



**January 3, 2012**

## **MINUTES**

The Holly Springs Town Council met in regular session on Tuesday, Jan. 3, 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 five council members were present as the meeting opened.

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

**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; Drew Holland, finance director; Len Bradley, director of parks and recreation; Gina Clapp, planning and zoning director; 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 Bishop Mark Savoldi of the Church of Jesus Christ of Latter Day Saints.

**4. Agenda Adjustment:** The Jan. 3, 2012 meeting agenda was adopted with changes, if any, as listed below.

**Motion By:** Sack

**Second By:** Cobb

**Vote:** Unanimous

**Items added to Consent Agenda:** Amendment to banking service contract with Crescent State Bank to change the compensating balance from \$725,000 to \$2,500,000.

**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: None.

**6. 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 VanFossen and a unanimous vote. The following actions were affected:

**6a. Minutes** – The Council approved minutes of the Council's regular meeting held Dec. 6, 2011.

**6b. Budget Amendment** – The Council adopted an amendment to the FY 2011-12 budget in the amount of \$12,000 to move funds to cover utility billing software training and software application for online lockbox payments. *A copy of the budget amendment is attached to these minutes.*

6c. Budget Amendment, \$47,400 – The Council adopted an amendment to the FY 2011-12 budget in the amount of \$47,400 to cover costs associated with a new fuel system for the Town and for fire truck repairs. *A copy of the budget amendment is attached to these minutes.*

6d. Budget Amendment, \$2,400 – The Council adopted an amendment to the FY 2011-12 budget in the amount of \$2,400 to cover the cost of repairs to the town hall clock. *A copy of the budget amendment is attached to these minutes.*

6e. Budget Amendment, \$12,000 – The Council adopted an amendment to the FY 2011-12 budget in the amount of \$12,000 to move funds to cover costs associated with the security camera system to be installed at the wastewater treatment plant. *A copy of the budget amendment is attached to these minutes.*

6f. Crescent State Bank Contract Amendment - The Council approved an amendment to the banking service contract with Crescent State Bank to change the compensating balance from \$725,000 to \$2,500,000.

**7a. Paperless Agenda System** – Ms. Powell said the Town has the technology and funds available to convert the Town Council agenda packet to a “paperless packet,” through the use of either laptops or electronic tablets. This delivery of information would replace individual notebooks and reams of paper that are printed each month, and it would be used for all regular and special meetings for which agenda packets are prepared.

She said besides providing a more modern and less cluttered experience for Council members, a paperless system also would provide a more seamless process in which the same information could be made available to the public via the Town’s Web site. Currently, we use two separate processes: print for the Council and Web site for the public.

If the Council is amenable to this proposed conversion, the the options would be individual laptop computers or tablets.

She said staff is leaning toward the tablet solution. Four advantages of tablets over laptops in the Council Chambers would be that they would lie flat on the table and not result in additional computer monitors between the Council members and the audience; they are cheaper; their batteries would last through a long Council meeting; and drawings, maps and images can be magnified by the user in order to see tiny details. Existing monitors on the desk would remain so that meeting presentation information can be provided; and the tablets would be used by members to access the agenda packet information, take notes, etc.

The Town has a policy of providing a stipend to Council members for high-speed internet. Because technology has advanced, the Town could save money by providing tablets and data service contracts instead. The tablets could be used by Council members anywhere there is wi-fi, but also anywhere else a Verizon cell phone signal is strong, using the data plan.

**Direction:** The Council asked staff to move forward with a paperless agenda process, providing Council members with tablet devices. The Council asked staff to provide more information on the tablet solution, such as cost savings over the current paper system and the advantages between the Ipad and Android models.

**7b. Boards and Committees Representatives** – Mayor Sears said on Dec. 6, the Town Council made appointments of Council members and staff to a number of area boards, task forces and committees. On Dec. 13, Mayor Sears distributed an email suggesting additional alternates to a number of the groups.

While the additional alternates are not required by the committees, it is expected that they all would be amenable to the additional alternate members.

In his email, Mayor Sears suggested the following:

- Councilman Jimmy Cobb as a second alternate to the Triangle J Council of Governments Board;

- Councilman Tim Sack as a second alternate to the Transportation Advisory Committee;
- Councilman Chet VanFossen as a first alternate and Councilwoman Cheri Lee as a second alternate to the Holly Springs Parks and Recreation Advisory Committee; and
- Councilman Tim Sack as a second alternate to the local Technical Review Committee.

Mayor Sears said that if the Council is in agreement, then a motion is in order, and the effected organizations will be notified of the roster changes.

**Action:** The Council approved a motion to appoint additional alternate members to represent Holly Springs on area boards and committees as submitted by Mayor Sears.

**Motion By:** Sack

**Second By:** Cobb

**Vote:** Unanimous

**7c. Annual Winter Retreat** – Ms. Powell said the Council traditionally plans to meet in a retreat setting during a weekend spanning Friday through Sunday in early March. Among Friday evening, Saturday and Sunday morning, the Council spends about 16 hours in work sessions.

She said this year, staff is suggesting a change in the schedule that would not reduce the work time and save costs. Staff suggests an all-day Friday retreat with staff members followed by an all-day Saturday retreat with only the management team. Everyone returns home Saturday evening.

This schedule would reduce the over-night accommodations and meals cost by half, and there still would be 16 hours of organized work session. Staff also thinks the more concentrated times would be more efficient and effective since the usual Friday evening and Sunday morning sessions often were held late or were rushed.

The cost savings would be about \$2,500.

She said staff has begun working on the big-picture type of issues that the Council will want to address during the retreat. Staff believes materials will be ready in time for a Friday and Saturday, March 2 and 3 meeting event at Mid-Pines/Pine Needles in Southern Pines. Pine Needles winter rates still would apply that weekend, and the resort is the most cost-effective retreat meeting place the Town has used.

Ms. Powell said late February dates also would be possible, but staff prefers the extra preparation time a March 2-3 retreat would provide.

The retreat, as with all meetings of the Town Council, will be open to the public to attend. Due to its length, the retreat will not be televised or video taped for the Web site.

**Action:** The Council approved a motion to set a special meeting, for the purpose of holding the Council's annual retreat, to convene at 9 a.m. Friday, March 2 and adjourn at or before 5 p.m. Saturday afternoon, March 3, 2012 at Mid-Pines / Pine Needles in Southern Pines.

**Motion By:** Sack

**Second By:** Cobb

**Vote:** Unanimous

**8. Other Business:** Councilwoman Williams asked about an abandoned mobile home on Holly Springs Road. It was determined that the structure is in Wake County's jurisdiction and Mr. Schifano will call them or the Town's code enforcement department will address..

**9. Manager's Report:** None.

**10. Closed Session:** None

**11. Adjournment:** There being no further business for the evening, the Jan. 3, 2012 meeting of the Holly Springs Town Council was adjourned following a motion by Councilman VanFossen, a second by Councilman Sack and a unanimous vote.

Respectfully Submitted on Tuesday, Feb. 21, 2012.



John Powell, MMC, Town Clerk

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

