



Holly Springs Town Council  
Regular Meeting

**May 17, 2016**

**MINUTES**

The Holly Springs Town Council met in regular session on Tuesday, May 17, 2016 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 four council members were present as the meeting opened.

**Council Members Present:** Mayor Sears, Councilmen James Cobb, Tom O'Brien and Hank Dickson and Councilwomen Linda Hunt-Williams and Cheri Lee.

**Council Members Absent:** None.

**Staff Members Present:** Charles Simmons, town manager; Daniel Weeks, assistant town manager; John Schifano, town attorney; Joni Powell, town clerk, (recording the minutes); Mary Hogan, finance director; Patty Dressen, senior accountant; Jeff Wilson, information technology director; Erika Phillips, human resources director; Len Bradley, parks and recreation director; Adam Huffman, assistant parks and recreation director; Gina Clapp, planning and zoning director; Luncie McNeil, public works director; Wayne Wilhelm, public works supervisor; Leroy Smith, fire chief; John Herring, police chief; Mike Patterson, police captain; Aaron Levitt, senior engineer; Elizabeth Goodson, development review engineer; Dirk Siebenbrodt, project engineer; Seann Byrd, water quality director; Tamara Ward, communications specialist; and Mark Andrews, public information officer.

**2 and 3.** The Pledge of Allegiance was recited, and the meeting opened with an invocation by Rev. Doug Parlin of South Wake Baptist Church.

**4. Agenda Adjustment:** The May 17, 2016 meeting agenda was adopted with changes, if any, as listed below.

**Changes:** None.

**Motion by:** Cobb

**Second by:** Dickson

**Vote:** Unanimous

**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 residents offered comments expressing anger and disbelief that the Town would remove floral tributes at the Holly Springs Cemetery. They all experienced the removal of flowers, and they all said the cemetery policy on saddle arrangements on headstones should be changed to allow this common floral design.

Comments were received from: Gerald Holleman, 5625 Easton Street; Terry Utley, 717 Bass Lake Road; and Debbie Wall, 113 Gremar Drive.

**6a. Lupus Awareness Month –** Mayor Sears joined young resident Amanda Bailey and the Lupus Foundation of America in urging the public to get to Know Lupus and join the nationwide effort to raise awareness and funds to create a future with no lupus.

Research shows that nearly two-thirds of the public knows little or nothing about lupus beyond the name. Lupus symptoms can be severe and highly unpredictable and can damage any

organ or tissue, from the skin or joints to the heart or kidneys. Common symptoms include fatigue, headaches, painful or swollen joints, fever, and anemia.

"Increasing public awareness and understanding of lupus is critical to expanding resources and funding for lupus research, and ultimately ending the devastating impact of this disease," Sandra C. Raymond, President and CEO of the Lupus Foundation of America. "We can't do it alone. We need everyone to KNOW LUPUS so we can create a future with NO LUPUS."

Lupus Awareness Month provides people across the country with the opportunity to unite and raise awareness of this misunderstood disease.

**Action:** None.

**7a. Public Hearing: Continue Annexation Ordinance A15-05** – Ms. Clapp said the Town received a petition for voluntary annexation of approximately 47.5 +/- acres located along Grigsby Avenue. The property owner is Betty S. Waller, Trustee Howard Odell Strother Trust, and the property is contiguous with city limits.

The petition meets all the statutory requirements for annexations.

The public hearing on the question of annexation was opened Dec. 15 when no comments were offered for or against the application. The public hearing remains open, and the petitioner requested that action be deferred until a later date. With this agenda, the public hearing will resume with action to further continue the public hearing to July 19.

**Action:** The Council approved a motion to continue the public hearing on Annexation Ordinance A15-05 to resume on July 19, 2016.

**Motion by:** Williams

**Second by:** Cobb

**Vote:** Unanimous

**8. Consent Agenda:** The Council approved a motion to approve all items on the Consent Agenda. The motion carried following a motion by Councilman Cobb, a second by Councilman O'Brien and a unanimous vote. The following actions were affected:

8a. Minutes – The Council approved the minutes of the Council's regular meeting May 3, 2016.

8b. Budget Report – The Council received report of budget amendments approved by the town manager. *A copy of the budget amendments is attached to these minutes.*

8c. Engineering Department Personnel Study - The Council approved to retain the services of Fitch & Associates and approve funding in the amount of \$24,500 for a study of the engineering department.

8d. Fire Station No. 1 Repairs – The Council approved contract with Chasen Concrete for \$17,452 for concrete repair work at Fire Station No. 1.

8e. Law Enforcement Center HVAC System Contract – The Council approved to enter into a three-year contract with Piedmont Service Group for the maintenance of the HVAC system at the Law Enforcement Center.

8f. North Main Athletic Complex HVAC System Contract – The Council approved to enter into a three-year contract with Piedmont Service Group for the maintenance of the HVAC system at North Main Athletic Complex.

8g. Ting Contract Agreement – The Council approved to enter various operational agreements with Ting.

8h. 12 Oaks Force Main Repairs – The Council adopted an amendment to the FY 2015-16 budget for 12 Oaks Force Main repairs. *A copy of budget amendment is attached to these minutes.*

8i. Kruger Inc. Contract – The Council approved to retain Kruger Inc. for pump station odor control for 13 Months.

8j. Budget Amendment \$100,000 – The Council adopted an amendment to the FY 2015-16 budget in the amount of \$100,000 from sewer reserves to cover the cost of additional odor control chemicals. *A copy of budget amendment is attached to these minutes.*

8k. Budget Amendment, \$56,000 – The Council adopted an amendment to the FY 2015-16 budget in the amount of \$56,000 to cover the cost of repaving Treatment Plant Road. *A copy of budget amendment is attached to these minutes.*

8l. Resolution 16-12 - The Council adopted Resolution 16-12 to request addition to local bills. *A copy of Resolution 16-12 is attached to these minutes.*

8m. Resolution 16-13 - The Council adopted Resolution 16-13 declaring property surplus to the needs of the Town. *A copy of Resolution 16-13 is attached to these minutes.*

**9a. Stinson Ave. “No Parking” Zone** – Mr. Brandon Cline addressed the Council along with Ms. Mellisa Dallaire. Mr. Cline said at Council’s May 3 meeting, they addressed the Council to say that they and many of their neighbors in Chelsea Woods subdivision are opposed to the No Parking zone recently established on Stinson Avenue.

Staff had brought the No Parking zone forward after receiving questions and complaints about the on-street parking that was allowed along Stinson Avenue. This parking included on at least one occasion a semi-tractor with trailer and a boat.

Residents of Chelsea Woods said their subdivision covenants prohibit parking on the streets within Chelsea Woods, and most of the lots in the subdivision are small with small driveways. A few years ago, the homeowner’s association directed residents to use one side of Stinson Avenue for overflow parking rather than parking on driveways that are too short for more than one car, causing sidewalks to be blocked.

The new No Parking zone established on Stinson has caused residents of the subdivision to have to park their cars in their yards.

Chelsea Woods residents ask that the Council consider removing the No Parking zone.

In discussion, the Council realized the plight described by the residents but acknowledged that maybe not all residents felt the same. They also said any decisions would have to be based upon – not the convenience of Chelsea Woods residents – but public safety.

Marika Holland, 805 Stinson Ave. – Ms. Holland asked to address the Council on the subject. She said she was against removal of the No Parking zone. She said when three or four cars parked there occasionally across from her home, it was okay; however, she said it ended up that there would be 15 vehicles there all the time. She said it was unsightly, unsafe and it created a lot of traffic concerns.

**Action:** The Council approved a motion to table issue

**Motion by:** Lee

**Second by:** Williams

**Vote:** Unanimous.

**9b. Cemetery Policy Amendments** – Ms. Goodson presented a draft of policy changes staff added following many citizen concerns and discussions with Brad Bailey, who is with Wake Memorial Park, which is being hired to manage the cemetery.

She said changes to the policy would include the Wake Memorial partnership as well as concerns that have been raised by citizens. She said most of the complaints and concerns that she received are related to three areas: 1) not receiving the letter notifying them of the changes 2) not understanding why the Town prohibits clip on arrangements 3) disputing the interpretation when flowers at the base of the headstone are to be removed (i.e. plot owner’s opinion is that they were recent flowers purchased and placed within last few week or days)

Ms. Goodson said staff is updating records with new contact information as those who hold deeds in the cemetery call. She explained that the Town may have had old information or the address was never noted with the plot purchase records on file. She said the other two issues could be addressed with clarification to the policy.

She asked Council where and how flowers are to be placed. She said the policy speaks to no flowers may be affixed to the headstone such as clip on arrangements. If we prohibit this, she

said, we need to clearly cover where and how we will allow flowers to be placed. Here are items she would recommend we consider:

- We have many family's headstones that do not have vases. IF we want to consider restricting flowers to a vase, I would recommend that we allow for plastic vases to be added at the base of the headstone when these flowers are placed and allow the other language of the policy to help with removal of ones that are faded or dead.
- Potted plants can cause a maintenance problem especially when they blow away. I would recommend that we not encourage potted plants. If we choose to allow, I have been told that we could require that a granite circle be added flush to the base of the headstone to allow a place for these.
- If we consider adding back the clip on arrangement, I would recommend that we add language about how we expect them to be kept (not blocking names and information on the headstone, etc.)

She said that Councilman Dickson e-mailed a few recommendations, which are not reflected yet in the draft policy. She said she has them with her other notes and can use them after the Town Council gives direction.

In discussion, Council consensus was that saddle arrangements are to be allowed; garden statuary and benches should not be allowed; and the Town needs to balance cemetery maintenance with respect for families.

**9c. Sugg Farm at Bass Lake Park Utility Project** – Mr. Siebenbrodt proposed to add water and sewer lines to Sugg Farm to serve future park features and events.

He said most upgrades and new utilities would be located along the main road through Sugg Farm, extending from Grigsby Avenue to the former primary residence building located in the southern portion of the park.

Mr. Siebenbrodt said upgrades would include: full road replacement for 320 linear feet; road widening for 190 linear feet; installation of 2,500 linear feet of new 8-inch ductile iron water line; 1,808 linear feet of new 8-inch PVC sewer line and one sanitary dumping station.

The initially proposed new bathroom facilities (including a new parking lot with 12 handicap parking spaces) would be added at a later date.

During the design and construction phase, special attention was and will be given to the conditions and restrictions as listed in the Sugg Farm Deed of Conversation Easement.

Except the road work and sanitary station, all other work such as the surveying, design, and construction administration for this project was or will be completed by staff (Engineering and Public Works). This has reduced the cost significantly overall, by as much as \$175,000.

He added that a full road closure is not proposed during the construction phase, and the park is planned to stay open.

**Action:** The Council approved a motion to approve funding in the amount of \$195,000 (including contingency) for the Sugg Farm at Bass Lake Park utility project and approve the related project budget accordingly.

**Motion by:** Dickson

**Second by:** Cobb

**Vote:** Unanimous.

**9d. 2018 Market Infrastructure Reimbursement Agreement** – Ms. Parrish said that as outlined upon the approval of the 2018 Market Planned Unit Development, an infrastructure reimbursement agreement allows for the payment of a fee-in-lieu of construction. During the development review a transportation impact analysis was completed. There are future plans for Holly Springs Road to be widened to a 4-lane median divided facility. Upon the build-out year for 2018 Market, the new development would represent 8% of the total volume along Holly Springs Road between the

subdivision and Main Street. A cost estimate for the full road widening was completed, and 8% of that construction is to be paid by Lennar.

**Action:** The Council approved a motion to enter into an infrastructure reimbursement agreement for road improvements with the developers of 2018 Market.

**Motion by:** Cobb

**Second by:** O'Brien

**Vote:** Unanimous.

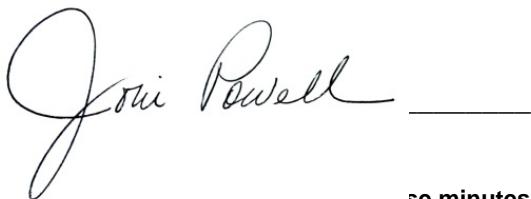
**10. Other Business:** None that resulted in Council action.

**11. Manager's Report:** None that resulted in Council action.

**12. Closed Session:** None.

**13. Adjournment:** There being no further business for the evening, the May 17, 2016 meeting of the Holly Springs Town Council was adjourned.

Respectfully Submitted on Tuesday, June 21, 2016.



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