



MINUTES

The Holly Springs Town Council met in regular session on Tuesday, May 18, 2021 in person and via video conferencing. Mayor Pro Tem Berry presided, calling the meeting to order at 7 p.m. A quorum was established as five Council members were present in the Chamber as the meeting opened.

Council Members Present: Mayor Pro Tem Dan Berry, Councilmen Peter Villadsen, Shaun McGrath and Aaron Wolff, and Councilwoman Christine Kelly.

Council Members absent: Mayor Sears.

Staff Members Present in Chambers: Randy Harrington, *Town Manager*; Daniel Weeks, *Assistant Town Manager*; Scott Chase, *Assistant Town Manager*; John Schifano, *Town Attorney*; Linda McKinney, *Town Clerk* (recording the minutes); Mark Andrews, *Communications and Marketing*; Jeff Wilson, *Director, IT*; Mathew Mutter, *IT*; LeeAnn Plumer, *Director, Parks and Recreation*; Matt Beard, *Parks and Recreation*; Cassie Hack, *Director, Communications and Marketing*; Cheryl Caines, *Development Services*; Aaron Levitt, *Utilities and Infrastructure*; Corey Petersohn, *Finance*; Kathy White, *Deputy Town Clerk*.

2. and 3. The Pledge of Allegiance was recited followed by an invocation by Pastor Jim Littleton of Holly Springs United Methodist Church.

4. Agenda Adjustment: The May 18, 2021 meeting agenda was adopted with changes, if any, as listed: remove item 12 for a future agenda.

Motion: Villadsen
Second: Wolff
Vote: Unanimous

Public Comment: At this time, an opportunity was provided for members of the audience who had registered to speak to address the Council, and the Clerk was asked for any written comments received prior to the meeting.

The following written comments were received: one comment thanking the Holly Springs Police for their kind, professional behavior during a traffic stop.

The following comments were received in person: none

Recognitions

5. Public Works Week

Scott Chase, Assistant Town Manager, said that May 16-22 is National Public Works Week, and the Town would like to take this time to recognize the Public Works staff. He said that over the past two years 6,869 linear feet and 35,384 square feet of concrete has been poured, including N. Main St. and Sunset Lake sidewalk projects, GoTriangle Bus stop, the Arbor Creek crossway, and The Block. They have repaired 538 sidewalk trip hazards and laid 160 tons of asphalt for road repairs. With more people working from home, Public Works staff has processed double the amount

of yard waste during the past year. They increased Fleet surplus revenue by nearly 2000% and the department projects fuel savings of 35% over previous years.

Kendra Parrish, Executive Director of Utilities and Infrastructure read the Proclamation declaring May 16 – 22nd to be Public Works Week in Holly Springs, and recognized those members of the Public Works Department who were present.

Requests and Communications

6. Tree Advisory Committee Annual Report

Cheryl Caines introduced Rachel Woods, Chairman of the Tree Advisory Committee. Ms. Woods gave an update of the activities of the Committee during 2021. She gave highlights of activities that correspond to the Committee's duties, including the Arbor Day event, Tree City USA, street tree replacement program, and assisting in recommendations regarding removal of diseased trees, tree maintenance, and preferred tree selection criteria. In addition, the Committee worked to inform and educate the general public on the importance of tree preservation and maintenance. She said that the Town hired an intern to do an inventory of the street trees and their health throughout town. This needs to be updated every five years, and the Committee is working on the best ways to use the data. She praised Ms. Caines for her work on maintaining Holly Springs' status as a Tree City USA.

Councilman Wolff said that it was a privilege to be the Council liaison to this Committee as they were the most passionate board. He praised Ms. Caines for her leadership from the staff side. Councilwoman Kelly applauded Ms. Woods for recognizing that this is a new, evolving program and being willing to evaluate and improve.

7. Sidewalk, Pedestrian Safety, and Traffic Calming Community Investments Update

Aaron Levitt, Utilities and Infrastructure, said the purpose of this item was to give Council an update on sidewalk, pedestrian safety, and traffic calming community investments. He said enhanced crosswalks have been completed at Bass Lake Road at the entrance to Bass Lake Park and Main Street at Rogers Rd. These were both constructed by Public Works. If residents would like to request an enhanced cross walk, they can contact the Town through the web page or by phone to get on the list. He showed where existing enhanced crosswalk signals are in town, and intersections that have been identified as future locations. He showed where sidewalks have been installed in town during this past fiscal year, including connections to greenways, and some potential future sidewalk projects.

Mr. Levitt identified three levels of traffic calming measures that the Town can employ. He explained how locations are identified and the process the public can use if they are aware of a problem location, and gave an update on how many requests have been received and escalated since the opening of the traffic calming portal.

Mr. Levitt said that the ADA Transition Plan Phase 1 has been completed, Main St. and Holly Springs Road. Phase 2 will look at facilities, such as Town Hall and parks. Once those are complete, staff will get recommendations for projects to improve accessibility around town.

MPT Berry asked if there were cost savings with Public Works doing the crosswalks. Mr. Levitt said there were significant savings. The last two crosswalks cost \$27,000 together compared to \$35,000 each for previous ones.

Councilwoman Kelly asked for clarification on requests that became petitions and what happened to the other requests. Mr. Levitt said some of the simple requests are completed immediately. If the request requires a level 2 or 3 intervention, they need to escalate to a petition. He said most of them have not gotten to that level. Councilwoman Kelly asked about the goal of a petition. Mr. Levitt said that there needs to be 75% approval on the affected area to move forward with a Level 2 or 3 project, so the petition is to get that information.

Councilman Wolff asked about radar signs he had seen around town and if they part of this program. Mr. Levitt said that Utilities and Infrastructure had not installed any yet, but the Holly Springs Police Department had post-mounted signs that have been installed around town.

Public Hearings

8. Fiscal Year 2021-2022 Budget

Randy Harrington, Town Manager, said the purpose of this hearing was to receive public feedback on the recommended Fiscal Year 2021-22 budget. He said that no one had signed up for comment on the hearing, and introduced Corey Petersohn, Finance. Mr. Petersohn recapped the highlights of this budget, including strong economic growth, investment in 38 new staff positions, no property tax rate change; a reduction in garbage and recycling fees, and a slight increase in water and sewer rates. He outlined the enhanced public safety response investments and said the total operating budget is just over \$73.6 million. He said the growth of full-time employees mirrors the population growth and is needed to continue to provide high-quality service to residents. He showed a short video where staff members from various departments explained how the budget requests would impact their ability to provide service to residents. He then said that next Tuesday, May 25th Council would hold their budget workshop at the Law Enforcement Center at 6:00 pm, and then plan to vote on adopting a budget at their June 1st meeting.

Mayor Pro Tem Berry opened the public hearing and the following input was received: Hank Dickson, via email prior to the meeting, requested a specific route for the greenway connection from Muses Mill Court to Ting Park and for the Town to reduce the donation to the Holly Springs Chamber of Commerce.

Mayor Pro Tem Berry asked if there was anyone who had not signed up who wished to speak. No one responded.

There being no further input, Mayor Pro Tem Berry closed the public hearing.

Consent Agenda

The Council passed a motion to approve all items on the Consent Agenda. The motion carried following a motion by Councilman Villadsen, a second by Councilman McGrath and a unanimous vote. The following actions were affected:

9. Minutes – The Council approved minutes of the Council business meeting held May 4, 2021 and the Council workshop meeting held May 11, 2021.

10. Monthly Budget Amendment Report – The Council received the monthly Budget Amendment Report.

A Copy of the budget amendment report is attached to these minutes.

11. Wake County Community Development Block Grant Cooperation Agreement Extension – The Council approved the automatic renewal of the Wake County Community Development Block Grant Cooperation Agreement for three years 2022 - 2024.

NEW BUSINESS

12. Collins Park Master Plan Amendment 15-MAS-03

This item was pulled from the agenda.

13. Memorial Gift Program Policy

LeeAnn Plumer, Director Parks and Recreation, said that requests to make memorial gifts to the Town have increased in recent years. The purpose of this policy would establish a Memorial Gift Program under which funds may be donated to the Town for the purchase and installation of items or features that enhance public spaces. Often these gifts are given in memory or honor of a person or event. A formal policy creates a consistent and equitable process for accepting donations or gifts, and provides a benefit to the Town's public spaces.

Ms. Plumer said the policy would allow acceptances of items, features, or donations. All items must reflect the character of the particular public place and enhance the appearance or use. Certain gifts may have a gift amount established as part of the Town's Fee Schedule. All gifts must be compatible with Town planning documents. A small plaque may be included, with Town approved language. The policy specifies that the gift then becomes Town property.

Action: Motion to adopt P-049, Memorial Gift Program Policy.

Motion by: Villadsen

Second by: Kelly

Vote: unanimous

14. NCDOT Municipal Agreement for Pedestrian Tunnel – Change Order

Aaron Levitt, Utilities and Infrastructure, said the purpose of this item was to consider approval of a supplemental agreement and budget for lighting the pedestrian tunnel under NC540. He showed the location of the tunnel near Sunset Lake Road. He said that Council approved the agreement for a pedestrian tunnel, which was for a lump sum payment of \$325,000. Staff assumed that lighting was a standard design practice for a pedestrian tunnel. Recently NCDOT informed them that it was not. Lighting is needed for safety. The cost for this change order is \$90,889, including design and construction. Funding includes \$40,000 contingency, already appropriated, and a transfer of \$50,889 from Parks and Recreation operating funds. The tunnel is 225 feet long, and this cost is consistent with other such projects.

Action: Motion to approve supplemental municipal agreement and budget amendment for the design and installation of lighting for the NC540 pedestrian tunnel in a lump sum payment amount of \$90,889.

Motion by: Kelly

Second by: Villadsen

Vote: unanimous

15. Parks and Recreation Advisory Committee Appointments

Linda McKinney, Town Clerk, said that there are three full term vacancies and one partial term vacancy on the Parks and Recreation Advisory Committee. The Clerk's office advertised the openings through the Town's website, through social media, and other means, and received 18 applications.

By ballot, the Councilmembers nominated as follows:

Berry: Scott Warner, Jason Ballard, Jody Carey & Len Lloyd

Villadsen: Scott Warner, Jason Ballard, Jody Carey, Len Lloyd

Kelly: Tony McDermott, Jody Carey, Sarah Larson, Dean Ness

McGrath: Scott Warner, Jason Ballard, Jody Carey, Len Lloyd

Wolff: Tony McDermott, Jody Carey, Sarah Larson, Dean Ness

Council discussed the large number of applicants and their qualifications, including applicants living west of 55 where the new park will be, and applicants who were active in the Holly Springs Run Club.

Action 1: Motion to appoint Jody Carey, Scott Warner, and Len Lloyd to the Holly Springs Parks and Recreation Advisory Committee for three-year terms ending June 30, 2024.

Motion by: Wolff

Second by: Villadsen

Vote: unanimous

Action 2: Motion to appoint Tony McDermott, to the Holly Springs Parks and Recreation Advisory Committee to fill a vacated term ending June 30, 2022.

Motion by: McGrath

Second by: Kelly

Vote: unanimous

16. Tree Advisory Committee Appointments

Linda McKinney, Town Clerk, said that there are two regular vacancies for three-year terms, and one junior member vacancy for a one-year term on the Tree Advisory Committee. The Clerk's office advertised the openings through the Town's website, through social media, and other means, and received 10 applications for the regular member positions, and three applications for the junior member position.

By ballot, the Councilmembers nominated as follows:

Berry: Mark Volger & Kelly Oten, regular members; Adam Orsak, junior member

Villadsen: Mark Volger & Kelly Oten, regular members; Anna Freeh, junior member

Kelly: Mark Volger & Kelly Oten, regular members; Adam Orsak, junior member

McGrath: Mark Volger & Kelly Oten, regular members; Adam Orsak, junior member

Wolff: Mark Volger & Kelly Oten, regular members; Adam Orsak, junior member

Council discussed how many qualified applicants there were for this Committee and appreciated the detail given on the applications. The two chosen applicants stood out for their qualifications. They appreciated the resumes and the extra color given to the applications.

Councilman McGrath said that he appreciates the Committee looking at the urban forest as an ecosystem, in partnership with citizens and businesses, not just leveraging Town dollars, but leveraging that entire ecosystem of that community. Having volunteers to help plant trees is wonderful, but we need to educate the public so that homeowners are invested in taking care of the trees and we do not end up with 49% of our trees in a decrepit state.

Action 1: Motion to appoint Mark Volger, and Kelly Oten to the Holly Springs Tree Advisory Committee for three-year terms ending June 30, 2024.

Motion by: Villadsen

Second by: McGrath

Vote: unanimous

Action 2: Motion to appoint Adam Orsak, as Junior Member to the Holly Springs Tree Advisory Committee to a one-year term ending June 30, 2022.

Motion by: Kelly

Second by: Wolff

Vote: unanimous

OTHER BUSINESS

Mayor Pro Tem Berry gave an update on the COVID numbers in our zip code, and thanked the Town Manager and Staff for the quick reaction to the Governor's Order last Friday. He said the Hurricane's game was well attended last night and it was heartening to see sports coming back.

Councilman Villadsen said that he enjoyed touring the Cass Hold Rd. property last week and he looks forward to it becoming a park. He also said it is a beautiful oasis in town and that the highest point in Holly Springs is on that property.

Councilwoman Kelly gave an update on the landfill committee, and said the County is committed to working with the Town regarding landfill odors. She said there was an LGBT Center event last night in Holly Springs and it was well attended by a cross section of businesses and residents. The LGBT Center is considering doing more roundtable discussions and more events in Holly Springs. There is an Autism Acceptance Day event this Saturday from 11-3 at the Law Enforcement Center.

Councilman Wolff thanked Matt and Kristi Griffith for offering the Pimiento Tea room for the LGBT Center event. If you have not been there, the food was amazing, the décor was worth the trip.

Councilman McGrath said it is budget season. It is interesting to see ongoing discussions about the American Rescue Plan, ARP, and how it will impact our budget. He thanked the Town Manager and staff for the judicious approach that allowed Holly Springs to weather this storm well, and he hopes that doesn't detract from our ability to get funds from the ARP. As well as seeing a potential offset for our body-worn camera program. He said the tunnel-portion of the NCDOT pedestrian tunnel was complete, and it is a great thing for that community and for North to South Connectivity. Finally, he reminded everyone to check in with friends and neighbors and make sure they're ok. We need to look out for each other.

MANAGER'S REPORT

Randy Harrington, Town Manager, said he had three updates and the first he would have the town attorney assist with. We've been operating under a series of emergency declarations for the past year. Currently the Town has a declaration that ties on to Wake County's declaration, which does not have any additional restrictions, but helps with administrative components like getting CARES Act funds and coordinating with the County. In light of improving conditions, the County is inclined to rescind their declaration. All the municipalities that are tied to the County declaration are inclined to agree. In light of us coming off the emergency declaration it impacts Council's electronic meeting policy. John Schifano, Town Attorney, said that the Governor's Order says that municipalities can have more restrictive policies than the state mandate. But when the County's declaration lifts, Holly Springs' will too. Council's Electronic Meetings policy says you can only have electronic meetings when there is a declared state of emergency. We have been meeting in person and transmitting live to the public. That does not make it an electronic meeting, so it could continue. It is only an electronic meeting if one of you is not here. If you were to be out of town and wanted to attend electronically, you could attend, but not participate. Quasi-judicial proceedings would need to take place live here as well.

Mr. Harrington said that the Communications and Marketing Team recently received two Excellence in Communications Awards from their professional organization, the NC City and County Communicators Association. They received First Place in the state for Citizen Participation for with the Holly Springs Elementary School Historic Marker project. The Town worked closely with members of the community to make sure this former school for black children was not lost to history. This months-long collaboration with former students and community members was capped with the unveiling of the marker last November. Congratulations to the group on that award. They also received 2nd place in the Most Creative with Least Dollars Spent for the Happy Holly Days Tree Trail project out at Ting. When COVID cancelled the holiday parade, the team pivoted and organized a safe holiday event well under the parade budget. Local organizations decorated nearly 90 Christmas trees on display around Ting Stadium, and the community came out over several days to enjoy the variety of free, creative, and COVID-sensitive festivities. He recognized Tamara Ward, Cassie Hack, and Mark Andrews for their work on that project.

Mr. Harrington invited Antwan Morrison, Finance Director, to share some good news about the Town's credit rating. Mr. Morrison said that April 23rd there were bond ratings meetings as part of the process for issuing bonds. Standard and Poor's (S&P), Moody's and Fitch are the three credit rating agencies. The Town received two ratings. S&P and Fitch rate from AAA down to D; Moody's rates from Aaa down to C. He explained the factors that went into the ratings. As of this morning, Holly Springs received upgrades from both the ones we tried for. Moody's upgraded us to AA1 and

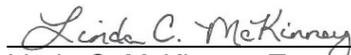
S&P to AAA. He firmly believes, based on guidance received, the Town can get the Moody's up to AAA next time. He gave the reasons we were upgraded and said that Council's actions were key in receiving these ratings. He said the bond issue will be in early June and he thinks they will be at 1.5% or 1.6% interest, which is very low. It is a credit to strong financial structure and having the AAA and AA1 bond ratings.

Mr. Harrington thanked Mr. Morrison, Town staff, and Council's leadership. These changes don't happen overnight and the Town has been working in this direction over many years as a result of strong decisions by Council. This translates to the lowest cost for our residents and allows us to take on other projects down the road.

CLOSED SESSION: none.

Adjournment: Councilman McGrath made a motion to adjourn at 8:20 pm. It was seconded by Councilwoman Kelly and passed with a unanimous vote.

Respectfully Submitted on Tuesday, June 1, 2021.



Linda C. McKinney, Town Clerk

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