



Holly Springs Town Council  
Regular Meeting

April 21, 2020

**MINUTES**

The Holly Springs Town Council met in electronic session on Tuesday, April 21, 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 Town Hall and five council members were present via video conferencing as the meeting opened.

**Council Members Present:** Mayor Sears in Town Hall. 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 via video conferencing:** Randy Harrington, *Town Manager*; Daniel Weeks, *Assistant Town Manager*; Scott Chase, *Assistant Town Manager*; Kimberly Keyes, *Project Manager*; John Schifano, *Town Attorney*; Linda McKinney, *Town Clerk* (recording the minutes); Cassie Hack, *Director Communications and Marketing*; Tamara Ward, *Communications and Marketing*; Jeff Wilson, *Director IT*; Patty Dressen, *Interim Director of Finance*; LeeAnn Plumer, *Director Parks and Recreation*; Gina Clapp, *Director of Planning & Zoning*; Kendra Parrish, *Director Engineering*; Aaron Levitt, *Engineering*; Tim Athy, *Engineering*; Dirk Siebenbrodt, *Engineering*; Irena Krstanovic, *Director Economic Development*; Anna Murphy, *Economic Development*; 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 21, 2020 meeting agenda was adopted with changes, if any, as listed: none.

**Motion by:** Berry

**Second by:** Villadsen

**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.

**5. Public Hearing: Grave Relocation**

John Schifano, Town Attorney, introduced Deborah Joy of Legacy Research. Ms. Joy said that during due diligence for a commercial project on Holly Springs Road at Rhamkatt PUD, an abandoned gravesite was discovered with approximately 10 graves. There are no headstones or footstones. Genealogical research was done on the previous owner, the Edwards, but there were no records of who might be buried there. With consent of the current property owners, the Jones family, and after a newspaper publication, which received no responses, Council is asked to approve the relocation of the gravesite, according to statute, which requires reinternment by a licensed funeral director.

With that explanation given, Mayor Sears opened the public hearing. The following input was received: none.

Mayor Sears then closed the public hearing.

Councilwoman Kelly raised questions regarding the type of development that was proposed and whether it was necessary to disturb the land in question. She expressed worry about the timing of the decision and whether there would be a cost to the Town.

Ms. Joy said that the plans for the development not to impact the land were changed after it was discovered how large the area was, plus there were worries about vandalism and the ability to preserve the respect the graves deserved. It was thought better if they were moved to a perpetual care cemetery. She said that the plan to move the gravesite had been advertised for four consecutive weeks before the March 17<sup>th</sup> meeting, which was then cancelled. At no time did they receive any responses to the Notice. Gina Clapp said that there is not an approved development plan for the site, but that the latest submittal does show impact to the cemetery site. Staff said that there was no out of pocket cost to the Town. They had worked out a way to meet the cost that Oakwood Cemetery in Raleigh had proposed, and thought that it would be better to keep the gravesite in Holly Springs, rather than sending the remains to Raleigh.

The question was raised about amending the motion to permit the relocation of the gravesite with the stipulation that the remains be reinterred in Holly Springs, and John Schifano, Town Attorney said that the statute does not give Council authority to dictate where the remains are buried, but he did not believe the applicant would protest.

**Action:** Motion to approve gravesite relocation as proposed by Legacy Research, for an abandoned gravesite at 601 Holly Springs Road, with the intent to reinter in Holly Springs Cemetery, with the fees adjusted to match those at Oakwood Cemetery.

**Motion by:** Berry

**Second by:** Villadsen

**Vote:**

**Yes:** Berry, Villadsen, Wolff, McGrath

**No:** Kelly

### **Consent Agenda**

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

6. Minutes – The Council approved minutes of the Council business meeting held April 7, 2020, and the Council workshop held April 14, 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. East Coast Pyrotechnics Contract for July 5<sup>th</sup> Celebration – The Council approved a contract with East Coast Pyrotechnics, Inc. for the July 5<sup>th</sup> fireworks display in the amount of \$22,000.00.

9. Sugg Farm Restroom Site Work – The Council awarded a bid to Cadet Construction in the amount of \$187,927 for site preparation for the restroom facility and ADA accessible path to the area designated as the dog park at Sugg Farm Park, and authorized the Town Manager to enter into a contract with Cadet Construction consistent with the scope of this approval.

10. Annexation A20-01 Resolution of Sufficiency – The Council adopted Resolution 20-05 directing the Town Clerk to investigate the sufficiency of annexation petition A20-01 and set the public hearing for May 5, 2020. *A copy of Resolution 20-05 is attached to these minutes.*

11. Annexation A20-02– The Council adopted Resolution 20-08 directing the Town Clerk to investigate the sufficiency of annexation petition A20-02 and set the public hearing for May 5, 2020. *A copy of Resolution 20-08 is attached to these minutes.*

12. Amend Town Council 220 Meeting Calendar – The Council amended their 2020 meeting schedule to move the Recommended Budget Presentation to May 26, 2020 at 6:00 pm, the Public Hearing for the budget to regularly scheduled meeting on June 2, 2020 at 7:00 pm, the Budget Workshop to June 4, 2020 at 6:00 pm, and moving the adoption of the budget to the June 16, 2020 meeting scheduled for 7:00 pm. *A copy of the amended meeting schedule is attached to these minutes.*

## **NEW BUSINESS**

### **13. Holly Springs Road Widening – Phase II, Change Order #2**

Tim Athy, Engineering, said the purpose was to update the Town Council on the Holly Springs Road Widening – Phase II bond project. The project has always been focused on improving traffic flow and improving safety. He said they are working on 65% design plans with a three-span bridge, wetland mitigation, and right-of-way/easement acquisition, and the project remains on schedule for a spring/summer 2021 construction start. He said that there were three contributing factors to this change order. The first is due to community feedback, which included requests for enhancements to the pedestrian crossings at the Holly Ridge Middle and Elementary School campus. The second is the three span bridge, which requires additional topographical studies and environmental and other permits. Third, is that the project was awarded \$3.6 million LAPP grant, which uses Federal Funds. The use of these funds requires additional studies and permits, which were not in the original scope of the project. These additional studies are not anticipated to delay the project.

**Action:** Motion to approve Kimley-Horne Design/Survey contract Change Order #2 in the amount of \$218,900, utilizing \$154,850 from project contingency account number 48 818 91 82.97 and \$64,050 from interfund loan 22.95.04 transfer to project account 48 818 91 12.01.

**Motion by:** Villadsen

**Second by:** Kelly

**Vote:** Unanimous

### **14. 2019 Street Resurfacing Project**

Aaron Levitt, Engineering, said the purpose of this item was to update the Town Council on the 2019 Street Improvement Project bid result, and ask for budget amendment approval. The town operates and maintains about 130 miles of pavement. He said that a pavement condition survey is completed about every five years. This ranks each segment of road, then engineering staff evaluates them with additional criteria. Engineering staff completed a design and project manual in-house and the Town received seven bids. There are 15 road sections, approximately 1.93 miles of street, that will be resurfaced. These are spread throughout the town. Construction is expected to start this spring and be completed in the fall.

Councilwoman Kelly asked how old some of the roads on this list are. Mr. Levitt said that there are other factors other than the thickness of pavement and age that contribute to how long roads last, including level of traffic, soil structure, etc.

Councilman McGrath asked how notification was sent out to residents on these streets. Mr. Levitt said that the contractor will use door hangers in each area before they begin working and Town staff tracks these notifications.

Councilwoman Kelly asked if the roads around Grigsby would be eligible for this list since they were no longer on the bond project list. Kendra Parrish, Director of Engineering said that NC DOT resurfaced Grigsby two years ago because it was then a DOT road. They surfaced it one more time before they turned it over to the Town. It would probably not be in the degraded column, because it was resurfaced recently. Randy Harrington, Town Manager, clarified that Grigsby is still on the bond list, it was just deferred to the second group for consideration.

**Action:** Motion to approve the usage of funds from the Powell Bill account balance in the amount of \$708,000 and to award the 2019 Street Resurfacing Project contract to Carolina Sunrock, LLC and provide funding in the amount of \$708,000, which consists of the base bid amount of \$643,720.20 plus \$64,279.80 in contingency.

**Motion by:** McGrath

**Second by:** Berry

**Vote:** Unanimous

#### **15. Appointment of voting member to NC League of Municipalities**

The NC League of Municipalities will be holding its annual meeting electronically this year, due to the COVID-19 pandemic, and requested that each municipality appoint a voting member who will vote on the slate of candidates presented by the NCLM Nominating Committee to fill the various openings on the NCLM Board.

Mayor Sears opened the floor for nominations, and nominated Dan Berry. There were no other nominations.

**Action:** Motion to appoint Dan Berry to be the voting member from Holly Springs to the NC League of Municipalities.

**Motion by:** Wolff

**Second by:** Kelly

**Vote:** Unanimous

#### **16. Fiscal Year 2019-2020 Nonprofit Grants**

Mayor Pro Tem Berry said that every year the Town budgets \$15,000 for grants to local civic nonprofits. Applications were posted on the website and advertised over the Town's social media. The applications were reviewed for completeness by the Clerk's office, and for conformity to the rules by a staff committee. The Grant Committee consisting of him and Councilman Wolff, met on April 15<sup>th</sup> to review the applications. Mayor Pro Tem Berry outlined the reasoning of the committee and the uses the money would be put to and said that the committee recommended the following organizations receive the following amounts, based on the criteria outlined in the town's grant policy.

Organization	Amount Recommended
Fuquay Varina Food Shelf	\$1,000
Holly Springs Civitan	\$500
Holly Springs Community Band	\$2,000
Holly Springs Food Cupboard	\$2,500

Holly Springs High School Band	\$2,000
Holly Springs High School PTSA	\$1,500
InterAct	\$1,000
Holly Springs Kiwanis Club	\$1,500
LaunchHOLLYSPRINGS	\$1,000
South Wake Conservationists	\$1,000
Western Wake Crisis Ministry	\$1,000
<b>TOTAL</b>	<b>\$15,000</b>

Mayor Pro Tem Berry and Councilman Wolff then spoke about considering adding the Food Cupboard to the Town Budget as a budgeted expense, or increasing the amount of this line item, in order to meet the needs of more of the groups that apply.

Councilman McGrath asked if the committee felt like anyone was left out due to this time of less communication. Mayor Pro Tem Berry said the applications were posted for the same amount of time as in the past. Linda McKinney, Town Clerk, said that the deadline was February 26<sup>th</sup>, which was before the current crisis, and that all organizations who had either applied in the past or requested notification were emailed that the applications were online. The application process was also advertised on the Town's social media.

**Action:** Motion to award grants to the organizations and in the amounts recommended by the Committee, with the following changes: none

**Motion by:** Berry

**Second by:** McGrath

**Vote:** Unanimous

## 17. COVID-19 Business Assistance and Recovery Update

Anna Murphy, Economic Development, said the purpose of this item is to provide an overview of existing Town efforts to assist the local business community during the COVID-19 situation and outline another possible partnership opportunity with the Chamber Foundation's Angel Fund. She said the Economic Development Department, in cooperation with the Communications and Marketing Department, had created a business resource web page with a comprehensive list of local, state, and federal resources that offer aid and guidance to businesses during the pandemic, has posted helpful links, infographics, and other content to the Town's social media accounts, and has reached out to local businesses to inform them of these and other resources.

She said that one resource is the Angel Fund, started by the Holly Springs Chamber to provide assistance to brick and mortar businesses with fewer than 50 employees. There is no requirement that the business be a member of the Chamber. It is a grant, not a loan, but they are encouraged to make a donation back to the Angel Fund once the business is back on its feet. The fund is administered by a 7 member advisory board which has four voting members. Ms. Murphy is one of those voting members. The fund is requesting a donation from the Town to serve as a "challenge" pledge to leverage donations from local businesses. The fund has a current balance of \$10,500 and a goal of \$100,000. The Chamber has received 11 applications to date. Grants of up to \$3,000 will be awarded starting on May 1, 2020.

Mayor Pro Tem Berry said that it was eye opening to him how much need there was for assistance for the small businesses in town. He said that in order to keep the momentum of downtown going, it is important to double down on our investment to keep downtown healthy. He has been assured that the Town is in good financial health and this contribution will not be detrimental to the Town's finances. He said he is happy to see this and would like to support it. Councilman Wolff said he is happy that Chamber is reaching out to businesses that are not members and that the amount is enough to be of real help to businesses. Councilwoman Kelly said she likes that it is a challenge pledge, so it might encourage others to step up. Councilman McGrath said he had a conversation with Chante at the Chamber, and that helped him understand the plans

for this program. He is very appreciative of what the Economic Development Department has done for businesses, and he hopes that the town can lead in getting out of this situation. Councilman Villadsen said he is happy to see this come to fruition so quickly and pleased that the funds are coming from Economic Development budget as it is a perfect use for them at this time. He hopes that the challenge aspect motivates others to contribute so that we can help more businesses in town.

Mayor Sears said that there is a lot of discussion among the state, county and local officials about other ways we can help small businesses. He wants residents to know that we are working on it.

**Action:** Motion to approve a \$15,000 challenge grant contribution to the Chamber Foundation for COVID-19 related economic recovery for small businesses within the Holly Springs town limit.

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

## **OTHER BUSINESS**

None that required action.

## **MANAGER'S REPORT**

Randy Harrington, Town Manager, said he is proud of the organization and how people are in the organization are working, particularly Economic Development and Public Works. They are working very hard. He said that the NC Legislature is not yet in session but there are some working groups that have started work, including one on Continuity of State Government. We all hope that we won't have too much longer having these virtual meetings, but legislators are looking at the open meeting laws, quasi-judicial items, and other adjustments for this current situation.

Also, NC Department of Transportation has taken a hit on the gas tax, and is projecting a \$300 million shortfall, and will delay projects across the state. We are not aware of any in our town limits that are impacted, but we are continuing to review the list for projects in Holly Springs.

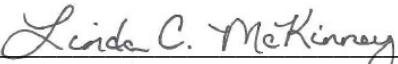
In the 2020 Census, we continue to lead all Wake County municipalities in response rates. Holly Springs' rate is 69.1%; the next nearest is Cary at 63%. If you have not completed yours, go to 2020Census.gov, even if you have misplaced your information, you can complete the survey.

Mayor Sears thanked Town staff and Council for their efficiency in this meeting.

## **CLOSED SESSION: none**

**Adjournment:** Councilman Villadsen made a motion to adjourn at 8:31 pm. It was seconded by Councilman Wolff and passed with a unanimous vote.

Respectfully Submitted on Tuesday, May 5, 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.