



**May 7, 2018**

**MINUTES**

The Holly Springs Town Council met in a duly-called special meeting on Monday, May 7, 2018 in the Holleman Room of Holly Springs Town Hall, 128 S. Main Street. Mayor Sears presided, calling the meeting to order at 5:30 p.m. The purpose of this meeting was to deliberate on the role of the Holly Springs Parks and Recreation Advisory Committee.

**Council Members Present:** Mayor Sears, Councilmen Dan Berry, Tom O'Brien and Peter Villadsen and Councilwomen Cheri Lee and Christine Kelly.

**Staff Members Present:** Daniel Weeks, interim town manager; Joni Powell, town clerk (recording the minutes;) Adam Huffman, assistant parks and recreation director; and Lauren Martin, administrative specialist in the parks and recreation department.

**Others Present:** Holly Springs Parks and Recreation Advisory Committee members including Chairman Elizabeth Stone, Ken Cicora, Kevin Adams, Alice Reese and Gerry Martinez de Andino.

Mr. Huffman said the meeting was called at the request of Council members who expressed a desire to define and formalize the role of the Holly Springs Parks and Recreation Committee. He recounted the history of the committee and updated the Council on its most recent activities.

Mr. Huffman said members of the committee had expressed an interest in taking a more active and participatory role in issues involving the Town's parks and recreation programs, facilities and policies. He said he supports this interest. He added that since assuming leadership of the parks and recreation department upon the retirement of former director Len Bradley, Mr. Huffman has been steering the committee in that direction. He expressed confidence in the committee and noted how qualified and dedicated the members are.

The Council went through the creating ordinance line by line and suggested changes to reflect current conditions and/or direction by the Council.

In the first paragraphs of the ordinance, the membership structure of the committee is described, and Council discussed whether there should be any members from the extraterritorial jurisdiction (ETJ.) Currently, there is one ETJ member on the committee. The ordinance does not specify where members should live.

Council members discussed how many participants in the Town's parks and recreation programs live in the ETJ but also that residents pay taxes and should have a more representative say in the committee.

In the end, Council agreed that specifying that the Council *could* appoint an ETJ member – but no more than one – giving the Council the prerogative to do so but not *requiring* it to do so.

**Action:** The Council approved a motion to edit the ordinance to state that the Council "may appoint no more than 1 member from the Town's extraterritorial jurisdiction" to the Holly Springs Parks and Recreation Advisory Committee.

**Motion By:** Berry

**Second By:** O'Brien

**Vote:** Unanimous

On the ordinance reference to absenteeism and removal from service on the committee, Councilwoman Kelly asked what means did the Council have of removing a member of the committee, including due to absenteeism. She suggested that the parks committee follow the

same absenteeism rules as is followed by the Planning Board. That would translate into an ordinance amendment to add the following verbiage to the ordinance:

"Faithful attendance at the meetings of the Committee is a condition for continued membership on the Committee in order to maintain continuity and cohesion in the deliberation and recommendations of the committee. This attendance policy is intended to encourage regular attendance of its members. A member with a pattern of absenteeism or partial participation in regular or special meetings of the Committee may be removed from the Committee by the Town Council. In the event that a member is terminated from the Committee, the Town Council shall promptly appoint a new member to fill the remainder of the vacated term."

Council members also discussed how the annual orientation of the committee by staff should include coverage of the Town's Ethics Policy for Public Officials and the instruction to the committee that members are subject to all policies of the Town.

**Action:** The council approved a motion to amend the Parks and Recreation Advisory Committee ordinance to include a passage to mirror the absenteeism rules of the planning board and to require annual orientation of the committee to include coverage of the Town's ethics and other policies to which the committee members are subject.

**Motion By:** Kelly

**Second By:** Berry

**Vote:** Unanimous.

At this time, the Council continued a line by line review of the parks and recreation committee ordinance, noting changes to be included in a modified document using tracked changes. The draft modified ordinance is to be brought back to Council for review and approval. The following changes are to be made:

- delete the words "to seek and" in Section 2, bullet No. 3
- Under Officers, change sentence to "Officers shall be elected at the first meeting of the fiscal year and take office at the next regular meeting and following orientation."
- Under Meetings, delete "including an annual report"
- Under Meetings, delete "with the Town Manager" from discussion with sentence
- Under Meetings, add meeting will be held "generally monthly"
- Under Meetings, delete entire nominating committee paragraph
- Under Meetings, delete references to June.
- Add that the Holly Springs Parks and Recreation Committee will adhere to all policies of the Town

The Council did not venture into the discussion area of setting priorities for the committee. Members agreed that a separate workshop should be scheduled for this purpose in July.

Staff will take these suggestions, among others, and formulate a draft amended ordinance for Council review and approval on June 5.

**Adjournment:** There being no further business for the evening, the May 7, 2018 special meeting of the Holly Springs Town Council was adjourned.

lay, June 5, 2018.



Lori Powell \_\_\_\_\_  
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