



## **MINUTES**

The Holly Springs Town Council met in a workshop session on Tuesday, September 10, 2019 in the Holleman Room of Holly Springs Town Hall, 128 S. Main Street. Mayor Sears presided, calling the meeting to order at 6:05 p.m. A quorum was established as the mayor and four council members attended.

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

**Council Members Absent:** Dan Berry

**Staff Members Present:** Randy Harrington, Town Manager; Linda McKinney, Town Clerk (recording the minutes); Daniel Weeks, Assistant Town Manager; Scott Chase, Assistant Town Manager; Tamara Ward, Communications & Marketing; John Schifano, Town Attorney; Kendra Parrish, Director of Engineering; Luncie McNeil, Director of Public Works; Kristi Moore, Public Works; Mary Hogan, Director of Finance; Corey Petersohn, Finance; Aaron Leavitt, Engineering; Tim Athy; Engineering; Jeff Wilson, Director of IT; LeeAnn Plumer, Director of Parks and Recreation;

### **2. Workshop Overview**

**Staff Resource:** Randy Harrington, Town Manager

Mr. Harrington gave an overview of the items on the agenda, and explained that if the meeting was running long, the last item could be tabled until next Tuesday.

### **3. Non-Bond Transportation Projects / Reserve Account Overview**

**Staff Resource:** Kendra Parrish, Engineering and Mary Hogan, Finance

Mary Hogan said that the purpose of this item was to look at the reserve accounts, see how they have been used historically and how we might use them in the future. There are six primary reserve accounts. She explained the funding sources, the historic uses, and the current available balances for each account. All of them are internal funds, except for the Cap Reserve Fund, which is restricted to the uses listed in the Freese & Nichols approved list.

Kendra Parrish, Director of Engineering, discussed the fact that aging infrastructure will increase demands on reserve funds. She outlined some considerations for non-bond projects given the changes in developer fees, management's philosophy and increasing construction costs. If the Town starts funding projects in full, then using NCDOT reimbursements to fund the next project it will improve cash-flow. This will require a period of adjustment, but will then make funding more secure. She showed how the Construction Cost Index is increasing at a faster rate than the Consumer Price Index.

Ms. Parrish then gave an overview of four completed, or nearly completed, non-bond transportation projects. Currently there is \$2,400,000 available to fund projects, (the Street Reserves plus the \$1.7 million contracted reimbursement from NCDOT.) She outlined options to pay for the currently unfounded projects, and put forth a proposal to stabilize funding and keep the \$10,000,000 in funding partnerships from NCDOT. She showed a map with the current projects set to be paid from out of street reserves. She explained how the 100% reimbursement process with NCDOT works, and that the entire amount will not be needed by the Town up front.

Each piece will be reimbursed by NCDOT as it is spent, with about a one to two month lag for processing. This will enable the Town to pay the next portion of the project that will be reimbursed in turn.

In conclusion, she outlined some possible next steps for Town Council to consider moving forward.

Council members discussed getting clear information out to residents about what projects are actually going to happen versus plans that are being discussed, but are not yet fully funded. They also discussed getting more funding from NCDOT.

#### **4. Citizen of the Year & Happy Holly Days Parade**

**Staff Resource:** Linda McKinney, Town Clerk; and Tamara Ward, Communications & Marketing

Linda McKinney, Town Clerk outlined the history of the Holly Springs Citizen of the Year award from its inception in 1996 to the present. She outlined the process that was used last year to solicit nominations and present the award. Next she outlined the costs to the Town of providing “logistical and minimal funding” support to the award, and presented options for Council to consider moving forward. Council discussed having a broader committee choose the winner. They asked for something to be brought to them for action at the next business meeting.

Tamara Ward, Communications and Marketing, gave a brief history of the Happy Holly Days parade and the number of residents and groups that participate in an average year. She spoke about the partnership with the Kiwanis Club in putting on this major event. Next she outlined the costs to the Town associated with the parade. Finally she presented options for the Council to consider for the parade in future years.

The 2019 parade is going to go forward as in the past, but with more organization through volunteer meetings before the parade, and red vests to identify volunteers. Council recommended that for future years staff explore other nonprofit groups for partnerships, perhaps in combination with current partners.

#### **5. Yard Waste and Leaf Collection Operations**

**Staff Resource:** Luncie McNeil, Public Works and Scott Chase, Administration

Scott Chase, Assistant Town Manager, said the purpose of this presentation was to provide an overview on the leaf collection program and solicit input on potential operational adjustments. He outlined the resources available to implement the program and the operational challenges due to comingled yard waste, improper placement of yard waste, equipment failure, professional landscapers/lawn care companies not removing their materials; and intrusion of yard waste into the roadway. He discussed neighboring municipalities' programs and gave an outline of the costs of the Town's program, the fees paid by households, and the funding gap between the two.

Luncie McNeil, Director of Public Works explained the personnel and equipment the Town has available for yard waste and leaf collection, and how those resources are used during the leaf season. He also discussed what services neighboring municipalities offer, and how their programs differ from Holly Springs' program.

Council suggested some communication ideas to get information out to residents about what is acceptable, how to place yard waste at the curb, and the importance of not mixing different types of yard waste.

Mr. Chase gave some recommendations for short-term adjustments to improve the program, including modifying the schedule to bi-weekly during leaf season and communicating changes and property owners' responsibilities prior to leaf season. He discussed the challenges of enforcement. Finally, he offered some potential future operational adjustments for long-term solutions, including requiring bagging, increasing fees, and changing enforcement against violators. Council talked about who enforces these ordinances, and whether this is a civil or

criminal matter. Potential consequences such as suspension of service, or increasing fines for multiple violations were discussed. There was discussion about communicating with residents and HOAs about the expectations and the consequences.

**6. Holly Springs Road Property Acquisition – tabled until September 17<sup>th</sup>**

**Staff Resource:** John Schifano, Town Attorney and Kendra Parrish, Engineering

**7. Adjournment:** There being no further business for the evening, Motion to adjourn was made by Councilman Villadsen second by Councilwoman Kelly and passed with a unanimous vote. The September 10, 2019 meeting of the Holly Springs Town Council was adjourned at 8:22 pm.

Respectfully Submitted on Tuesday, September 17, 2019.

Linda C. McKinney  
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Town Clerk