

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: October 14, 2025

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

Motion to receive and accept the resident advisory board attendance reports for quarter three (3), which includes January through September, of calendar year 2025.

Approval Recommended?

Yes

Item Details

The Town of Apex has six (6) active resident advisory boards that are established to provide expert advice, guidance, and recommendations to the elected body on specific focus areas or identified Town priorities.

Each of the resident advisory boards are listed below:

- Culture and Arts Advisory Board (formerly Public Art Committee)
- Board of Adjustment (BOA)
- Environmental Advisory Board (EAB)
- Multimodal Transportation Advisory Board (formerly Transit Advisory Committee)
- Parks and Recreation Advisory Board (PRAB)
- Planning Board

During the June 24, 2025, Regular Town Council Meeting, the Town Council adopted the new Resident Advisory Board Administrative Policy which requires a quarterly report to the elected body on resident advisory board members attendance. In addition, the attendance section of this policy references the following:

- Missing three (3) consecutive meetings shall be cause for dismissal
- Missing twenty-five (25%) of meetings within a twelve (12) month period shall be cause for dismissal

Following the acceptance of this report, the Town Clerk shall send warning letters to the following individuals who have attended fifty percent (50%) or less of the meetings held in calendar year 2025 or members who have missed a significant number of meetings in calendar year 2025 thus far and identified to be "at risk" for removal.

Members identified below in **RED** have exceed the allowable number of absences and are recommended for removal based on the previously adopted administrative policy.

Resident Advisory Board	Member	Meetings Attended % YTD 2025	Notes
Board of Adjustment (BOA)*	NONE	N/A	N/A
Culture and Arts Advisory Board (CAAB)	Durham, Sean	57%	Missed 3 of 7 meetings held
Culture and Arts Advisory Board (CAAB)	Trawick, Lafayette	57%	Missed 3 of 7 meetings held
Environmental Advisory Board (EAB)	Adams, Patrick	63%	Missed 3 of 8 meetings held
Environmental Advisory Board (EAB)	Crowell, Sean	63%	Missed 3 of 8 meetings held
Environmental Advisory Board (EAB)	Schaaf, Katie*	50%	Missed 4 of 8 meetings held
Multimodal Transportation Advisory Board (MTAB)**	NONE	N/A	N/A
Parks and Recreation Advisory Board (PRAB)	Kanters, Michael	63%	Missed 3 of 8 meetings held
Planning Board	Mitchell, Preston	67%	Missed 3 of 9 meetings held

*EAB Board Member Katie Schaaf missed four (4) consecutive meetings.

*The Board of Adjustment (BOA) has designated alternate members who are not required to attend every meeting.

Attachments

- CN1-A1: Board of Adjustment Attendance Report 2025 - Quarter 3
- CN1-A2: Culture and Arts Advisory Board Attendance Report 2025 - Quarter 3
- CN1-A3: Environmental Advisory Board Attendance Report 2025 - Quarter 3
- CN1-A4: Multimodal Transportation Advisory Board Attendance Report 2025 - Quarter 3
- CN1-A5: Parks and Recreation Advisory Board Attendance Report 2025 - Quarter 3
- CN1-A6: Planning Board Attendance Report 2025 - Quarter 3

