



February 7, 2012

## MINUTES

The Holly Springs Town Council met in regular session on Tuesday, Feb. 7, 2012 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 four council members were present as the meeting opened.

**Council Members Present:** Mayor Sears, Councilmen Jimmy Cobb and Tim Sack, Councilwomen Linda Hunt Williams and Cheri Lee.

**Council Members Absent:** Councilman Chet VanFossen.

**Staff Members Present:** Carl Dean, town manager; Chuck Simmons, assistant town manager; John Schifano, town attorney; Linda Harper, deputy town clerk; (recording the minutes); Drew Holland, finance director; Len Bradley, director of parks and recreation; Stephanie Sudano, director of engineering; Gina Clapp, director of planning and zoning; Jeff Wilson, information technology director; and Mark Andrews, public information officer.

**2 and 3.** The Pledge of Allegiance was recited, and the meeting opened with an invocation by Doug Parlin of the South Wake Baptist Church.

**4. Agenda Adjustment:** The Feb. 7, 2012 meeting agenda was adopted with changes, if any, as listed below.

**Motion By:** Sack

**Second By:** Williams

**Vote:** Unanimous

**Items moved after New Business Agenda:** Move agenda item 6a. Town's financial audit report to be heard after New Business agenda items.

**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:

Mike Ready of 132 Lacombe Court, said he was concerned about speeding vehicles on Stinson Avenue and neighborhood safety. He said that he met with the engineering department on site and discussed the possibility of adding additional speed humps on the newer section of Stinson Avenue toward Bass Lake Road. He said engineering completed a speed study that indicated 51% of the cars traveling Stinson Avenue exceeded the speed limit. Mr. Ready asked the Council for their support in finding a resolution for the speeding problem along Stinson Avenue.

Phil Matthews, 1901 Navan Lane, Garner, Wake County Commissioner, remarked on the good economic condition of both Holly Springs and Wake County. He said that he and the other commissioners of Wake County are working to promote economic growth in the County. He thanked the Council for allowing him to visit.

Hank Dickson, 504 Sandy Point Way, said that he was concerned about the distribution of the Community Agency Grants funds to the following: Fuquay-Varina Food Bank in the amount of \$1,000; Kraft Family YMCA, in the amount of \$500; Southern Wake Academy, in the amount of \$500 and Interact of Wake County in the amount of \$500. He said that he would prefer to see Holly Springs tax dollars stay within Holly Springs.

**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. Resolution 12-02 – The Council adopted Resolution 12-02 adopting the Wake County Analysis of Impediments to Fair Housing Choice Study to be used in implementation of the Town’s community development programs. *A copy of Resolution 12-07 is attached to these minutes.*

7b. Fire Station Contract Amendment– The Council approved to amend the Maurer Architecture fire station construction contract in an amount not to exceed \$24,460 and adopt budget amendment. *A copy of the budget amendment is attached to these minutes.*

7c. Fire Station Testing and Inspection Contract – The Council approved to amend the Falcon Engineering fire station testing and inspections contract in an amount not to exceed \$26,520 and adopt budget amendment. *A copy of the budget amendment is attached to these minutes.*

7d. FY 2011-12 Fee Schedule Amendment – The Council adopted an amendment to the FY 2011-12 fee schedule regarding farmers market vendor fees. *A copy of the 2011-12 fee schedule is attached to these minutes.*

7e. Avent Ferry Road Fire Station Easement – The Council approved to grant an easement to Progress Energy for the Avent Ferry Road fire station.

7f. Park and Recreation Policy Amendment – The Council approved to amend parks and recreation policies to cover picnic shelter rentals and reservations.

**8a. Paperless Agenda System**– Mr. Wilson explained at the Jan. 3 Town Council meeting that staff discussed the possibility of converting the Town Council agenda packet to a “paperless packet,” through the use of either laptops or electronic tablets. This delivery of information would replace Council member’s individual notebooks and reams of paper that are printed each month, this method would also be used for all regular and special meetings for which agenda packets are prepared.

He said the Council’s direction on Jan. 3 was for staff to further investigate the use of tablets and to provide Council with more information for this option. The use of laptops was ruled out due to cost and insufficient portability.

In follow-up, staff investigated two options for tablet devices. The Clerk’s office looked at other benefits and costs of paperless agenda packet systems.

He said staff extrapolated costs out over a four-year Council term in order to find the lowest common denominators for comparison between all the options. The bottom-line findings indicated tablets are the cheapest option, even over old-fashioned paper agendas.

After discussion all Council members were in consensus to move forward with a paperless agenda process and to provide Council members with iPad devices – along with all the applications that would be needed to make the iPads functional and cell phone data plan service contracts.

**9a. 2011-12 Community Agency Grants**– Councilman Cobb said the committee met to review the applications submitted for consideration in the 2011-2012 Community Agency Grants program. Application packets had been distributed to all groups who had requested them in October 2011.

He said the Council has received a total of 13 applications requesting \$23,900 in funding. There is \$15,000 available in that line item.

Councilwoman Williams asked Mr. Bradley about the Springs Dance Company request of waiving the Hunt Recreation Center rental fees.

Mr. Bradley said the Springs Dance Company is asking for waiving of W.E. Hunt Recreation Center rental fees as well as funding support from the town. He said that he did not have enough information to make an estimate of the waiver request.

After much discussion the Council Members were not in favor of waiving the facility rental fees and agreed they did not have enough information to make a decision on the Springs Dance Company grant request and to defer action until received more information.

Councilman Cobb and Councilwoman Williams reviewed the Southern Wake Academy and Fuquay-Varina Food Pantry request and how they serve Holly Springs' residents.

**Action:** The Council approved a motion to award Community Agency Grants to the following as recommended by the grant review committee of Councilman James Cobb and Councilwoman Williams with the exception of deferring action on the Springs Dance Company grant request for waiving of W. E. Hunt Recreation Center rental fees until receive more information:

Holly Springs Women's Club	\$ 500
F-V Emergency Food Pantry	\$1,000
HS Rotary Club	\$1,500
HSHS Band Boosters	\$1,000
HSHS PTSA	\$1,750
Golden Hawks Club, Inc.	\$1,750
Southern Wake Academy	\$ 500
HS Food Cupboard	\$2,350
Holly Springs Community Band	\$1,500
Kraft Family YMCA	\$ 500
Holly Grove Elementary ESPTA	\$1,750
Interact of Wake County	\$ 500
Springs Dance Company	<u>\$ 400</u>
Total:	\$15,000

**Motion By:** Williams

**Second By:** Sack

**Vote:** Unanimous

**9b. Board of Adjustment Appointments** – Ms. Clapp said at the Dec. 6 Town Council meeting, the Board of Adjustment (BOA) in-town alternate member Brian Woomer was appointed by the Town Council to fill a full three-year term as a regular in-town member with a term to end Dec. 31, 2014.

The Council filled the remaining year of Mr. Woomer's vacated alternate term by appointing applicant Burton Bailey.

At the January BOA organization and orientation meeting, Mr. Bailey was sworn in as an in-town alternate member; however, Mr. Woomer has advised that he cannot accept the regular member role and wishes to remain as an alternate.

Since Mr. Bailey already has accepted and been sworn in to fill Mr. Woomer's vacated alternate member term, there are no alternate terms available for Mr. Woomer to fill.

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The Council has two options:

1. Fill the in-town regular member vacancy that Mr. Woomer has declined by moving an in-town alternate member to the seat. This would create an in-town alternate vacancy to which the Council could appoint Mr. Woomer. Alternates are Baxter Walker, whose term would end Dec. 31, 2013, and Mr. Bailey, whose term would end Dec. 31, 2012.
2. Appoint another applicant as a regular member to fill the three-year term ending Dec. 31, 2014 and keep the alternate members as they are.

**Action:** The Council approved a motion to appoint Baxter Walker as an in-town regular member on the Board of Adjustment with a three-year term ending Dec. 31, 2014 and appoint Brian Woomer to an in-town alternate member on the Board of Adjustment with a term ending Dec. 31, 2013.

**Motion By:** Williams

**Second By:** Sack

**Vote:** Unanimous

**9c. Friendship Site Project** – Ms. Sudano said in support of the Economic Development Department's concentrated efforts to gain the State's requirements for certification of the Friendship site, this proposal is for completion of the required sewer design, permitting, and associated platting for the site. The proposal is with Withers and Ravenel, the design firm who completed design, permitting, and platting of a waterline and a portion of the sewer system to serve the Friendship site last year. The pump station location and force main discharge location were unknown at that time, but a decision has subsequently been made on these items in order to permit the sewer design and associated tasks to be completed.

Ms. Sudano said the proposed amendment is in the amount of \$200,000 and covers the design, permitting, environmental, platting, and geotechnical services for 11,000 linear feet of force main and a pump station.

**Action:** The Council approved a motion to approve amendment to Withers and Ravenel contract for sewer design, permitting, and associated platting for the Friendship site project and adopt budget amendment in the amount of \$200,000.

**Motion By:** Sack

**Second By:** Williams

**Vote:** Unanimous

*A copy of the budget amendment is attached to these minutes.*

This item was moved to be heard after new business agenda items during agenda adjustments.

**6a. Town's Audit Report** – Mr. Drew Holland presented to the Council the Town's financial statements for the fiscal year ending June 30, 2011.

Christopher K. Abbott, CPA, PA explained and reviewed with the Town Council his firm's findings after a review of the financial statements of the town's activities and record keeping.

All-in-all, Mr. Abbott said the Town was in good standing.

**Action:** The Council approved a motion to accept the findings contained in the report and management letter.

**Motion By:** Sack

**Second By:** Williams

**Vote:** Unanimous

*A copy of the Town's management letter is incorporated into these minutes as addendum pages.*

**10. Other Business:** Councilwoman Williams thanked town staff for the removal of a demolished trailer on Holly Springs Road.

Councilman Sack said he attend a Wake County Home Builders Association meeting was a good meeting. He said the main concerns were residential fees were the highest in Wake County. He said that the association would like to set-up a meeting with the town manager to discuss these fees.

He said the engineering department is working with cyclists and the Department of Transportation regarding superstreets and safe bike and pedestrian crossing of NC 55 bypass.

Councilman Sack said that he received a complaint about the noise level coming from My Way Traven late Saturday night and asked the town attorney regarding noise levels of a business mentioned in the Town Ordinance. Mr. Schifano said the current Town Ordinance does not address noise levels, only the hours of operation, therefore, My Way Traven is operating within their permit.

Mayor Sears said there is an article in the Cary magazine mentioning Holly Springs would be of interest. He said the stop light at Holly Springs Road and Main Street, the left turning lane light needs adjusting to give vehicles more time to turn left onto Main Street.

**11. Manager's Report:** Mr. Dean informed Council members of upcoming dates of interest. He thanked the finance department and other departments for the work on completing the report.

**12. Closed Session:** None

**13. Adjournment:** There being no further business for the evening, the Feb. 7, 2012 meeting of the Holly Springs Town Council was adjourned following a motion by Councilman Sack, second by Councilman Cobb and a unanimous vote.

Respectfully Submitted on Tuesday, March 6, 2012.



Linda R. Harper, MMC, Deputy Town Clerk

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

