



Oct. 9, 2018

## MINUTES

The Holly Springs Town Council met in a workshop session on Tuesday, Oct. 9, 2018 in the Holleman Room of Holly Springs Town Hall, 128 S. Main Street. Mayor Sears presided, calling the meeting to order at 6 p.m. A quorum was established as the mayor and five council members attended.

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

**Council Members Absent:** None

**Staff Members Present:** Randy Harrington, town manager; Daniel Weeks, assistant town manager; John Schifano, town attorney; Joni Powell, town clerk (recording the minutes); Mary Hogan, finance director; Kendra Parrish, engineering director and acting assistant town manager; Gina Clapp, planning director and staff members of the planning department.

**3. Tree City USA: Tree Board Update** - Ms. Clapp presented ideas and suggestions about the organization and set-up of a Tree Board. Based on feedback from the governing body, an ordinance establishing the tree board will be presented for adoption at a later date.

She explained that there has been Council's interest in elevating the importance of trees in the community through the Tree City USA designation.

The Tree City USA program requires a municipality to establish a tree board or department; adopt a tree care ordinance; allocate funds for a community forestry program; and carry out an Arbor Day observance.

The first item on the list, Ms. Clapp noted, was the creation of tree board. She asked Council for guidance in the purpose and membership structure of the tree board.

In discussion, the following consensus was formed:

- Board membership should be between 5 and 7 members;
- Additionally, there also could be a "junior" non-voting member from high school or college;
- The purpose of the board would be mostly education and potentially later to make recommendations to the Council regarding tree issues;
- Generally, the board would focus on trees, but eventually the board also could divide its time with historic preservation duties; and
- Initially, the board would be overseen by multiple Town departments, including Planning, Public Works and Parks and Recreation;
- The Board would meet monthly in the beginning and then quarterly once established.
- Next steps would be to create the tree board with an ordinance on or around Nov. 6; advertise for members and fill the board in November-December; and then start meetings in January.

**Action:** Council provided guidance to staff on desired Tree Board purpose and structure.

**4. Strategic Planning** – Mr. Harrington gave an overview of key strategic planning elements and outline optional process approaches for developing the Mayor and Council's new strategic plan.

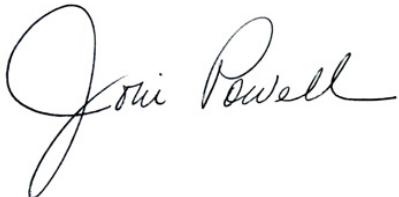
In discussion, Council consensus was that:

- A strategic plan provides base guiding principles for policy and resources decisions;
- Members prefer a Council-driven plan development process with community “check-in;” and
- The Mayor and Council would provide vision and priorities with opportunities for the community to chime in on final drafts;

**Direction:** Staff will prepare a strategic planning development process that fits the Council's input.

**5. Adjournment:** There being no further business for the evening, the Oct. 9, 2018 meeting of the Holly Springs Town Council was adjourned.

day, Nov. 6, 2018.



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Lori Powell

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

