



Holly Springs Town Council  
Regular Meeting

**July 3, 2012**

**MINUTES**

The Holly Springs Town Council met in regular session on Tuesday, July 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 and Tim Sack and Councilwomen Cheri Lee and Linda Hunt Williams.

**Council Members Absent:** None.

**Staff Members Present:** Carl Dean, town manager; Chuck Simmons, assistant town manager; John Schifano, town attorney; Linda Harper, deputy town clerk; (recording the minutes); Gina Clapp, director of planning and zoning; Mark Andrews, public information officer; Drew Holland, finance director; Jenny Mizelle, director of economic development; Len Bradley, director of parks and recreation; Jeff Wilson, information technology director; Kendra Parrish, senior engineer; Erika Phillips, human resources director and Daniel Weeks, project analyst.

**2 and 3.** The Pledge of Allegiance was recited, and the meeting opened with no invocation.

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

**Motion By:** Sack

**Second By:** VanFossen

**Vote:** Unanimous

**Items added to Agenda:** None.

**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 except item 6d. on the Consent Agenda. The motion carried following a motion by Councilman Sack, with a correction to the April 30, 2012 minutes to indicate Mayor Sears as being present at the meeting, and second by Councilman VanFossen and a unanimous vote. The following actions were affected:

**6a. Minutes** - The Council approved minutes of the Council's regular and special meetings held April 30, May 15, and May 21, 2012.

**6b. Budget Amendment Report** - The Council received a monthly report of amendments to the FY 2011-12 budget approved by the town manager. *A copy of the budget amendment report is attached to these minutes.*

**6c. Avent Ferry Road Change Order Report** - The Council received a report of construction contract change orders in the Avent Ferry Road fire station project approved by the town manager.

**6d. Wellness Incentive Program** - This agenda item was removed from the consent agenda for discussion.

**6e. Main Street Extension Project** - The Council adopted an amendment to the Main Street Extension project fund in the amount of \$24,021 and enter a supplemental agreement with Kimley-Horne and Associates for additional public information work. *A copy of budget amendments are attached to these minutes.*

6f. East Side Sewer Survey Contract - The Council approved a supplement to the Diehl and Phillips agreement to update the east side sewer survey.

6g. Budget Amendment, \$120,000 - The Council adopted an amendment to the FY 2012-13 budget in the amount of \$120,000 to correctly align Public Safety Answering Point 911 revenues and expenditures in the new budget. *A copy of the budget amendment is attached to these minutes.*

6h. Ballenridge Outfall Change Order - The Council adopted an amendment to the project fund and approve a contract change order in the amount of \$13,766 for additional work in the Ballenridge Outfall Project. *A copy of the budget amendment is attached to these minutes.*

6i. Audit Contract - The Council approved to enter into a contract with Christopher K. Abbot, CPA, PA in an amount not to exceed \$33,190 for auditing services of the Town's FY 2011-12 financial records .

**6d. Wellness Incentive Program** - Ms. Phillips said the wellness incentive program provides employees compensatory time for an annual health physical. She gave a brief history of the incentive health program and it's participates for the last budget year.

She said the incentive program was beneficial to the employees, as well as, the employer, it reduced the number of emergency room visits from the previous year by 2 1/2 times, which decrease the insurance premiums for this year.

Ms. Phillips said BlueCross and Blue Shield has a Healthy Outcome program that the Town will be utilizing for its employees for annual routine physicals and would lower the cost of insurance for the Town for the next budget year.

She said the Town offers employees several other health programs, such as, health risk assessment, annual physical exam, and the biggest loser and lunch and learn sessions, health fair and health screenings, and the HRA program.

Councilman Sack asked the cost for an annual routine physical to the employee. Ms. Phillips said there's no cost to the employees.

Councilman Sack said that he would like to see 100% employee presentation in the employee incentive program.

**Action:** The Council approved a motion to approve a wellness incentive providing employees compensatory time for annual health physicals for another year.

**Motion By:** Williams

**Second By:** Cobb

**Vote:** Unanimous

**7a. Main Street Property Exchange** - Mr. Schifano said that the Town owns an approximate 1.16-acre tract of land located at 127 N. Main Street. Sand10 Properties Inc. owns a .57-acre tract located diagonally across from the town property at 200 N. Main Street. The parties propose an even trade of the properties to provide the company located on the parcel, Bateman Civil Survey Company, sufficient land to develop a 14,000 +/- square foot building to house their offices and provide space for other companies who have stated their intentions to relocate to the Village District.

He said town staff has submitted an application for \$200,000 in grant funds from the NC Department of Commerce Main Street Solutions Fund directly related to this proposed property exchange. The purpose of the grant is to support innovative solutions to small business challenges and is **open only to public-private partnerships**.

Our application is for funds to support the design and installation of a regional storm water system in the Village District that will serve this property and other parcels in the vicinity thereby reducing the time and expense for private sector development in this area. We expect a decision by the end of July 2012.

Mr. Schifano said that both properties was apprasied.

**Action:** The Council approved a motion to adopt Resolution 12-12 authorizing the even exchange of properties located on Main Street.

**Motion By:** Sack

**Second By:** Cobb

**Vote:** Unanimous

*A copy of Resolution 12-12 is attached to these minutes.*

**7b. Avent Ferry Road Improvements** - Ms. Parrish said that the engineering department secured a federal grant for the design of Avent Ferry Road from the NC 55 bypass to Cass Holt Road. This request is to approve the municipal inter-local agreement. The grant is an 80/20 participation. The NCDOT share

is \$144,000, and the Town's portion would be \$36,000.

Mr. Dean said that there may be future road improvements on Avent Ferry Road as development occurs, but this request is for the design of road improvements beginning at NC 55 bypass to Cass Holt Road.

**Action:** The Council approved a motion to adopt Resolution 12-13 entering inter-local agreement with North Carolina Department of Transportation to receive federal highway administration funding for the design of improvements to Avent Ferry Road. (80% NCDOT \$144,000, 20% Town \$36,000 equals \$180,000 total.)

**Motion By:** Sack

**Second By:** Lee

**Vote:** Unanimous

*A copy of Resolution 12-13 is attached to these minutes.*

**7c. Main Street Extension Project** - Ms. Parrish explained that the engineering department secured a federal grant in the amount of \$800,000 (80% NCDOT \$640,000, 20% Town \$160,000) for the initial environmental planning process for a new roadway connection between Piney Grove-Wilbon Road and Ralph Stephens Road. Since fall of 2011, the Town and Kimley-Horn and Associates have been working on developing several alternative alignments for the roadway, stepping through the required National Environmental Protection Act (NEPA) process guidelines.

She said a public kick-off meeting was held in December to gain comments, and again in April to gather input on the two final alignment options. There was great turn-out at the meetings, and a lot of good participation. NCDOT, the Capital Area Metropolitan Planning Organization (CAMPO), and Town staff then convened to go through comments and the short- and long-term design considerations. Option 2 was selected by all as the more desirable option.

She said the next steps for this project are to prepare 25% design plans for the Option 2 alignment, and to complete the Categorical Exclusion (CE) document for same by October of this year. This will conclude the environmental analysis stage of the roadway project.

Ms. Parrish reviewed the two options/alignments that were developed and considered throughout this NEPA process. She briefly presented the pro/con information for each of them.

She said staff has obtained an additional federal grant to begin the next phase of this project, which is to complete the final design, permitting, and right of way acquisition. This work will begin after October of this year.

There was discussion about traffic light locations for option 2. Ms. Parrish said there would be a traffic study completed to determine final placement of traffic lights.

**Action:** The Council approved a motion to endorse the Option 2 alignment for Main Street Extension.

**Motion By:** Sack

**Second By:** Cobb

**Vote:** Unanimous

**7d. Sidewalk Capital Improvement Plan** - Ms. Parrish said that in 2004, staff created a sidewalk capital improvement plan (CIP,) which was used as a list for completion of important segments of sidewalk as the funds were allocated. Most of those projects have been completed from the 2004 list.

The recently-completed Comprehensive Transportation Plan outlined where there is existing sidewalk and where the most needed sections in Town remain.

She said staff assembled the list of projects and assigned an objective criteria ranking to formulate the sidewalk CIP list. She reviewed the list of projects and a map. The plan is to work through this list as funds become available. In some cases, as parameters change - such as development in close vicinity or key easement pieces become available - projects may shift in order. However, this will be a guide for use among staff and Council.

**Action:** The Council approved a motion to endorse the sidewalk CIP priority list.

**Motion By:** Vanfossen

**Second By:** Cobb

**Vote:** Unanimous

**7e. West Holly Springs Road Sidewalk Project**- Ms. Parrish said that staff has started working on the design of approximately 4,600 feet of the West Holly Springs Road Sidewalk project from Main Street to NC 55 Bypass - to be located along the north side of West Holly Springs Road.

She said this request is to consider a contract for survey work to be completed for sidewalk design and all easement and plat needs for 36 parcels.

**Action:** The Council approved a motion to adopt a budget amendment to use street reserves to fund the project and to retain Mauldin-Watkins Surveying for \$33,200 in the West Holly Springs Road sidewalk project.

**Motion By:** Vanfossen

**Second By:** Williams

**Vote:** Unanimous

*A copy of a budget amendments are attached to these minutes.*

**7f. Sunset Lake Road Sidewalk Project** - Ms. Parrish said that staff has started working on the design of approximately 3,000 feet of the Sunset Lake Road sidewalk project from Holly Springs Road to Sunset Fairways.

She said this request is to consider a contract for survey work to be completed for sidewalk design. The number of parcels is not yet determined because it has not yet been determined on which side of the road the sidewalk will go. Staff will come back before Town Council with an additional easement map contract at a later time.

Councilwoman Williams recommends staff consider extending the sidewalk further down Sunset Lake Road, from Holly Springs Road to Kenmont Drive. Ms. Parrish said that could be considered.

**Action:** The Council approved a motion to adopt a budget amendment to use street reserves to fund the project and to retain Mauldin-Watkins Surveying for \$13,000 in the Sunset Lake Road sidewalk project.

**Motion By:** Williams

**Second By:** Cobb

**Vote:** Unanimous

*A copy of a budget amendments are attached to these minutes.*

**7g. Set Special Planning Workshop** - Ms. Clapp said at the council's winter retreat, staff presented information on multi-family development in Town. As a result of the presentation, the council requested that planning and zoning staff further evaluate the Town's comprehensive plan in regard to the preferred locations for high-density residential development and to evaluate the Town's Unified Development Ordinance to propose modifications that would encourage higher density multi-family projects in a few select locations to reduce the potential of a large number of sprawling apartment complexes throughout Town.

She said staff has completed its evaluation and is ready to have a workshop to discuss some proposals regarding multi-family residential development regulations.

She said staff would like to have this meeting the week of July 16.

We would recommend a minimum of two hours be set aside to allow for presentation, discussion and next steps. We also would recommend that the planning board be invited to attend so that members will have an opportunity to hear the concerns of the Town Council as well as the various discussions that may arise.

We plan to move these amendments forward to the planning board at its meeting July 24. From there, the amendments would come back to Town Council for public hearing and adoption Aug. 21.

**Action:** The Council approved a motion to set a special meeting planning workshop for July 17, 2012 at 5 - 7 p.m. , in Holleman room to discuss amendments to the Holly Springs Comprehensive Plan and Unified Development Ordinance in regard to multi-family residential development.

**Motion By:** Sack

**Second By:** Cobb

**Vote:** Unanimous

**7h. Vehicles and Equipment Financing** - Mr. Holland said staff is considering the financing of some of the Town's existing financing of Town vehicles and equipment. He said the proposals for this financing went out to six area banks, and proposals will be opened Friday, June 29. He said this loan would be for \$704,550 and would finance the following: five police cars @ \$190,000; a police truck @ \$ 30,000; a fire rescue truck @ \$284,550; a leaf vacuum truck @ \$150,000; and a dump truck @ \$50,000.

It is anticipated that financing these existing loans at lower rates will save the Town some money.

**Action:** The Council approved a motion to authorize staff to enter into a four-year financing agreement with PNC Bank at an annual interest rate of 1.39 % for vehicles and equipment.

**Motion By:** Sack  
**Second By:** Williams  
**Vote:** Unanimous

**8. Other Business:** Councilman Sack commented that the traffic light at Linksland Drive is working again and thanked Lieutenant Parrish for being proactive.

Councilwoman Lee asked if the I-540 exchange at NC Hwy. 55 will be design as other exchanges. Ms. Parrish said that the I-540 exchange at NC Bypass 55 will have similar designs as other I-540 exchanges.

**9. Manager's Report:** Mr. Dean said that the Dan Cathey meeting held at the Holly Springs High School on June 20, from 11:00 a.m. - 1:30 p.m. was a success. He also reported the Northwest Area Plan open house was held June 20 from 3:30 p.m. - 7:30 p.m. held in the Holleman room had a good turn-out.

Mr. Bradley reported that last weekend were three sports tournaments, and Holly Springs will be hosting four additional tournaments in July, including girls softball, statewide conference for the 12 and under, and Babe Ruth tournament.

He invited the Council Members to attend the July 5<sup>th</sup> Independence Day celebration at Womble Park, beginning at 6:00 p.m. and ending with fireworks at 9:15 p.m.

Mr. Dean said there is one additional item of business for the Council to consider. He said several meetings ago the Town approved to purchase the Tate Sanders property to finish the connection to Bass Lake Park. He said this request is to consider authorizing the Town to demolish the old structure located on the former Tate Sanders property.

**Action:** The Council approved a motion to authorize the Town to demolish the old structure located on the former Tate Sanders property.

**Motion By:** VanFossen  
**Second By:** Williams  
**Vote:** Unanimous

**10. Closed Session:** The Council approved a motion to enter Closed Session, pursuant to General Statute 143-318.11(a)(5) to discuss the acquisition of real property located between G.B. Alford Hwy. and Main Street and acquisition of property located along U.S. Hwy. 1.

**Motion By:** Sack  
**Second By:** Cobb  
**Vote:** Unanimous

General Account of Closed Session - July 3, 2012

In general, the Council discussed the potential purchase of real property located between G. B. Alford Hwy. and Main Street and possible land uses for the Town's economic development and parks and recreation departments. Council members gave staff direction how to proceed with the purchase of real property located at G. B. Alford Hwy. and Main Street.

Mr. Dean reviewed with the Council members the potential for development near the Duke/Progress Energy property near U.S. Hwy. 1, and the council discussed how this is related to a previously-approved memorandum of understanding for business park development with landowners in the area. Given the proximity of this area to the proposed annexation line with Apex, council gave the town manager direction how to proceed with the memorandum of understanding with the landowner.

The Council approved a motion to return to open session. The motion was made by Councilman Sack and seconded by Councilman Cobb, and the vote was unanimous.

-- **End of General Account**

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

Respectfully Submitted on Tuesday, Aug. 7, 2012.

*Linda R. Harper*



---

Linda Harper, MMC, Deputy Town Clerk  
Addenda pages as referenced in these minutes follow and are a part of the official record.