



Nov. 6, 2018

## MINUTES

The Holly Springs Town Council met in regular session on Tuesday, Nov. 6, 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 7:15 p.m.)

**Staff Members Present:** Randy Harrington, town manager; Daniel Weeks, assistant town manager; John Schifano, town attorney; Joni Powell, town clerk (recording the minutes); Linda Harper, deputy town clerk; Irena Krstanovic, economic development director; Gina Clapp, director of planning and zoning; Melissa Sigmund, principal planner; Kendra Parrish, director of engineering; Aaron Levitt, senior engineer; Leroy Smith, fire chief; Jamie Holland, assistant fire chief; Paul Allen, real estate acquisition agent; John Herring, police chief; Mary Hogan, finance director; Seann Byrd, water quality director; Erika Phillips, human resources director; Adam Huffman, assistant parks and recreation director; Rachel Jones, development review engineer; Mark Andrews, public information officer; Tamara Ward, communications specialist and Jeff Wilson, information technology director.

**2 and 3.** The Pledge of Allegiance was recited, and the meeting opened with an invocation by Rev. John McAllister, pastor of Sunrise Methodist Church.

**4. Agenda Adjustment:** The Nov. 6, 2018 meeting agenda was adopted with changes as listed: Remove Item 9e, contract for 2019 Beericana.

**Motion by:** O'Brien

**Second by:** Berry

**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: None

**6a. Veterans Day Recognition –** Mayor Sears said in observance of Veterans Day, he wanted to recognize Town staff members who have served in the military. He, on behalf of the Council, expressed appreciation for their service.

Mayor named the 18 current Town of Holly Springs employee veterans: Army veterans Brent Reck (Active Duty); Rob Adams, Kate Bignall, Richard Dawson, John Herring, Carmen Javaux, Alan Laws and Mike Patterson (Army and Marines); Navy vets Terry Hudnett, Keith Denton, Cory Mangum and Clyde Stephenson; Marines James Higgins, David Bock, David Boyd, Wes Jarriel, and Siobhan Juarez; and North Carolina Army National Guard vet Zach Pitts.

**Action:** None.

**6b. Small Business Saturday Proclamation -** Mayor Sears presented a proclamation to members of the Holly Springs Chamber of Commerce. The proclamation designates Saturday,

Nov. 24 as Small Business Saturday in Holly Springs and urges citizens to support locally-owned and operated Holly Springs businesses on that and every day of the year.

**Action:** None.

**7a. Update On Drone Pilot Program** – Mr. Levitt provided updates on the status of the program.

He covered Phase 1 Operations

- Holly Springs Town Center to Ting Park
- Ting Park delivery zone
- Causey Aviation will be drone operators and Flytrex is the technology provider
- Regulatory Status with FAA

- Public Meeting Results

- Website statement on law abiding drone use in Holly Springs:
  - “The Town of Holly Springs supports the lawful and safe operation of drones. Unmanned aerial vehicles represent a significant part of the future of transportation and Holly Springs supports this technology to better the lives of its citizens and Town. Drone operators shall respect the safety and privacy of the public. For applicable drone laws and regulations visit [FAA.gov/UAS](http://FAA.gov/UAS) and [NCDOT.gov/divisions/aviation/uas](http://NCDOT.gov/divisions/aviation/uas). Holly Springs is committed to keeping current on drone laws and technologies and will adopt best drone practices and technologies as they are developed and proven.

Mr. Levitt then described details of the drone program’s first flight, which was successful from Holly Springs Towne Center to Ting Park.

**Action:** None.

**8a. Public Hearing: Rogers Street Right of Way Closing** – Ms. Jones said this request is to abandon a small portion of Rogers Street right of way in preparation for its realignment and extension. She said the closure will not impact traffic flow.

She noted that staff requests the continuance of the public hearing and for the council to defer action while the legal description for the area to be abandoned is finalized.

With that explanation completed, Mayor Sears opened the public hearing. The following input was recorded: None.

There being no input, the public hearing was continued with the following motion.

**Action:** The Council approved a motion to continue the public hearing to resume on Nov. 20 and to defer action on adoption of Resolution 18-44, a closing order to close a small portion of Rogers Street right of way.

**Motion by:** Kelly

**Second by:** O’Brien

**Vote:** Unanimous

**8b. Public Hearing: Ivy Arbor Way Right of Way Closing** – Ms. Jones said this request is to abandon right of way for a portion of Ivy Arbor Way right of way at the request of the developer. The closure will not impact traffic flow.

She noted that staff requests the continuance of the public hearing and for the council to defer action while the legal description for the area to be abandoned is finalized.

With that explanation completed, Mayor Sears opened the public hearing. The following input was recorded: None.

There being no input, the public hearing was continued with the following motion.

**Action:** The Council approved a motion to continue the public hearing to resume on Nov. 20 and to defer action on adoption of Resolution 18-45, a closing order to close a portion Ivy Arbor Lane right of way.

**Motion by:** Villadsen

**Second by:** Lee

**Vote:** Unanimous

**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 meetings held Oct. 9 and Oct. 16, 2018.

9b. Finance Officer / Tax Collector Appointment – The Council appointed Mary Hogan as Finance Officer and Tax Collector. She will be administered the oath of office soon.

9c. Wake County / Holly Springs Fire Department Tanker Lease Agreement – The Council approved to enter a tanker lease agreement with Wake County.

9d. Reclassification Two Positions - The Council approved the reclassification of Information Desk Clerk to Director of Communications and Marketing and Town Clerk/Director of Public Information to Town Clerk, effective January 1, 2019.

9e. Beericana Contract 2019 – This item was removed from the agenda in Agenda Adjustment.

9f. Wayfinding Signs Change Order – The Council received a report of a change order #1 in the wayfinding signs fabrication and installation contract approved by the Town Manager, per policy.

9g. 17-DO-01 Bridgeberry III Plan Approval Extension – The Council granted a 6-month extension for 17-DO-01 for Bridgeberry III to extend the expiration date from Nov. 2, 2018 to May 2, 2019

9h. 13-DP-07 GMA Supply Plan Approval Extension - The Council granted a final 6-month extension for 13-DP-07-A02 for GMA Supply to extend the expiration date from October 6, 2018 to April 6, 2019

9i. Storage Area Network Server Storage Contract – The Council approved to lease Storage Area Network equipment for the Town's information technology operations related to data storage and server operations in the amount of \$26,114 per year for four years.

9j. Town Hall Commons Infrastructure Project Change Orders - The Council received a report of change orders #2, 3 and 5 for Town Hall Commons public infrastructure project that were approved by the Town Manager, per policy.

**10a. Parks and Recreation Inclement Weather Policy** – Mr. Huffman explained that per Town policy, the Parks and Recreation Department cancels all programs when the Wake County Public School System (WCPSS) closes facilities during inclement weather events.

Mr. Huffman said that for many years, this policy frustrated patrons and staff when conditions in Holly Springs seemed favorable for activity, yet WCPSS closed schools because other areas within the county continued to endure unsafe conditions.

He said staff recommends approving a new policy giving Town administrators the authority to determine program status during inclement weather. He reviewed the proposed inclement weather policy, which includes operational procedures for closing or cancelling facilities, rentals, programs, and Town events.

**Action:** The Council approved a motion to approve a new updated Parks and Recreation facilities inclement weather policy.

**Motion by:** Lee

**Second by:** Berry

**Vote:** Unanimous

*A copy of the Parks and Recreation facilities inclement weather policy is attached to these minutes.*

**10b. Future Land Use and Community Character Plan** - Ms. Sigmund said that, through the FY 2018-2019 budget process, Town Council authorized staff to move forward with an update to the Future Land Use and Community Character Plan portions of the Comprehensive Plan.

Expenditures for this year-long project are expected to extend from FY2018-2019 to FY2019-2020. Of the total \$200,000 project budget, \$100,000 was authorized with the FY2018-2019 budget.

She said the proposals were received from five consulting teams in response to the Town's Request for Proposals. Interviews were conducted with the three top-ranked teams.

After thorough consideration, the RFP committee determined the preferred consulting team for this project is led by Cities Explained, Inc. Cities Explained, Inc. would serve as lead consultant for a team that includes Stantec Consulting Services, Inc.; Nealon Planning, LLC; Town Planning & Urban Design Collaborative, LLC, and SYNEVA Economics, LLC. Ms. Sigmund said this multi-disciplinary team has the combined skills and experience to successfully tackle the various aspects of this project, including public engagement, economic analyses, land use scenario planning, and development of the resulting project plan document formatted for paper and electronic use.

She explained that public engagement will be a critical element of this project. The consultant team will utilize a full array of techniques to reach across demographic and interest groups in the town. This will include a 5-day intensive public workshop (design charrette) to capture public feedback, as well as innovative on-line tools to provide a wide range of ways for the public to become involved and stay up to date as the project progresses. Community leaders representing a variety of viewpoints of residents, business owners, and various community groups will be also be involved throughout the process in the form of a community advisory committee. A technical committee composed of staff members will be utilized throughout the project as well.

The proposed scope of work has an expected project timeline of November 2018-October 2019. The proposed contract's total cost is \$161,890 with a maximum of \$100,000 of expenditures in FY2018-2019. The overall project budget over the course of FY18-19 and FY19-20 is \$200,000. The remainder of the project budget not covered by the current contract will cover other project expenses that are the responsibility of the Town, including additional outreach and special events for community engagement, printing, and other associated project costs.

**Action:** The Council approved a motion to award a contract to Cities Explained, Inc. in the amount of \$161,890 for the Future Land Use and Community Character Plan Update project, to include community engagement and plan preparation.

**Motion by:** Berry

**Second by:** O'Brien

**Vote:** Unanimous

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

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

**13. Closed Session:** The Council entered into closed session, pursuant to N.C.G.S. 143-318.11(a)(3) to discuss with the town attorney enforcement action against Don Davis Auto and to discuss litigation regarding Gerald Currin Builders, Poythress Construction, Amward Homes, Reward Builders, Wardson Construction JP Swain, City Scape Builders, & Upright Builders vs Town of Holly Springs; and pursuant to N.C.G.S. 143-318.11(a)(5) to discuss a material term contained in an employment contract.

**Motion by:** Berry

**Second by:** Kelly

**Vote:** Unanimous

In closed session, the Council heard an update in the *Gerald Currin Builders, Poythress Construction, Amward Homes, Reward Builders, Wardson Construction JP Swain, City Scape Builders, & Upright Builders vs Town of Holly Springs* matter.

Mr. Schifano reported to the Council and received direction.

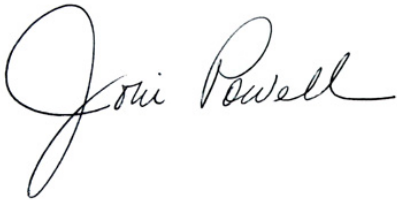
The Council considered litigation enforcement action against Don Davis Auto and gave direction to Mr. Schifano.

The Council discussed the material terms contained in an employment contract with the town manager.

Taking no further action, the Council returned to open session.

**14. Adjournment:** There being no further business for the evening, the Nov. 6, 2018 meeting of the Holly Springs Town Council was adjourned.

day, Nov. 20, 2018.

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

