



Holly Springs Town Council  
Regular Meeting

April 7, 2020

**MINUTES**

The Holly Springs Town Council met in electronic session on Tuesday, April 7, 2020 via video conferencing. Mayor Sears presided, calling the meeting to order at 7 p.m. A quorum was established as the mayor was present in Chambers and five council members were present via video conferencing as the meeting opened.

**Council Members Present:** Mayor Sears in chambers. Councilmen Dan Berry, Peter Villadsen, Shaun McGrath and Aaron Wolff, and Councilwoman Christine Kelly were present via video conferencing.

**Council Members Absent:** none.

**Staff Members Present:** 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); Cassie Hack, *Director Communications and Marketing*; Tamara Ward, *Communications and Marketing*; Mark Andrews, *Communications and Marketing*; Mathew Mutter, *IT*; Gina Clapp, *Director of Planning & Zoning*; Kendra Parrish, *Director Engineering*; John Herring, *Chief of Police*; and Leroy Smith, *Fire Chief*.

**2. and 3.** The pledge of allegiance was recited followed by an invocation by Mayor Sears.

**4. Agenda Adjustment:** The April 7, 2020 meeting agenda was adopted with changes, if any, as listed: none.

**Motion by:** Berry  
**Second by:** Villadsen  
**Vote:** Unanimous

**5. Procedural Motion:** Electronic Meeting Policy

**Action:** Motion to approve the Rules of Procedure for Electronic Meetings.

**Motion by:** Wolff  
**Second by:** McGrath  
**Vote:** Unanimous

**Public Comment:** Public Comment was requested in writing prior to the meeting. The following number of comments was received and provided to the Council prior to the meeting: none.

**Consent Agenda**

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

6. Minutes – The Council approved minutes of the Council business meeting held March 3, 2020, the community meeting held March 9, 2020, the Council workshop held March 10, 2020 and the emergency Council meeting held March 13, 2020.

7. Monthly Administrative Budget Amendment Report – The Council received a report of monthly administrative budget amendments approved by the Town Manager. *A copy of the budget amendment report is attached to these minutes.*

8. Affordability and Financial Policies Analyses – The Council awarded a contract to DEC Associates Inc. in the amount of \$45,000 plus out of pocket expenses for development of financial management policies and affordability analyses.

9. Annual Independent Audit Contract – The Council approved a contract with Elliott Davis, PLLC in the amount of \$36,950, to perform the annual financial audit for year ending June 30, 2020.

10. Water Disconnection Suspension – The Council retroactively authorized the Finance Director to suspend water disconnections for delinquent accounts during the COVID-19 state of emergency period not covered by Governor Roy Cooper's Executive Order No. 124 (March 13-31, 2020).

11. Bass Lake Channel Improvements (18-013) Change Order 1 – The Council approved Change Order #1 for Bass Lake Channel Improvements (18-013).

## **NEW BUSINESS**

### **12. Utley Creek Greenway (TOHS Eng. Pro, 14-021)**

Aaron Levitt, Engineering, said that the Utley Creek Greenway will provide a 3,133 linear feet greenway link from West Ballantine Road to the Morgan Park Greenway. The requested budget amendment is for legal costs, right-of-way (ROW) acquisition, and construction costs. Once completed, sidewalk/greenway connectivity will exist from the Village District to residential and commercial areas west of NC 55. Mr. Levitt explained that the project will be reimbursed at 80% of estimate from CMAQ and could receive a 50% reimbursement of overages from CMAQ to reimburse the Parks & Recreation Reserves account. Construction is anticipated to begin in the fall of 2020 with completion in early 2021.

**Action:** Motion to approve budget amendment to Parks & Recreation Utley Creek Greenway Project Account for a total of \$1,314,520 from Parks & Recreation Reserves with \$520,000 of this total to be reimbursed from NCDOT Congestion mitigation and Air Quality (CMAQ) Grant.

**Motion by:** Kelly

**Second by:** Berry

**Vote:** Unanimous

### **13. Fiscal Year 2020-2021 Strategic Plan Update**

Randy Harrington, Town Manager, said that the strategic plan is the road map to move the Town forward. He outlined the uses of the Strategic Plan as a tool for Council. He highlighted the core components of the plan and presented the progress the Town has made on goals and initiatives from FY 219-20 and the updates the Council and Mayor had worked on at their February retreat. He then presented the updated Strategic Plan for Fiscal Year 2020-2021.

**Action:** Motion to approve the Fiscal Year 2020-2021 Strategic Plan, outlining the Town's vision, priority areas, goals, and initiatives that are designed to meet the current service needs of the community and prepare for the future.

**Motion by:** Villadsen

**Second by:** Wolff

**Vote:** Unanimous

## UNFINISHED BUSINESS

### 14. United Community Bank Development Plan Extension

Sean Ryan, Planning & Zoning, said that a request was received for an extension for United Community Bank Development Plan 17-DP-16-A01 and 17-SEU-06, from February 28, 2020 to July 28, 2020. This is the first extension requested. Under the UDO in place at the time of plan submittal, they may receive four six-month extensions, at the discretion of Council. Mr. Ryan showed the approved site plan, as well as the unauthorized tree removal that took place in September 2017.

**Action:** Motion to grant the first, of an allowable four, six-month extension for 17-DP-16-A01 and 17-SUE-06 for Untied Community Bank to extend the expiration date from February 28, 2020 to July 28, 2020 as requested by M. Durwood Stephenson.

**Motion by:** Wolff

**Second by:** Berry

**Vote:**

Yay: Berry, Villadsen, Wolff, McGrath

Nay: Kelly

The motion passed.

## OTHER BUSINESS

### **MANAGER'S REPORT**

Randy Harrington, Town Manager, said he had five items to update the Council.

1. Regarding COVID-19, he thanked the Mayor and Council for their leadership during this time, and thanked the community for the many sacrifices that are being made to help stop the spread of the virus. He said the Town has added a lot of information on the web page regarding the Town's response, with links to other state, county, and national resources. He said that there is a wealth of information for local and small businesses there also. He encourages everyone to visit the web site, or, if they have questions and no internet access, to call the Town. He said that Public Works and all town operations are continuing to serve the community. He recognized those who are working from home and those who come in, particularly police, fire and public works. He said that residents are doing lots of yard work during their time at home, and asked that they keep grass clipping separate from other yard waste so that it can be picked up more quickly.

2. Tomorrow between 10 and 11 Duke Energy will be testing the sirens at the Power Plant. This is just a test.

3. He said he is proud of the community's response to the 2020 Census. Holly Springs has the highest percentage of responses in Wake County.

4. He said that Youth Athletics had been paused until April 12<sup>th</sup>, but that tomorrow additional information on those programs would be released, so please watch for that information.

5. He thanked the IT Director and the Town Clerk for setting up this electronic meeting.

The Manager's report ended, Mayor Sears added his thanks to the Holly Springs Police Department for their program of checking on those who live alone. He received a call from a senior citizen recently who was very appreciative of the program, which made her feel less alone while she was home recuperating from an injury.

**CLOSED SESSION:**

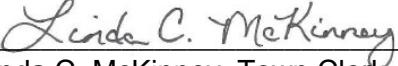
The Council entered into closed session, pursuant to N.C.G.S. 143-318.11(a)(4) to discuss two economic development matters.

**Motion by:** Berry  
**Second by:** Villadsen  
**Vote:** Unanimous

After leaving closed session, Randy Harrington, Town Manager, informed the Council that he will be calling them in groups of two or singly to discuss the Peterson Station project. He also said that there should perhaps be a policy discussion soon around what economic development tools are available to the Town and how the Council wants to use them.

**Adjournment:** Councilman Wolff made a motion to adjourn at 9:30 pm. It was seconded by Councilman Berry and passed with a unanimous vote.

Respectfully Submitted on Tuesday, April 21, 2020.

  
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Linda C. McKinney, Town Clerk

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