



# Town of Holly Springs

## Town Council Meeting Agenda Form

Town Clerk's Office Use:

<b>Agenda Item #:</b>	<b>9a</b>
<b>Attachment #:</b>	<b>5a</b>

**Meeting Date:** May 15, 2018

**Agenda Placement:** **Consent Agenda**

(Special Recognitions (awards, proclamations), Requests & Communications (reports, information presentations), Public Hearings, Consent Agenda, Unfinished Business, New Business, Closed Session)

**Subject Title:** **Minutes**

**Presenter(s):** **None**

### **SUBJECT HIGHLIGHTS:**

Minutes in draft form are attached for the Council's review. The minutes are from the Town Council's regular meetings held April 17 and May 1, 2018.. If there are any corrections, please call the Town Clerk at 919-557-3900 or Deputy Town Clerk at 919-557-3904 in advance of Tuesday night's meeting so that corrected versions of the draft minutes can be circulated for review before adoption of the Consent Agenda.

**Advisory board recommendation, if applicable:**

N/a

**Staff recommendation, if applicable:**

Approval

**Total Number of Motions:** n/a

**Action(s) requested or suggested motion(s):**

Motion to approve the minutes of the Council's meeting held April 17, 2018.

**Funds, if applicable, are to be appropriated from account(s) / line item(s):**

n/a

### **Staff Review Record**

Are there exhibits for this agenda item? **Yes**

List them in order they should appear in packet: **Minutes**

Department head initials and comments, if applicable: **JP**

Finance director initials and comments, if applicable: [ ]

Town attorney initials and comments, if applicable: [ ]

Town manager initials and / or comments: [ ]

Town clerk initials: [ ]



April 17, 2018

## MINUTES

The Holly Springs Town Council met in regular session on Tuesday, April 17, 2018 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 Dan Berry, Tom O'Brien and Peter Villadsen and Councilwoman Christine Kelly.

**Council Members Absent:** Councilwoman Cheri Lee (arrived at 7:45 p.m.)

**Staff Members Present:** Charles Simmons, town manager; John Schifano, town attorney; Joni Powell, town clerk (recording the minutes); Linda Harper, deputy town clerk; Gina Clapp, director of planning and zoning; Sean Ryan, planner; Matt Beard, planner; Melissa Sigmund, principal planner; Kendra Parrish, director of engineering; Daniel Weeks, assistant town manager; Paul Allen, real estate acquisition agent; Christopher Champion of the parks and recreation department; Jessica Stygles, farmers market coordinator; Mary DePina, project engineer; Dirk Siebenbrodt, project engineer; Rachel Jones, development plan reviewer; Mark Andrews, public information officer; John Herring, police chief; Adam Huffman, assistant parks and recreation director; LeRoy Smith, fire chief; Tamara Ward, communications specialist; and Billy Whitehead, information technology analyst.

**2 and 3.** The Pledge of Allegiance was recited, and the meeting opened with an invocation by Rev. Jim Littleton, pastor of Holly Springs United Methodist Church.

**4. Agenda Adjustment:** The April 17, 2018 meeting agenda was adopted with changes, if any, listed below:

Remove Item 10e from New Business since it is repeated on the agenda under 13. Closed Session.

**Motion by:** O'Brien

**Second by:** Villadsen

**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 comments were recorded:

Gerald Holleman, 5625 Easton St. – Mr. Holleman recounted some of Holly Springs' early history. He urged the Council to get to know and work with their state and federal officials to bring state and federal dollars to Holly Springs.

Jeff Palumbo, 405 Anchor Creek Way -- Mr. Palumbo conveyed personal anger with Mayor Sears. He made several allegations of wrong-doing and asked for an apology for things he said the mayor said to him or about him and to his wife or about his wife.

Tonya Palumbo, 405 Anchor Creek Way – Mrs. Palumbo expressed similar personal criticisms of the mayor. She asked that copies of her collection of email transmissions and social media posts be entered into the record.

*[Note: The material is hereby incorporated, by reference, into these minutes, and the file is maintained in the Clerk's office where it will be retained and later disposed of in accordance with the North Carolina Records Retention and Disposition Schedule.]*

Christine Walorz, 324 Covenant Rock Lane – Ms. Walorz addressed the Council on the agenda topic regarding a turn lane from Avent Ferry Road onto Cass Holt Road. She said it has been long-awaited, and she urged the Council to approve it.

**6a. Recognition of 14U Boys All-Star Basketball Team** - Mr. Champion of the Parks and Recreation Department recognized the 14U boys all-star basketball team for winning the Statewide Athletic Committee (SWAC) state championship.

**Action:** None.

**7a. Farmers Market 12<sup>th</sup> Season** - Ms. Stygles provided an update on the Farmers Market Season 12 with an invitation to everyone to the Season Opening Saturday, May 5. The Farmers Market will be open each Saturday from 8:30 a.m. to 12:30 p.m. May 5 through Oct. 13 in the E. Center Street public parking lot.

**Action:** None.

**7b. Soccer Field Barrier Netting** – Mr. Huffman said to provide a greater safety barrier for soccer spectators at Ting Park, staff recommends the installation of a 20-foot high netting system to span approximately 350 feet along the eastern side of the complex. The price to install the system would be \$24,500 and could be constructed within 4-6 weeks.

Councilman O'Brien suggested that the Town encourage people at the soccer fields to stand as close to the fence as possible because it would provide the best protection.

Councilwoman Kelly suggested that, in addition, signs be provided to the same effect and language be added to lease agreements.

**Action:** The Council approved a motion to adopt a \$24,500 amendment to the FY 2017-18 budget for soccer field barrier netting, transferring funds from #21.95 to account #10-425-26-90.01.

**Motion by:** Kelly

**Second by:** Berry

**Vote:** Unanimous

**8a. Public Hearing: Special Exception Use 18-SEU-01, 424 Grigsby Ave.** – Mr. Ryan said in December 2015, the Town Council adopted an amendment to the Unified Development Ordinance regarding future land uses and appropriate residential densities in the Town's Village District. The Department of Planning & Zoning is gearing up for an update to the Town's Village District Area Plan and preparing an implementation program to bolster development interest and to align development proposals with the Town's plan for the area.

During this evaluation period, all new single-family homes in the R-10 and R-15 residential zoning districts are required to obtain approval through the Special Exception Use process so that the development of that parcel can be evaluated through the Special Exception Use findings of fact to ensure that it is appropriate for the neighborhood.

The applicant is requesting Special Exception Use approval for one single-family dwelling located at 424 Grigsby Avenue.

With that explanation completed, Mayor Sears opened the public hearing. The following sworn testimony and evidence was submitted by those who had been administered the oath by the deputy town clerk: None.

There being no testimony, the public hearing was closed.

**Action #1:** The Council approved a motion to make and accept the findings of fact to be recorded in the minutes for Special Exception Use Petition #18-SEU-01 for 424 Grigsby Avenue to allow for (1) single-family dwelling within the adopted Village District Area Plan boundary as indicated in the Comprehensive Plan, in the R-10 District, Wake County PIN 0649907269, as submitted by Thompson & Associates.

Special Exception Use Findings of Fact:

A special exception use may only be granted upon the presentation of sufficient evidence to enable a written determination that:

- a. The proposed use will not be injurious to the public health, safety, comfort, community moral standards, convenience or general welfare;
- b. The proposed use will not injure or adversely affect the adjacent area;
- c. The proposed use will be consistent with the character of the district, land uses authorized therein, and the Town of Holly Springs Comprehensive Plan;
- d. The proposed use shall conform to all development standards of the applicable district (unless a waiver of such development standards is requested as part of the special exception use petition and approved as set forth above, in which case the proposed use shall conform to the terms and conditions of such waiver).
- e. Access drives or driveways are or will be sufficient in size and properly located to: ensure automotive and pedestrian safety and convenience, traffic flow as set forth in Section 7.09 – Pedestrian Circulation and Vehicular Area Design; and, control and access in case of fire or other emergency;
- f. Off-street parking areas, off-street loading areas, trash enclosures, trash pick-up and removal, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood;
- g. The lot, building or structure proposed for the use has adequate restroom facilities, cooking facilities, safety equipment (smoke alarms, floatation devices, etc.), or any other service or equipment necessary to provide for the needs of those persons whom may work at, visit or own property nearby to the proposed use;
- h. Utilities, schools, fire, police and other necessary public and private facilities and services will be adequate to handle the needs of the proposed use;
- i. The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts; and,
- j. The type, size, and intensity of the proposed use (including but not limited to such considerations as the hours of operation and numbers of people who are likely to utilize or be attracted to the use) will not have significant adverse impacts on adjoining properties or the neighborhood.

**Motion by:** O'Brien

**Second by:** Kelly

**Vote:** Unanimous

*A copy of Special Exception Use 18-SEU-01 findings of fact are attached to these minutes.*

**Action #2:** Having made the necessary findings of fact, the Council approved a motion to grant Special Exception Use Petition #18-SEU-01 for 424 Grigsby Avenue to allow for a single-family dwelling within the adopted Village District Area Plan boundary as indicated in the Comprehensive Plan, in the R-10 District, Wake County PIN 0649907269, as submitted by Thompson & Associates with the following condition(s).

1. All operations must adhere to the evidence submitted by the applicant as stated in the findings of fact submitted and those findings of fact specified by the Town Council in conjunction with 18-SEU-01.
2. Minor modifications to the height, bulk, orientation of the structure on the lot, location of the structure on the lot, and site design may be authorized by the Director of Planning & Zoning. If the Director determines that the proposed minor modifications are of such a nature as to adversely impact the purpose or intent of this approval, the petitioner shall be required to file a new petition for Special Exception Use approval.
3. Prior to issuance of Building Permit, the following must be completed:
  - a. Documentation in the form of a recorded plat showing the cross-access easement along the rear of the property will be required.
4. This project is required to utilize nonstructural SCM's, such as disconnected impervious surfaces.

**Motion by:** Berry  
**Second by:** O'Brien  
**Vote:** Unanimous

**8b. Public Hearing: Special Exception Use 18-SEU-02, 410 Grigsby Ave.** – Mr. Ryan said in December 2015, the Town Council adopted an amendment to the Unified Development Ordinance regarding future land uses and appropriate residential densities in the Town's Village District. The Department of Planning & Zoning is gearing up for an update to the Town's Village District Area Plan and preparing an implementation program to bolster development interest and to align development proposals with the Town's plan for the area.

During this evaluation period, all new single-family homes in the R-10 and R-15 residential zoning districts are required to obtain approval through the Special Exception Use process so that the development of that parcel can be evaluated through the Special Exception Use findings of fact to ensure that it is appropriate for the neighborhood.

The applicant is requesting Special Exception Use approval for a single-family home at 410 Grigsby Avenue.

With that explanation completed, Mayor Sears opened the public hearing. The following sworn testimony and evidence was submitted by those who had been administered the oath by the deputy town clerk:

Jason Brown, 728 Piney Grove-Wilbon Road, the applicant – Mr. Brown entered the petition addressing the findings of fact into the record and said he was available to answer any questions.

Councilwoman Kelly asked if he planned to preserve trees on the lot. He responded that he would preserve one tree that is of size, but a lot of the tiny ones on the lot would be removed.

There being no further testimony, the public hearing was closed.

**Action #1:** The Council approved a motion to make and accept the findings of fact to be recorded in the minutes for Special Exception Use Petition #18-SEU-02 for 410 Grigsby Avenue to allow for (1) single-family dwelling within the adopted Village District Area Plan boundary as indicated in the Comprehensive Plan, in the R-10 District, Wake County PIN 0649907269, as submitted by Thompson & Associates.

Special Exception Use Findings of Fact:

A special exception use may only be granted upon the presentation of sufficient evidence to enable a written determination that:

- a. The proposed use will not be injurious to the public health, safety, comfort, community moral standards, convenience or general welfare;
- b. The proposed use will not injure or adversely affect the adjacent area;
- c. The proposed use will be consistent with the character of the district, land uses authorized therein, and the Town of Holly Springs Comprehensive Plan;
- d. The proposed use shall conform to all development standards of the applicable district (unless a waiver of such development standards is requested as part of the special exception use petition and approved as set forth above, in which case the proposed use shall conform to the terms and conditions of such waiver).
- e. Access drives or driveways are or will be sufficient in size and properly located to: ensure automotive and pedestrian safety and convenience, traffic flow as set forth in Section 7.09 – Pedestrian Circulation and Vehicular Area Design; and, control and access in case of fire or other emergency;
- f. Off-street parking areas, off-street loading areas, trash enclosures, trash pick-up and removal, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood;
- g. The lot, building or structure proposed for the use has adequate restroom facilities, cooking facilities, safety equipment (smoke alarms, floatation devices, etc.), or any other service or equipment necessary to provide for the needs of those persons whom may work at, visit or own property nearby to the proposed use;

- h. Utilities, schools, fire, police and other necessary public and private facilities and services will be adequate to handle the needs of the proposed use;
- i. The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts; and,
- j. The type, size, and intensity of the proposed use (including but not limited to such considerations as the hours of operation and numbers of people who are likely to utilize or be attracted to the use) will not have significant adverse impacts on adjoining properties or the neighborhood.

**Motion by:** Berry

**Second by:** O'Brien

**Vote:** Unanimous

*A copy of Special Exception Use 18-SEU-02 findings of fact are attached to these minutes.*

**Action #2:** Having made the necessary findings of fact, the Council approved a motion to grant Special Exception Use Petition #18-SEU-02 for 410 Grigsby Avenue to allow for a single-family dwelling within the adopted Village District Area Plan boundary as indicated in the Comprehensive Plan, in the R-10 District, Wake County PIN 0649907269, as submitted by Thompson & Associates with the following condition(s).

1. All operations must adhere to the evidence submitted by the applicant as stated in the findings of fact submitted and those findings of fact specified by the Town Council in conjunction with 18-SEU-02.
2. Minor modifications to the height, bulk, orientation of the structure on the lot, location of the structure on the lot, and site design may be authorized by the Director of Planning & Zoning. If the Director determines that the proposed minor modifications are of such a nature as adversely impact the purpose or intent of this approval, the petitioner shall be required to file a new petition for Special Exception Use approval.
3. Prior to issuance of Building Permit, the following must be completed:
  - a. Documentation in the form of a recorded plat showing the cross-access easement along the rear of the property will be required.
4. This project is required to utilize nonstructural SCM's, such as disconnected impervious surfaces.

**Motion by:** Kelly

**Second by:** Berry

**Vote:** Unanimous

**8c. Public Hearing: Special Exception Use 18-SEU-03 for 140 W. Holly Springs Road** – Mr. Beard said the applicant is requesting Special Exception Use approval for a bar located at 104 W Holly Springs Rd within an existing commercial building. Since the parcel is zoned LB Local Business and is located within the boundaries of the Village District Area Plan, a Special Exception Use is required to evaluate the appropriateness of a bar in this location.

With that explanation completed, Mayor Sears opened the public hearing. The following sworn testimony and evidence was submitted by those who had been administered the oath by the deputy town clerk:

Catherine Nicholson and Stephen K. Smith, 1400 Olde McKenzie Dr., the applicants – The applicants gave an overview of their business plan for The Black Dog pub. They envision a neighborhood gathering spot where patrons and their pets could gather and socialize over specialty beer.

Councilwoman Kelly asked if operations would be enclosed in the building. Mr. Smith said they would except in the event of an occasional outdoor special event.

Wendy Harris -- Ms. Harris spoke in favor of the petition and the petitioners.

Neighboring business owner -- a neighboring business owner in the space at 140 W. Holly Springs Road spoke in favor of the petition. He said he feels it will bring life to the long vacant business center, and all the tenants would benefit.

Councilwoman Kelly asked if provisions would be made for animal waste since the applicants will be encouraging customers to bring their pets.

There being no further testimony, the public hearing was closed.

**Action #1:** The Council approved a motion to make and accept the findings of fact to be recorded in the minutes for Special Exception Use petition #18-SEU-03 to allow for a bar at 140 W Holly Springs Rd in the LB District within the adopted Village District Area Plan boundary as indicated in the Comprehensive Plan, as submitted by Catherine Nicholson.

Special Exception Use Findings of Fact:

A special exception use may only be granted upon the presentation of sufficient evidence to enable a written determination that:

- a. The proposed use will not be injurious to the public health, safety, comfort, community moral standards, convenience or general welfare;
- b. The proposed use will not injure or adversely affect the adjacent area;
- c. The proposed use will be consistent with the character of the district, land uses authorized therein, and the Town of Holly Springs Comprehensive Plan;
- d. The proposed use shall conform to all development standards of the applicable district (unless a waiver of such development standards is requested as part of the special exception use petition and approved as set forth above, in which case the proposed use shall conform to the terms and conditions of such waiver).
- e. Access drives or driveways are or will be sufficient in size and properly located to: ensure automotive and pedestrian safety and convenience, traffic flow as set forth in Section 7.09 – Pedestrian Circulation and Vehicular Area Design; and, control and access in case of fire or other emergency;
- f. Off-street parking areas, off-street loading areas, trash enclosures, trash pick-up and removal, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood;
- g. The lot, building or structure proposed for the use has adequate restroom facilities, cooking facilities, safety equipment (smoke alarms, floatation devices, etc.), or any other service or equipment necessary to provide for the needs of those persons whom may work at, visit or own property nearby to the proposed use;
- h. Utilities, schools, fire, police and other necessary public and private facilities and services will be adequate to handle the needs of the proposed use;
- i. The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts; and,
- j. The type, size, and intensity of the proposed use (including but not limited to such considerations as the hours of operation and numbers of people who are likely to utilize or be attracted to the use) will not have significant adverse impacts on adjoining properties or the neighborhood.

**Motion by:** Lee

**Second by:** O'Brien

**Vote:** Unanimous

*A copy of Special Exception Use 18-SEU-03 findings of fact are attached to these minutes.*

**Action #2:** Having made the necessary findings of fact, the Council approved a motion to approve Special Exception Use petition #18-SEU-03 as specified in Unified Development Ordinance Section 3.02 LB Local Business District to allow for a bar within the adopted Village District Area Plan boundary as indicated in the Comprehensive Plan, in the LB District at the

property located at 140 W Holly Springs Rd, Wake County PIN 0649837658, as submitted by Catherine Nicholson with the following conditions:

1. All operations must adhere to the evidence submitted by the applicant as stated in the findings of fact submitted and those findings of fact specified by the Town Council in conjunction with 18-SEU-03.

**Motion by:** O'Brien

**Second by:** Villadsen

**Vote:** Unanimous

**8d. Public Hearing: Special Exception Use 17-SEU-16 and Development Plan 17-DP-16, United Community Bank**

– Ms. Goodson explained that the Town of Holly Springs Timbering Ordinance regulates the removal and preservation of trees and shrubs within a perimeter buffer zone prior to development. In September 2017 a tree within the buffer zone on this site was removed without an approved timbering plan. If timbering activities are conducted such that buffer requirements for development are not met, the Town Council can determine whether a penalty shall apply to the property. The following penalties are listed in the ordinance for the Council's discretion:

- (1) The town may deny a building permit or refuse to approve a site or subdivision plan for a period of three years following completion of the harvest if all or substantially all of the perimeter buffer trees that should have been protected were removed from the tract of land for which the permit or plan approval is sought.
- (2) The town may deny a permit or refuse to approve a site or subdivision plan for a period of two years if the owner replants the buffer area within 120 days of harvest with plant material that is consistent with buffer areas required under the municipality's ordinances.
- (3) No penalty

Durwood Stephenson, general contractor for the project -- Mr. Stephenson said the removal of the trees was inadvertent as the developer strove to clean up the lot because someone was piling debris on the property. The contractor removed the trees after seeing on the plan the sidewalk and underground utilities that would seem to require the removal of the trees.

He apologized that it happened, but the mistake was an honest one, he said.

In discussion, Council members discussed the possibility of alternative penalties, such as the planting of larger trees than are required.

Council members agreed they would proceed with the special exception use hearing and act on the tree ordinance separately after considering the site plan.

Mr. Ryan said the United Community Bank is proposing a new 4,501 square foot, two-story bank building with two drive-through service lanes. The bank, formerly Four Oaks Bank, would be relocating from the current location in the Mims Town Square building adjacent to Town Hall.

He highlighted the development plan and building elevations.

Chet VanFossen, architect -- Mr. VanFossen addressed the Council and said design of the building is better with windows with an entrance with full length glass but not all around. He said it would create a more village look rather than a shopping center look.

Councilman Berry asked if a drive-through is necessary. Representatives of the bank said yes, and the drive-through is out of the public way.

Councilwoman Kelly asked if there would be a walk-up ATM. Mr. Stephenson said there is not a walk-up ATM planned, but a drive-through.

She asked if contractors were doing something to save some of the historic material from the house that was removed.

Mr. Stephenson said nothing of historic or architectural value was determined to be in the house; however, the bank offered the salvage material for reuse by others. Everyone who was made aware of the material declined, he said.

With that explanation completed, Mayor Sears opened the public hearing. The following sworn testimony and evidence was submitted by those who had been administered the oath by the deputy town clerk: No further.

There being no further testimony, the public hearing was closed.

Mr. Ernie Carpico, representing the Planning Board, reported that the planning board had reviewed the petition and recommended approval of the waivers, variances, special exception use and development plan. He did say the planning board did recommend a walk-up ATM to promote the walkability of the downtown.

Councilwoman Kelly asked the applicant if the bank would be amenable about a walk-up ATM. The applicant said the bank believes – and police agree -- that a walk-up ATM was not a safe option for patrons. Ms. Kelly said the village district would be safe, and she felt the walk-up ATM would be more pedestrian-friendly.

Council members noted that the site plan calls for an entrance into the property from Main Street. Councilman O'Brien questioned if that was necessary or if other options had been considered. He said he felt it might create a "cut-through" for people in traffic on Main Street to cut through the bank property to access Raleigh Street or Earp Street.

Council consensus was that it wants to hear further from the applicant on what the bank would be willing to do to mitigate the damage of the removal of trees; whether a walk-up ATM would be possible; and whether the access from Main Street was necessary or could that entrance be reconfigured.

Mr Stephenson said he felt sure the applicant would retain the Main Street access on the plan, but he would check. He said he felt the walk-up ATM also would be out of the question for bank patron safety concerns, but he would ask bank representatives about that, too.

**Action:** The Council approved a motion to table action on the waivers, variances, special exception use and development plan for United Community Bank until May 15.

**Motion By:** Berry

**Second By:** Lee

**Vote:** Unimous.

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

9a. Minutes – The Council approved minutes of the Board's recent regular and special meetings held April 3, 2018.

9b. 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.*

9c. Resolution 18-14 - The Council adopted Resolution 18-14 directing the town clerk to investigate the sufficiency of annexation petition A18-01 and setting a public hearing on the question of annexation for Tuesday, May 1, 2018. *A copy of Resolution 18-14 is attached to these minutes.*

9d. Waste Industries Contract Renewal - The Council approved a 5-year contract extension with Waste Industries for solid waste service to expire June 30, 2023.

9e. Budget Amendment, \$22,000 – The Council adopted a \$22,000 amendment to the FY 2017-18 budget for Parks and Recreation instructors, transfer funds from Community Center leisure programs #10-327.08 to programs instructors #10-425-27-55.01.

9f. Budget Amendment \$80,000 - The Council adopted an \$80,000 amendment to the FY 2017-18 budget to cover the cost of a new camera for stormwater and sewer outfall investigation. *A copy of the budget amendment is attached to these minutes.*

9g. Budget Amendment \$20,000 – The Council adopted a \$20,000 amendment to the FY 2017-18 budget to cover the cost of a Gator for stormwater and sewer outfall investigation. *A copy of the budget amendment is attached to these minutes.*

9h. Budget Amendment \$30,000 – The Council adopted a \$30,000 amendment to the FY 2017-18 budget for fitness equipment on the Carl Dean Greenway to transfer funds from Account #21.95 Parks and Recreation Reserves to 10-425-26 90.01 Capital Outlay Equipment.

9i. Budget Amendment \$37,000 – The Council adopted a \$37,000 amendment to the FY 2017-18 budget to cover the cost of replacing the grinder at Twelve Oaks pump station and changing the Business Park pump station to a five float operation, transferring funds from sewer reserve fund #24.95 to account #30-434-35-41.01.

9j. Budget Amendment \$20,000 – The Council adopted a \$20,000 amendment to the FY 2017-18 budget for the purchase of sample stations for collecting water samples in the distribution system, transferring funds from water reserve fund 23.95 to account #30-441-40-90.01.

9k. Budget Amendment \$20,500 – The Council adopted an amendment to the FY 2017-18 budget in the amount of \$20,500 to cover the cost of replacing the tank mixer at the Avent Ferry water tower, transferring funds to water reserve fund 23.95 to account #30-440-40.41.01.

**10a. Town Hall Commons Project** – Mr. Levitt said the Town Hall Commons (THC)- infrastructure project originally was bid and received no bids on the first attempt. Since then, Council has awarded 10% of the THC Parking Deck project so that the construction of the 242 Main Building/Parking Deck could proceed and to lock in the prices bid on the Parking Deck project (a performance bond in the amount of \$63,852.59 has been added to the parking deck cost).

Town Staff then advertised the project again and actively advertised the project for bids and received two bids at the second bid opening on March 23, 2018. The bids exceeded the estimated cost but both bids were within 7% of each other. The low bid (Fred Smith Company) was \$4,164,000. The second bid (Hine Site Development) was \$4,457,800.

The high cost, Mr. Levitt said, is due to a combination of market conditions, material price escalation, complexity of the project, and coordination with two adjacent projects and nine dry utility relocation/installation contracts. Value engineering was done and three scope reductions are possible to reduce the cost of the project. The maximum reduction for the three options is \$207,000.

Mr. Levitt said that if council directs staff to take advantage of any of the value engineering options, change orders would be presented at a future meeting with a revised budget.

#### Budget and Funding:

In order to close the gap between the funding previously estimated and the funding required with the increased construction and utility relocation costs staff proposes to transfer some of the funding from the Mims Stormwater Project to the THC Project. Both the Mims and THC projects were conceived to spark downtown development and as discussed, the transfer of funding was always the back-up plan if costs escalated. The Mims project was bid twice and no bids were received given the current construction climate. Staff plans to revisit the project in the future once funding sources can replenish and the construction market conditions improve. A revised Mims budget will be presented to Council in the future that shows the transfer in funding.

#### Construction Phase Services:

In order to proceed with awarding the infrastructure construction contract the project would also require a construction administration contract (CLH) and a materials and testing contract (S&ME).

#### Dry Utility Relocations:

A number of dry utility relocations are needed to construct the THC project including contracts from PSNC (Gas), Century Link (Comm), City of Wilson (TOHS Fiber Optic), Spectrum (Cable). Town staff is still in the process of coordinating relocation plans, soliciting contracts, and confirming relocations for this work. Some contracts are ready for execution and include TOHS Fiber relocation, communications relocation (Avent Ferry), communications relocations (Main Street). The selected contractor for the infrastructure project will be responsible for coordinating

this work. Anticipated relocation contracts to be presented to Town Council in the future include: electric overhead to underground (Avent Ferry), gas relocation and cable relocation

**Action:** The Council approved a motion to approve a \$766,6756 project budget for the Town Hall Commons public infrastructure project.

**Motion by:** Villadsen

**Second by:** Berry

**Vote:** Unanimous

*A copy of the project budget and budget amendment are attached to these minutes.*

**Action:** The Council approved a motion to award contract to Fred Smith Company and approve funding for the construction of the infrastructure project in the amount of \$4,164,000.

**Motion by:** Lee

**Second by:** Villadsen

**Vote:** Unanimous

**Action:** The Council approved a motion to approve funding for the remainder of the parking deck project (\$3,454,533.59 - \$340,000 previously awarded for retaining wall) in the amount of \$3,114,533.59 to be deposited into escrow.

**Motion by:** Berry

**Second by:** O'Brien

**Vote:** Unanimous

**Action:** The Council approved a motion to award a contract to S&ME and approve funding for Materials and Testing services in the amount of \$126,000.

**Motion by:** O'Brien

**Second by:** Kelly

**Vote:** Unanimous

**Action:** The Council approved a motion to award a contract to CLH Design and approve funding for construction administration services in the amount of \$72,500.

**Motion by:** Villadsen

**Second by:** Lee

**Vote:** Unanimous

**Action:** The Council approved a motion to award a contract to the City of Wilson (fiber contractor) and approve funding in the amount of \$64,186 for Town of Holly Springs fiber relocation.

**Motion by:** Kelly

**Second by:** Berry

**Vote:** Unanimous

**Action:** The Council approved a motion to award a contract to Century Link and approve funding in the amount of \$32,463.47 for communications relocation (Avent Ferry Rd).

**Motion by:** O'Brien

**Second by:** Lee

**Vote:** Unanimous

**Action:** The Council approved a motion to award a contract to Century Link and approve funding in the amount of \$93,073.01 for communications relocation (Main St).

**Motion by:** Berry

**Second by:** Villadsen

**Vote:** Unanimous

**10b. Avent Ferry Road / Cass Holt Road Project** - Mr. Levitt said that a right turn lane on Avent Ferry Road was to be constructed by Lochridge Subdivision, then the same right turn lane was to be lengthened by Wake County Public School System for Buckhorn Elementary, and then the same turn lane was to be lengthened by Honeycutt Subdivision.

He said in addition over the last 2 to 3 years the background traffic and existing subdivisions have added to the need to have an even longer right turn lane from Avent Ferry on to Cass Holt Rd.

Staff saw an opportunity to have WCPSS construct the full right turn lane and gather funds from proposed developments to make the improvement so that the traveling public only had to be inconvenienced once.

There is gap in funding for the improvements of existing subdivisions and background growth in which there is not a developer to represent and gather funds. The gap would be covered from the Town's street reserve funds.

**Action:** The Council approved a motion to award a contract to Wake County Public School System for lengthening the right turn lane from Avent Ferry Road to Cass Holt Road and to adopt a budget amendment in the amount of \$64,500 to transfer funds from street reserves #22.95 to project account #48-616-12.03.

**Motion by:** Lee

**Second by:** Berry

**Vote:** Unanimous

**10c. Holly Springs Road Widening Project** - Ms. DePina said staff applied for and was awarded the Locally Administered Projects Program (LAPP) funds for construction and right-of-way acquisition to widen Holly Springs Road to a consistent cross section (4-lane median-divided.) The preliminary limits of the project extend from Flint Point Lane to Main Street.

She said staff is in the process of hiring an engineering firm to design the project. The grant award comes with stringent milestones to which we must adhere. Per the grant, construction authorization is required by Sept. 30, 2019. We anticipate it taking about 18 months for design; however, these dates will be more closely examined once an engineering firm is selected.

Survey data must be gathered prior to beginning the design process. To expedite the design process and ensure the milestone date is met staff is initiating the survey activity in the scope of the attached proposal from Bass, Nixon & Kennedy, Inc.

**Action:** The Council approved a motion to award the contract to Bass, Nixon & Kennedy, Inc., (BNK) for topographic survey and approved funding in the amount of \$35,000 (including contingency), transferring funds from street reserves #22.95 to project account #48-818-90-12.05.

**Motion by:** Villadsen

**Second by:** O'Brien

**Vote:** Unanimous

**10d. Northeast Gateway Sign** - Mr. Ryan said in February, the Town Council approved a contract with Rodney's Sign Company for the Northeast Gateway Signs at the intersection of Holly Springs Road and Sunset Lake Road. At the request of the Town Council, the final design is being presented for approval.

Over the past several months, staff has met with representatives from Rodney's Sign Company to finalize construction details and make material selections.

**Selected Design Items, Primary Gateway Sign:**

- Brick columns, approximately 8 feet in height, using a similar brick to the brick used for the Ting Park sign;
- Gate design using the leaf and water portions of the Town logo;
- The sign will be interiorly illuminated;
- "Holly Springs" be lit using halo letters;
- Green background will glow from behind.

**Selected Design Items, Secondary Gateway Sign:**

- These signs are only being designed for future use in different locations as funding is available or development occurs at their selected locations;
- The secondary sign will be substantially similar in design and materials to the primary gateway sign;
- The sign will be interiorly illuminated when power is available;
- The back of the sign may be either black or blue, depending on the Council's preference.

In addition to finalizing the design, the location of the signs is being modified to account for grade and utility concerns at the west corner of the intersection (C-Store). One primary gateway sign will remain at the southern corner (Dollar Tree) while the other primary gateway sign will be moved to the north corner (CVS). This will allow the signs to be visible from drivers entering the intersection in all directions.

**Action:** The Council approved a motion to approve final design of the primary and secondary gateway signs for the Northeast Gateway Sign project with blue back and Welcome instead of "Welcome to."

**Motion by:** Lee

**Second by:** Villadsen

**Vote:** Unanimous

**10e. Appointment Interim Town Manager -** This item was moved from New Business during agenda adjustment to be discussed during agenda item 13. Closed Session.

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

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

**13. Closed Session:** The Council approved a motion to enter into closed session, pursuant to N.C.G.S. 143-318.11(a)(6) to discuss the appointment of an interim manager and to conduct evaluations of the town attorney and town clerk and pursuant to N.C.G.S. 143-318.11(a)(4) to discuss matters of economic development.

**Motion By:** Lee

**Second By:** O'Brien

**Vote:** Unanimous

In closed session, the Council gave direction to Town staff regarding some matters of economic development and the location or expansion of a business.

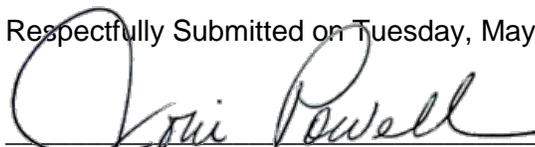
After speaking with the town clerk and town attorney, the Council spoke with Mr. Weeks about the possibility of his assuming an interim town manager position.

No action was taken in closed session, other than a motion to return to open session. The motion to return to open session passed unanimously.

In open session, the Council approved a motion to name Daniel Weeks as interim town manager. The motion passed unanimously.

**14. Adjournment:** There being no further business for the evening, the April 17, 2018 meeting of the Holly Springs Town Council was adjourned.

Respectfully Submitted on Tuesday, May 15, 2018.



Joni Powell, NCCMC



Town Clerk

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



May 1, 2018

## MINUTES

The Holly Springs Town Council met in regular session on Tuesday, May 1, 2018 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 five council members were present as the meeting opened.

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

**Council Members Absent:** None.

**Staff Members Present:** Daniel Weeks, interim town manager; Kendra Parrish, director of engineering and acting assistant town manager; John Schifano, town attorney; Joni Powell, town clerk, (recording the minutes); Linda Harper, deputy town clerk; Adam Huffman, assistant parks and recreation director; Gina Clapp, director of planning and zoning; Mary Hogan, finance director; Leroy Smith, fire chief; Billy Whitehead, information technology technician; Paul Allen, real estate acquisition agent, 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 Elder Tony Guilarte of the Church of Jesus Christ of Latter Day Saints.

**4. Agenda Adjustment:** The May 1, 2018 meeting agenda was adopted with changes, if any, as listed below: Remove item 8g., upgrades at Sugg Farm, from the agenda for discussion at a later date.

**Motion by:** O'Brien

**Second by:** Kelly

**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 comments were recorded:

Jimmy Cobb and Kevin Little of the Kiwanis Club – On behalf of the Kiwanis Club, the speakers accepted a proclamation recognizing the annual Kids Appreciation Day celebration at Sugg Farm May 5. They then introduced several children who will be recognized at the event as Terrific Kids and teachers who will be recognized as Terrific Teachers.

Diana Gregory of Moms Demand Action of Southwest Wake County – Ms. Gregory addressed the Council to ask its support of Wear Orange Day to raise awareness of gun violence.

Christine Quante of the Holly Springs Chamber of Commerce – Ms. Quante reported on the Grapes, Grains and Giving event. She said the Chamber raised \$8,000 for the Holly Springs Food Cupboard through the event.

Councilwoman Lee – Councilwoman Lee noted that both she and Councilwoman Kelly were missing important milestones in the children's lives. She said this to point out that we have great kids in Holly Springs. Councilwoman Kelly's daughter was being sworn in as vice

president of the student body at Appalachian State University, and Councilwoman Lee's daughter Lauren was being inducted into the Holly Springs High School National Honor Society.

**6a. ACCESS2040 Presentation** – Ms. Ramona McGee addressed the Council on details of ACCESS2040, a comprehensive suite of improvements to the existing roadway network in Southeastern Wake County that the Southern Environmental Law Center believes could meet the transportation needs of our region. The ACCESS2040 transportation solution was developed by a transportation engineer as an alternative to NCDOT's proposed Complete 540 toll highway. By upgrading existing roads and implementing other transportation techniques—like updates to specific intersections— the SELC believes ACCESS2040 could ease congestion at a fraction of the cost and environmental disruption that would be caused by the Complete 540 project.

**Action:** None. Presented for the Council's information.

**6b. Utility Development Fees Study Report** – Ms. Parrish said the Town recently commissioned a study of utility development fees that is required by a new state law that sets out how water and sewer development fees are calculated for new homes and businesses in Holly Springs.

She said the draft development fee report went online Friday for public review and comment before Town Council action takes place on June 19.

Miss Parrish explained that the new law establishes statewide standards for how cities and counties determine their utility system fees for new development. Local governments charging such fees must conduct a new study at least every five years going forward.

Holly Springs' consultant used a 20-year planning horizon in calculating allowable water and wastewater development fees.

The intent of such fees is to ensure that new development pays a proportional cost of the water and sewer facilities that serve them.

Ms. Parrish said citizens have until June 19 to review and comment on the plan. Also, a public hearing will be held June 19 before Council action on the plan, which then will be reflected in the FY 2018-19 Town Budget.

**Action:** None.

**6c. NC3C Video Awards** – Ms. Powell said that Holly Springs continued its winning tradition again this year by being among 23 municipalities recognized at the North Carolina City and County Communicators conference in New Bern as winners in the NC3C Excellence in Communications contest.

Tamara Ward earned a first place award for her video to help the Holly Springs Police Department recruit new police officers.

Mark Andrews earned a second place award for his video advance promoting the Finding Patience play produced at the Holly Springs Cultural Center.

**Action:** None.

**7a. Public Hearing: Annexation Ordinance A18-01** – Ms. Clapp said the Town has received a petition for voluntary annexation of approximately 1.095 +/- acres located at 4528 Sunset Lake Road. The property owner is Michele Lacatena, and the property is contiguous with city limits.

She added that the petition meets all the statutory requirements for annexation; however, the application is incomplete. Ms. Clapp asked that the Council table the public hearing until the May 15 meeting.

**Action:** The Council approved a motion to continue the public hearing and consideration of Annexation Ordinance A18-01 until the May 15, 2018 meeting.

**Motion by:** Lee

**Second by:** Berry  
**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 O'Brien, a second by Councilman Villadsen and a unanimous vote. The following actions were affected:

8a. Resolution 18-16 - The Council adopted Resolution 18-16 declaring certain personal property surplus to the needs of the town. *A copy of the Resolution 18-16 is attached to these minutes.*

8b. Resolution 18-17 - The Council adopted Resolution 18-17 transferring unspent funds from closed capital project funds to reserve funds and general fund unappropriated fund balance. *A copy of the Resolution 18-17 is attached to these minutes.*

8c. Hunt Recreation Center Holiday Schedule Amendment - The Council approved proposed holiday schedule modification for the Hunt Recreation Center.

8d. Budget Amendment \$50,000 – The Council adopted an amendment to the FY 2017-18 budget in the amount of \$50,000 to cover costs of a trencher, replacement vehicle and contract services for a network as-built audit. *A copy of the budget amendment is attached to these minutes.*

8e. Budget Amendment \$24,000– The Council adopted an amendment to the FY 2017-18 budget to transfer \$24,000 from 10-425-30.08 to 10-425-30-90-.02, to purchase a van for public facilities maintenance.

8f. Carl Dean Greenway Fitness Equipment – The Council approved the purchase of fitness equipment for the Carl Dean Greenway for \$21,841.

8g. Sugg Farm Upgrades – *The Council removed this item from consent agenda during agenda adjustment to be heard at a later date.*

8h. 12 Oaks Phase 9 Reuse Agreement – The Council approved a major user agreement for reuse water in 12 Oaks Phase 9.

8i. Parks and Recreation Athletic Facility Use Guide – The Council approved the Parks and Recreation Athletic Facility Use Guide.

**9a. Proposed 2018-19 Budget** – Mr. Weeks presented the proposed FY 2018-19 Town budget for the Council's review. He reviewed the budget message providing the Council with the major highlights of the budget proposal.

Mr. Weeks said the General Fund and Utility Funds are balanced based on projected revenues for the coming year and a tax rate that is the same as last year at 43.25 cents per \$100 valuation.

The FY 2018-19 budget message is as follows:

### **Fiscal Year 2018-2019 Budget Message**

Holly Springs continues to be a great place to live as the Town maintains positive growth that enhances the Town's ability to improve services provided to its citizens and to invest in the Town's future through upgrades to the transportation infrastructure, water and sewer treatment, distribution and collections systems, public works, public safety and its parks and recreation facilities.

To ensure that the Town's growth is managed in a sensible, strategic and sustainable way, the management team and staff constantly evaluate development to ensure that there exists a healthy balance of necessary and innovative growth, accompanied by adequate protection of our quality of life and Town character. As Holly Springs continues to develop, a clear vision is maintained with this balance in mind.

This vision should include policies that encourage well-managed growth and enhances the quality of life objectives of the Town. Examples include, but are not limited to economic development that is consistent with our community values, in an effort to create quality local employment opportunities and an additional more diversified tax base; identification of and efforts to secure various partnerships when public interests are served; investment in the Town's future through careful planning, funding and scheduling of capital projects; and innovation in developing the Town's identity and promoting the highest standards for our citizens.

We have identified budgetary priorities in the upcoming fiscal year, in an effort to achieve both the goals of the organization and the service needs of our community residents. While our finances have remained consistently robust over the last year, it is prudent to budget conservatively. We have carefully scrutinized the number of new positions requested; identified areas that we feel can generate an additional revenue stream; and have restricted spending for the remainder of the year as we do every year. This budget has been developed to meet all the various needs of both our organization and our community, but one which I feel will provide us flexibility in the future.”

Highlights of FY 2018-2019 budget are as follows:

#### **Revenues – General Fund**

- A. Ad Valorem Taxes: Figures are based on a 99% collection rate with an approximate tax base of **\$4,660,300,578** (as provided by the Wake County Tax Department), keeping the tax rate at **\$0.4325** per \$100 valuation.
- B. State Revenues: The state-shared revenues are estimated based primarily on previous years' collections. As you may recall, during the 2015 session of the General Assembly changes were ultimately made to the sales tax distribution formula which impacted the amount received by the Town. Although it does not appear the legislature is proposing more changes to the sales tax allocation formula, the staff will continue to monitor the state's progress on the revenue impact for the Town.
- C. Solid Waste Fees: Monthly garbage collection fees and recycling fees will remain at their current level of \$9.69 for garbage collection and \$4.34 for recycling. The current yard waste fee of \$3.00 will remain at its current level, although service levels are expected to be enhanced, as the purchase of a new leaf vacuum truck is included in the proposed budget.
- D. Fund Balance: We have not appropriated any funds from Fund Balance, for the purpose of balancing the Town operating budget. However, as in years past funding from the previous budget year for previously appropriated capital expenditures that did not take place are being proposed.
- E. Other Source Financing: No new financing is being proposed within the General Fund operating budget.

#### **Revenues – Utility Fund**

- A. Water & Sewer Rates: There is no recommendation for increase in access fees. The fees will remain at \$12.50 per month. There is a recommended increase of 3.02% in the actual utility user rates charged to citizens and Holly Springs businesses/industries. These proposed fee increases are recommended to help offset a portion of the expected decrease in development fee revenues, resulting from the currently under-review system

development fee study by Freese & Nichols. Assuming these proposed fee increases are implemented, using the UNC School of Government's Utility Rate Dashboard, our average utility bill will still be lower than our 50-mile and 100-mile averages for water and sewer utility providers. Aside from a small increase last year, which corresponded to a pass-through rate increase by our water provider Harnett County, the Town of Holly Springs has not increased utility user rates since the 2010-2011 approved budget.

- B. Fund Balance: We have not appropriated any funds from Fund Balance.
- C. Other Source Financing: No additional financing is being proposed within the Utility Fund.

### **Revenues – Stormwater Fund**

- A. Stormwater Rates: There is no increase in proposed monthly stormwater fees in the FY 2018-2019 budget.

### **Expenditures – General Fund**

- A. All capital items have been appropriated, and a list has been provided of each department's requests for your review in the Capital Outlay section of this proposed budget.
- B. Seventeen (17) new positions are proposed in the General Fund:
  - a. two (2) Public Works Technicians in the Public Works Streets Division;
  - b. one (1) Budget Analyst in the Finance Department;
  - c. three (3) Fire Engineers and one (1) Assistant Fire Chief in the Fire Department;
  - d. one (1) Assistant Town Attorney in the Town Attorney's Office. This position represents an upgrade from a current part-time position to a full-time position;
  - e. four (4) Sworn Police Officers and two (2) Telecommunicators in the Police Department;
  - f. one (1) Associate Planner in the Planning Department;
  - g. one (1) Lead Park Maintenance Technician in the Parks & Recreation Department;
  - h. one (1) Transportation Engineer in the Engineering Department;
  - i. More detailed information, as it relates to additional positions' pay grades/salaries/benefits can be found in the Salaries & Positions List section of this proposed budget.
- C. This budget includes contributions to nonprofit organizations of \$15,000 to be designated as the Council so desires, a \$10,000 Platinum membership renewal to the Holly Springs Chamber of Commerce and \$20,000 to the Chamber of Commerce for community/governmental programs, totaling \$45,000.
- D. All debt service requirements have been appropriated in this budget to meet our debt obligations. The statement of debt is included for your review.

### **Expenses – Utility Fund**

- A. All capital items have been appropriated and a list of each department's request is provided for your review.
- B. Two (2) new staff positions are requested in the Utilities Fund:
  - a. two (2) Public Works Technicians in the Public Works Collections Division

- b. More detailed information, as it relates to additional positions' pay grades/salaries/benefits can be found in the Salaries & Positions List section of this proposed budget.
  
- C. All debt service requirements have been obligated in the FY 2018-2019 budget. A statement of debt is included for your review. Over the last ten (10) years, we have been placing funds in reserve to cover the cost of the Harnett County Water Plant Capacity debt, as well as the Water Reclamation Facility expansion debt service to accommodate development.

### **Expenses – Stormwater Fund**

- A. No significant changes are noted in the Stormwater Fund. Primary expenses within this fund are for salaries and contract services.

### **Other Highlights**

The salary requirement for next year includes a market adjustment for full time employees of 2.0%. Funding is provided in each department for merit/performance pay in the amount of 3% of salaries. The salary budget also includes a 5% 401(k) contribution and longevity benefits, as well as a State-mandated Retirement benefit of 7.81% for non-law enforcement personnel and 8.5% for sworn law enforcement officers.

Employee health insurance has been budgeted with an increase of 1.9% in the rates for next year. This is largely due to lower than usual claims and employee education efforts that are initiated by our Human Resources Department.

With the current economic environment and accompanying healthy rate of growth within Holly Springs, our goal is to create a budget that will maintain and improve services to citizens while still controlling the costs for these services. As previously stated, I feel the Town of Holly Springs has a solid and conservative budget for next year capable of achieving this stated goal.

I have included within your budget the departmental worksheets we used in developing this budget proposal. I hope this will provide you with a better overview of the process and issues discussed during the budget-balancing procedure.

As we proceed into the next several years, we will continue to evaluate projects and personnel needs as they relate to the provision of services. We have several substantial projects which will potentially impact all major funds during this fiscal year; therefore, it will be important to prioritize programming needs with future budgets. We will continue to work with members of the Town Council, staff, and our citizens to establish our goals and objectives as the Town grows to provide the level of services expected.

Town staff has been instrumental in the development of this document, and I feel they have done a good job of controlling costs while providing service levels expected by the Town Council and our citizens. This budget is my best estimate of what we should expect next year, and I feel it represents a fair assessment of our anticipated revenues and expenditures.

This budget reflects my recommendations based on department meetings over a three-week period, an evaluation of existing service needs, and input from Town residents and the Town Council. I would like to give a special thanks to our department heads for their time and effort in the preparation of this document. Without their help, this budget could not have been developed to address both present and future service needs.

Furthermore, a special recognition is due to Mary Hogan and Patty Dressen in our Finance Department, and Kimberly Keyes in our Administration Department. These individuals continue to be instrumental in budget creation and approval. Their contributions to the budget process, which spans months, cannot be overstated.

In closing, the FY 2018-2019 Budget reflects the challenges typically associated with a rapidly growing community, but it also represents the Town's ability to continue investing in its infrastructure and in some cases improve service levels due in large measure to our continued growth. It is important to note that with any budget, external forces can affect our projections and it is for that reason that the figures proposed in the FY 2018-2019 Budget are a very conservative forecast of our revenues and expenditures for the next year. A copy of the proposed budget document will be available for public review online on the Town official website."

Mr. Weeks asked the Council to schedule a special meeting for a budget workshop. He said the public hearing and formal adoption of the budget would be in June.

**Action:** The Council approved a motion to set a special meeting of the Council to hold a budget workshop at 5:30 p.m. Monday, May 14, 2018 in the Holleman Room (location changed May 8 to the Law Enforcement Center.)

**Motion by:** Villadsen

**Second by:** O'Brien

**Vote:** Unanimous

**9b. Parks and Recreation Advisory Committee Appointments** - Mr. Huffman said the Parks and Recreation Advisory Committee has three vacancies that need to be filled due to terms expiring June 30. After advertising on the Town's website, the Parks and Recreation office received 11 applications.

Councilwoman Kelly asked what the role the committee plays in the operation and return on investment for parks and recreation facilities. Mr. Huffman said the members bring concerns and issues from the public and have input into most phases of programming and facility planning.

Councilwomen Kelly and Lee agreed that the board is very talented and qualified and could help the town. They broached the subject of expanding the role of the committee.

Mr. Huffman agreed and believes the committee is heading in that direction.

The Council agreed to meet in a special meeting workshop to formalize the structure of the Parks and Recreation Advisory Committee.

In the meantime, the Council was asked to fill the vacancies and appoint new members to the committee or re-appoint interested members. The terms will be for three years from July 1, 2018 to June 30, 2021, Mr. Huffman said.

He added that Elizabeth Stone and Alice Reese are incumbents requesting re-appointment.

Each member of Council nominated three applicants and explained their reasoning.

Councilman Berry said he was looking for townwide representation and felt Liz Stone, Len Lloyd and Kim Henry were qualified applicants who would satisfy his desire to have townwide representation on the committee.

Councilwoman Lee said she felt all of the applicants were strong contenders, and she noted that there is a lot of enthusiasm and chemistry on the current board. She said Liz Stone has provided strong leadership in her role as chairman and Alice Reese has a tremendous background in working with young people. She also nominated Len Lloyd, noting his experience with the Town of Cary Parks and Recreation program and that he has a lot of experience with facilities.

Councilman Villadsen echoed Councilman Berry and Lee and nominated Elizabeth Stone for her leadership and Lenoard Lloyd and Kim Henry.

Councilman O'Brien commended all of the applicants, saying the Town has received an impressive pool. He nominated Kim Henry for her local involvement; Jason Guetgemann and Liz Stone

Councilwoman Kelly said she felt all applicants were active in programs, and she was looking for geographic townwide representation. She nominated Len Lloyd, Mike Kondratick and Jeff Palumbo.

**Action:** The Council approved a motion to appoint top nominations Elizabeth Stone, Kim Henry and Len Lloyd to the Holly Springs Parks and Recreation Advisory Committee with terms July 1, 2018 to June 30, 2021.

**Motion by:** Lee

**Second by:** O'Brien

**Vote:** Unanimous

**9c. Town Code of Ordinance Amendment -** Mr. Schifano said Section 12-341 of the Holly Springs Town Code prohibits the open consumption of alcohol on public property or public rights of way in town. In 2004 an exception was made for renters at Bass Lake Retreat Center to be able to have beer and wine at functions under certain circumstances. The exception was later broadened to include a beer garden at Womble Park during town festivals.

The Salamanders sell beer and wine at Ting Park currently, and the Cultural Center sells beer and wine at shows, so this ordinance change would reflect the current conditions. This change also expands what can be sold at Ting to include fortified wine and mixed beverages (i.e., liquor drinks), which town staff understands from the vendor would be done at private events generally.

**Action:** The Council approved a motion to adopt Ordinance 18-02 to amend the Town Code on drinking in public places.

**Motion by:** Berry

**Second by:** Kelly

**Vote:** Unanimous

*A copy of Ordinance 18-02 is attached to these minutes.*

**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 1, 2018 meeting of the Holly Springs Town Council was adjourned.

Respectfully Submitted on Tuesday, May 15, 2018.

  
\_\_\_\_\_  
Joni Powell, NCCMC  
Town Clerk



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