Council in odd-numbered years on the evening of the organizational meeting after the newly-elected Town Council is seated. The Planning Board and Parks & Recreation Advisory Committee members may be appointed at their respective organizational meetings.

Triangle J Council of Governments

The Triangle J Council of Governments is a voluntary organization of municipal and county governments in North Carolina's Region J (Chatham, Durham, Johnston, Lee, Moore, Orange and Wake counties). It is one of 18 regional councils established in 1972 by the General Assembly.

The organization works to meet the region's needs in a wide range of areas, from land-use planning, economic development and emergency medical services support to environmental protection, programs for the aging and information services. The staff also provides a number of services to the member governments, including mapping and geographic information services, web page design and maintenance, drug and alcohol testing, and cable television regulation and franchising assistance.

The Triangle J Council of Governments' governing board of delegates consists of one delegate from each member governmental unit. Each local government selects a delegate and an alternate delegate from the elected members of its governing body.

Transportation Advisory Committee (TAC)

In 1993, the Town of Holly Springs entered into a Memorandum of Understanding to participate in the Capital Area Metropolitan Planning Organization Transportation Advisory Committee. The purpose and goals of the TAC are:

- To develop and direct a continuing, comprehensive transportation planning process carried on cooperatively by the State and local communities in concurrence with Federal guidelines.
- To advise the policy boards within the Capital Area Metropolitan Planning Organization on the status of needs identified through the continuing transportation planning process.
- To facilitate coordination and communication between policy boards and agencies represented on the TAC and the Technical Coordinating Committee (TCC).
- To facilitate coordination between the policy boards of the Capital Area Metropolitan Planning Organization and the North Carolina Board of Transportation.
- To assist the general public in understanding decisions and policies of the policy boards.
- To act as a forum for cooperative decision-making by elected officials of this metropolitan area in cooperation with the State, thereby serving as the basis for a cooperative planning process.

As specified in the Memorandum of Understanding (Agreement No.12-16-93), the Transportation Advisory Committee shall include as voting members: one member each from the Apex Town Board of Commissioners; the Cary Town Council; the Fuquay-Varina Town Board of Commissioners; the Garner Town Board of Aldermen; the Holly Springs Town Council; the Knightdale Town Council; the Morrisville Town Board of Commissioners; the Raleigh City Council; the Rolesville Town Board of Commissioners; the Wake Forest Town Board of Commissioners; the Wendell Town Board of Commissioners; the Zebulon Town Board of Commissioners; the Wake County Board of Commissioners; and the North Carolina Board of Transportation.

A representative of the U. S. Department of Transportation - Federal Highway Administration will serve as an advisory, non-voting member of the Transportation Advisory Committee.

The Town Council appoints a member and an alternate.

Civic Nonprofit Grants Sub-Committee

A committee consisting of two Councilmembers who will evaluate grant applications based on criteria scoring provided by Town staff. This committee will provide funding recommendations for applicants to be approved by Town Council. In each term this committee will be appointed by the Council during each organizational meeting following a municipal election, and the term of the committee members will run for two years. Meetings are at the convenience of the Committee, but must be publicized, per the Open Meetings law.

Transit Planning Advisory Committee

The Wake County Transit Planning Advisory Committee (TPAC), is a staff-level advisory committee comprised of agencies and local governments with jurisdiction in Wake County. The TPAC is charged with coordinating planning and implementation aspects of the Wake County Transit Plan and serving in a structured advisory role to the CAMPO Executive Board and GoTriangle Board of Trustees.