



Agenda

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Adjustment and approval of May 18, 2021 meeting agenda

PUBLIC COMMENT PERIOD

Notes on the Public Comment Period - Each speaker may speak up to **3 minutes**, and the total comment period will be 15 minutes or less. Citizens should sign up with the Town Clerk to speak prior to the start of the meeting. Although the Council is interested in hearing your concerns, speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff, and other speakers.

RECOGNITIONS

5. National Public Works Week

REQUESTS AND COMMUNICATIONS

6. 2021 Tree Advisory Committee Annual Report
7. Sidewalk, Pedestrian Safety, and Traffic Calming Community Investments Update

PUBLIC HEARINGS

8. Fiscal Year 2021-2022 Budget Public Hearing

CONSENT AGENDA

9. Approve the minutes of the May 4, 2021 Business Meeting and the May 11, 2021 Workshop Meeting.
10. Monthly Budget Amendment Report
11. Wake County Community Development Block Grant Cooperation Agreement Extension

NEW BUSINESS

12. Collins Park Master Plan Amendment 15-MAS-03
13. Memorial Gift Program Policy
14. NCDOT Municipal Agreement for Pedestrian Tunnel - Change Order
15. Parks and Recreation Advisory Committee Appointments
16. Tree Advisory Committee Appointments

OTHER BUSINESS

MANAGER'S REPORT

CLOSED SESSION -

ADJOURNMENT

In accordance with ADA regulations please contact the Town Clerk's office at least 48 hours before the meeting to request an auxiliary aid or service needed to participate in this meeting:

linda.mckinney@hollyspringsnc.us 919-557-3900



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 5.

Recognitions

Title: National Public Works Week

Strategic Priority Area: Organizational Excellence

Staff Resource: Scott Chase, Asst. Town Manager, Kendra Parrish, Utilities and Infrastructure

Action(s):

Issue a Proclamation that May 16-22, 2021 shall be Public Works Week in Holly Springs.

Explanation:

- Public Works professionals deliver the services our community depends on every day such as water distribution, sewer collection, yard waste collection, sidewalk installations and maintenance, and maintenance of town roads.
- National Public Works Week honors the importance of public works services and the men and women who deliver these services.
- The Mayor wishes to join with representatives of the American Public Works Association in proclaiming May 16-22, 2021 as Public Works Week in Holly Springs.

Background:

- The American Public Works Association (APWA) established National Public Works Week (NPWW) in 1960. NPWW calls attention to the importance of public works in community life. The Week seeks to enhance the prestige of the often-unsung heroes and professionals who serve the public good every day.
- This proclamation recognizes the important work done by the Public Works Department and Utilities & Infrastructure Department.

Funding Source(s):

N/A

Attachment(s):

1. National Public Works Week 2021

Town of Holly Springs



A Proclamation By The Mayor

National Public Works Week—May 16 - 22, 2021

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Holly Springs; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Holly Springs to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and

WHEREAS, the year 2021 marks the 61st annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association;

NOW, THEREFORE, I, Mayor Dick Sears, do hereby proclaim May 16 - 22, 2021 as

National Public Works Week

in Holly Springs, and I urge all citizens to join me with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

Proclaimed this, the 18th day of May, 2021

IN WITNESS WHEREOF, I have
hereunto set my hand and caused the Seal of
the Town of Holly Springs, North Carolina to be
affixed on this 18th day of May, 2021.

Dick Sears, Mayor



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 6.

Requests & Communications

Title: 2021 Tree Advisory Committee Annual Report

Strategic Priority Area: Engaged, Healthy, & Active Community
Responsible & Balanced Growth

Staff Resource: Cheryl Caines, Development Services

Action(s):

Receive annual report from the Tree Advisory Committee.

Explanation:

- The Tree Advisory Committee (TAC) charge includes an expectation for an annual report to be provided to the Town Council on the Committee's efforts over the past year and any recommendations going forward.
- The last annual report was presented in March 2020.
- The TAC adopted short and long term goals that focused on educating the public on the importance and care of trees, improving the health of the Holly Springs tree canopy, and identifying/protecting heritage trees.
- The activities of 2020 focused on supporting the TAC duties and adopted goals.
- A memo outlining the year in review is included in the agenda packet.

Background:

- The Tree Advisory Committee was created on November 20, 2018.
- The committee has specific duties and responsibilities:
 - Assist with the planning for annual Arbor Day event.
 - Provide guidance and feedback to the Town Council in how the Town can maintain good standing with Tree City USA.
 - Provide recommendations on:
 - Funds spent for the Street Tree Replacement Program.
 - Removal of diseased or harmful street trees and bufferyard plantings.
 - Updates to the town's tree maintenance guidelines and tree selection criteria.
 - Inform and educate the public of the importance and need for tree preservation and maintenance.
 - The chairperson shall present recommendations or reports, including an annual report, to the Town Council.

Funding Source(s):

N/A

Attachment(s):

1. TAC Memo Annual Report



Subject Title: Tree Advisory Committee 2021 Annual Report to Town Council
Meeting Date: May 18, 2021
Presenter: Rachel Woods, Chairperson
Attachments: N/A

The Holly Springs Tree Advisory Committee (TAC) duties are to:

- (1) Assist with the planning for annual Arbor Day event.
- (2) Provide guidance and feedback to the Town Council in how the Town can maintain in good standing with Tree City USA standards.
- (3) Assist with recommendations on the methodology/criteria for the expenditure of funds for the Street Tree Replacement Program.
- (4) Assist with recommendations on the methodology/criteria for the removal of diseased or harmful street trees or perimeter yard landscape/bufferyard plantings.
- (5) Assist with the review and recommendations on updates to the Town's tree maintenance guidelines and preferred tree selection criteria.
- (6) Inform and educate the general public of the importance and need for tree preservation and maintenance.

Activities of and decisions made by the TAC in 2020 were centered on the above listed duties and the TAC goals listed below. These goals were adopted in January 2021 and include both short- and long-term goals. The goals focused on educating the public about the care of trees and their importance, improving the health of the Holly Springs tree canopy, and identifying/protecting heritage trees.

Short Term Goals

- During 2021, TAC will plan and host 4 public, free, tree education events (1 per season). Each event will educate our community on the importance and care of trees. Each program will be assessed for its effectiveness with a post-program survey to inform future program planning.
- By the end of 2021, TAC will work with the town's communication/marketing department to identify at least one method of (regular) public communication beyond social media to inform our residents about TAC programs, tree care tips and to promote TAC's work. In addition, TAC will continue social media campaigns and will create and transmit at least 1 informational post per season.
- By the end of 2021, TAC will have begun the process of creating a catalogue of all heritage trees within the town limits of Holly Springs and assess each tree for threats to their survival.

- By the end of 2021, TAC will have started an HOA focused tree health outreach program that can pave a clear path toward strong working relationships with neighborhoods all around town in promoting a healthy urban canopy.

Long Term 3-5 Year Goals

- By 2025, TAC will have worked with the town to enact policies, promote public education and direct funds to ensure that 90% of our street tree canopy is determined to be in good health (up from 49%, 2020). This will be assessed during the town's next street tree inventory event.
- By the end of 2024, TAC will have worked with the town to protect all heritage trees from destruction through updates to town ordinances.
- By the end of 2024, TAC will have expanded tree identification signage to other town parks, greenways and public spaces beyond the Bass Lake Tree ID hike, at least tripling the amount of passive educational opportunities for residents in town.
- By 2025, TAC will have implemented an in-school educational outreach program that furthers education efforts to our youngest residents, forging relationships between TAC and schools within Holly Springs town limits.

The following are a list of TAC accomplishments for the 2020 – 2021 fiscal year:

- Arbor Day
 - Planting events at two parks
 - Bass Lake Tree Identification Hike
 - Tree Seedling Giveaway (200 Redbuds and 30 Scarlet Oaks)
- Tree City USA
 - Held monthly meetings
 - Submittal of Tree City USA renewal application (2nd year)
- Street Tree Replacement Program
 - Provided input on 2020 Street Tree Replacement Pilot Program (2nd year)
 - Over 70 requests received for street trees
 - Planted 24 trees in 12 neighborhoods throughout town
 - Reviewed 2019 and 2020 program to begin discussions for 2021 program
- Removal of street and perimeter landscape trees; tree maintenance guidelines and tree selection
 - Reviewed lessons learned from street tree program to understand issues with current street tree policies and standards
 - Heard presentation on findings of street tree inventory completed by staff intern
 - Heard an overview of current code requirements related to landscaping, street trees, and tree preservation
 - Received presentation of plans to add a right turn lane on Main Street at Holly Springs intersection and provided feedback on impacts/loss of Willow Oak on Main Street.
- Public Information Initiatives
 - Conducted Tree Care Workshops (pruning, mulching, fertilization)
 - Worked with Bass Lake staff to create a tree themed backpack for their educational backpack program
 - Contributed to Suburban Living article about trees in Holly Springs
 - Published information on tree care in town newsletter
 - Participated in Holly Springs Holiday Tree Trail at Ting Park to promote the importance of trees and role of the TAC



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Agenda Item#: 7.

Requests & Communications

Title: Sidewalk, Pedestrian Safety, and Traffic Calming Community Investments Update

Strategic Priority Area: Engaged, Healthy, & Active Community
Safe & Friendly

Staff Resource: Aaron Levitt, Utilities and Infrastructure

Action(s):

Traffic Calming and Pedestrian Community Investment Updates

Explanation:

- In the Fiscal Year 2020-21 budget Council approved dedicated funding in the Pay-As-You-Go (PAYGO) portion of the Community Investment Plan (CIP) for sidewalk, pedestrian safety, and traffic calming improvements.
- This infrastructure funding has streamlined the Town's ability to plan and complete impactful projects in these community investment areas.
- Over the past 6 months town staff from Utilities & Infrastructure and Public Works have completed the following:
 - Design and construction of the enhanced crosswalk (RRFB) at Main Street and Rogers Road across from the Block on Main
 - Design, permitting, and construction of the enhanced crosswalk (RRFB) at Bass Lake Road at the Park Entrance.
 - Purchase of a radar speed sign and tube counter to enable staff to verify traffic requests with field collected data.
- Staff will update the Mayor & Council on anticipated sidewalk, pedestrian, bicycle, and traffic calming efforts planned over the next year.
- In addition, the Americans with Disabilities Act (ADA) transition plan continues to progress. Currently, Phase 2 of the transition plan, which estimates costs, is being completed. Staff will return to Council to present the results in the coming months.

Background:

- The Community Investment Plan (CIP) includes a Pay-As-You-Go (PAYGO) component designed to plan and fund on an ongoing basis regular capital maintenance of town assets and make immediate, smaller scale community investments to address sidewalks, and pedestrian and bicycle safety, neighborhood traffic safety and calming, Americans with Disabilities Act (ADA) retrofit investments, and facilities maintenance and repair.
- In the FY 20-21 Budget, Town Council approved the creation of two related PAYGO accounts:
 - Sidewalks, Pedestrian and Bicycle Safety - Advances walkability and safety; supports new sidewalk installation and the installation of crosswalk safety

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- improvements such as Rectangular Rapid Flash Beacons (RRFBs)
- Neighborhood Traffic Safety/Calming - Supports Council's new policy to address neighborhood traffic safety/calming concerns

Funding Source(s):

Attachment(s):

None



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 8.

Public Hearings

Title: Fiscal Year 2021-2022 Budget Public Hearing

Strategic Priority Area: Engaged, Healthy, & Active Community

Economic Prosperity & Diversity

Organizational Excellence

Responsible & Balanced Growth

Safe & Friendly

Staff Resource: Randy Harrington, Town Manager, Antwan Morrison, Finance, Corey Petersohn, Finance

Action(s):

Hold public hearing to receive input from the public on the Fiscal Year 2021-2022 Operating Budget and Community Investment Plan.

Explanation:

- Per NCGS 159-12 (B) Before adopting the budget ordinance, the board shall hold a public hearing at which time any persons who wish to be heard on the budget may appear.
- The recommended operating budget totals \$73,600,974 and includes the following key recommendations:
 - A property tax rate of 42.16 cents per \$100 valuation (no change from last year)
 - Fee reduction of 48 cents/month in refuse and recycling collection due to cost savings in contract negotiations with the Town's private vendor
 - Fee increase of 50 cents/month for new yard waste collection equipment
 - Water and sewer user rates increase by 1.8% with an additional 50 cent increase per residential access fee to cover the inflationary costs to provide services as well as debt payments for water and sewer infrastructure
 - 38 new positions to meet growing development and service needs to include 12 new fire positions to staff the anticipated delivery of the new aerial truck arriving in late 2021

Background:

- The Town Manager presented the recommended budget to the Mayor and Council on May 11, 2021.
- North Carolina General Statutes require that the Town Council adopt a new, annual fiscal year budget by July 1.
- Next steps include a Budget Workshop on May 25th at 6 pm at the Law Enforcement Center. Budget adoption is scheduled for the June 1, 2021 Council meeting at 7 pm at Town Hall.

Funding Source(s):

N/A

Attachment(s):

None



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 9.

Consent Agenda

Title: Approve the minutes of the May 4, 2021 Business Meeting and the May 11, 2021 Workshop Meeting.

Strategic Priority Area: Organizational Excellence

Staff Resource: Linda McKinney, Town Clerk

Action(s):

Approve the minutes of the Council's Business meeting held May 4, 2021 and the workshop meeting held May 11, 2021.

Explanation:

- Minutes in draft form are attached for the Council's review.
- If there are any corrections, please call the Town Clerk at 919-557-3900 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.

Background:

Funding Source(s):

N/A

Attachment(s):

1. 5.4.21 minutes - Draft
2. 5.11.21 workshop minutes - Draft



MINUTES

The Holly Springs Town Council met in regular session on Tuesday, May 4, 2021 in person and via video conferencing. Mayor Pro Tem Berry presided, calling the meeting to order at 7 p.m. A quorum was established as five Council members were present in the Chamber as the meeting opened.

Council Members Present: Mayor Pro Tem Dan Berry, Councilmen Peter Villadsen, Shaun McGrath and Aaron Wolff, and Councilwoman Christine Kelly.

Council Members absent: Mayor Sears.

Staff Members Present in Chambers: Randy Harrington, *Town Manager*; Daniel Weeks, *Assistant Town Manager*; Scott Chase, *Assistant Town Manager*; John Schifano, *Town Attorney*; Linda McKinney, *Town Clerk* (recording the minutes); Mark Andrews, *Communications and Marketing*; Jeff Wilson, *Director, IT*; Mathew Mutter, *IT*; Irena Krstanovic, *Director, Economic Development*; LeeAnn Plumer, *Director, Parks and Recreation*; Matt Beard, *Parks and Recreation*; Cassie Hack, *Director, Communications and Marketing*; Corey Petersohn, *Finance*; Kathy White, *Deputy Town Clerk*.

MPT Berry read Mayor Sears' letter to the Town of Holly Springs.

2. and 3. The Pledge of Allegiance was recited followed by an invocation by Pastor Paul Wilson of Oasis Church.

4. Agenda Adjustment: The May 4, 2021 meeting agenda was adopted with changes, if any, as listed: none.

Motion: Villadsen

Second: McGrath

Vote: Unanimous

Public Comment: At this time, an opportunity was provided for members of the audience who had registered to speak to address the Council, and the Clerk was asked for any written comments received prior to the meeting.

There were no written comments received.

The following comments were received in person: none

Public Hearings

5. Economic Development Agreement for My Computer Career, Inc.

Irena Krstanovic said that the purpose of this item was to hold a public hearing and consider an Economic Development Agreement between the Town and My Computer Career (MCC), and authorize the Town Manager to execute any other necessary transactions consistent with prior Council approvals and terms of the Economic Development Agreement. She showed where the new headquarters for MCC would be. She said that MCC is a home-grown Holly Springs business, and explained that MCC provides IT career training programs and is nationally accredited by the Accrediting Council for Continuing Education and Training. They have eight locations in the US: in

NC, Texas, Ohio and Indiana. The Holly Springs campus would be their North American headquarters. She said MCC expects to make a capital investment of at least \$20 million and is committed to building a minimum of 70,000 square feet of Class A office space in Holly Springs. This will retain 125 jobs that are currently in Holly Springs, and create 350 new, high quality jobs.

Ms. Krstanovic said that the Town will receive from Wake County approximately 10 acres of land and will sell it to MCC for fair market value, waive legally permissible development fees, customize the review process for plans and civil construction drawings and offer a Business Investment Grant (BIG) totaling a maximum grant amount of \$475,000 or 10 years, whichever occurs first. In exchange, MCC will make a capital investment of at least \$20 million and create at least 475 jobs at an average wage exceeding or equal to that of the median wage for Wake County. The BIG is tied to the number of jobs created and retained in Holly Springs.

Councilman McGrath asked the dollar amount of the fees that are being waived. John Schifano said that until construction drawing phase, which they are not at, we cannot know the amount of the fees. They depend on how many water meters they need, what size meters, etc. The estimation is \$30,000 to \$40,000 in waived fees, but the exact number would not be known until then.

Mayor Pro Tem Berry opened the public hearing and the following input was received: none

There being no input, MPT Berry closed the public hearing.

Action 1: Motion to approve Economic Development Agreement between the Town of Holly Springs and My Computer Career.

Motion by: Kelly

Second by: Villadsen

Vote: unanimous

Action 2: Motion to authorize the Town Manager to execute any other necessary and required transactions consistent with prior Council approvals and terms of the Economic Development Agreement.

Motion by: Wolff

Second by: Kelly

Vote: unanimous

6. Economic Development Agreement for Skie Properties, LLC.

Irena Krstanovic, Director, Economic Development, said that the purpose of this item was to hold a public hearing and consider an Economic Development Agreement between the Town and Skie Properties, LLC (Skie). She showed the location of the economic development in the Holly Springs Business Park. She said that the figures to follow are the minimums, but staff is anticipating the project to be much higher. She said that Skie has proposed to make a capital investment of at least \$3 million to construct five buildings totaling roughly 90,000 square feet. Three buildings are planned for the Town's target recruitment industries and two for conventional flex space. The project will offer much needed available buildings to house small and medium businesses in the Business Park, which is a needed recruitment tool. They expect to create at least 40 full time jobs.

Ms. Krstanovic said that the Town will offer an early clearing and grading permit, will customize the review process for plans and civil construction drawings, and exempt the project of financial contribution to the traffic signal improvements for Green Oaks Parkway and Holly Springs New Hill Road. When the minimum criteria are met, the Town will offer a Business Investment Grant (BIG) of 50% tax payments back for a maximum of five consecutive fiscal years within a ten-year period. The developer said when they get the Certificate of Occupancy on the fifth building, they will start the BIG.

Mayor Pro Tem Berry opened the public hearing and the following input was received.
None.

There being no input, MPT Berry closed the public hearing.

Councilwoman Kelly said that for those who are listening and wondering about the differences in numbers between this and the FUJIFilm Diosynth Biotechnologies project, that this is a difficult property to develop, and this is a best use for this property.

Action: Motion to approve Economic Development Agreement between the Town of Holly Springs and Skie Properties, LLC.

Motion by: Villadsen

Second by: Wolff

Vote: unanimous

Consent Agenda

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

7. Minutes – The Council approved minutes of the Council workshop meeting held April 13, 2021 and the Council business meeting held April 20, 2021.

8. Amendment to Developer's Agreement (dated 2/27/2020) with Helix Ventures – The Council approved the First Amendment to the Development Agreement with Helix Ventures.

9. Resolution for sale of General Obligation Public Improvement Bonds – The Council approved Resolution 21-13 providing for sale and issuance of \$8 million General Obligation Public Improvement Bonds, Series 2012 and \$23 million General Obligation Public Improvement Bonds, Series 2018.

10. Town Hall Annex Renovation – The Council approved the Town Hall Annex renovation budget amendment, authorized the Town Manager to enter into a contract with Southeastern Interiors in the amount of \$115,170 for the renovation of the Annex, and adopted the PAYGO Capital Project Ordinance 21-14.

A copy of the budget amendment is attached to these minutes.

NEW BUSINESS

11. Cass Holt Road Park Master Plan and Phase One Design Services

Matt Beard, Parks and Recreation, said the purpose of this item was for Council to consider awarding a contract for professional consulting services for Cass Holt Rd. Park Master Plan & Phase One Design Services. He said that this aligns with Strategic Plan Initiative 2.1: Expand parks, greenways, and open space through the implementation of the remaining 2011 Parks and Recreation Bond. He said also the 2021 Parks, Recreation, and Greenways Master Plan recommended developing this site to meet park accessibility and equity goals and to serve as the first Town park west of NC 55.

Mr. Beard said a Request for Proposals was advertised and the department received 13 proposals from national firms. A selection team consisting of members of Development Services, Utilities & Infrastructure, and Parks & Recreation evaluated the proposals, and interviewed the top four firms via Zoom. CLH was selected due to their experience in multi-phase Park Master planning and design, an emphasis on community engagement, and their financial and revenue strategies. He mentioned other team members who will be brought on by CLH to assist in this process.

CLH will lead public engagement with two “at-large” public input sessions, one focus group/stakeholder meeting; three Parks & Recreation Advisory Committee meetings; and three

Town Council briefing sessions. Staff will maintain an active *publicinput.com* site with multiple surveys; and will staff public information booths at town events like July 5th, HollyFest, etc.

Mr. Beard said that staff intends to apply for NC Parks and Recreation Trust Fund grant, which could be up to \$500,000, which would be applied to phase one construction. CLH's work will support this application. The Master Plan is expected to take eight to nine months from the notice to proceed.

Councilwoman Kelly requested that Parks & Recreation staff make themselves available to the HOAs on that side of town. Mr. Beard said that would be a key strategy as staff jumps into public engagement. They could also retrieve representatives from that group for more focused discussion. Councilwoman Kelly suggested also that the Holly Springs High School PTA might give some perspective, since they are so close. Mr. Beard agreed.

Councilman McGrath asked if CLH had presented sample projects that they have done in other places. Mr. Beard said staff requested relevant past experience, and often that means companies showing what that particular team has done. CLH did provide staff with local examples. Councilman McGrath asked that those examples be presented to people in the public outreach sessions to show what might be in the realm of the possible. He said the word "equity" was mentioned and he would like to see what CLH's goals and metrics might actually mean. Mr. Beard said that staff is putting those presentations together and they will include actions and goals, and not contain too much jargon and buzz words.

Action 1: Motion to select CLH Design, P.A. for the Cass Holt Road Master Plan development and Phase One Design/Construction Document services.

Motion by: McGrath

Second by: Kelly

Vote: unanimous

Action 2: Motion approve the CLH Design contract in the amount of \$149,250 for the Master Plan development for the Cass Holt Road Park site.

Motion by: Kelly

Second by: McGrath

Vote: unanimous

12. Town Policies: Electronic Meetings and Political Activity Policies

Linda McKinney, Town Clerk, said the purpose of this agenda item was to consider amendments to Council's electronic meetings policy and relevant portions of the Mayor and Town Council Procedures Manual, and to consider a Policy on Political Activity on Town Property.

Ms. McKinney said that Council adopted their Procedures Manual in December of 2019. In April of 2020, due to COVID, Council adopted Rules of Procedure for Electronic Meetings. In May of 2020 the NC General Assembly passed Session Law 2020-3, which was codified into 160A-19.24, which addressed the needs of municipalities to hold remote meetings. At their March 9, 2021 workshop, Council directed staff to align the Town's policy with the State Statute.

Ms. McKinney said that key amendments are changing the definition of a remote meeting to a meeting where any member participates remotely, allowing those participating remotely to vote on quasi-judicial proceedings, and removing the requirement for decisions to be ratified at a future in-person meeting.

Randy Harrington, Town Manager, said that Council requested a policy to provide clarity on what types of political activity are permissible and not permissible on Town property, within First Amendment free speech protections. Additionally, the policy combines all applicable political activities under a simpler, single source document. He said the policy addresses political signage on Town Property, activity at voting sites during elections, the rental of Town facilities by political groups, political activity at Town-organized events; virtual official Town business meeting environments, and that advertising at Town facilities and recreation field billboards is not permitted.

Action 1: Motion to adopt amended Electronic Meetings Policy AD-15.01, and amendments to the section of the Mayor and Town Council Procedures Manual that relates to electronic meetings.

Motion by: Wolff

Second by: Villadsen

Vote: unanimous

Action 2: Motion to adopt Policy P-048, Political Activities on Town Property.

Motion by: Kelly

Second by: McGrath

Vote: unanimous

UNFINISHED BUSINESS

13. Allocation of Remaining Department of Public Instruction Grant

MPT Berry said this was the remaining funds from a grant given to the Town in 2018 for anti-bullying and school safety programs. He outlined how the previous funds had been spent and said that there was \$23,309 remaining to be allocated. He said that the Grant Committee decided to mirror what was done in 2019 to provide money to the schools that Holly Springs residents attend. The Committee started with the same formula as in 2019, \$1,000 for elementary schools, \$2,000 for middle schools, and \$3000 for Holly Springs High School which takes most of Holly Springs' high school students, and \$2,500 for the other high schools attended by Town residents. That came to \$20,000, leaving \$3,309, which was then divided among the several schools. He said the Clerk's office has been in touch with the WCPSS Grant department and they are excited to receive these funds. The grant would specify that the funds be used for anti-bullying, and school safety programs.

Councilman Wolff said he was glad to see these funds being disbursed. The needs of each school are different. Giving them the money proportionately and allowing them to spend it where it is needed is the best use of this money.

Council discussed whether there would be reporting requirements, the value of student-led programs to decide how to spend the funds, and whether the funds could be spent on COVID-related expenses. There was a question on whether the Town had reporting requirement to the State on how these funds were spent. Mr. Harrington said he did not believe there was any such requirement. Consensus was Council would like to hear how the funds had been spent.

Action: Motion to award grant funding in the following amounts to the following schools:

Elementary	
Holly Grove Elementary	\$1,183.83
Holly Ridge Elementary	\$1,183.83
Holly Springs Elementary	\$1,183.83
Oakview Elementary	\$1,183.83
Buckhorn Creek Elementary	\$1,183.83
Pine Springs Elementary	\$1,183.83
Middle	
Holly Grove Middle	\$2,367.67
Holly Ridge Middle	\$2,367.67
Apex Friendship Middle	\$2,367.67
High	
Holly Springs High School	\$3,367.67
Apex Friendship High School	\$2,867.67
Middle Creek High School	\$2,867.67

Motion by: Kelly
Second by: Villadsen
Vote: unanimous

OTHER BUSINESS

Mayor Pro Tem Berry said there were 2,667 cases of COVID-19 in our zip code, and 7 deaths. In Wake County there have been 86,325 cases and 722 deaths. If everyone keeps getting vaccinated and doing their part, we can get back to normal, hopefully by summer. He thanked the Clerk's office for obtaining the new timer for public comment. He said that the legislative action committee has been meeting regularly during the long session. There are several bills that are detrimental to municipalities. There are two or three that we are planning to bring back to Council to take a position. Finally, he suggested that Council start their summer dress code at the May 18th meeting.

Councilwoman Kelly said she wanted to acknowledge that this is Teacher Appreciation Week. What teachers have gone through in the past year is amazing. One of our own Holly Springs High School teachers, Zandrea Eagle, has been nominated for Live's Top Teacher award. Also, she said she was very excited about the crosswalk at Main and Roger where the signal is almost ready to go live. Finally, there is ongoing work with Wake County around the landfill. The subcommittee needed comments that speak to the quality of life and how the landfill affects people and businesses. They received many comments that they will forward to Wake County. She said Council knows that the landfill is an issue and it is something they are working very hard on.

Councilman Wolff said the legislative committee has been meeting regularly and there are two, possibly three, bills before the General Assembly that they are watching. The key similarity is these bills are trying to strip away municipalities' power to make the best land use decisions in their borders. The committee has been weighing when and if to bring forth a resolution in opposition. Cross over period is soon, so the committee thought if Council were to pass a resolution, the cross over period would provide the best chance to make our voices heard. These bills are being marketed as beneficial, but would actually remove much of municipal governments' ability to do their jobs. Councilman McGrath asked if there was an exception in the Tree Ordinance bill for places that already had tree ordinances. John Schifano, Town Attorney said he believes there is. Councilman Wolff said it takes the power out of municipal governing body's hands. Councilman McGrath said the zoning bill does not make sense because municipalities do not have the power to charge developers for the infrastructure required by more dense development, so taking the power to regulate density away would put the total cost of the required infrastructure on the local government.

Councilman McGrath gave an update regarding the Triangle J COG meeting. He said they talked about the American Rescue Plan and there is a significant influx of federal dollars heading our way. The unique part of this is that it flows directly into Town coffers. There will be requirements on how we spend it, and there is still a lot of discussion on what we can spend it on, but it is in part to make cities whole for losses suffered due to COVID. He said he was proud of Holly Springs for continuing to have in-person discussions and allowing the public to be in-person, and said the Town is one of the few who are doing this amount of in-person meeting.

He said two of the primary safety areas they discussed were Main St. at Earp, which is a challenge spot, and Avent Ferry leading into NC55. As we look forward to future infrastructure, those are areas that need attention. GoTriangle was also present and said there were 3-5 people per day riding the bus. He said he hopes, as we continue to get out of the pandemic, the ridership will pick back up. But it's probably time to re-advertise to get ridership up.

Councilwoman Kelly said the bus schedule is basically commuter hours, and since people have been working from home, they aren't commuting. Councilman McGrath said they talked about that, and that from a ridership perspective, a 90-minute ride to downtown Raleigh is always going to be a challenge

MANAGER'S REPORT

Randy Harrington, Town Manager, said he had four update items. The most challenging, is the Arbor Creek/Middle Creek greenway. The bids came back higher than we budgeted. The lowest bid was \$1 million above our estimate. He said that in the recommended budget on May 11th, Council will hear an imperfect recommendation on that piece, but he requested a two-week period for staff to do some value engineering with the low bidder and he will bring it back at the Budget workshop on May 25th to fine tune it.

Councilman Villadsen asked if when bids come in that are higher than expectations, is there a way to audit the bids and find out if they are padded or if there are things we learn. Mr. Harrington said there are some things we learn, but the bids are where the market is. They may be padded, but that's where the market is. There are other factors involved, competition etc. and with COVID we are seeing difficulties with raw materials and other supply chain issues that add risk into the bid environment. Councilman McGrath asked if that included significant contingency for labor. Mr. Harrington said the labor market is tight in construction right now. If Council is ok with the approach he outlined, staff will come back to Council on this issue.

Second, the LEC approved the limited obligation bond application related to the FUJIFILM Diosynth Biotechnologies land purchase. He recognized Antwan Morrison, Finance Director who has been working two bond projects back to back, and pulled this together in a very short period of time. He said the whole team has done a great job doing this in a short period of time.

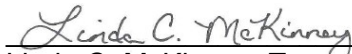
Mr. Harrington said that on May 14th at 7:30 the Moxie Strings will be performing at Ting, in partnership with Wake County, Untied Arts Council, and other partners. They are an innovative musical group and it should be a fun evening. More information can be found on the town website.

Finally, next week the workshop will be the budget recommendation, at 6:00 pm, here in the Council Chamber. There may be one closed session item after that.

CLOSED SESSION: none.

Adjournment: Councilman McGrath made a motion to adjourn at 8:15 pm. It was seconded by Councilman Villadsen and passed with a unanimous vote.

Respectfully Submitted on Tuesday, May 18, 2021.



Linda C. McKinney, Town Clerk

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



MINUTES

The Holly Springs Town Council met in a workshop session on Tuesday, May 11, 2021 in the Council Chambers and via video conferencing. Mayor Pro Tem Berry presided, calling the meeting to order at 6:00 p.m. A quorum was established as the five Councilmembers were present as the meeting opened.

Council Members Present in the room: Mayor Pro Tem Dan Berry, Councilmen Peter Villadsen, Aaron Wolff, and Shaun McGrath and Councilwoman Christine Kelly

Council Members Absent: Mayor Sears.

Staff Members Present in the room: Randy Harrington, Town Manager; Linda McKinney, Town Clerk (recording the minutes); Daniel Weeks, Assistant Town Manager; Scott Chase, Assistant Town Manager; Jeff Wilson, IT Director; Kendra Parrish, Executive Director of Utilities and Infrastructure; Erika Phillips, Director, Human Resources; Corey Petersohn, Finance; Antwan Morrison, Director, Finance; LeRoy Smith, Fire Chief; Paul Liquorie, Chief of Police; LeeAnn Plumer, Director, Parks and Recreation;

Staff members Present Remotely: John Schifano, Town Attorney;

2. Recommended Budget Presentation

Randy Harrington, Town Manager, presented the proposed 2021-2022 Operating and Community Investment Plan Budget. He said there are a lot of moving pieces in a budget of approximately \$73 million, so he is going to hit highlights tonight. He said the key takeaways were that it reflects strong economic growth. We have averaged 6% growth over the last five years, and the community has been extremely resilient over the past year of COVID. The budget would invest in 38 new staff positions to service residential and nonresidential growth, development related work demand, and other strategic initiatives. He said that no property tax rate change is recommended, and there is a recommended reduction in the refuse collection fee. There were also funds identified for enhanced public safety response investments.

He showed how the increase in town full-time employees has compared to the growth in town population, and outlined the Town's Strategic Plan and how it guides the recommended budget.

Mr. Harrington showed graphically where Town revenues come from, and where the money is spent. He showed how the operating budget is divided between the General Fund, Utility Fund, Stormwater Fund, Other Governmental Funds (which includes Powell Bill, 911 and other funding from the state), General Fund Debt Service, and Utility Fund Debt Service. He then showed a video of staff across varying departments sharing how recommended budget changes would allow them to improve Town services. The new expenditures were highlighted by strategic priority area, first with the General Fund, Utility Fund, and Stormwater Fund, and then with the Community Investment Plan.

Mr. Harrington showed how much sales tax revenue has grown since 2013 with projections for FY22. He said that Council was smart to adopt a conservative projection for sales tax in this fiscal year. But there has been higher consumer spending than expected. He said that sales tax in the current fiscal year was not hurt as much by COVID as anticipated. He showed that total property valuation since FY12 has grown from just over \$3 billion to over \$6.5

billion projected for FY22. Compared to the 12 municipalities in Wake County, Holly Springs property tax rate is just under the average rate. Mr. Harrington said that he recommends that the water and sewer access fee increase by a total of one dollar, (50 cents each) from \$25.00 to \$26.00, which would help cover the debt service. He recommends that the volume rate increase 82 cents, to partially cover inflationary impacts. He said that Holly Springs water/sewer rate is 7-9% lower than other utility customer averages within a 50-mile radius, a 100-mile radius, and statewide.

Mr. Harrington said that in public safety, the Police Department is working on an organizational realignment and fine-tuning of deployment. The realignment will help the Police Department today, and also in the future. There is an emphasis on training, and a new "trainee" classification that would help boost recruitment. He said that the new trainee classification removes barriers for recruiting talent by allowing trainees to be paid a stipend to attend training with a commitment to then work for Holly Springs. He said that the site for Fire Station 3 is being finalized and work on the design is anticipated. He said the recommended budget includes studies including a Village District Area Plan update, a housing study, and an Employee Pay and Classification Study.

In conclusion, Mr. Harrington said that the proposed fee adjustments would increase the typical resident's utility bill by \$1.84 per month, or 6 cents a day. He showed a breakdown of taxes and fees by three different home values: \$100,000 home, \$357,287 home, and a \$450,000 home. He reiterated the key takeaways of strong economic growth, investment in 38 new staff positions, no property tax rate change, and a reduction to the refuse and recycling collection fee, and enhanced public safety response investments. He thanked the Department Directors and their staff for the work they have done in creating the recommended budget. He thanked the Communications and Marketing team for the great video they produced. He thanked the Assistant Town Managers for their work, and the Finance team, especially Antwan Morrison, Finance Director, and Corey Petersohn, Budget, Innovation, & Strategic Initiatives Manager, who do the heavy lifting to make sure this is a balanced budget that meets the needs of Holly Springs. He thanked Council for their clear vision and leadership which enabled him to create this proposed budget.

He said that next steps were the public hearing at the Council's May 18th meeting at 7:00 pm in the Council Chambers, where members of the public can voice their opinions in person or by email to the Town Clerk, and the Council Budget Workshop on May 25th at 6:00 pm at the Law Enforcement Center. The budget would then be adopted at the June 1st Town Council meeting, at 7:00 pm in the Council Chambers. He said the proposed budget could be found on the website or by contacting the Clerk's office.

MPT Berry thanked Mr. Harrington and the Department Directors for their work in preparing the budget.

3. Closed Session: The Council entered into closed session, pursuant to N.C.G.S. 143-318.11(a)(3) to discuss an economic development issue.

Motion by: Villadsen

Second by: Kelly

Vote: Unanimous

General Account of Closed Session:

Irena Krstanovic gave Council an update on an Economic Development item.

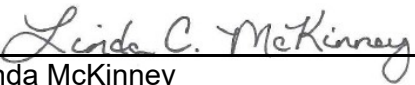
-End of General Account

Motion to return to open session was made by Councilman Wolff seconded by Councilman McGrath and passed with a unanimous vote.

4. Adjournment:

Motion to adjourn was made by Councilman Wolff seconded by Councilman McGrath and passed with a unanimous vote. The May 11, 2021 workshop meeting of the Holly Springs Town Council was adjourned at 7:00 pm.

Respectfully Submitted on Tuesday, May 18, 2021.



Linda McKinney
Town Clerk



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 10.

Consent Agenda

Title: Monthly Budget Amendment Report

Strategic Priority Area: Organizational Excellence

Staff Resource: Corey Petersohn, Finance

Action(s):

Receive Budget Amendment Report.

Explanation:

- The budget ordinance for the Town of Holly Springs authorizes the Town Manager to approve inter-department budget amendments within the same fund up to \$50,000 with notification to Town Council the following month.
- Each month, when applicable, the Finance Department will provide Council a copy of these approved budget amendments from the preceding month.

Background:

Funding Source(s):

- Operating Budget

Attachment(s):

1. FY22 Budget Amendment - Economic Development Project
2. FY22 Budget Amendment - Administration
3. FY22 - Budget Amendment - Utilities and Infrastructure

Town of Holly Springs Budget Amendment Request

BE IT ORDAINED by the Town Council of the Town of Holly Springs, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Department: Economic Development

Date: 4/21/2021

Reason for Budget Amendment:

Utilize COVID hold funds for project Galaxy - \$10,000 option to purchase land from Helix Ventures LLC. Per the budget ordinance, Town Manager has authority to utilize COVID-hold as necessary.

Expense			
Account #	Account Description	Increase	Decrease
10-410-82.98	Misc. Operating Contingency		\$ 10,000
10-416-90	Capital Outlay	\$ 10,000	
Total Expense:		\$ 10,000	\$ 10,000

Revenue			
Account #	Account Description	Increase	Decrease
Total Revenue:		\$ -	\$ -

Department Head Signature (or electronic submission)

Finance Director Signature (if necessary)

Town Manager Signature (if necessary)

Council Approved/Notified (if necessary)

Town Manager is authorized to transfer within a department without prior approval of Town Council.

Town Manager is authorized to approve transfers between departments within the same fund up to \$50,000.

All inter-departmental transfers will be reported to Town Council by the following month.

Amendments that change the total budget or departmental transfers over \$50,000 require Town Council approval.

Town of Holly Springs Budget Amendment Request

BE IT ORDAINED by the Town Council of the Town of Holly Springs, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Department: Administration

Date: 4/16/2021

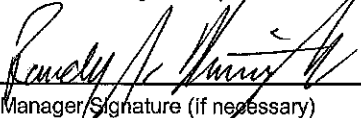
Reason for Budget Amendment:

Shift funds for FF&E of 2nd Floor Town Hall space for Utilities and Infrastructure department move.

Expense			
Account #	Account Description	Increase	Decrease
30-95.24	Utility Fund Transfer out		\$ 10,000
30-412-12.05	Utility Fund Admin - Contract Services	\$ 10,000	
Total Expense:		\$ 10,000	\$ 10,000

Revenue			
Account #	Account Description	Increase	Decrease
Total Revenue:		\$ -	\$ -

Department Head Signature (or electronic submission)


Town Manager Signature (if necessary)

Finance Director Signature (if necessary)

Council Approved/Notified (if necessary)

Town Manager is authorized to transfer within a department without prior approval of Town Council.

Town Manager is authorized to approve transfers between departments within the same fund up to \$50,000.

All inter-departmental transfers will be reported to Town Council by the following month.

Amendments that change the total budget or departmental transfers over \$50,000 require Town Council approval.

Town of Holly Springs Budget Amendment Request

BE IT ORDAINED by the Town Council of the Town of Holly Springs, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Department: Utilities and Infrastructure

Date: 4/21/2021

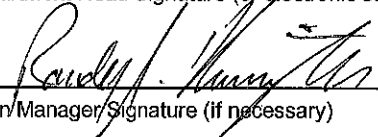
Reason for Budget Amendment:

Additional funding is needed for increased costs from odor control chemicals for waste water treatment.

Expense			
Account #	Account Description	Increase	Decrease
30-95.24	Transfer to Waste Water Reserves		\$ 50,000
30-434-35-62.08	Pump Stations Supplies Chemicals	\$ 50,000	
Total Expense:		\$ 50,000	\$ 50,000

Revenue			
Account #	Account Description	Increase	Decrease
Total Revenue:		\$ -	\$ -

Department Head Signature (or electronic submission)


Town Manager Signature (if necessary)

Finance Director Signature (if necessary)

Council Approved/Notified (if necessary)

Town Manager is authorized to transfer within a department without prior approval of Town Council.

Town Manager is authorized to approve transfers between departments within the same fund up to \$50,000.

All inter-departmental transfers will be reported to Town Council by the following month.

Amendments that change the total budget or departmental transfers over \$50,000 require Town Council approval.



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 11.

Consent Agenda

Title: Wake County Community Development Block Grant Cooperation Agreement Extension

Strategic Priority Area: Responsible & Balanced Growth

Safe & Friendly

Engaged, Healthy, & Active Community

Staff Resource: Scott Chase, Asst. Town Manager

Action(s):

Support automatic renewal of the Wake County Community Development Block Grant Cooperation Agreement for three years (2022-24)

Explanation:

- Wake County is in the process of renewing "Urban County" status with the United States Department of Housing and Urban Development (HUD).
- Status allows Wake County to be an entitlement community and receive federal Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Housing Opportunities for Persons with Aids (HOPWA) and Emergency Solutions Grant (ESG) funds.
- These funds are spent in towns that are part of the entitlement throughout the County.
- Wake County has invited the Town of Holly Springs to continue to be part of the entitlement and to continue receiving the benefits of the funds brought to the County through the entitlement.
- Attached is the FFY 2019-2021 agreement. The agreement automatically renews for three years, unless the town elects to no longer be part of the entitlement. Electing to discontinue membership in the Wake County entitlement will result in reduced or eliminated housing services in Holly Springs.
- Specifically, from 2019-present, \$97,430 has been spent in Holly Springs for 5 families for elderly and disabled home repair grants. In some minimum housing cases, Holly Springs staff, where warranted, has shared these funding sources and opportunities with respective property owners.
- In addition, the agreement supports the affordable housing development proposed at 1317 N. Main St.
- Staff is requesting support of the automatic renewal for three years (2022-24).

Background:

- On June 19, 2018, the Town Council approved the Wake County Community Development Block Grant Cooperation Agreement.
- Of note, it was the first time that Holly Springs joined the Wake County partnership.
- Wake County encourages each municipality within its boundaries to participate under the

Town Council Business Meeting
May 18, 2021

Wake County umbrella, for successive 3-year increments.

- Participation allows participating jurisdictions funds for repairs to homes for qualifying elderly and disabled and affordable housing funds for developers.

Funding Source(s):

N/A

Attachment(s):

1. Holly Springs Executed Wake County CDBG Cooperation Agreement

STATE OF NORTH CAROLINA
COUNTY OF WAKE

WAKE COUNTY
COMMUNITY DEVELOPMENT
BLOCK GRANT
COOPERATION AGREEMENT
FFY 2019, 2020 &2021

This Wake County Community Development Block Grant Cooperation Agreement (“**Agreement**”) is made and entered into on this 26 day of JUNE, 2018 (“Effective Date”), by the COUNTY OF WAKE a body politic and corporate of the State of North Carolina (hereinafter referred to as the “**County**”) and the TOWN OF HOLLY SPRINGS, a municipal corporation (the “**Town**”) of the State of North Carolina (the “**State**”). Both County and Town may herein be referred to as a “**Party**” or collectively as the “**Parties**” as the context may require.

WITNESSETH:

WHEREAS, the United States Department of Housing and Urban Development (hereinafter referred to as “**HUD**”) has determined that the County is eligible, as an “Urban County”, to continue receiving entitlements associated with the CDBG Entitlement Program (“**CDBG**”) pursuant to Title I of the Housing and Community Development Act of 1974 (Act), as amended, but has conditioned said funding on adoption of a cooperation agreement with the participating local government in accordance with HUD’s Urban County Qualification Notice (the “**Qualification Notice**”); and

WHEREAS, HUD has determined that the County is eligible, as a “Participating Jurisdiction”, to continue receiving HOME funds under Titles I and II of the Cranston-Gonzalez National Affordable Housing Act, HOME Investment Partnership Act (HOME), as amended, to address certain needs of predominantly low and moderate income persons, but has conditioned said funding on adoption of a cooperation agreement with the participating local government in accordance with the Qualification Notice; and

WHEREAS, HUD has determined that the County is eligible to receive Emergency Solutions Grants Programs (ESG) funds authorized by subtitle B of title IV of the McKinney–Vento Homeless Assistance Act (42 U.S.C. 11371–11378) for the rehabilitation or conversion of buildings for use as emergency shelters for the homeless, for the payment of certain expenses related to operating emergency shelters, for essential services related to emergency shelters and street outreach for the homeless, and for homelessness prevention and rapid re-housing assistance, but has conditioned said funding on adoption of a cooperation agreement with the participating local government in accordance with the Qualification Notice; and

WHEREAS, the County is also an eligible grantee of Housing Opportunities for Persons with AIDS (HOPWA) funds administered through the Housing Opportunity Through Modernization Act of 2016 (HOTMA), which as amended, allows the County to enter into an agreement with an eligible alternative grantee pursuant to in section 854(c), including a unit of general local government, to receive and administer a portion of the HOPWA formula allocation in its place; and

WHEREAS, the County invites the incorporated, non-entitlement municipalities located within its borders to participate in the CDBG, HOME, ESG and HOPWA entitlement programs (collectively referred to herein as the “Programs”), once said municipalities dedicate their population counts in support of the County formula allocation of funds; and

WHEREAS, the Town has previously participated in the State CDBG funding programs, but desires to participate in the County’s Programs during Federal Fiscal Years 2019-2021; and

WHEREAS, the purpose of this Agreement is to set forth a mutual understanding between the County and the Town as the permissible use of Program funds and other terms and conditions associated with the Programs; and

WHEREAS, as a party to this Agreement, the County agrees to carry out the objectives of the identified Programs throughout the unincorporated areas of the County and within the municipalities who have entered into cooperation agreements similar to this Agreement; and

WHEREAS, this Agreement is intended to demonstrate compliance with the Qualification Notice issued on or about March 22, 2018.

NOW, THEREFORE, BE IT AGREED AND CERTIFIED by the Town that:

1. The recitals above are incorporated herein and made part of this Agreement by reference.
2. The Town hereby elects to participate in the County's Programs, as defined in this Agreement, with the understanding that this binding decision means that for the Federal Fiscal Years 2019-2021 (October 1, 2018 - September 30, 2021) (the three Program years plus an additional year for implementation of projects begun during the three-year period) and all successive three-year qualification periods unless this Agreement is terminated.
3. By execution of this Agreement, the governing board of the Town hereby grants the County the authority to undertake and administer housing and community development activities within the municipal limits and extraterritorial jurisdiction of the Town.
4. For the term of this Agreement, the Town is not eligible to apply for any grants appropriated under the State CDBG Program, which shall include, but is not limited to, a Small Cities CDBG grant from the North Carolina Department of Commerce, Division of Community Assistance (or its successor agency).
5. The Town may receive a formula allocation under the HOME Program only through the County. Regardless of whether the County receives a HOME formula allocation, the Town cannot form a HOME consortium with other local governments. (Note: This does not preclude the urban county or a unit of government participating with the urban county from applying to the State for HOME funds, if the State allows.)
6. The Town may receive a formula allocation under the ESG Program only through the County and pursuant to the terms of this Agreement. (Note: This does not preclude the urban county or a unit of government participating with

the urban county from applying to the State for ESG funds, if the State allows.)

7. The Town may receive a formula allocation under the HOPWA Program only through the County and pursuant to the terms of this Agreement.

NOW, THEREFORE, BE IT FURTHER MUTUALLY AGREED between the Parties as follows:

1. The recitals above are incorporated herein and made part of this Agreement by reference.
2. The governing bodies of the Town and the County have approved this Agreement as reflected in their respective minutes authorizing the signatories to execute the same as of the effective date.
3. The County will administer the Program funds received from HUD. The County agrees to actively request the Town's involvement in the Programs and the County agrees to consider the Town's interests in undertaking eligible Program activities. The County will have the responsibility for approving projects as eligible for funding, after consultation with the Town's management. The County will also have the responsibility for filing the annual final statement and other reports to HUD. The Town will provide any documentation required by HUD to the County, with technical assistance from the County, for projects funded with Program funds in the Town.
4. At the option of the County, the Agreement may be renewed for participation in successive three-year qualification periods, unless the County or Town provides written notice that it elects not to participate in the new qualification period (by the date specified in any future HUD urban county qualification notice). The County will notify the Town in writing of its right to elect not to participate before the automatic renewal date and a copy of the same will be sent to the HUD Field Office.
5. The Parties stipulate and agree to work cooperatively and adopt any amendments to this Agreement as may be required to comply with law or to meet the requirements set forth in the Qualification Notice or any subsequent qualification notice for any subsequent three-year urban county qualification periods. Failure to comply with this provision will void any automatic renewal period.
6. This Agreement remains in effect until all Program income received is expended and the funded activities completed during the three-year qualification period (FFY 2019-2021) and any successive qualification periods. Neither Party may terminate or withdraw from this Agreement while it remains in effect, unless otherwise authorized herein. Notwithstanding the

above, this Agreement may be canceled if HUD notifies the County that it is not entitled to Program funding, the County fails to qualify as an Urban County or if the County does not receive Program funding in any year of the three-year federal funding period made subject to this Agreement.

7. The Parties will cooperate to undertake, or to assist in undertaking, community renewal and lower-income housing assistance activities. The County agrees to submit to the Town for review and comment any plans, involving the use of funds for Program implementation, affecting the Town.
8. The Parties will take all actions necessary to assure compliance with the County's certification under section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, regarding Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and affirmatively furthering fair housing. See 24 CFR 91.225(a). The Parties will comply with section 109 of Title I of the Housing and Community Development Act of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975 and any other applicable laws. The Parties agree to comply with other applicable law. The County shall not fund activities in, or in support of, the Town that does not affirmatively further fair housing within its own jurisdiction or that impedes the County's actions to comply with the County's fair housing certification.
9. The Parties have adopted and are enforcing:
 - a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
 - b. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions.
10. Neither Party may veto or implement any other restriction that would allow any Party to the Agreement to obstruct the implementation of the approved consolidated plan during the period covered by this Agreement. The County has final responsibility for selecting CDBG, HOME, ESG and HOPWA activities and submitting the consolidated plan to HUD.
11. Pursuant to the requirements of 24 CFR 570.501(b), if the County requests the Town to enter into a subrecipient agreement for the expenditure of Program funds, the Town is subject to the same requirements applicable to subrecipients, including the requirement of a written agreement as described in 24 CFR 570.503.

12. In addition to federal laws governed by this Agreement, the Parties agree to adhere to State and local laws and to undertake necessary action, as determined by the County, to carry out a community development program and the approved consolidated plan.
13. The Parties will not sell, trade, or otherwise transfer all or any portion of Program funds to a metropolitan city, urban county, unit of general local government, Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-federal considerations, but must use such funds for activities eligible under Title I of the Housing and Community Development Act of 1974, as amended.
14. By entering into this Agreement, the County does not guarantee availability of funding or funding allocations to the Town in any specified amount. Subject to adherence of federal rules and regulations, the County has complete authority over the allocation of said funding without right of objection or veto by the Town or other participating and eligible municipalities.
15. The Parties agree to abide by the requirements contained in 24 C.F.R. § 570.504 with respect to the receipt, expenditure, and disposition of any Program income that is generated from the Programs made subject to this Agreement.

BE IT FURTHER RESOLVED that the governing bodies of the Town and the County have approved this Agreement as set forth in their respective minutes authorizing execution by the parties identified below.

(SIGNATURE PAGE TO FOLLOW)

FOR THE TOWN OF HOLLY SPRINGS, NC FOR WAKE COUNTY, NC

BY: DANIEL WEEKS
INTERIM , Town Manager

BY: David Ellis
David Ellis, County Manager

6-26-18
(Date)

7/16/18
(Date)

ATTEST:
Ronda Harper
Deputy Town Clerk
Name or Title (typed or printed)

ATTEST:
Denise Hogan
Clerk to the Board
Name or Title (typed or printed)



The terms and provisions of the Agreement are fully authorized under State and local law and provide full legal authority for the County.

Scott E. Warren
Scott Warren, Wake County Attorney

7-17-18
(Date)





Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 12.

New Business

Title: Collins Park Master Plan Amendment 15-MAS-03

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Cheryl Caines, Development Services, Rachel Jones, Development Services

Action(s):

1. Approve/deny/defer Major Amendment to Master Plan 15-MAS-04-A03 for Collins Park as submitted by The Spaulding Group, PA, Project Number 970-20 dated Revised March 25, 2021, with the conditions stated in the attachment.

Explanation:

- The Collins Park Master Plan was approved with a 50 foot setback and front yard along Ralph Stephens Road. This is the standard along a thoroughfare in the Community Business (CB) district.
- The Unified Development Ordinance (UDO) allows the front setback along a thoroughfare in the CB district to be reduced to 30 feet by utilizing design features.
- The applicant is requesting to reduce the setback along Ralph Stephens Road to 30 feet as allowed by the UDO.
- This reduction is a request that can be reviewed administratively by the Director. However, because the 50 foot front setback was approved as part of the Collins Park Master Plan, the reduction requires an amendment reviewed by Town Council.
- The applicant is requesting to reduce the setback along Ralph Stephens Rd. to 30 feet because the site is impacted by a 50 foot Colonial Pipeline easement. Development is restricted within the easement. The request will allow the applicant to gain back some developable area lost to the easement.

Planning Board Recommendation:

The Planning Board heard the request on April 27, 2021. Board members asked questions about the proposal, but no concerns or issues were noted.

The Planning Board recommended approval (7-0-2).

Conditions:

1. All previous conditions of approval for *Collins Park* shall apply to this amendment.
2. Any subsequent Development Plan that exceeds the parameters of the most recently approved Transportation Impact Analysis (TIA) Update will be required to amend or

Town Council Business Meeting
May 18, 2021

update the study to mitigate its impact.

3. Each subsequent Development Plan will be required to submit a Hydraulic Water Model/Fire Flow Analysis Report for verification of fire flow and pressure requirements.
4. Each subsequent Development Plan will be required to submit a Sewer Verification Letter to confirm the proposed development is within the previously approved parameters.

Background:

- The Collins Park Master Plan (15-MAS-04) was approved by Council on June 16, 2014.
- The plan allows for subdivision of eight out parcels.
- There are currently six out parcels with Collins Park. Development has been completed, is under construction, or is approved on four of the lots.

Funding Source(s):

N/A

Attachment(s):

1. 15MAS04A03_CollinsPark_PB04272021
2. 15MAS04A03_CollinsPark_Plans



Town of Holly Springs Staff Report to the Planning Board

REQUEST FOR DETAILED MASTER PLAN Collins Park 15-MAS-04-A03

APPLICANT(S):

Tom Spaulding, P.E.
Spaulding Group, PA
1611 Jones Franklin Rd., Suite 101
Raleigh, NC 27540

DEVELOPER(S):

Robert Stafford
Stafford Land Co.
246 Valleyfield Lane
Southern Pines, NC 28387

OWNER(S):

Collins Park-Holly Springs, LLC
246 Valleyfield Lane
Southern Pines, NC 28387

LOCATION:

☒ Within Corporate Limits of Holly Springs ☐ Within Holly Springs ETJ ☐ Annexation Pending

ANTICIPATED REVIEW SCHEDULE:

Planning Board: April 27, 2021
Town Council: May 18, 2021

STAFF CONTACTS: Cheryl Caines, Planner II
Rachel Jones, Development Review Engineer

ATTACHMENTS:

Application
Amended Plan Sheets

PARCEL INFORMATION			
OWNER	PARCEL #	ZONING	AREA
Collins Park - Holly Springs, LLC	0658052442	CB: Community Business	1.42 ac
Collins Park - Holly Springs, LLC	0658056402	CB: Community Business	.85 ac
Collins Park - Holly Springs, LLC	0648959537	CB: Community Business	4.14 ac
Holly Springs Venture, LLC	0658051981	CB: Community Business	2.54 ac
Tri-Arc Food Systems, Inc.	0658054517	CB: Community Business	1.43 ac
SBT Holly Springs, LLC	0658056784	CB: Community Business	2.48 ac
TOTAL			12.86 ac

ADJACENT PROPERTY SITE DATA		
	ZONING	EXISTING LAND USE
Subject Properties	CB: Community Business	Vacant; stormwater facility
North	CB: Community Business	Commercial Integrated Center; Walmart
South	CB: Community Business	Commercial Integrated Center, Lowes
East	CB: Community Business	IHOP
West	CB: Community Business	Vacant

PROPERTY HISTORY

Rezoning History

Rezoning Number: 00-REZ-14
Original Zoning: R-20
Proposed Zoning: C-1
Approved by Town Council on: 12/11/00

Rezoning Number: 02-UDO-01
Original Zoning: C-1
Proposed Zoning: CB
Approved by Town Council on: 10/15/2002

Subdivision History

Project Number: 14-MIS-02
Description: Minor Subdivision of 17.59 acres into
2 lots – 1.62 ac and 15.06 ac
Approved by Director on: 06/16/2014

Project Number: 15-MAS-04
Description: Master Plan for maximum of 8
commercial lots
Approved by Town Council on: 06/07/2016

Development Plan History

Project Number: 18-DP-03-A01
Description: Aldi
Approved by Director on: 01/27/2021

Project Number: 19-DP-14
Description: Holiday Inn Express
Approved by Town Council on: 12/17/2019

Project Number: 20-DP-03
Description: Bojangles
Approved by Director on: 08/28/2020

STAFF ANALYSIS

PROJECT OVERVIEW

The Town has received a request to reduce the front yard along Ralph Stephens Road in the Collins Park Master Plan. The development is located at the northwest side of the intersection of Ralph Stephens Road and GB Alford Highway. The Master Plan was approved in 2016 for a maximum of eight commercial outlots for future development. Currently there are six outlots within the project, and construction is underway or completed on two of the lots (Holiday Inn Express and Aldi).

Ralph Stephens Road is a thoroughfare, which requires a 50-foot yard and building setback. The Uniform Development Ordinance (UDO) allows this to be reduced to 30 feet if certain criteria are satisfied. The applicant has requested to modify the Master Plan by utilizing this provision and reduce the yard and setback to 30 feet along Ralph Stephens Road. This will impact three of the six current lots within Collins Park.

PLANNING & ZONING

Comprehensive Plan – Land Use and Character Plan

The Land Use and Character Plan of the Comprehensive Plan designates this property as Mixed Use Center. This designation offers the opportunity to serve the broader economic, entertainment, and housing needs of the community. Residential units are found above storefronts. Parking is structured, in shared parking areas behind buildings, or on-street. The compact, walkable design of developments supports multiple modes of transportation, including future transit along G B Alford Hwy. Proximity to nearby residential neighborhoods encourages active living and interconnected streets.

The Collins Park Master Plan property is a commercial site made up of six lots zoned CB – Community Business that could be developed with a mix of uses. Approved plans and submitted plans for the lots are for commercial uses only. Currently the site is surrounded by other commercially developed properties. However, some are large suburban shopping centers with extensive parking areas that could be redeveloped with a larger mix of uses in the future.

Community Business (CB) District Development Standards

UDO 3.05 B.2 Minimum Yards and Building Setbacks

Front - a minimum front yard and minimum building setback measured from the greater of the proposed right-of-way or existing right-of-way shall be provided as follows:

Freeway - NC-540 / US 1:

Freeway - NC 55 Bypass: 50'

Thoroughfare: 50'

Collector Street: 50'

Local Street / Cul-de-Sac Street: 50'

Provided, however, any 50' minimum front yard and minimum building setback listed above for a thoroughfare, collector street, local street or cul-de-sac street may be reduced to 30' by utilizing the following design features:

- (1) All architectural regulations as stated in Section 3.08 are provided without alternate compliance for the façade adjacent to the front yard;*
- (2) all parking areas are located without a waiver of parking area location as stated in 7.04, E., 3. Maximum Number of Off-Street Parking Spaces; and*
- (3) no parking areas or interior access drives are located between the front lot line and front line of the primary building.*

The Collins Park Master Plan was originally approved with a front yard and building setback of 50 feet along Ralph Stephens Road. The applicant is requesting to reduce this setback to 30 feet by utilizing the design features as outlined in the Uniform Development Ordinance. A note has been placed on the plans outlining the design features required for the reduction.

CIVIL IMPROVEMENTS

Transportation

No significant transportation changes have been proposed with this amendment.

Utilities:

No significant changes to utilities have been proposed with this amendment.

STAFF RECOMMENDATION TO THE PLANNING BOARD

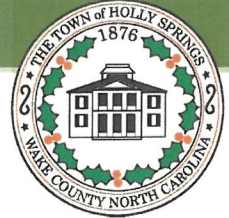
Staff recommends that the Planning Board recommend approval of Master Plan Amendment 15-MAS-04-A03 for Collins Park as submitted by Spaulding Group, PA dated March 25, 2021 with the following conditions:

1. All previous conditions of approval for *Collins Park* shall apply to this amendment.
2. Any subsequent Development Plan that exceeds the parameters of the most recently approved TIA Update will be required to amend or update the study to mitigate its impact.
3. Each subsequent Development Plan will be required to submit a Hydraulic Water Model/Fire Flow Analysis Report for verification of fire flow and pressure requirements.
4. Each subsequent Development Plan will be required to submit a Sewer Verification Letter to confirm the proposed development is within the previously approved parameters.

Staff Members	Approved for Distribution		
	Yes	No	Initials
Cheryl Caines	X		CAC
Rachel Jones, Development Review Engineer	X		RDJ
Melissa Sigmund, Current Planning Manager	X		MS

DEVELOPMENT PETITION

The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule:
<http://www.hollyspringsnc.us/planning>

**Petition Type:**☒ **Master Plan**

- ☐ New Detailed ☐ New Schematic
☒ Major Amendment ☐ Minor Amendment*

☐ **Preliminary Plan- Major Subdivision**

- ☐ New ☐ Major Amendment ☐ Minor Amendment*

☐ **Development Plan** (check all that apply)

- ☐ New ☐ Major Amendment ☐ Minor Amendment*
☐ Gateway Non-Residential/Mixed Use Gross Building Floor Area _____
☐ Non-Gateway Non-Residential/Mixed Use Gross Building Floor Area _____
☐ Multifamily
☐ Residential Development Options or Infill Development Options

☐ **Special Exception Use**

- ☐ New ☐ Family Child Care Home

* Specify purpose of amendment on Certificate of Plan Revisions

Town of Holly
Springs Project
#15-MAS-04

For DPZ Use only

Project # _____

Fees Paid: \$ _____

Date Received: _____

☐ Initial ☐ Revised ☐ Final

Project Information:

Project Name: Collins Park Master Plan (Major Amendment to reduce the setback along Ralph Stephens Rd from 50 ft to 30 feet)

If this project is part of a previously approved plan, please specify:

PUD/Master Plan/Subdivision Master Plan Shopping Center/Lot# _____ Retail Center _____

Project Location: Corner of NC Hwy 55 & Ralph Stephens Road

Use street address. If none, use the closest intersection

☒ Within Corporate Limits ☐ Within Holly Springs ETJ ☐ Pending Annexation

PIN: 0658-05-2674 Real Estate ID: 0014202

Project Acreage (rounded to nearest tenth): 15.06 acres Partial Parcel: ☐ No ☐ Yes (additional fee)

Current Zoning: CB: Community Bus Proposed Use (see UDO Primary Use List): Retail

Open Space [See UDO Section 7.06(F)(4)]: ☐ Dedication ☐ Fee-in-lieu ☐ Combination ☒ N/A

Waivers Requested: ☒ No ☐ Yes- Specify UDO Section Number(s): _____

If yes, complete and attach appropriate Waiver Petition(s) from Waiver Packet

Scoping Meeting Date: _____ Concept Meeting Date: 04/16/2020

If the Concept Meeting Date is not within 8 weeks of the submittal date, another Concept Meeting is required prior to submittal.

Petition Contact Information: (complete each contact in its entirety- please print or type)**Project Applicant/Contact**

(check one) ☐ Owner ☐ Owner's Agent ☒ Design Professional ☐ Developer ☐ Other _____

Name Thomas J. Spaulding, PE Company The Spaulding Group, PA

Mailing Address 1611 Jones Franklin Road, Suite 101

City Raleigh State NC Zip 27540

Telephone # (919) 854-7990 E-Mail tom@spaulding-group.com

How would you like to receive staff review comments? ☒ E-Mail ☐ US Mail

How would you like to receive Official Action Notices? ☒ E-Mail ☐ US Mail- Certified

Design Professional if different than Applicant/Contact

Name Same as Applicant Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # () _____ E-Mail _____

How would you like to receive staff review comments? ☐ E-Mail ☐ US Mail

How would you like to receive Official Action Notices? ☐ E-Mail ☐ US Mail- Certified

Developer

Name Bob Stafford Company Stafford Land Company
Mailing Address 246 Valleyfield Lane
City Southern Pines State NC Zip 28387
Telephone # (919) 557-6870 E-Mail stafford1@earthlink.net
How would you like to receive staff review comments? ☒ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☒ E-Mail ☐ US Mail- Certified

Architect

Name N/A Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # () E-Mail _____
How would you like to receive staff review comments? ☐ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☐ E-Mail ☐ US Mail- Certified

Landscape Architect

Name N/A Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # () E-Mail _____
How would you like to receive staff review comments? ☐ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☐ E-Mail ☐ US Mail- Certified

Other: Surveyor (any other contact that should receive comments and correspondence for this project)

Name John A. Teel Company Stewart - Proctor, PLLC
Mailing Address 319 Chapanoke Road
City Raleigh State NC Zip 27606
Telephone # (919) 779-1855 Alternate Telephone # ()
Fax # () E-Mail jteelsp@yahoo.com
How would you like to receive staff review comments? ☐ Fax ☒ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☐ Fax ☒ E-Mail ☐ US Mail- Certified

Property Owner - Required

Name Bob Stafford Company Stafford Land Company
Mailing Address 246 Valleyfield Lane
City Southern Pines State NC Zip 28387
Telephone # (919) 692-9808 E-Mail stafford1@earthlink.net
How would you like to receive staff review comments? ☒ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☒ E-Mail ☐ US Mail- Certified

Certificate of Submittal Completion

I, Thomas J. Spaulding, certify that the information provided on this petition, plans and checklist are complete and accurate to the best of my knowledge.

Signature:  Date: 2-19-21

REVISIONS

(4/4/2017)	1)	ADDED COLLINS PARK DESIGN GUIDELINES
(5/1/2020)	2)	REDUCE SETBACK ALONG RALPH STEPHENS ROAD FROM 50' TO 30' AS ALLOWED PER UDO 3.05 B 2 BY UTILIZING THE FOLLOWING DESIGN FEATURES: (A) ALL ARCHITECTURAL REGULATIONS AS STATED IN SECTION 3.08 ARE PROVIDED WITHOUT ALTERNATE COMPLIANCE FOR THE FAÇADE ADJACENT TO THE FRONT YARD; (B) ALL PARKING AREAS ARE LOCATED WITHOUT A WAIVER OF PARKING AREA LOCATION AS STATED IN 7.04, E., 3. MAXIMUM NUMBER OF OFF-STREET PARKING SPACES; AND (C) NO PARKING AREAS OR INTERIOR ACCESS DRIVES ARE LOCATED BETWEEN THE FRONT LOT LINE AND FRONT LINE OF THE PRIMARY BUILDING.

MASTER PLANS FOR
COLLINS PARK AMENDMENT
TOHS PROJECT #15-MAS-04-A03
(DETAILED)
TOWN OF HOLLY SPRINGS, NORTH CAROLINA

GENERAL PROJECT NOTES

ALL CONSTRUCTION SHALL CONFORM TO TOWN OF HOLLY SPRINGS ENGINEERING DESIGN AND CONSTRUCTION STANDARDS.

CONSTRUCTION DRAWING APPROVAL IS REQUIRED BEFORE CONSTRUCTION ON THIS PROJECT MAY BEGIN. DEVELOPMENT FEES ARE DUE BEFORE CONSTRUCTION DRAWING APPROVAL.

CONTRACTOR SHALL OBTAIN A COPY OF THE CURRENT STANDARDS AND SPECIFICATIONS OF THE TOWN OF HOLLY SPRINGS TO REFER TO DURING CONSTRUCTION OF THE PROJECT.

CONTRACTOR SHALL VERIFY LOCATION OF ALL EXISTING ABOVE AND BELOW GROUND UTILITIES IN THE AREA PRIOR TO CONSTRUCTION AND COORDINATE THE RELOCATION OF THESE UTILITIES WITH THE APPROPRIATE AUTHORITIES.

ALL TEMPORARY AND PERMANENT EROSION CONTROL MEASURES SHALL BE IN ACCORDANCE WITH THE TOWN OF HOLLY SPRINGS SEDIMENT AND EROSION CONTROL ORDINANCE.

SITE DATA

TOTAL TRACT SIZE	656,013 S.F. 15.06 AC.
MINIMUM # OF LOTS	1
MAXIMUM # OF LOTS	8
EXISTING # OF LOTS	6
ZONE	CB
EXISTING USE	UNDEVELOPED
PROPOSED USE	COMMERCIAL RETAIL
IMPERVIOUS AREA	39,826 S.F. 5.8%
REAL ESTATE ID#	0014202
WAKE COUNTY PIN	0658-05-2674
TOWNSHIP	HOLLY SPRINGS

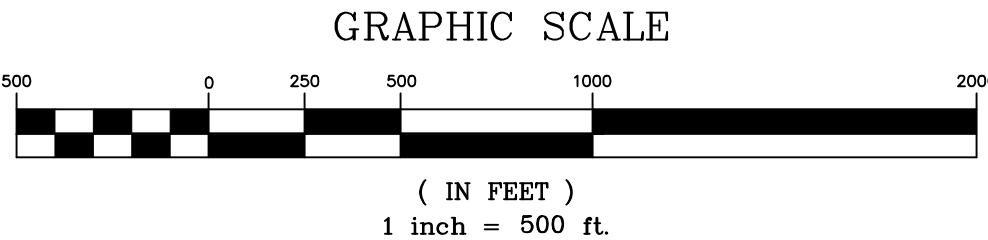
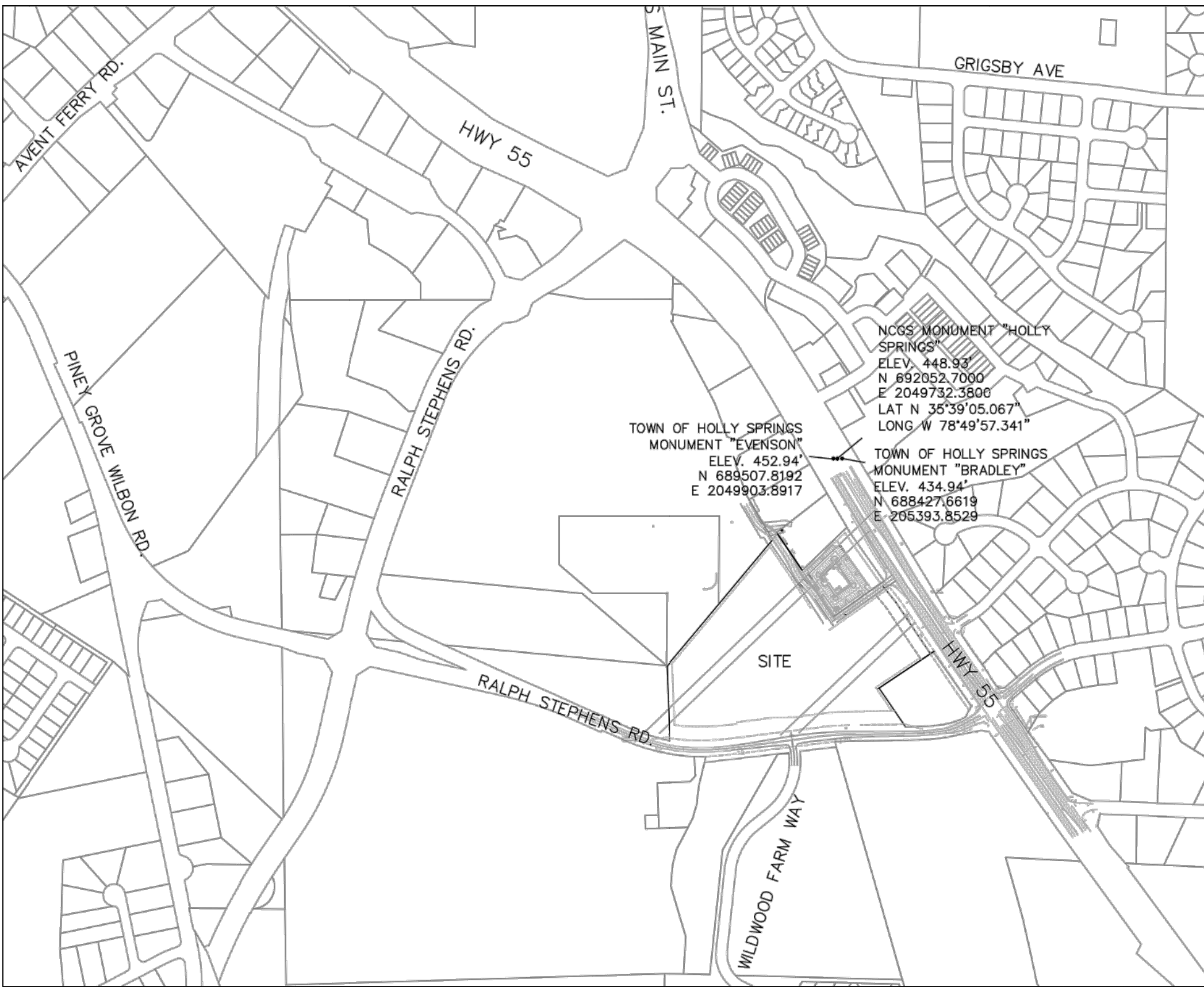
CONDITIONS OF APPROVAL

- ALL PREVIOUS APPROVAL CONDITIONS FOR COLLINS PARK MASTER PLAN WILL APPLY TO THIS AND ANY SUBSEQUENT PLAN.

DEVELOPER
STAFFORD LAND COMPANY
246 VALLEYFIELD LANE
SOUTHERN PINES, N.C. 28387
(919) 557-6870

June 7, 2016 Master Plan Approved

I certify that these plans were prepared and that this project shall be in accordance with the following plans, the latest edition of the Engineering Design and Construction Standards of the Town of Holly Springs and other applicable Town ordinances and policies. The Engineer whose seal and signature appear below certifies that the Town of Holly Springs Engineering Design and Construction Standards have been thoroughly reviewed for applicability to this particular project. Any proposed exceptions or deviations from the Standards are listed specifically on sheet _____ of these drawings. Furthermore, all comments of these plans are in conformance with the approved Preliminary Plan for this project approved by the Town of Holly Springs.



QUANTITIES FOR SUBDIVISION

L.F. OF 8" SEWERLINE	= 1,103'
L.F. OF 8" WATERLINE	= 1,591'
L.F. OF 12" WATERLINE	= 110'
L.F. OF 5' CONC. SIDEWALK	= 2,514'
L.F. OF PUBLIC ROADWAY	= 1,357'
L.F. OF CURB & GUTTER	= 2,814'
L.F. OF 12" RCP	= 566'
L.F. OF 15" RCP	= 1,598'
L.F. OF 18" RCP	= 94'
L.F. OF 54" RCP	= 94'
SCM DEVICES	= 4 EACH
NOTE: DRAINAGE AREA IS GREATER THAN 5 ACRES	

INDEX TO PLANS

C-0.0	COVER SHEET
C-0.1	EXISTING CONDITIONS
C-1.0	MASTER SITE PLAN
C-2.0	MASTER UTILITY PLAN
C-3.0	MASTER GRADING AND DRAINAGE PLAN
L-1.0	MASTER LANDSCAPE PLAN

SANITARY SEWER FLOWS

GPD PREVIOUSLY APPROVED FOR THE COLLINS PARK MASTER PLAN

80,000 SF OF COMMERCIAL BUILDING AREA AT 0.13 GPD/ SF =	10,400 GPD
HOTEL WITH 106 ROOMS =	13,000 GPD
TOTAL SEWER ALLOWANCE FOR MASTER PLAN =	23,400 GPD

GPD FOR APPROVED/PROPOSED DEVELOPMENT PLANS WITHIN COLLINS PARK

Holiday Inn Express Hotel =	13,000 GPD
Aldi =	1,924 GPD
Bojangles =	1,840 GPD
Lot #2 Retail =	1,440 GPD

Total Collins Park flow to date = 18,204 GPD

** There is currently 3.66 acres of Collins Park Master Plan that is undeveloped
Lot #3B Undeveloped: 880 GPD per acre (from NCDEQ design flow rates section 15A NCAC02T.0114) x 3.66 acres = 3,221 GPD

TOTAL COLLINS PARK FLOW = 21,425 GPD

FOR REVIEW ONLY—
NOT FOR CONSTRUCTION
PLAN IS SUBJECT TO REVISIONS DURING
THE CONSTRUCTION APPROVAL PROCESS

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THE SPAULDING GROUP, PA
planning • civil engineering
1611 Jones Franklin Road Suite 101 Raleigh, NC 27606
Phone (919) 854-7990 Fax (919) 854-7995

STAFFORD LAND COMPANY
246 VALLEYFIELD LANE
SOUTHERN PINES, NC 28387
DATE: 05-27-2020
SANITARY CERTIFICATION # C-1975
PROJECT DESIGNER
IRIS A. MITCHELL
PROJECT SURVEYOR
TBD

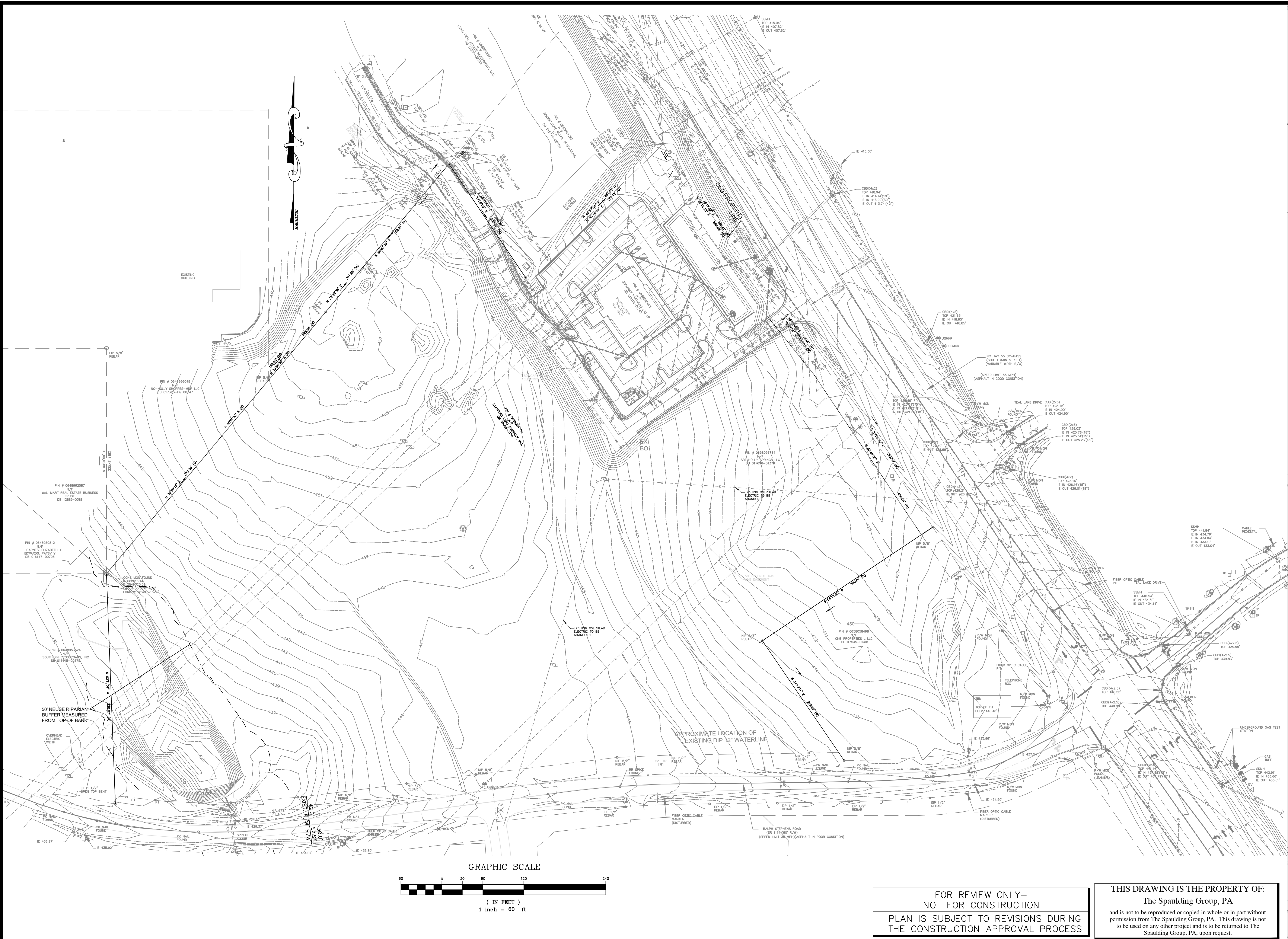
MASTER PLANS FOR COLLINS PARK
HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA
PRELIMINARY DEVELOPMENT PLANS
COVER SHEET

DRAWING
SHEET

C-0.0

PROJECT NUMBER
970-20

F:\951 - 999 Projects\970-20 Collins Park\Master Plan\Collins Park Master Existing Conditions Sheet ONLY - dwg Mar 26, 2021 - 3:25pm B7ch00k



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PLAN IS SUBJECT TO REVISIONS DURING
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MASTER PLANS FOR COLLINS PARK
HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA
PRELIMINARY DEVELOPMENT PLANS
EXISTING CONDITIONS

DRAWING
SHEET
C-0.1
PROJECT NUMBER
970-20

STAFFORD COMPANY
246 VALLEYFIELD LANE
SOUTHERN PINES, NC 28887
DATE: 05-27-2020
SANITIZATION # C-1975
PROJECT DESIGNER:
IRIS A. MITCHELL
PROJECT SURVEYOR:
TBD

THE SPAULDING GROUP, PA
Planning • civil engineering
1611 Jones Franklin Road Suite 101 Raleigh, NC 27606
Phone (919) 854-7990 Fax (919) 854-7995

NO.	REVISION	DATE
1.	50' BUFFER TO 3P AMENDMENT	05/07/2020
2.	PER TONS COMMENTS	06/04/2020
3.	PER TONS COMMENTS	07/24/2020
4.	PER TONS COMMENTS	08/25/2021
5.	PER TONS COMMENTS	09/25/2021



GENERAL SITE NOTES:

SITE CURRENTLY IS FALLOW AND VACANT
ALL CONSTRUCTION SHALL CONFORM TO THE TOWN OF HOLLY SPRINGS DESIGN AND CONSTRUCTION STANDARDS
ALL NECESSARY APPROVALS, STATE AND LOCAL, SHALL BE OBTAINED PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION.
ALL NECESSARY ENCROACHMENT AGREEMENTS SHALL BE OBTAINED PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION.
CONSTRUCTION DRAWING APPROVAL IS REQUIRED BEFORE CONSTRUCTION OF THIS PROJECT CAN BEGIN. ALSO, ALL DEVELOPMENT FEES (ACREAGE, FEE-IN-LIEU OF ASSESSMENT, AND INSPECTION FEES) ARE DUE PRIOR TO FINAL CONSTRUCTION DRAWING APPROVAL.
CONTRACTOR SHALL VERIFY THE ABOVE AND BELOW GROUND LOCATION OF ALL EXISTING UTILITIES PRIOR TO THE START OF CONSTRUCTION.
CONTRACTOR SHALL COORDINATE THE RELOCATION OF ANY CONFLICTING UTILITIES WITH THE APPROPRIATE UTILITY COMPANY AND/OR AUTHORITY.
CONTRACTOR SHALL VERIFY ALL EXISTING SITE CONDITIONS PRIOR TO THE START OF CONSTRUCTION.
NOTE - A SIGN PERMIT IS REQUIRED PRIOR TO INSTALLATION OF ANY SIGNAGE.

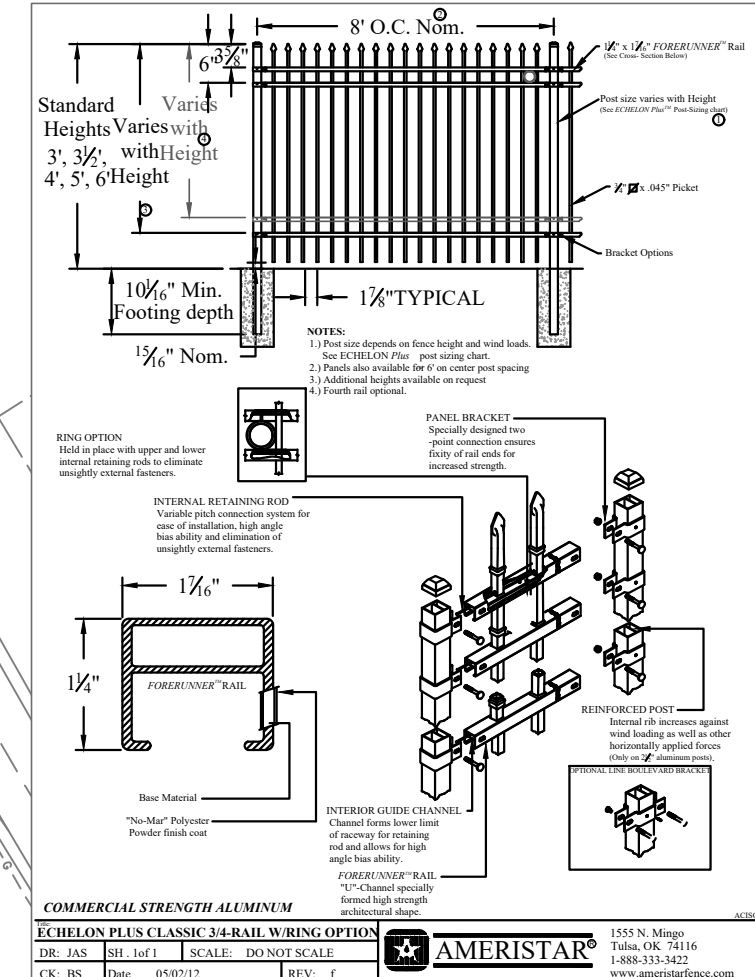
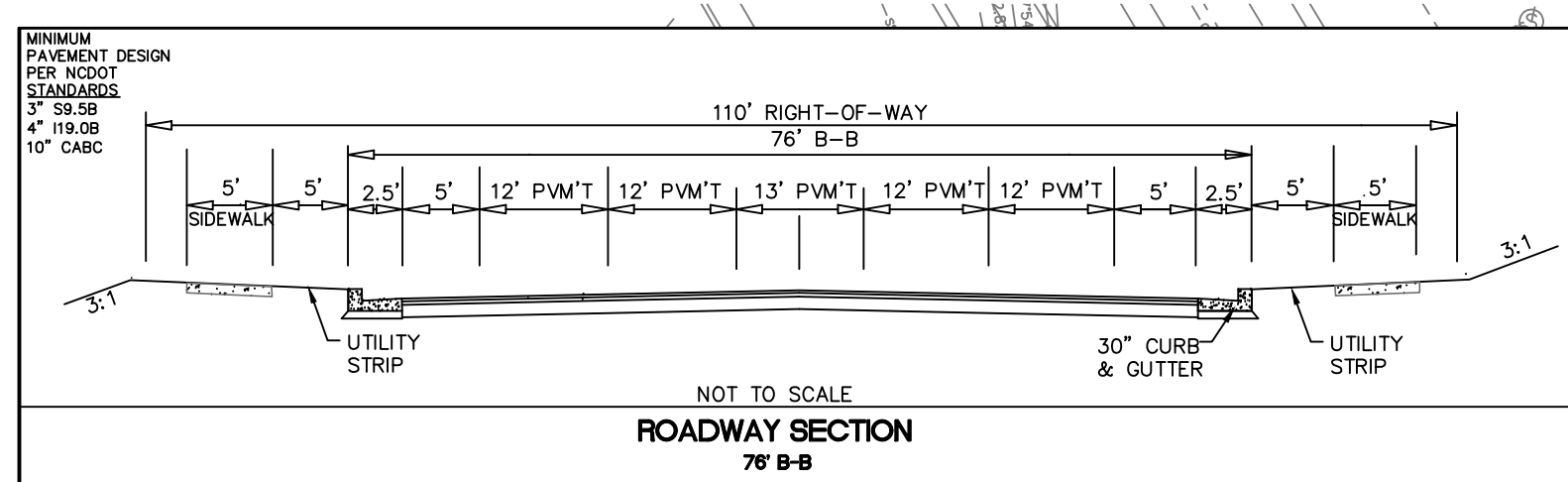
MAINTENANCE OF LANDSCAPING

THE OWNER SHALL BE RESPONSIBLE FOR:
A. THE MAINTENANCE OF ALL REQUIRED LANDSCAPING BY KEEPING LAWNS MOWED, ALL PLANTS MAINTAINED AS DISEASE-FREE, ALL PLANTING BEDS GROOMED AND KEPT WEED FREE (EXCEPT IN AREAS OF PRESERVED EXISTING NATURAL VEGETATION (I.E., THICKETS), AND KEPT FREE FROM TRASH, DEBRIS AND OTHER OBJECTIONABLE MATERIALS;
B. THE REPLACEMENT OF ANY REQUIRED PLANTING, WHICH IS REMOVED OR DIES AFTER THE DATE OF PLANTING, SUCH REPLACEMENT SHALL OCCUR DURING THE NEXT PLANTING SEASON; AND
C. THE REPLACEMENT OF ANY TREE IN A TREE SAVE AREA WHICH IS REMOVED OR DIES AFTER THE DATE OF APPROVAL OF PRESERVATION LANDSCAPE PLAN. SUCH REPLACEMENT SHALL OCCUR DURING THE NEXT PLANTING SEASON.

FAILURE TO MAINTAIN REQUIRED LANDSCAPE AREAS SHALL CONSTITUTE A VIOLATION OF THIS UDO ENFORCEABLE UNDER THE PROVISIONS OF SECTION 10 - ENFORCEMENT.

NOTE:

1. A STREET LIGHTING PLAN FOR INTERIOR STREETS, ADJACENT PUBLIC STREETS AND THOROUGHFARES WILL BE REQUIRED BY THE TOWN. FIRST CONSTRUCTION DRAWINGS REVIEW COMMENTS YOU WILL RECEIVE A STREET LIGHTING REQUEST FORM FROM THE TOWN.
2. TIA WILL HAVE TO BE APPROVED PRIOR TO THIS PROJECT MOVING FORWARD TO THE PLANNING BOARD AND TOWN COUNCIL.
3. ALL NEW BUILDING WILL BE REQUIRED TO MEET THE DESIGN GUIDELINES CONTAINED WITHIN UDO SECTION 3.08.
4. ALL RETAINING WALLS WILL REQUIRE A BUILDING PERMIT. WALLS GREATER THAN 4' IN HEIGHT WILL REQUIRE ENGINEERING DESIGN APPROVAL AT CONSTRUCTION DRAWING REVIEW AS WELL AS A BUILDING PERMIT.
5. ADJACENT ROADWAYS WILL BE REQUIRED TO BE LIGHTED PRIOR TO FIRST C.O. AND THAT INTERNAL ROADWAYS MUST BE LIGHTED PRIOR TO STREET ACCEPTANCE FOR 1 YEAR WARRANTY.



SITE DATA

TOTAL TRACT SIZE 656,013 S.F. 15.06 AC.
MINIMUM # OF LOTS 1
MAXIMUM # OF LOTS 8
ZONE CB
EXISTING USE UNDEVELOPED
PROPOSED USE COMMERCIAL RETAIL
IMPERVIOUS AREA 39,826 S.F. 5.8%
REAL ESTATE ID# 0014202
WAKE COUNTY PIN 0658-05-2674
TOWNSHIP HOLLY SPRINGS

ZONING DISTRICT TABLE

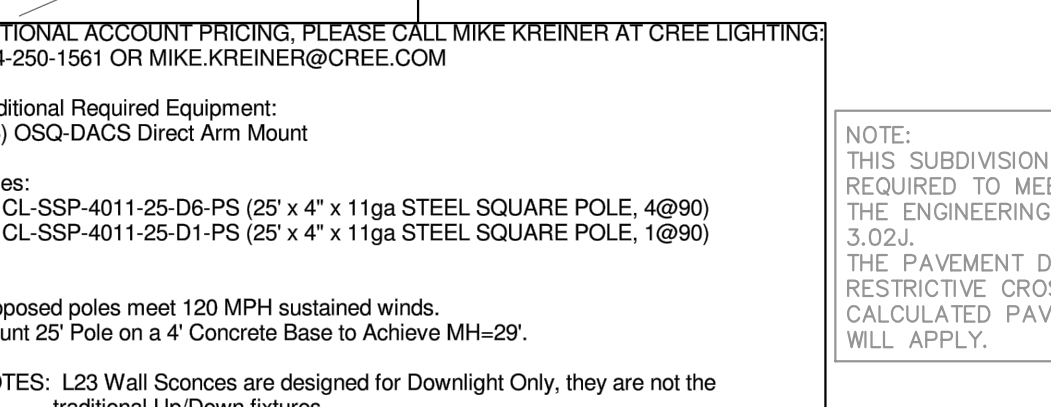
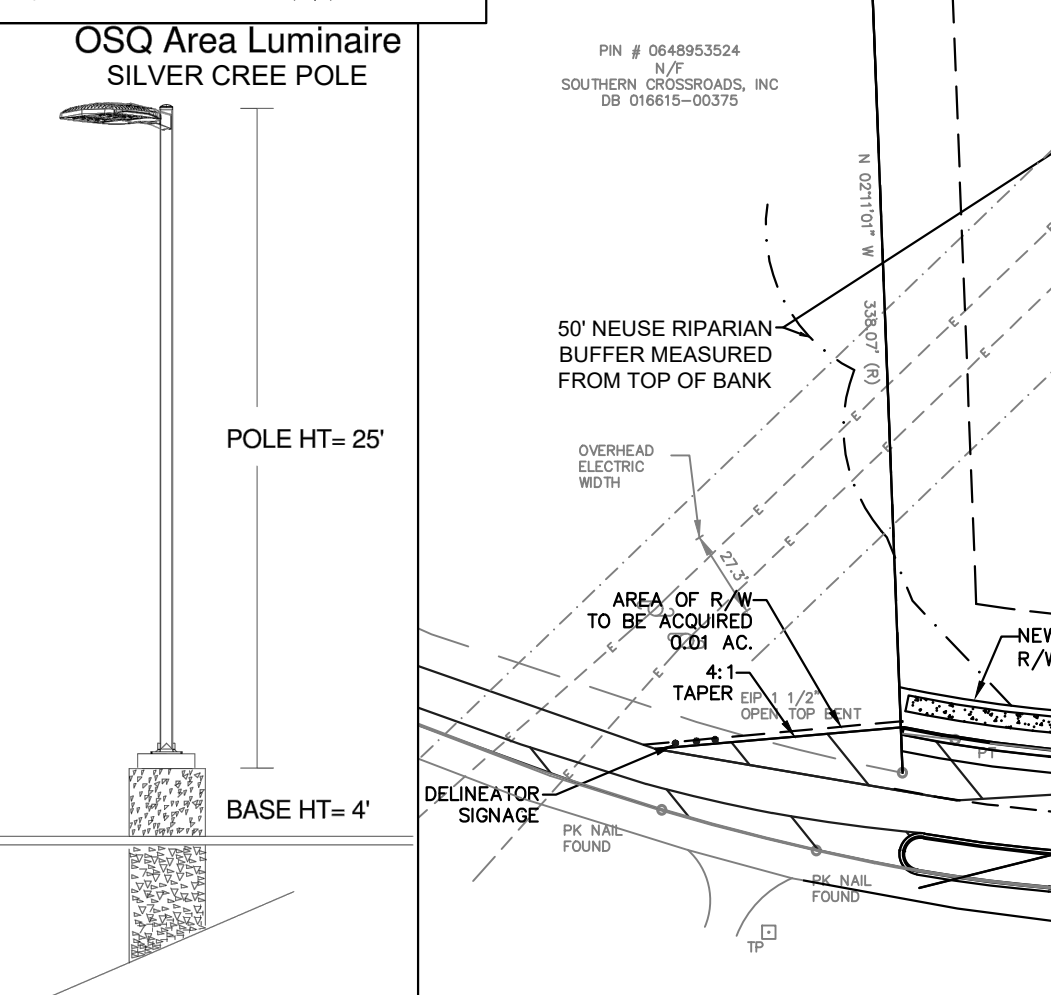
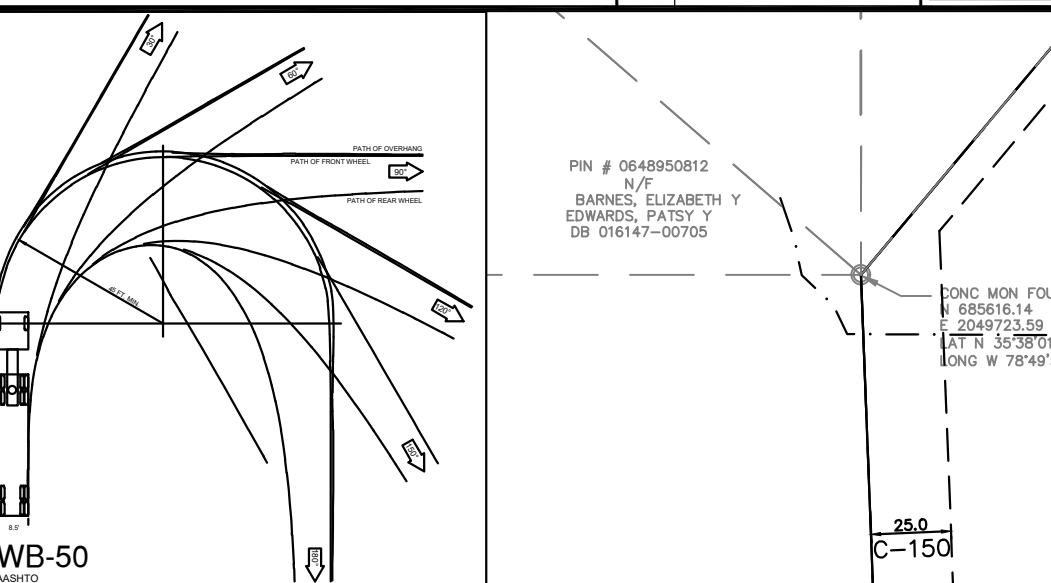
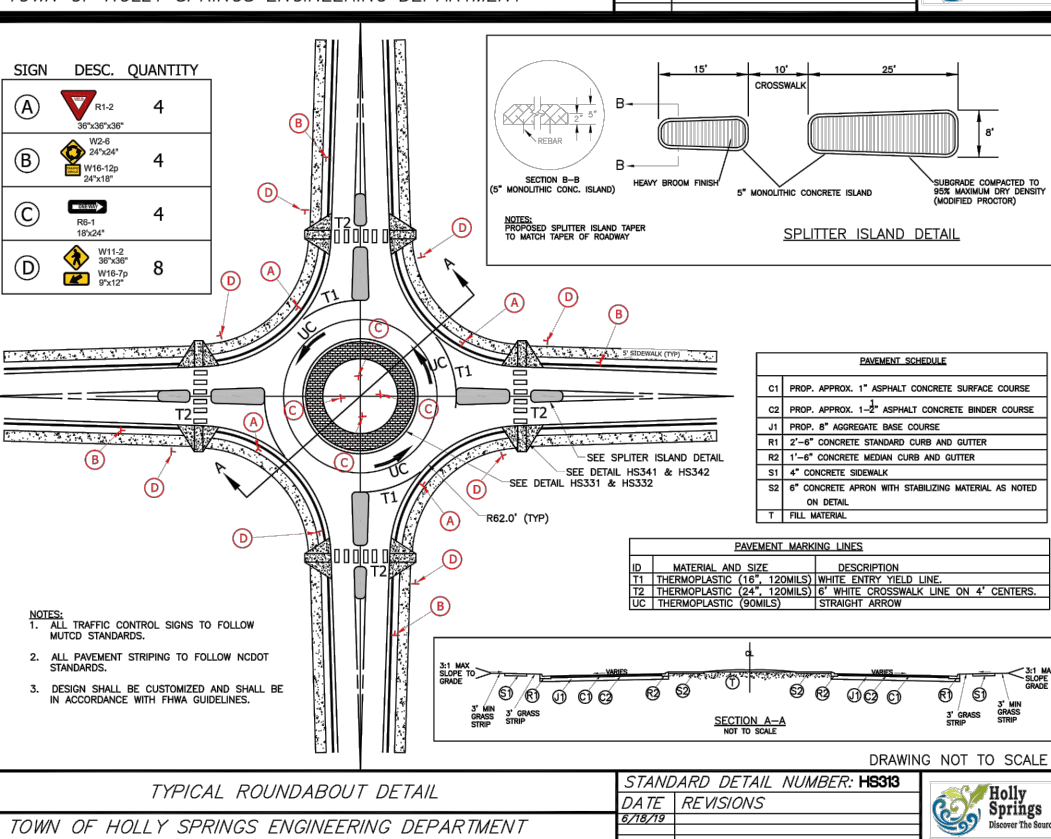
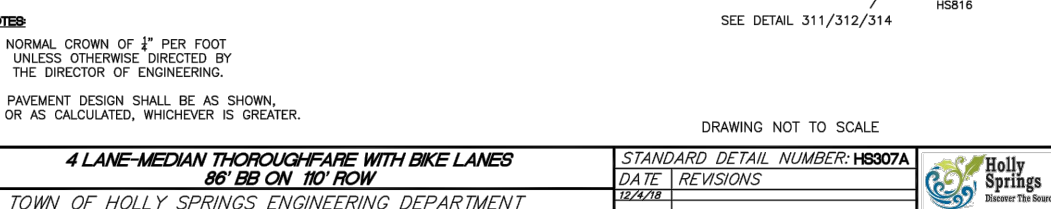
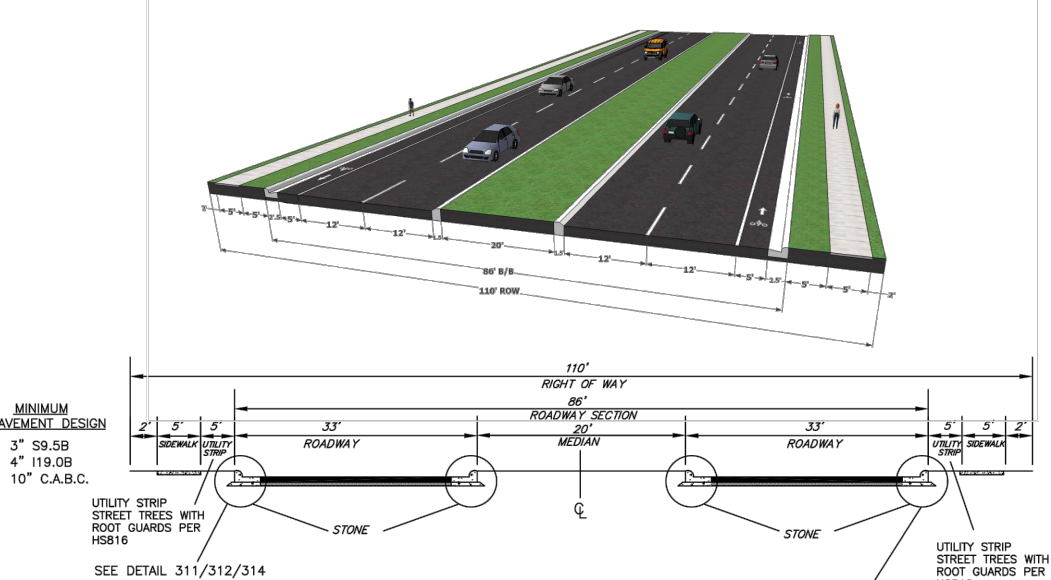
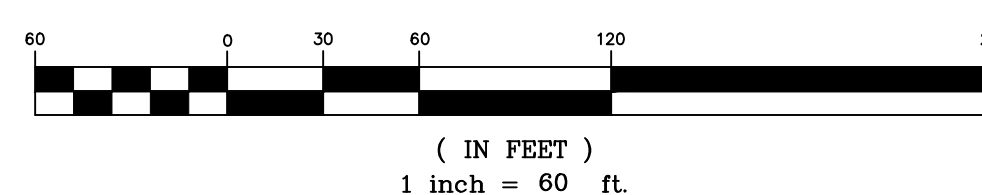
DEVELOPMENT STANDARD UDO SECTION 3.05(B)
MINIMUM FRONT YARDS AND BUILDING SETBACKS
FREEWAY- NC 55 BYPASS: 50'
THOROUGHFARE:
(RALPH STEPHENS ROAD) 30'
MINIMUM SIDE YARD 10'
MINIMUM SIDE BUFFERYARD 15'
MINIMUM REAR YARD 20'
MINIMUM REAR BUFFERYARD 25'

OUT PARCELS: 5' YARD ADJACENT OTHER OUT PARCELS
10' ADJACENT TO MAIN CENTER

*REDUCE SETBACK ALONG RALPH STEPHENS ROAD FROM 50' TO 30' AS ALLOWED PER UDO 3.06 B 2 BY UTILIZING THE FOLLOWING DESIGN FEATURES:
(A) ALL ARCHITECTURAL REGULATIONS AS STATED IN SECTION 3.08 ARE PROVIDED WITHOUT ALTERNATE COMPLIANCE FOR THE FACADE ADJACENT TO THE FRONT YARD;
(B) ALL PARKING AREAS ARE LOCATED WITHOUT A WAIVER OF PARKING AREA LOCATIONS AS STATED IN 7.04, E, 3, MAXIMUM NUMBER OF OFF-STREET PARKING SPACES; AND
(C) NO PARKING AREAS OR INTERIOR ACCESS DRIVES ARE LOCATED BETWEEN THE FRONT LOT LINE AND FRONT LOT LINE OF THE PRIMARY BUILDING.

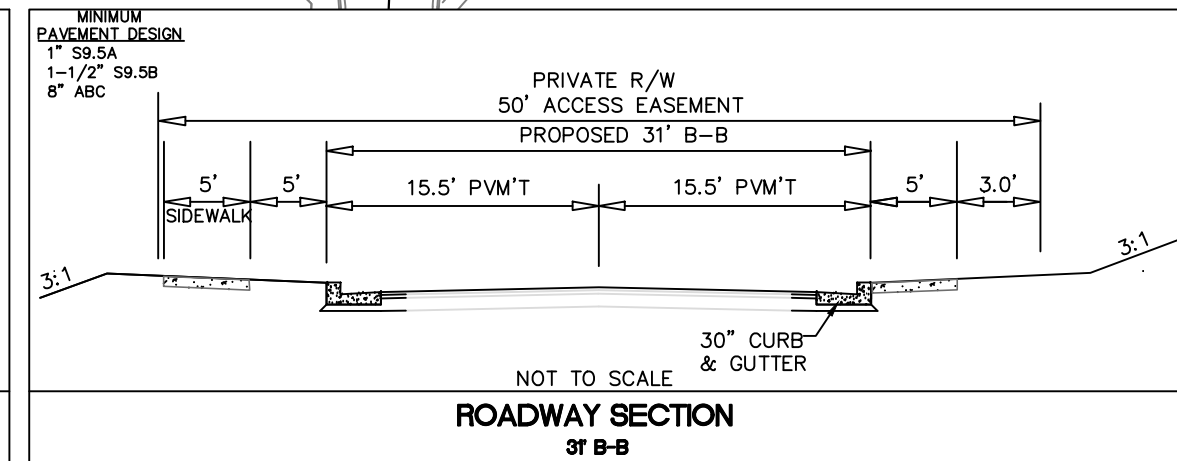
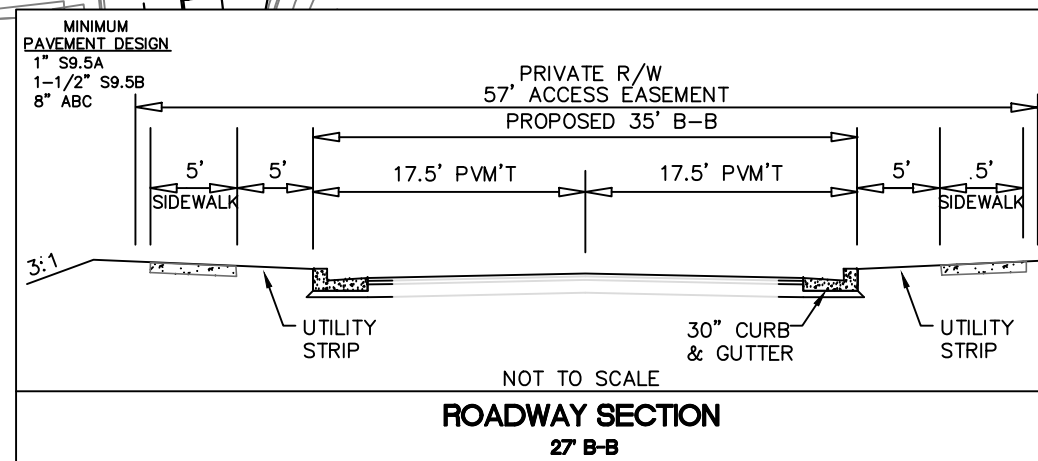
NOTE:
A MINIMUM OF 3,600 SF PLAZA COURT YARD AREA TO BE INCORPORATED IN LOT 2 AT THE TIME OF SITE PLAN APPROVAL. THE PLAZA CAN BE SPLIT TO FIT THE SITE AS NEEDED.

GRAPHIC SCALE



NOTE:
THIS SUBDIVISION IS IN THE TRIASSIC BASIN. ALL ROADWAYS WILL BE REQUIRED TO MEET ALL SPECIAL DESIGN REQUIREMENTS AS OUTLINED IN THE ENGINEERING DESIGN AND CONSTRUCTION STANDARDS SECTION 3.02A.
THE PAVEMENT DESIGN WILL REQUIRE NCDOT APPROVAL. THE MOST RESTRICTIVE CROSS-SECTION BETWEEN THE MINIMUM DESIGN, CALCULATED PAVEMENT DESIGN, TRIASSIC DESIGN, AND NCDOT DESIGN WILL APPLY.

NOTE:
DUE TO UTILITIES LOCATED THROUGH THE ROUNDABOUT, NO SIGN/STRUCTURES/STATUS/ OR OTHER LANDSCAPE FEATURES WILL BE ALLOWED. IN ADDITION, NO LANDSCAPING WILL BE ALLOWED INSIDE UTILITY EASEMENT.



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THE SPAULDING GROUP, PA
Planning • civil engineering
1611 Jones Franklin Road Suite 101 Raleigh, NC 27606
Phone [919] 854-7990 Fax [919] 854-7995

REVIEWED FOR:
STEELE FORD COMPANY
248 VALLEYFIELD LANE
SOUTHERN PINES, NC 28387
DATE: 05-27-2020
SANITIZATION # C-1075
PROJECT DESIGNER:
TOM SPAULDING
PROJECT SURVEYOR:
IRIS A. MITCHELL
TBD

MASTER PLANS FOR COLLINS PARK
HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA
PRELIMINARY DEVELOPMENT PLANS
MASTER SITE PLAN

DRAWING SHEET

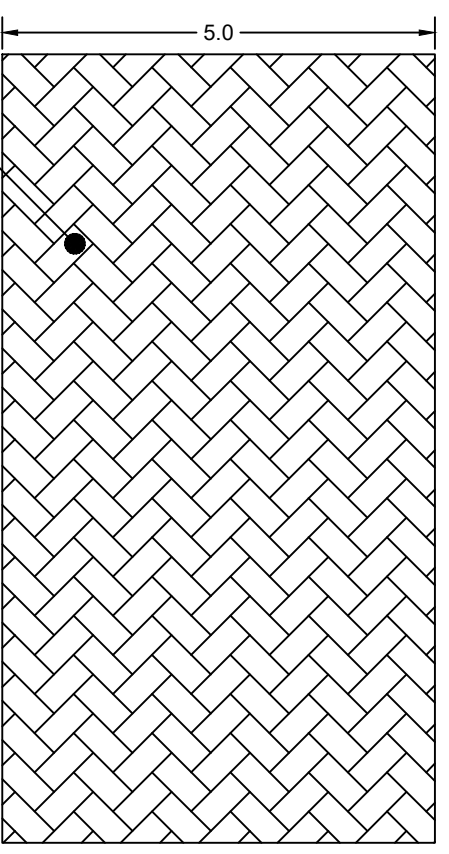
C-1.0

PROJECT NUMBER

970-20

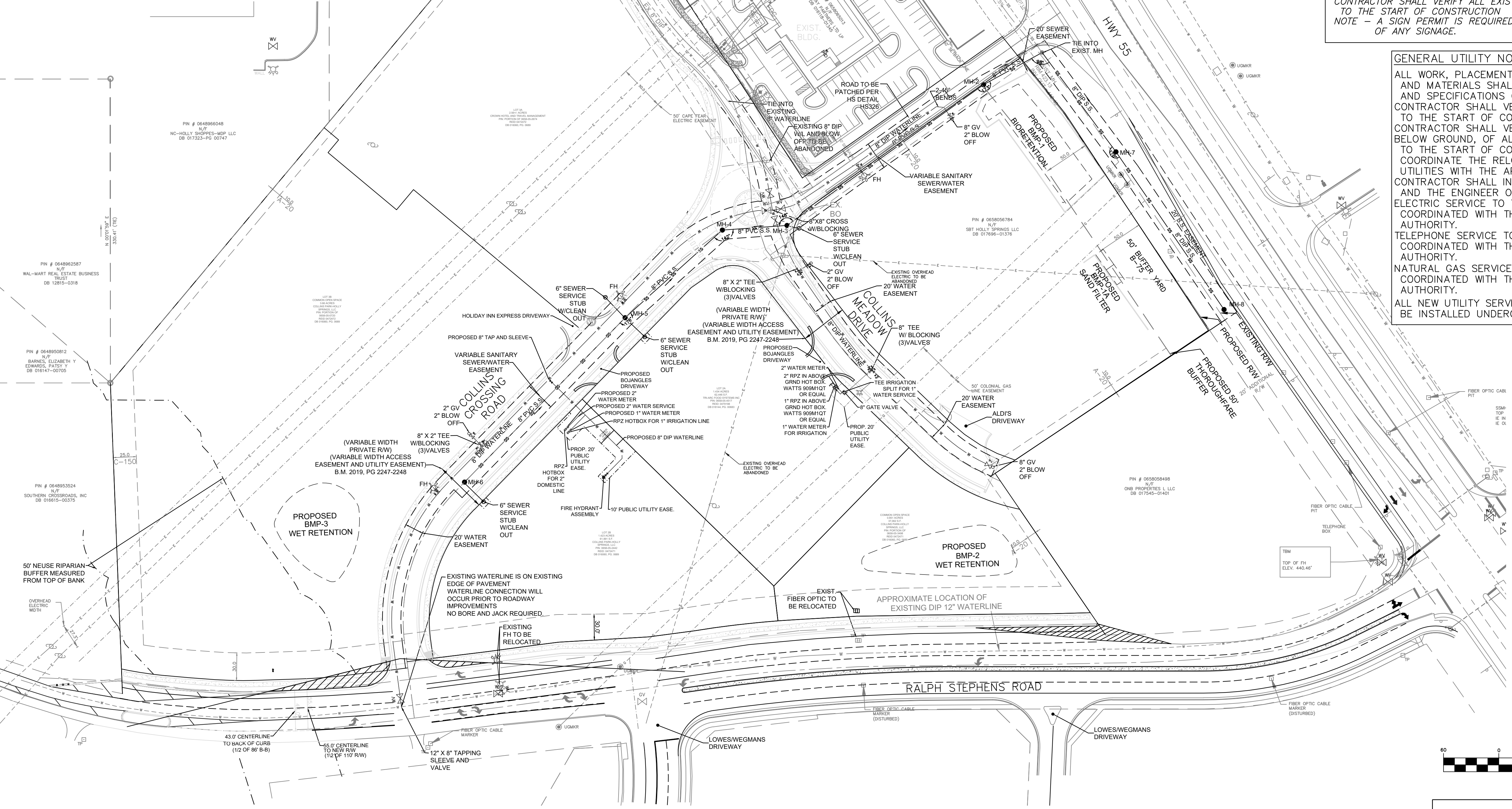
FILED - 999 Projects\970-20 Collins Park\Master Plan\Collins Park\970-20 Collins Park\Master.dwg Mar 26, 2021 - 3:35pm B:\chuck

- NOTES:
1. DECORATIVE CROSSWALKS TO BE COLORED, STAMPED ASPHALT.
 2. CROSSWALKS TO BE INSTALLED PER MANUFACTURER SPECIFICATIONS. COLORS AND PATTERNS INDICATED PER: PATTERN PAVING PRODUCTS 1750 HWY 160 WEST FORT MILL, SC 29706 1-888-434-8611 WWW.PATTERNPAVING.COM
 3. COLOR SUBSTITUTIONS MUST MATCH PAVING COLORS INDICATED. CONTRACTOR TO SUBMIT SAMPLE FOR APPROVAL BY OWNER AND ARCHITECT.



DECORATIVE CROSSWALK PAVING

NOTE: FUTURE DEVELOPMENT PLANS FOR ALL LOTS IN THIS PROJECT WILL REQUIRE THIS STYLE CROSSWALK WHEN DEVELOPED.



NOTE: DUE TO UTILITIES LOCATED THROUGH THE ROUNDABOUT, NO SIGN/STRUCTURES/STATUES OR OTHER HARDSCAPE FEATURES WILL BE ALLOWED. IN ADDITION, NO LANDSCAPING WILL BE ALLOWED INSIDE UTILITY EASEMENT.

QUANTITIES FOR SUBDIVISION

L.F. OF 8" SEWERLINE	= 1,103'
L.F. OF 8" WATERLINE	= 1,591'
L.F. OF 12" WATERLINE	= 110'
L.F. OF 5' CONC. SIDEWALK	= 2,514'
L.F. OF PUBLIC ROADWAY	= 1,357'
L.F. OF CURB & GUTTER	= 2,814'

LEGEND

- WATER METER
- SEWER CLEAN-OUT
- ⌵ PROPOSED GATE VALVE
- ⌵ PROPOSED BLOW OFF ASSEMBLY
- ⌵ PROPOSED FIRE HYDRANT ASSEMBLY
- ⊙ PROPOSED SANITARY SEWER MANHOLE

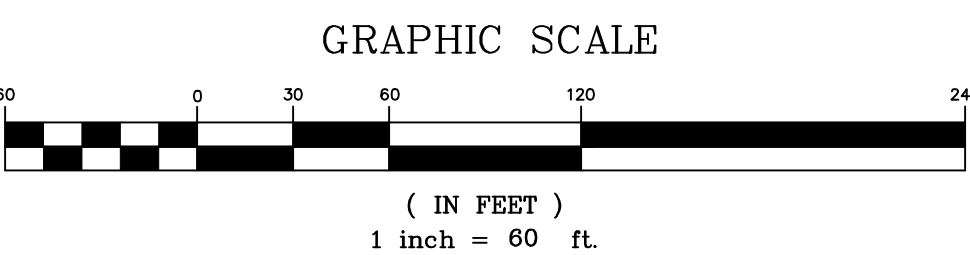
- NOTES:
1. LOCATION OF STREET TREES AND STREET LIGHTING WILL BE FIELD-COORDINATED BY THE DEVELOPER TO ELIMINATE CONFLICTS.
 2. ADJACENT ROADWAYS WILL BE REQUIRED TO BE LIGHTED BY PROGRESS ENERGY AND SHALL BE INSTALLED PRIOR TO FIRST C.O.
 3. INTERNAL ROADWAYS MUST BE LIGHTED PRIOR TO STREET ACCEPTANCE FOR 1 YEAR WARRANTY.
 4. ALL NEW UTILITY LINES MUST BE UNDER GROUND. ALL POWER SERVICES WHETHER NEW OR EXISTING MUST BE UNDERGROUND.
 5. SANITARY SEWER & WATER SERVICE LINES ARE SUBJECT TO MINOR CHANGES THROUGH SUBSEQUENT DEVELOPMENT PLAN REVIEWS.

GENERAL SITE NOTES:

SITE CURRENTLY IS FALLOW AND VACANT
ALL CONSTRUCTION SHALL CONFORM TO THE TOWN OF HOLLY SPRINGS DESIGN AND CONSTRUCTION STANDARDS
ALL NECESSARY APPROVALS, STATE AND LOCAL, SHALL BE OBTAINED PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION.
ALL NECESSARY ENCROACHMENT AGREEMENTS SHALL BE OBTAINED PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION.
CONSTRUCTION DRAWING APPROVAL IS REQUIRED BEFORE CONSTRUCTION OF THIS PROJECT CAN BEGIN. ALSO, ALL DEVELOPMENT FEES (ACREAGE, FEE-IN-LIEU OF ASSESSMENT, AND INSPECTION FEES) ARE DUE PRIOR TO FINAL CONSTRUCTION DRAWING APPROVAL
CONTRACTOR SHALL VERIFY THE ABOVE AND BELOW GROUND LOCATION OF ALL EXISTING UTILITIES PRIOR TO THE START OF CONSTRUCTION
CONTRACTOR SHALL COORDINATE THE RELOCATION OF ANY CONFLICTING UTILITIES WITH THE APPROPRIATE UTILITY COMPANY AND/OR AUTHORITY
CONTRACTOR SHALL VERIFY ALL EXISTING SITE CONDITIONS PRIOR TO THE START OF CONSTRUCTION
NOTE - A SIGN PERMIT IS REQUIRED PRIOR TO INSTALLATION OF ANY SIGNAGE.

GENERAL UTILITY NOTES:

ALL WORK, PLACEMENT, LOCATION, INSTALLATION, AND MATERIALS SHALL CONFORM TO THE STANDARDS AND SPECIFICATIONS OF THE TOWN OF HOLLY SPRINGS. CONTRACTOR SHALL VERIFY ALL FIELD CONDITIONS PRIOR TO THE START OF CONSTRUCTION.
CONTRACTOR SHALL VERIFY THE LOCATION, ABOVE AND BELOW GROUND, OF ALL EXISTING UTILITIES PRIOR TO THE START OF CONSTRUCTION. CONTRACTOR SHALL COORDINATE THE RELOCATION OF ANY CONFLICTING UTILITIES WITH THE APPROPRIATE AUTHORITIES.
CONTRACTOR SHALL INFORM THE TOWN OF HOLLY SPRINGS AND THE ENGINEER OF ANY CONFLICTING UTILITIES.
ELECTRIC SERVICE TO THE SITE SHALL BE COORDINATED WITH THE APPROPRIATE ELECTRICAL SERVING AUTHORITY.
TELEPHONE SERVICE TO THE SITE SHALL BE COORDINATED WITH THE APPROPRIATE TELEPHONE SERVING AUTHORITY.
NATURAL GAS SERVICE, IF ANY, TO THE SITE SHALL BE COORDINATED WITH THE APPROPRIATE TELEPHONE SERVING AUTHORITY.
ALL NEW UTILITY SERVICES SERVING SITE ARE TO BE INSTALLED UNDERGROUND.



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DATE: 06/07/2020
REVISION: 06/07/2020
NO. 1
BY: J. SPALDING
CHECKED: J. SPALDING
PER TONS COMMENTS: 07/28/2020
PER TONS COMMENTS: 07/28/2020
PER TONS COMMENTS: 07/28/2020
PER TONS COMMENTS: 07/28/2020

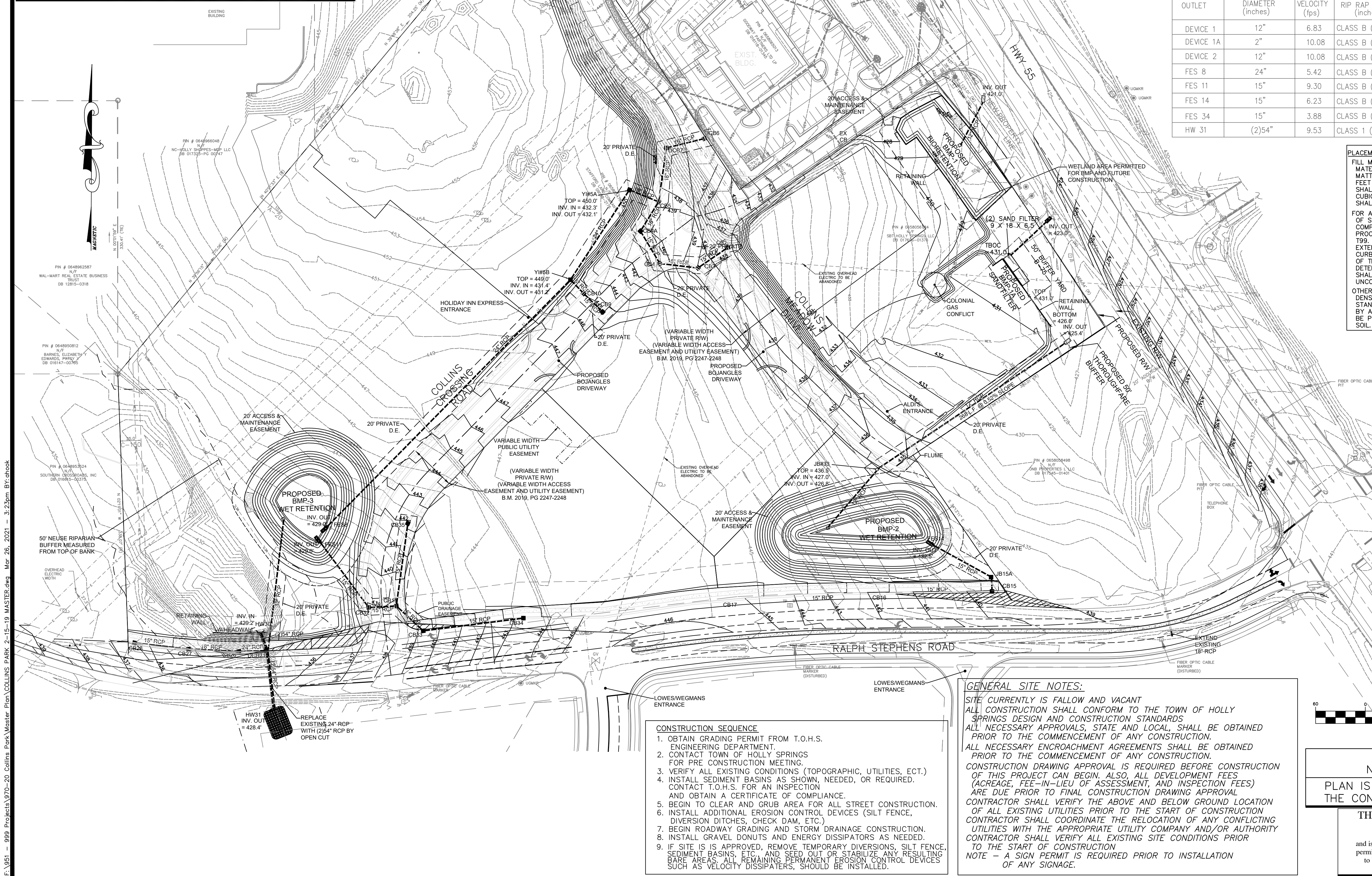
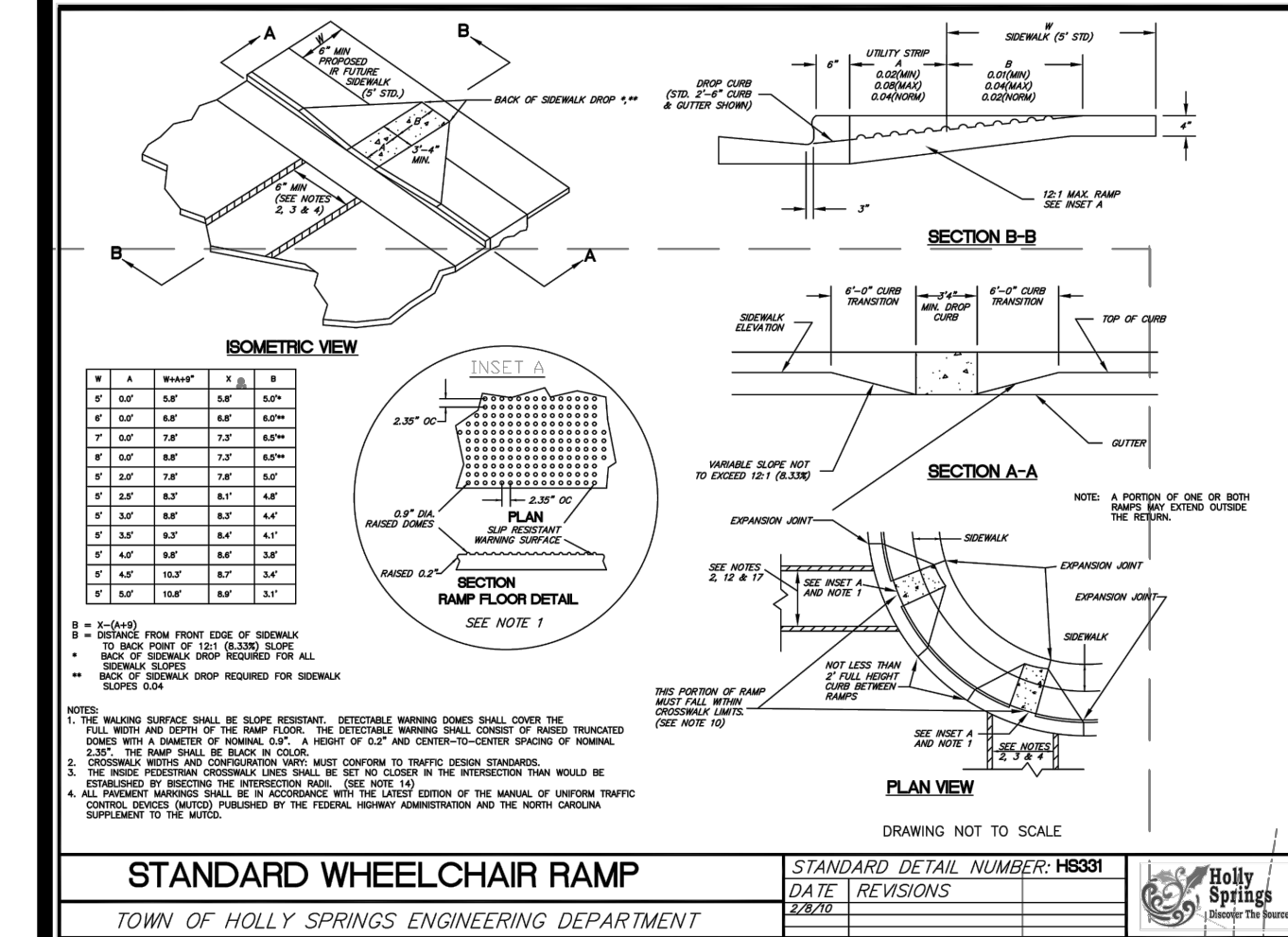
SEALED: J. SPALDING
CARRIE A. SPALDING
P.L.L.C.
03-26-21

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Phone (919) 854-7990 Fax (919) 854-7995

REVIEWED FOR: STAFFORD AND COMPANY
248 VALLEYFIELD LANE
SOUTHERN PINES, NC 28387
DATE: 05-27-2020
SANITARY CERTIFICATION # C-1975
PROJECT DESIGNER: TOM SPAULDING
PROJECT SURVEYOR: IRLS A. MITCHELL
PROJECT SURVEYOR: TEB

MASTER PLANS FOR COLLINS PARK
HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA
PRELIMINARY DEVELOPMENT PLANS
MASTER UTILITY PLAN

DRAWING SHEET
C-2.0
PROJECT NUMBER
970-20



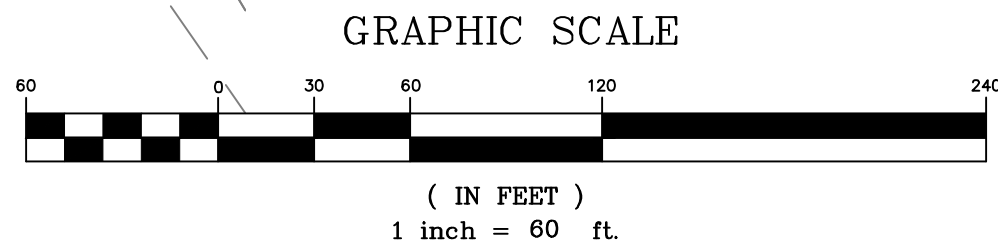
10 - YEAR STORM TABLE																			
Line	Line ID	LineLength (ft)	Incr.Area (ac)	TotalArea (ac)	RunoffCoeff. (C)	Incr.C x A (cfs)	TotalC x A (cfs)	InletTime (min)	TimeConc (min)	Rainfall (in/hr)	TotalRunoff (cfs)	AdmFlow (cfs)	TotalFlow (cfs)	CapacFull (cfs)	Veloc (ft/s)	PipeSize (in)	PipeSlope (%)	Inv ElevDn (ft)	Inv ElevUp (ft)
1	Y15B-FES 8	439.31	0.35	2.18	0.75	0.26	1.69	5	5.4	6.1	10.35	0	10.35	16.01	5.42	24	0.5	429.00	431.20
2	CB 10-Y15B	22.85	0.07	0.15	0.85	0.06	0.13	5	6.3	7	0.89	0	0.89	7.4	3.5	15	1.31	441.00	441.29
3	CB 9-CB 10	32.20	0.08	0.08	0.85	0.07	0.07	5	5	7.4	0.5	0	0.5	6.23	2.77	15	0.93	441.50	441.80
4	Y15A-Y15B	129.89	0.88	1.68	0.75	0.66	1.3	5	8.9	6.3	8.19	0	8.19	16.6	3.93	24	0.54	431.40	432.10
5	CB 5-Y15A	38.15	0.09	0.8	0.75	0.07	0.64	5	4.08	6.3	4.08	0	4.08	7.6	4.28	18	0.52	432.30	432.50
6	CB 4A-CB 5	41.63	0.09	0.45	0.75	0.07	0.37	5	8.2	6.5	2.41	0	2.41	8.91	2.64	18	0.72	432.70	433.00
7	CB 4-CB 4A	45.62	0.15	0.36	0.85	0.13	0.31	5	7.8	6.6	2.01	0	2.01	5.24	3.86	15	0.66	433.00	433.74
8	CB 3-CB 4	46.38	0.14	0.21	0.85	0.12	0.18	5	7	6.8	1.21	0	1.21	5.19	3.32	15	0.65	433.70	434.00
9	CB 2-CB 3	43.62	0.07	0.07	0.85	0.06	0.06	5	5	7.4	0.44	0	0.44	5.36	2.52	15	0.59	434.20	434.50
10	DCB 7-CB 5	65.83	0.18	0.26	0.75	0.14	0.2	5	6.9	6.8	1.38	0	1.38	8.19	2.03	18	0.61	433.00	433.54
11	DCB 6-DCB 7	47.29	0.08	0.08	0.85	0.07	0.07	5	5	5.4	0.5	0	0.5	5.14	1.75	15	0.63	433.00	433.54

25 - YEAR STORM TABLE																			
Line	Line ID	LineLength (ft)	Incr.Area (ac)	TotalArea (ac)	RunoffCoeff. (C)	Incr.C x A (cfs)	TotalC x A (cfs)	InletTime (min)	TimeConc (min)	Rainfall (in/hr)	TotalRunoff (cfs)	AdmFlow (cfs)	TotalFlow (cfs)	CapacFull (cfs)	Veloc (ft/s)	PipeSize (in)	PipeSlope (%)	Inv ElevDn (ft)	Inv ElevUp (ft)
1	JB 15A-FES 14	83.07	0	0.14	0	0	0.12	0	5.4	8	0.96	0	0.96	10.33	4.12	15	2.56	432.50	433.96
2	CB 15-JB 15A	17.39	0.14	0.14	0.85	0.12	0.12	5	5	8.2	0.97	0	0.97	22.02	5.84	15	11.63	434.80	436.80
3	CB 12-FES 11	91.00	0.34	1.26	0.7	0.24	0.95	5	7.3	7.4	7.06	0	7.06	16.72	9.7	15	5.71	429.00	429.57
4	CB 13-CB 12	34.00	0.34	0.92	0.7	0.24	0.71	5	7.1	7.4	5.32	0	5.32	4.95	4.49	15	0.59	431.60	431.76
5	CB 30-CB 13	44.29	0.17	0.35	0.85	0.14	0.32	5	6.8	7.6	3.38	0	3.38	6.86	2.16	15	1.13	435.00	435.00
6	CB 34-CB 33	121.95	0.18	0.18	0.95	0.17	0.17	5	5	8.2	1.4	0	1.4	11.55	2.45	15	3.20	435.00	436.46
7	CB 35-CB 34	100.80	0.23	0.23	0.7	0.16	0.16	5	5	8.2	1.31	0	1.31	10.17	2.18	15	2.48	435.00	437.50
8	DCB 21-HW 31	72.50	0.14	0.4	0.85	0.12	0.34	5	5	6.8	2.32	0	2.32	146.07	10.48	54	0.55	438.40	438.80
9	CB 26-DCB 21	33.27	0.09	0.26	0.85	0.08	0.22	5	8.4	7.1	1.57	0	1.57	17.54	0.5	24	0.60	430.80	430.80
10	CB 27-CB 26	60.87	0.07	0.17	0.85	0.06	0.14	5	6.9	7.5	1.09	0	1.09	8.51	0.62	18	0.66	431.20	431.60
11	CB 28-CB 27	64.00	0.1	0.1	0.85	0.09	0.09	5	5	8.2	0.89	0	0.89	5.11	0.57	15	0.83	431.80	432.20
12	HW 30-DCB 21	22.71	0	0	0	0	0	5	5	8.2	0	0	0	0	0	143	0.88	429.00	429.20
13	DCB 21-HW 31	72.50	0.14	0.14	0.85	0.12	0.12	5	5	8.1	0.97	0	143.97	158.25	11.03	54	0.55	438.40	438.80
14	HW 30-DCB 21	22.70	0	0	0	0	0	5	5	0	0	0	143	199.99	11.05	54	0.88	429.00	429.20

ENERGY DISSIPATER SCHEDULE				
OUTLET	DIAMETER (inches)	VELOCITY (fps)	RIP RAP SIZE (inches)	PAD DIMENSIONS (L x W x D)
DEVICE 1	12"	6.83	CLASS B (D50=6")	8' x 4' x 18"
DEVICE 1A	2"	10.08	CLASS B (D50=6")	8' x 4' x 18"
DEVICE 2	12"	10.08	CLASS B (D50=6")	8' x 4' x 18"
FES 8	24"	5.42	CLASS B (D50=6")	12' x 6' x 18"
FES 11	15"	9.30	CLASS B (D50=6")	8' x 4' x 18"
FES 14	15"	6.23	CLASS B (D50=6")	8' x 4' x 18"
FES 34	15"	3.88	CLASS B (D50=6")	8' x 4' x 18"
HW 31	(2)54"	9.53	CLASS 1 (D50=13")	36' x 27' x 18"

CB - SINGLE GRATE
DCB - DOUBLE GRATE

PLACEMENT OF FILL MATERIAL IN ALL ROADWAYS
FILL MATERIAL SHALL BE FREE FROM CONSTRUCTION MATERIAL, DEBRIS, FROZEN MATERIAL, ORGANIC MATTER OR UNSTABLE MATERIAL. FOR THE TOP TWO FEET BELOW FINISHED SUBGRADE, NO FILL MATERIAL SHALL BE USED WEIGHING LESS THAN 100 POUNDS PER CUBIC FOOT. THE TOP TWO FEET OF BACKFILL MATERIAL SHALL BE FREE FROM STONES GREATER THAN 4 INCHES.
FOR ALL AREAS UNDER A PROPOSED ROADWAY, THE TOP 12" OF SUBBASE, AND THE ENTIRE BASE COURSE SHALL BE COMPACTED TO A DENSITY OF 100% MAXIMUM STANDARD PROCTOR DRY DENSITY AS DETERMINED BY AASHTO METHOD T99. FOR THAT PORTION OF FILL UNDER ROADWAYS AND EXTENDING AT A SLOPE OF 1 TO 1 BEYOND THE BACK OF CURB, COMPACT TO A DENSITY OF NO LESS THAN 95% OF THE MAXIMUM STANDARD PROCTOR DRY DENSITY AS DETERMINED BY AASHTO METHOD T99. FILL MATERIAL SHALL BE PLACED IN LIFTS OF 8" OR LESS OF UNCOMPACTED SOIL.
OTHER FILL MATERIAL SHALL BE COMPACTED TO A DENSITY OF NO LESS THAN 90% OF THE MAXIMUM STANDARD PROCTOR DRY DENSITY AS DETERMINED BY AASHTO METHOD T99. BACKFILL MATERIAL SHALL BE PLACED IN LIFTS OF 12" OR LESS OF UNCOMPACTED SOIL.



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DATE		REVISION		NO.	
06/07/2020	1	50' BUFFER TO 30' AMENDMENT		1	
06/07/2020	2	PER TOWN COMMENTS		2	
07/24/2020	3	PER TOWN COMMENTS		3	
09/25/2021	4	PER TOWN COMMENTS		4	

THE SPAULDING GROUP, PA
Planning • civil engineering
1611 Jones Franklin Road Suite 101 Raleigh, NC 27606
Phone (919) 854-7990 Fax (919) 854-7995

PREPARED FOR: SPALDING GROUP, PA 246 VALLEY FIELD LANE SOUTHERN PINES, NC 28387	DATE: 05-27-2020 SANITARY CERTIFICATION # C-1975 PROJECT DESIGNER: IRIS A. MITCHELL PROJECT SURVEYOR: TBD
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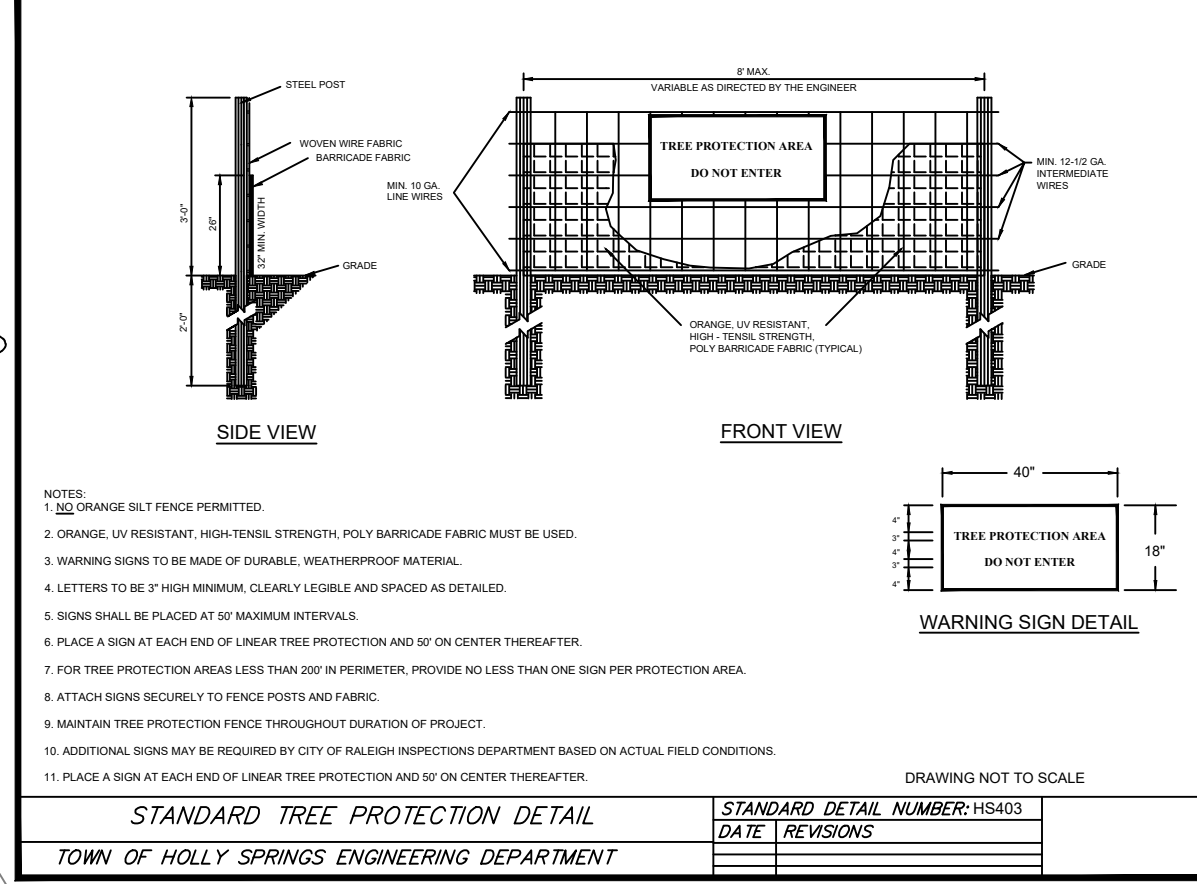
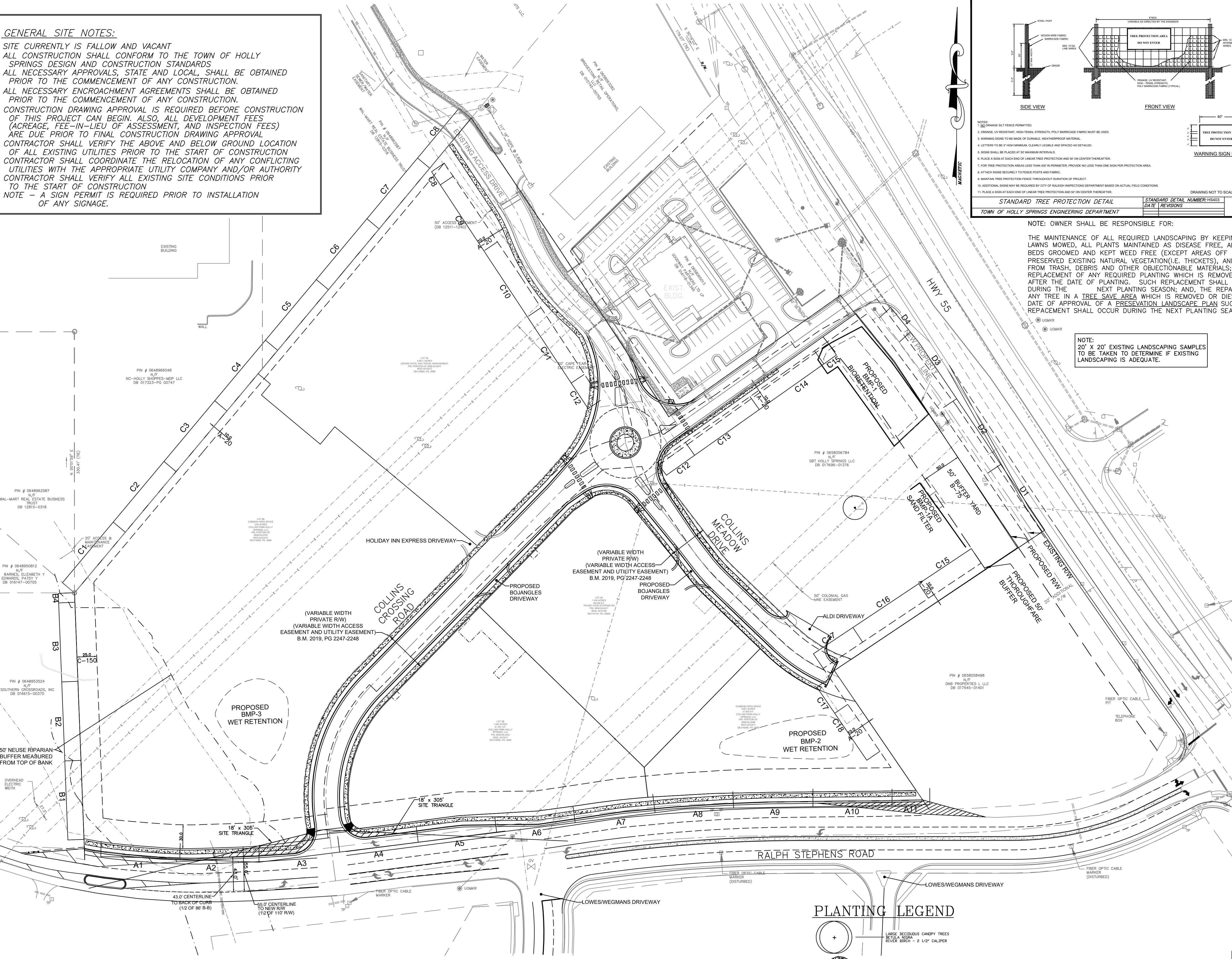
MASTER PLANS FOR COLLINS PARK
HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA
PRELIMINARY DEVELOPMENT PLANS
MASTER GRADING AND DRAINAGE PLAN

DRAWING SHEET
C-3.0
PROJECT NUMBER
970-20

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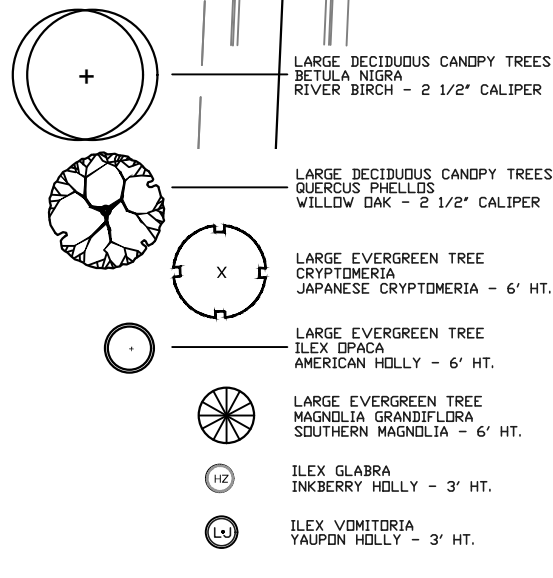
GENERAL SITE NOTES:

SITE CURRENTLY IS FALLOW AND VACANT
ALL CONSTRUCTION SHALL CONFORM TO THE TOWN OF HOLLY SPRINGS DESIGN AND CONSTRUCTION STANDARDS
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CONTRACTOR SHALL VERIFY THE ABOVE AND BELOW GROUND LOCATION OF ALL EXISTING UTILITIES PRIOR TO THE START OF CONSTRUCTION
CONTRACTOR SHALL COORDINATE THE RELOCATION OF ANY CONFLICTING UTILITIES WITH THE APPROPRIATE UTILITY COMPANY AND/OR AUTHORITY
CONTRACTOR SHALL VERIFY ALL EXISTING SITE CONDITIONS PRIOR TO THE START OF CONSTRUCTION
NOTE - A SIGN PERMIT IS REQUIRED PRIOR TO INSTALLATION OF ANY SIGNAGE.

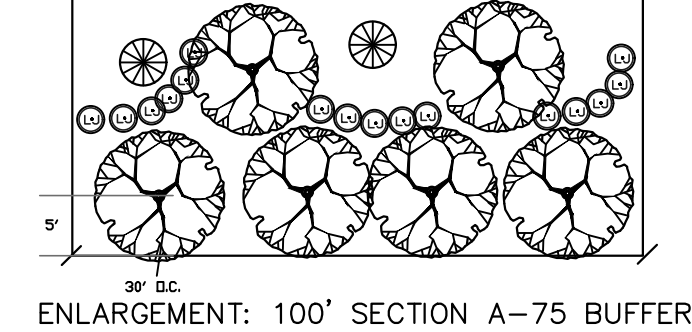


NOTE: OWNER SHALL BE RESPONSIBLE FOR:
THE MAINTENANCE OF ALL REQUIRED LANDSCAPING BY KEEPING THE LAWNS MOWED, ALL PLANTS MAINTAINED AS DISEASE FREE, ALL PLANTING BEDS GROOMED AND KEPT WEED FREE (EXCEPT AREAS OFF PRESERVED EXISTING NATURAL VEGETATION(I.E. THICKETS), AND KEPT FREE FROM TRASH, DEBRIS AND OTHER OBJECTIONABLE MATERIALS; THE REPLACEMENT OF ANY REQUIRED PLANTING WHICH IS REMOVED OR DIES AFTER THE DATE OF PLANTING. SUCH REPLACEMENT SHALL OCCUR DURING THE NEXT PLANTING SEASON; AND, THE REPLACEMENT OF ANY TREE IN A TREE SAVE AREA WHICH IS REMOVED OR DIES AFTER THE DATE OF APPROVAL OF A PRESERVATION LANDSCAPE PLAN SUCH REPLACEMENT SHALL OCCUR DURING THE NEXT PLANTING SEASON.

PLANTING LEGEND



LANDSCAPE PLAN CALCULATIONS					
PERIMETER YARD LANDSCAPING					
INCREMENT	LANDSCAPE MATERIAL	P.V. OF MATERIAL	TOTAL P.V. PROVIDED	% OF P.V. REQUIRED	P.V. REQUIRED
A1-A10	6-LARGE SHADE TREES 25" CALIPER # 8 PUV 1-LARGE EVERGREEN TREE 6" HT. # 5 PUV 17-LARGE HEDGE PLANTS/36" HT. # 1 PUV	48 10 17	75	64 13 23	TYPE A-75
PERIMETER YARD LANDSCAPING					
INCREMENT	LANDSCAPE MATERIAL	P.V. OF MATERIAL	TOTAL P.V. PROVIDED	% OF P.V. REQUIRED	P.V. REQUIRED
A11	4-LARGE SHADE TREES 25" CALIPER # 8 PUV 1-LARGE EVERGREEN TREE 6" HT. # 5 PUV 17-LARGE HEDGE PLANTS/36" HT. # 1 PUV	32 5 8	45	71 11 18	TYPE A-75

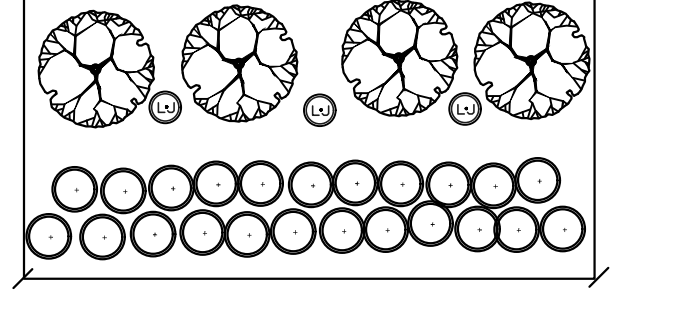


LANDSCAPE PLAN CALCULATIONS

PERIMETER YARD LANDSCAPING					
INCREMENT	LANDSCAPE MATERIAL	P.V. OF MATERIAL	TOTAL P.V. PROVIDED	% OF P.V. REQUIRED	P.V. REQUIRED
B1-B3	4-LARGE SHADE TREES 25" CALIPER # 8 PUV 2-LARGE EVERGREEN TREE 6" HT. # 5 PUV 17-LARGE HEDGE PLANTS/36" HT. # 1 PUV	32 10 17	150	21 77 5	TYPE C-150

LANDSCAPE PLAN CALCULATIONS

PERIMETER YARD LANDSCAPING					
INCREMENT	LANDSCAPE MATERIAL	P.V. OF MATERIAL	TOTAL P.V. PROVIDED	% OF P.V. REQUIRED	P.V. REQUIRED
B-4	4-LARGE EVERGREEN TREE 6" HT. # 5 PUV	20	20	100	TYPE C-150



LANDSCAPE PLAN CALCULATIONS

PERIMETER YARD LANDSCAPING					
INCREMENT	LANDSCAPE MATERIAL	P.V. OF MATERIAL	TOTAL P.V. PROVIDED	% OF P.V. REQUIRED	P.V. REQUIRED
C1-C17	2-LARGE SHADE TREES 25" CALIPER # 8 PUV 1-LARGE HEDGE PLANTS/36" HT. # 1 PUV	16 4	20	80 20	TYPE A-20

LANDSCAPE PLAN CALCULATIONS

PERIMETER YARD LANDSCAPING					
INCREMENT	LANDSCAPE MATERIAL	P.V. OF MATERIAL	TOTAL P.V. PROVIDED	% OF P.V. REQUIRED	P.V. REQUIRED
C18	2-LARGE SHADE TREES 25" CALIPER # 8 PUV	16	16	100	TYPE A-20

LANDSCAPE PLAN CALCULATIONS

PERIMETER YARD LANDSCAPING					
INCREMENT	LANDSCAPE MATERIAL	P.V. OF MATERIAL	TOTAL P.V. PROVIDED	% OF P.V. REQUIRED	P.V. REQUIRED
D1-D3	2-LARGE SHADE TREES 25" CALIPER # 8 PUV 1-LARGE EVERGREEN TREE 6" HT. # 5 PUV 17-LARGE HEDGE PLANTS/36" HT. # 1 PUV	32 10 17	75	32 40 28	TYPE B-75

LANDSCAPE PLAN CALCULATIONS

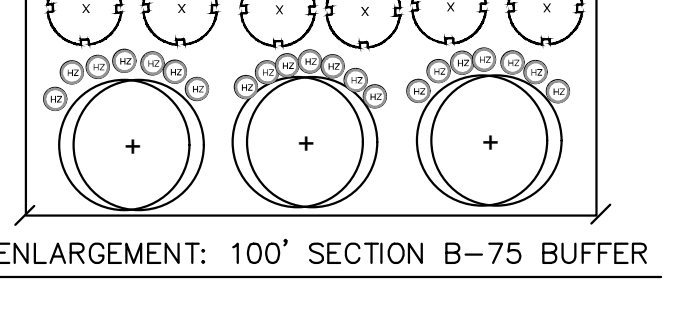
PERIMETER YARD LANDSCAPING					
INCREMENT	LANDSCAPE MATERIAL	P.V. OF MATERIAL	TOTAL P.V. PROVIDED	% OF P.V. REQUIRED	P.V. REQUIRED
D4	2-LARGE SHADE TREES 25" CALIPER # 8 PUV 1-LARGE EVERGREEN TREE 6" HT. # 5 PUV 17-LARGE HEDGE PLANTS/36" HT. # 1 PUV	16 10 17	75	27 42 31	TYPE B-75

LANDSCAPE PLAN CALCULATIONS

PERIMETER YARD LANDSCAPING					
INCREMENT	LANDSCAPE MATERIAL	P.V. OF MATERIAL	TOTAL P.V. PROVIDED	% OF P.V. REQUIRED	P.V. REQUIRED
D4	2-LARGE SHADE TREES 25" CALIPER # 8 PUV 1-LARGE EVERGREEN TREE 6" HT. # 5 PUV 17-LARGE HEDGE PLANTS/36" HT. # 1 PUV	16 10 17	75	27 42 31	TYPE B-75

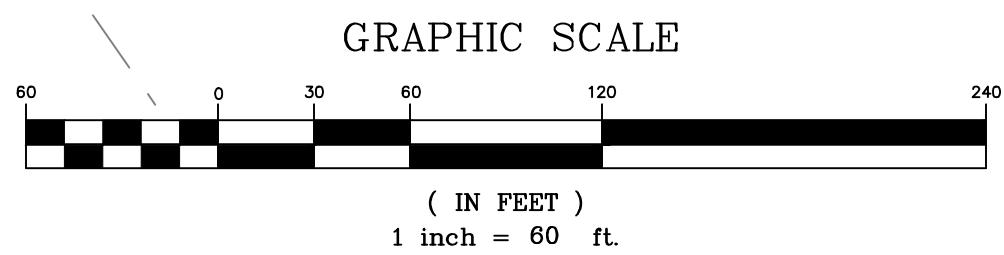
LANDSCAPE PLAN CALCULATIONS

PERIMETER YARD LANDSCAPING					
INCREMENT	LANDSCAPE MATERIAL	P.V. OF MATERIAL	TOTAL P.V. PROVIDED	% OF P.V. REQUIRED	P.V. REQUIRED
D4	2-LARGE SHADE TREES 25" CALIPER # 8 PUV 1-LARGE EVERGREEN TREE 6" HT. # 5 PUV 17-LARGE HEDGE PLANTS/36" HT. # 1 PUV	16 10 17	75	27 42 31	TYPE B-75



LANDSCAPE PLAN CALCULATIONS

PERIMETER YARD LANDSCAPING					
INCREMENT	LANDSCAPE MATERIAL	P.V. OF MATERIAL	TOTAL P.V. PROVIDED	% OF P.V. REQUIRED	P.V. REQUIRED
D4	2-LARGE SHADE TREES 25" CALIPER # 8 PUV 1-LARGE EVERGREEN TREE 6" HT. # 5 PUV 17-LARGE HEDGE PLANTS/36" HT. # 1 PUV	16 10 17	75	27 42 31	TYPE B-75



FOR REVIEW ONLY-
NOT FOR CONSTRUCTION
PLAN IS SUBJECT TO REVISIONS DURING THE CONSTRUCTION APPROVAL PROCESS

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THE SPAULDING GROUP, PA
Planning • civil engineering
1611 Jones Franklin Road Suite 101 Raleigh, NC 27606
Phone (919) 854-7990 Fax (919) 854-7995

REVIEW FOR:
STANFORD COMPANY
248 VALLEY FIELDS LANE
SOUTHERN PINES, NC 28387
DATE: 05-27-2020
SANITIZATION # C-1975
PROJECT DESIGNER:
TOM SPAULDING
PROJECT SURVEYOR:
IRIS A. MITCHELL
TBD

MASTER PLANS FOR COLLINS PARK
HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA
PRELIMINARY DEVELOPMENT PLANS
MASTER LANDSCAPE PLAN

DRAWING SHEET
L-1.0
PROJECT NUMBER
970-20



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 13.

New Business

Title: Memorial Gift Program Policy

Strategic Priority Area: Engaged, Healthy, & Active Community

Staff Resource: LeeAnn Plumer, Parks & Recreation

Action(s):

Approve the Memorial Gift Program Policy.

Explanation:

- A policy is recommended to establish a Memorial Gift Program under which funds may be donated to the Town for the purchase and installation of items or features that enhance Town public spaces.
- A formal policy to accept these gift or donations creates a consistent and equitable process for the Town to accept donations or gifts.
- Donations or gifts are often made in honor or memory of individuals, organizations or events. Acceptance of these items or features must be consistent with existing master plans and operational plans for the public space.
- Certain features, such as trees or benches, may have a set donation amount (fee) as established in the Town's fees and charges schedule to cover the cost of the item and the installation.
- Standard operating procedures to administer this program will be developed using the approved policy.

Background:

- The Town has received an increase in requests to install items and features in parks to honor or memorialize a loved one.
- Most common items desired to be donated include benches and trees, however, this policy permits other features to be accepted as long as it is consistent with planning documents and the general nature of the public space.

Funding Source(s):

N/A

Attachment(s):

1. Policy - Memorial Gift Program

 Holly Springs, N.C. Policy & Procedure Statements of the Holly Springs Town Council	P-0XX	
	Memorial Gift Program	
	Prepared By:	LeeAnn Plumer
	Department:	Parks and Recreation
	Date Approved:	
	Effective Date:	
	Supersedes Old #:	N/A
	Old Effective Date:	N/A

PURPOSE:

To establish a Memorial Gift Program under which funds may be donated to the Town for the purchase and installation of items or features that enhance Town public spaces. These donations may be made in honor or memory of individuals, organizations, or events.

This program is designed to accept gifts to the Town of Holly Springs for which the donor has no expectation of reciprocity beyond the following:

- private acknowledgement by the Town to the donor and honoree or family of a person memorialized, if desired by donor;
- notation of the gift on a Town maintained Memorial Gift Program record, which record will not be publicized but which is a public record; and
- One-time placement of a small plaque on a feature purchased with the gift, if desired by donor. The Town will establish the language for all plaques. Text shall state “Donated by friends (or family) in honor of (individual, organization or event)” and shall include the year, if desired or appropriate.
- Gifts under the Memorial Gift Program are not sponsorships or intended to be public art.

COVERAGE:

This policy is designed to include donations of funds (or the approximate value of a feature) no greater than \$50,000 to install features, as defined below, that enhance town public spaces. Features desired by the donor must be approved by the Parks and Recreation Director as provided in this policy.

Certain features, such as benches and trees, may have a set gift amount (fee) as established in the Town’s fees and charges budget document approved by the Town Council. Such fees are reviewed and updated annually.

DEFINITIONS:

- Director – The Director of the Parks and Recreation Department, or designee.
- Donor – An individual or entity, or a group of individuals or entities, who make a Memorial gift.
- Memorial Gift – A gift of funds and/or features to the Town of Holly Springs designed to enhance public spaces and which may be made in honor or in memory of an individual(s), organization or event.
- Features - Benches, trees, landscaping material, pavers, and similar items and features that have been determined by the Director or Director’s designee to be appropriate in terms of safety, utility, maintenance, and appearance for the public space in which they

- are proposed to be located.
- Plaque - A small flat tablet of metal, plastic, stone, or other appropriate material which includes text which commemorate a person or an event.
- Public Spaces – Parks, greenways, open spaces, and other Town owned properties.

POLICY:

The Town has an interest in ensuring the best appearance and aesthetic quality of public spaces, and in ensuring that features in public spaces are safe, useful, have maintenance requirements like those of other town improvements, and are otherwise consistent with other town improvements. All Memorial Gifts for features shall be used for features that reflect the character of the particular public space in which they are proposed to be located. All features purchased with Memorial Gift donations shall be installed by the Town or contractor in such a manner that will not negatively change the character of a public space or limit the intended use of the public space.

Design specifications and feature locations will be compatible with existing master plans, management, and operations plans for each particular public space. Final decision on a feature placement location will be made by the Director. No feature may contain a commercial message or corporate label; provided, however, if a business entity makes a Memorial Gift, the name of the entity may appear on the plaque or recognition device as discussed herein.

Proposed features must:

- meet a need of the public space in which they are proposed to be located;
- not interfere with the intended current or future use of the public space; and
- not require relocation of other items, features, equipment or infrastructure unless such relocation is desired by the Town.

Other factors or features for considerations include:

- Placement of features in public spaces must be compatible with the Parks, Recreation and Greenways Master Plan, the Town's Land Use & Character Plan and/or the Community Investment Program (CIP) requirements.
- No feature may be placed in areas where human activity is discouraged to protect habitat or sensitive lands, or where such use of the land or space is otherwise restricted by law, policy, or procedure.
- No feature shall detract from or overpower the scenic or architectural values of the existing environment.
- All features shall be constructed of materials consistent with design guidelines of the Town and/or safety guidelines applicable to national standards.
- The age, general condition, and anticipated maintenance requirements of features shall be taken into consideration to ensure that no undue maintenance or other burden is placed on the Town.
- The Town shall not accept donations for proposed features that the Town deems to be unsuitable for the proposed public space or contrary to the community standards of appropriateness for the public space or that adversely impacts the mission, image, or values of the Town of Holly Springs.
- The Town will manage the placement, spacing, location, and number of memorials.
- Memorials for loved ones will be placed and honored in a discreet manner.

The Town will retain a record of each Memory Gift Donor; the amount and date of the donation; the feature purchased with the donation; the general location of features installed; and the installation date. A small plaque may be installed on or near the features in a size, manner, and location deemed suitable by the Director. The text of such plaque will be provided by the Town

of Holly Springs, consistent with the Town's mission and statement of values, and all Town laws, policies and procedures.

Memorial Gifts may or may not be considered a tax-deductible contribution for the donor. Individuals donors should consult with their own tax preparer to make a determination of the individual tax benefits for such a gift.

All Memorial Gift donations and all features purchased with a Memorial Gift are the property of the Town of Holly Springs.

Although the Town gives due consideration to the need, location, and appropriateness of all features, there is no promise or guarantee that the feature will be maintained at the chosen location or on any public space. A feature shall be removed at the end of its useful life, as determined by the Town, and not replaced.

End of Policy Statement No. P-XXX

Approved by the Holly Springs Town Council, this, the Xth day of MONTH, 2021.

Linda McKinney, CMC, Town Clerk



(Town Seal)



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 14.

New Business

Title: NCDOT Municipal Agreement for Pedestrian Tunnel - Change Order

Strategic Priority Area: Engaged, Healthy, & Active Community

Staff Resource: Aaron Levitt, Utilities and Infrastructure

Action(s):

Approve supplemental municipal agreement and budget amendment for the design and installation of lighting for the NC540 pedestrian tunnel in a lump sum payment amount of \$90,889.

Explanation:

- In consideration of the previously executed agreement with NCDOT to install a Betterment of a pedestrian culvert connecting the Woodcreek subdivision, a charge order is being requested to provide lighting as part of the tunnel project. Lighting in the underpass is a highly recommended safety and security measure.
- The pedestrian tunnel is approximately 225' in length and extends the width of the NC 540 road construction.
- The change order agreement is for NCDOT to design and install the lighting for \$90,889.
- The Town will be responsible for providing continuing electrical service and for paying bills for the lighting. The Town shall also be responsible for all cost associated with providing/replacing all electrical, mechanical, structural and lighting components that form a completed lighting system.
- Funding for this charge order will be provided by re-appropriating \$40,000 from Parks and Recreation Reserves previously budgeted as contingency for the municipal agreement and a transfer of \$50,889 from Parks and Recreation operating funds, specifically from the seat replacement project for the Holly Springs Cultural Center identified in the Community Investment Plan (CIP).
- Reallocation of existing Cultural Center Theater seat replacement funding is proposed due to delays identifying a suitable seat replacement design and vendor. Parks and Recreation staff will continue researching potential replacement plans and recommend inclusion in a future year CIP.

Background:

- In December of 2018, the Town entered into an agreement for a Betterment to install a pedestrian culvert/tunnel to connect the Woodcreek neighborhood as part of a town greenway segment. The Town paid at lump sum of \$325,000 for design and installation of said tunnel.
- The scope of the agreement addresses municipal utility Betterments requiring separate

agreements at the Town's expense for lighting.

Funding Source(s):

- Re-appropriate \$40,000 from Parks and Recreation Reserves previously budgeted for this project as contingency that had been returned to reserves in FY19
- Transfer \$50,889 from Parks and Recreation operating funds to Utilities & Infrastructure contract services

Attachment(s):

1. Executed NCDOT Muni Agreement Woodcreek Pedestrian Tunnel 18-016
2. NCDOT 540 Ped Tunnel Lighting Agreement
3. 2021-05-12 Wood Creek Tunnel Exhibit
4. FY21 Budget Amendment Form - Woodcreek Tunnel

NORTH CAROLINA

**DESIGN BUILD PROJECT – MUNICIPAL AGREEMENT
WITH BETTERMENTS**

WAKE COUNTY

DATE: 9/17/2018

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

TIP #: R-2721A

AND

WBS Elements: 37673.1.TA1

TOWN OF HOLLY SPRINGS

THIS MUNICIPAL AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the Town of Holly Springs, a local government entity, hereinafter referred to as the "Municipality".

WITNESSETH:

WHEREAS, the Department has plans to make certain street and highway constructions and improvements within the Municipality under Project 37673.1.TA1, in Wake County; and,

WHEREAS, the Department and the Municipality have agreed that the municipal limits, as of the date of the awarding of the contract for the construction of the above-mentioned project, are to be used in determining the duties, responsibilities, rights and legal obligations of the parties hereto for the purposes of this Agreement; and,

WHEREAS, this Agreement is made under the authority granted to the Department by the North Carolina General Assembly, including but not limited to, the following legislation: General Statutes of North Carolina (NCGS), Section 136-66.1, Section 160A-296 and 297, Section 136-18, and Section 20-169, to participate in the planning and construction of a Project approved by the Board of Transportation for the safe and efficient utilization of transportation systems for the public good; and,

WHEREAS, the parties to this Agreement have approved the construction of said Project with cost participation and responsibilities for the Project as hereinafter set out.

NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

SCOPE OF THE PROJECT

1. The Project consists of the extension of the Triangle Expressway (Toll NC 540) from the NC 55 Bypass to east of Pierce Olive Road (SR 1389).

2. At the request of the Municipality and pursuant to a Memorandum of Understanding dated January 12, 2011 between the Parties, construction will include a Betterment for a 12'x12' pedestrian culvert connecting the Woodcreek subdivision, including a sewer line relocation if it is in conflict. Said work shall be performed in accordance with the Department's policies, procedures, standards, and specifications, and the following provisions.

PLANNING AND DESIGN

3. The Department shall prepare the environmental and/or planning document, obtain any environmental permits needed to construct the Project, and prepare the Project plans and specifications needed to construct the Project. All work shall be done in accordance with departmental standards, specifications, policies and procedures.

RIGHT OF WAY

4. The Department shall be responsible for acquiring any needed right of way required for the Project. Acquisition of right of way shall be accomplished in accordance with the policies and procedures set forth in the North Carolina Right of Way Manual.
5. It is understood by both parties that all work for the betterments shall be performed within the existing right of way. However, should it become necessary, the Municipality, at no expense or liability whatsoever to the Department, shall provide any needed right of way and or construction easements for the construction of the betterments, and remove from said rights of way all obstructions and encroachments of any kind or character. The Department shall be indemnified and held harmless from any and all damages and claims for damages associated with the acquisition of any construction easements and/or right of way.

UTILITIES

6. If a separate request for municipal utility betterments is received from the Municipality, a separate Utility Agreement will be prepared to determine the reimbursement terms and costs for the relocation and/or adjustment of municipally owned utilities. The Municipality shall be responsible for reimbursing the Department the costs associated with adjustment or relocation.

CONSTRUCTION

7. The Department shall construct, or cause to be constructed, the Project in accordance with the plans and specifications of said Project as filed with, and approved by, the Department. The Department shall administer the construction contract for said Project.

MAINTENANCE

8. Upon completion of the Project:
 - A. The Department shall be responsible for all traffic operating controls and devices which shall be established, enforced, and installed and maintained in accordance with the North Carolina General Statutes, the latest edition of the Manual on Uniform Traffic Control Devices for Streets and Highways, the latest edition of the "Policy on Street and Driveway Access to North Carolina Highways", and departmental criteria.
 - B. The Department will include the culvert in its bi-annual inspections and any structural maintenance will be performed by the Department with the costs borne by the Municipality. The Municipality shall reimburse the Department 100% of all costs incurred by the Department, including any administrative costs. The Municipality will be responsible for routine maintenance (graffiti, clearing obstructions, etc.).
 - C. The Municipality, at no expense to the Department, shall assume all maintenance responsibilities for the sewer line and release the Department from all liability relating to such maintenance.

BETTERMENT COSTS AND FUNDING

9. The Project Construction contract will be executed as a Lump Sum contract with no breakdown of construction quantities and associated costs. Both parties understand that there will be no adjustment to the Design Build fixed amount bid. The Municipality shall submit a check for \$325,000 to the Department's Division Engineer upon execution of this Agreement by the Municipality. In the event the Municipality fails for any reason to pay the Department in accordance with the provisions for payment herein above provided, NCGS § 136-41.3 authorizes the Department to withhold so much of the Municipality's share of funds allocated to said Municipality by NCGS § 136-41.1.

ADDITIONAL PROVISIONS

10. It is the policy of the Department not to enter into any agreement with another party that has been debarred by any government agency (Federal or State). The Municipality certifies, by signature of this agreement, that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Department or Agency.

11. To the extent authorized by state and federal claims statutes, each party shall be responsible for its respective actions under the terms of this agreement and save harmless the other party from any claims arising as a result of such actions.
12. All terms of this Agreement are subject to available departmental funding and fiscal constraints.
13. This Agreement contains the entire agreement between the parties and there are no understandings or agreements, verbal or otherwise, regarding this Agreement except as expressly set forth herein.
14. The parties hereby acknowledge that the individual executing the Agreement on their behalf is authorized to execute this Agreement on their behalf and to bind the respective entities to the terms contained herein and that he has read this Agreement, conferred with his attorney, and fully understands its contents.
15. A copy or facsimile copy of the signature of any party shall be deemed an original with each fully executed copy of the Agreement as binding as an original, and the parties agree that this Agreement can be executed in counterparts, as duplicate originals, with facsimile signatures sufficient to evidence an agreement to be bound by the terms of the Agreement.
16. By Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

IT IS UNDERSTOOD AND AGREED upon that the approval of the Project by the Department is subject to the conditions of this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

L.S. ATTEST:

TOWN OF HOLLY SPRINGS

BY: Linda Harper

BY: Randy J. Manning *up*

TITLE: Deputy Town Clerk

TITLE: Town Manager

DATE: 1-8-2018

DATE: 1/7/2018

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by the Town of Holly Springs as attested to by the signature of Linda Harper
Clerk of the Town Council (governing body) on 12-18-2018



This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

BY: Mary M. Hog
(FINANCE OFFICER)

Federal Tax Identification Number

561143973

Remittance Address:
Town of Holly Springs

P.O. Box 8
Holly Springs, NC 27540

DEPARTMENT OF TRANSPORTATION

BY: [Signature]
(CHIEF ENGINEER)

DATE: 1/2/18

APPROVED BY BOARD OF TRANSPORTATION ITEM O: 10-118-18 (Date)

NORTH CAROLINA

**DESIGN-BUILD PROJECT - SUPPLEMENTAL
AGREEMENT FOR BETTERMENT**

WAKE COUNTY

DATE: 2/25/2021

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

TIP #: R-2721A

AND

WBS ELEMENTS: 37673.5.TA1

TOWN OF HOLLY SPRINGS

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department", and the Town of Holly Springs, hereinafter referred to as the "Municipality."

WITNESSETH:

WHEREAS, the Department and the Municipality on 2/12/2019, entered into a certain Project Agreement for the original scope: extension of the Triangle Expressway (Toll NC 540) from the NC 55 Bypass to east of Pierce Olive Road (SR 1389), programmed under Project R-2721A; and

WHEREAS, the Municipality has requested the installation of lighting as a project betterment.

NOW THEREFORE, the parties wish to supplement the aforementioned Agreement whereby the following provisions are amended:

SCOPE

The Municipality has requested the installation of lighting for the pedestrian culvert as a project betterment.

8. MAINTENANCE

LIGHTING

Upon completion of the Project, the Municipality shall assume normal maintenance operations to said Lighting and release the Department from all liability upon completion of

the Project. The Municipality shall also be responsible for providing continuing electrical service and for paying bills for the Lighting, at no expense to the Department. The Municipality shall be responsible for all cost associated with providing/replacing all electrical, mechanical, structural and lighting components that form a complete lighting system.

9. BETTERMENT COSTS AND FUNDING

The Project Construction contract for the Betterment work will be executed as a Lump Sum contract with no breakdown of construction quantities and associated costs. The Municipality shall pay \$90,889 for the lighting improvements to the culvert. Both parties understand that there will be no adjustment to this Lump Sum amount. The Municipality shall reimburse the Department for the Betterment as follows:

- A. Upon completion of the work, the Department will bill the Municipality. Reimbursement to the Department shall be made in one final payment within sixty (60) days of invoicing by the Department. The Department shall charge a late payment penalty and interest on any unpaid balance due in accordance with G.S. 147-86.23.
- B. In the event the Municipality fails for any reason to pay the Department in accordance with the provisions for payment herein above provided, NCGS § 136-41.3 authorizes the Department to withhold so much of the Municipality's share of funds allocated to said Municipality by NCGS § 136-41.1 until such time as the Department has received payment in full under the reimbursement terms set forth in this Agreement.

OTHER PROVISIONS

The other party to this Agreement shall comply with Title VI of the Civil Rights Act of 1964 (Title 49 CFR, Subtitle A, Part 21) and related nondiscrimination authorities. Title VI and related authorities prohibit discrimination on the basis of race, color, national origin, disability, gender, and age in all programs or activities of any recipient of Federal assistance.

A copy or facsimile copy of the signature of any party shall be deemed an original with each fully executed copy of the Agreement as binding as an original, and the parties agree that this Agreement can be executed in counterparts, as duplicate originals, with facsimile signatures sufficient to evidence an agreement to be bound by the terms of the Agreement.

Except as hereinabove provided, the Agreement heretofore executed by the Department and the Municipality on 2/12/2019, is ratified and affirmed as therein provided.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

L.S. ATTEST:

TOWN OF HOLLY SPRINGS

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(SEAL)

(FINANCE OFFICER)

Federal Tax Identification Number

Remittance Address:

Town of Holly Springs

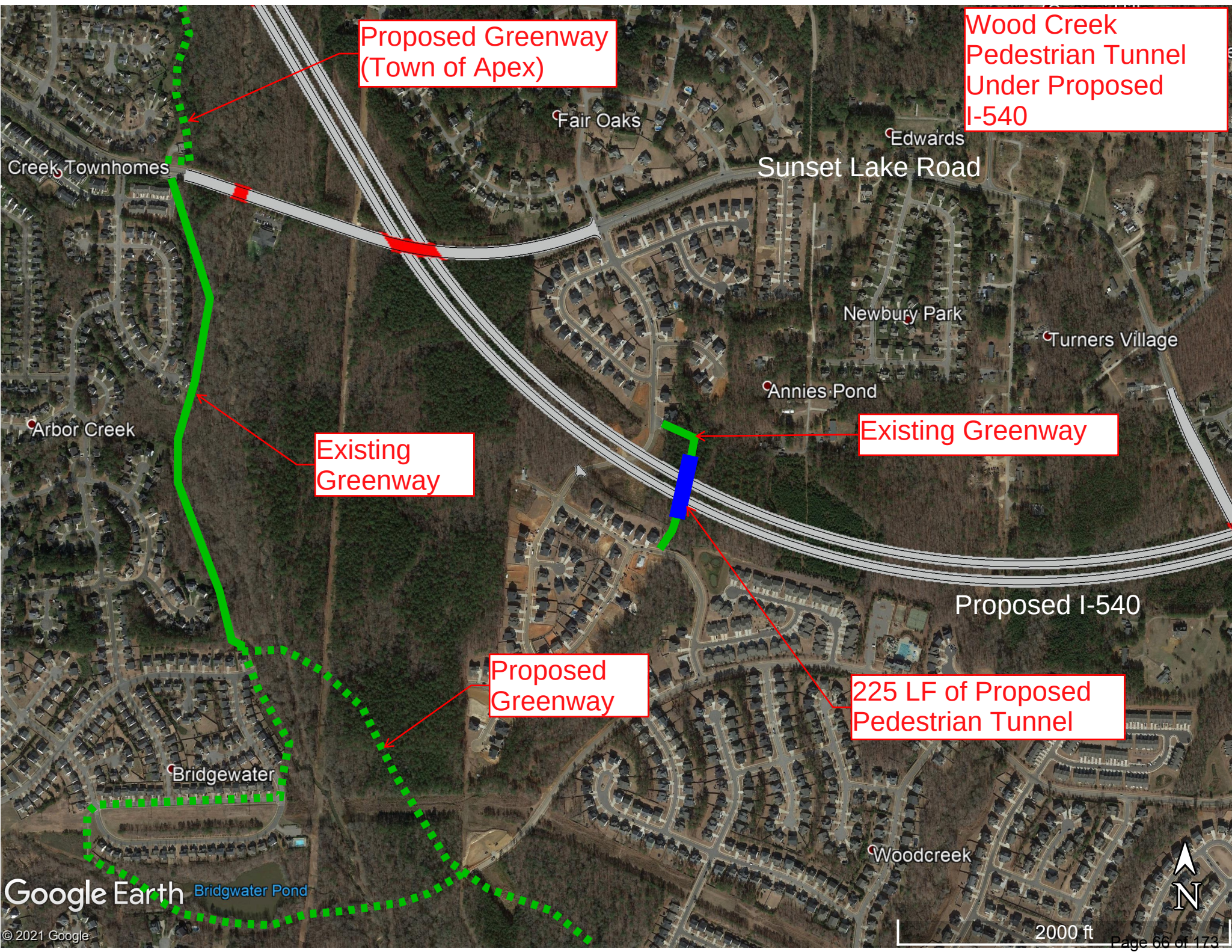
DEPARTMENT OF TRANSPORTATION

BY: _____

(CHIEF ENGINEER)

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (Date)



Proposed Greenway
(Town of Apex)

Wood Creek
Pedestrian Tunnel
Under Proposed
I-540

Existing
Greenway

Existing Greenway

Proposed
Greenway

225 LF of Proposed
Pedestrian Tunnel

Town of Holly Springs Budget Amendment Request

BE IT ORDAINED by the Town Council of the Town of Holly Springs, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Department: Utilities and Infrastructure

Date: 5/12/2021

Reason for Budget Amendment:

Funding for Municipal Agreement to provide lighting for Woodcreek Pedestrian Tunnel. Utilizing operating savings & re-appropriating \$40,000 in previously unspent funds returned to Park Reserves.

Expense			
Account #	Account Description	Increase	Decrease
10-432-12.05	Utilities and Infrastructure - Contract Services	\$ 90,889	
10-425-25-90.01	Parks and Recreation - Cultural Center		\$ 50,000
10-425-26-46.01	Parks and Recreation - Park and Field Maint.		\$ 889
Total Expense:		\$ 90,889	\$ 50,889

Revenue			
Account #	Account Description	Increase	Decrease
10-355.21	Transfer from Park and Rec Reserves	\$ 40,000	
Total Revenue:		\$ 40,000	\$ -

Department Head Signature (or electronic submission)

Finance Director Signature (if necessary)

Town Manager Signature (if necessary)

Council Approved/Notified (if necessary)

Town Manager is authorized to transfer within a department without prior approval of Town Council.

Town Manager is authorized to approve transfers between departments within the same fund up to \$50,000.

All inter-departmental transfers will be reported to Town Council by the following month.

Amendments that change the total budget or departmental transfers over \$50,000 require Town Council approval.



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 15.

New Business

Title: Parks and Recreation Advisory Committee Appointments

Strategic Priority Area: Engaged, Healthy, & Active Community

Staff Resource: Linda McKinney, Town Clerk

Action(s):

Appoint three people to the Holly Springs Parks and Recreation Advisory Committee for three year terms from July 1, 2021 to June 30, 2024, and one person to fill the remainder of a vacated term from May 1, 2021 to June 30, 2022.

Explanation:

- The Parks and Recreation Advisory Committee has three full term vacancies that need to be filled due to terms expiring June 30th, and one mid-term vacancy due to a member moving out of town.
- After advertising on the Town's website, through social media and other means, the Clerk's office received 18 applications.
- Town Council is asked to review the applications for the vacancies and at the Council's discretion, appoint three new members to the committee for three year terms ending June 30, 2024, and one mid-term appointment for a term ending June 30, 2022.

Background:

- The Parks and Recreation Advisory Committee was created to advise the Council and serve as a liaison between town officials and the citizens of Holly Springs and the surrounding area.
- The Committee serves at the pleasure of the Town Council, and consists of nine members, appointed by Council to three year terms.

Funding Source(s):

N/A

Attachment(s):

1. PRAC Combined applications 2021
2. 2021_Parks map
3. Parks and Recreation Advisory Committee Ballot

Application to Serve on Parks & Rec Advisory

Please check one:	New applicant, never served on the Committee
Applicant Name	Juan Delgado
E-mail	dreamchaserjohn@gmail.com
Address	Street Address: 317 Skymont Drive City: Holly Springs State: NC Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	6 years
Name of neighborhood	2018 Market
Home/Cell phone	(919) 327-8633
Work phone	(919) 531-4737
Current employer	SAS Inc
Job title / occupation	Analyst
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	I've got a vested interest in my community and would like to be part of a group of like minded individuals. Town Parks and Recreation is a vital component of quality of life for the residents of Holly Springs. Happy to serve Juan
List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st	This would be my first time applying to serve on a municipal government committee.

term beyond attending monthly meetings.

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed?

This committee should collaborate and advice others for the well-being of the department. I hope to be an agent of collaboration and wise adviser in the best interest of the town and it citizens as it relates to Parks and recreation.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy?

No

Signature



Date & time

02/01/2021 9:03 AM

How did you find out about this opportunity?

Text from HS

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Application to Serve on Parks & Rec Advisory

Please check one:	New applicant, never served on the Committee
Applicant Name	Joshua Higgin
E-mail	higgin@uwalumni.com
Address	Street Address: 5516 Solomans Seal Ct. City: Holly Springs State: NC Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	4 years
Name of neighborhood	Sunset Lake Village
Home/Cell phone	(919) 740-4950
Current employer	Self-employed
Job title / occupation	Attorney
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	My family and I love the parks and recreational offerings of the Town. My children use the facilities frequently with their sports teams. I would like to help and offer my skills to support this important town amenity.
List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings.	Board of Abiding Presence Lutheran Church in Fuquay-Varina 2013-2015.

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed?

To help provide the town with a citizen and users view of the parks and recreational offerings and help best utilize the resources to give the most benefit to all town citizens. This will help maintain the great facilities and offerings and expand where possible to keep the Town of Holly Springs as a great place to live and increase property values as a desirable place to live and work.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy?

No

Signature



Date & time

02/01/2021 9:03 AM

How did you find out about this opportunity?

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Application to Serve on Parks & Rec Advisory

Please check one:	New applicant, never served on the Committee
Applicant Name	Oommen Jacob
E-mail	jk_jac@yahoo.com
Address	Street Address: 112 linwater way City: Holly springs State: NC Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	3 years
Name of neighborhood	braxton village
Home/Cell phone	(703) 309-6146
Current employer	USPTO
Job title / occupation	Patent examiner
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	as a current user of Holly Springs facilities, i would like to provide input and contribute ideas to new projects, facilities usage including fair usage, and scheduling opportunities for town members.
List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings.	None

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed?	reviewing current policies reviewing new projects new project ideas understanding current needs and problems faced by town members and addressing them goal would be to gather maximum input from town members and address them in a fair and efficient way.
--	--

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?)	No
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Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy?	No
--	----

Signature	
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Date & time	02/01/2021 9:38 AM
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How did you find out about this opportunity?	email
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Application to Serve on Parks & Rec Advisory

Please check one:	New applicant, never served on the Committee
Applicant Name	Shannon Bray
E-mail	shannonbraync@gmail.com
Address	Street Address: 215 Mystic Pine Pl City: Apex State: NC Zip Code: 27539
I reside within the	Extraterritorial jurisdiction (ETJ) of Holly Springs
How long have you lived in Holly Springs?	2 years
Name of neighborhood	Woodcreek
Home/Cell phone	(303) 641-2445
Current employer	Arch Insurance Group
Job title / occupation	Agile Program Manager
	Resume ShannonBray 2020.docx
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	I am an environmentalist and would love to contribute ways that we might improve our area. My wife and kids frequent several of the local parks and paths and truly love the area.
List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings.	United States Naval Sea Cadet Corps. United States Coast Guard Auxiliary

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed?	The committee serves as a liaison between the Town and the citizens of Holly Springs and the surrounding area; I would love to get a better understanding of what the members in our communities want in relation to our parks and rec areas.
--	---

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?)	No
--	----

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy?	No
--	----

Signature	
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Date & time	02/01/2021 12:51 PM
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How did you find out about this opportunity?	Email from HS Services
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Shannon W. Bray

MCM, MCSM, MCSE, CASP+, Security +, CISM
e) shannon@securedsystems.net
m) +1.303.641.2445

MICROSOFT TRANSCRIPT (Certification Summary)

<https://mcp.microsoft.com/Anonymous//Transcript/Validate>

Transcript ID: 655146

Access Code: hypertext

TECHNICAL SKILLS SUMMARY

- Current DoD Top Secret Clearance
- IAT Level III, IAM Level III, and IASAE Level II in U.S. DoD Information Assurance directive 8570.01-M
- Microsoft Certified Solutions Master - SharePoint
- Microsoft Certified Master – SharePoint 2010
- Windows Security
- Microsoft Advanced Threat Analytics (ATA)
- Information Systems Management
- Network Security and Analysis
- Office 365 Identities, Requirements, and Services
- Microsoft SharePoint, SQL Server, Windows Server
- Microsoft Certified Trainer
- Microsoft Visual Studio .NET (VB.NET, C#)
- Windows PowerShell, Python
- Desired State Configuration (DSC)
- DevOps and automated security
- Architecture and Design
- Big Data Analytics using Python and R

PROJECT ROLES SUMMARY

- Chief Information Security Officer (CISO) / Virtual Chief Information Security Officer (vCISO)
- Cyber Security Consultant
- Author – Microsoft SharePoint 2013: Designing and Architecting Solutions
- Author – Automating Microsoft SharePoint 2010 Administration with Windows PowerShell 2.0
- Author – Microsoft Official Curriculum (MOC)
- Speaker – TechED, TechReady, SharePoint Conference, Microsoft Ignite
- SharePoint Architect
- Tech Editor on numerous published titles
- Microsoft's SharePoint Certification Coach (TechED, TechReady)
- SharePoint Consultant / Trainer / Team Lead
- Project Manager
- Division Lead / Division Chief

WORK EXPERIENCE

01/2018 – 01/2020

Cybersecurity Analyst, Department of Defense

- Provide support for the operation and maintenance of the DoD network infrastructure. The scope of this position includes operational planning for optimal sustainment and deployment of technology, including 'common' support activities such as continuity of operations/disaster recovery, system optimization, testing & integration activities, system documentation/standard operating procedures (SOP) formulation, change management, security, and performance monitoring.

10/2016 – 01/2018

SharePoint Architect (Contract), Extreme Networks

- Performed migrations to O365 using Windows PowerShell and ShareGate.
- Designed and implemented security hybrid solutions using Microsoft Azure.
- Implemented unified security management and advanced threat protection in Microsoft Azure.
- Developed business solutions using Microsoft PowerApps and Microsoft InfoPath that utilized workflows developed using Microsoft SharePoint Designer 2013, Microsoft Flow, and Microsoft Visual Studio.
- Designed secure and highly available solutions using Microsoft SharePoint and Microsoft Advanced Threat Analytics (ATA).
- Implemented Data Loss Protection (DLP) in Microsoft O365 and Azure.

10/2016 – Present

Microsoft Certified Master, Secured Systems

- Data mining using Python for research
- Machine Learning and Artificial Intelligence on large data sets
- Provides guidance on how to establish and maintain information security plans, policies, procedures, standards, and guidelines using frameworks that include: NIST Special Publications, SoGP, and ISO 27001.
- Provides architecture guidance and governance for projects ensuring that they align with the architecture strategy, roadmap, and patterns, and appropriately leverage the appropriate development frameworks
- Provides continuous monitoring and analysis of machine data using Splunk.
- Implemented classifications scheme for quantifying, comparing and prioritizing the amount of risk presented by each evaluated threat using various threat modeling frameworks: F2T2EA, DREAD, and Cyber Kill Chain.
- Provides Network Security and Analysis including vulnerability scans.
- Designed secure and highly available solutions using Microsoft SharePoint and Microsoft Advanced Threat Analytics (ATA).
- Implemented Data Loss Protection (DLP) in Microsoft O365 and Azure.
- Implemented mobile enterprise security for Bring Your Own Device (BYOD) implementations using Microsoft O365 and Azure.
- Implemented real-time analysis of security alerts generated by applications and network hardware using SIEM (Security Information and Event Management)
- Author – Microsoft Course 20339-1: Planning and Administering SharePoint 2016
- Author – Microsoft Course 20339-2: Advanced Technologies of SharePoint 2016
- Author – Microsoft Course 20744: Securing Windows Server 2016
- Author - Microsoft Course 2007: Windows Server 2019
- Maintained several clients: Extreme Networks, RM Source, ShareSquared, Microsoft, Grand Masters, Gulf Island, Marine CFO, Salient CRGT

10/2015 – 10/2016

Chief Information Security Officer, ShareSquared

- Developed process automation with Desired State Configuration (DSC) and Windows PowerShell
- Consulted on various Microsoft technologies (Microsoft SharePoint, Windows Server, ATA)
- Architected Microsoft SharePoint hybrid environments ensuring security and availability.
- Developed policies, standards, and guidelines developed from guidance from the National Institute of Science and Technology (NIST) special publications and ISO 27001.
- Implemented classifications scheme for quantifying, comparing and prioritizing the amount of risk presented by each evaluated threat using various threat modeling frameworks: F2T2EA, DREAD, and Cyber Kill Chain.

- Provided clients with guidance to help harden their environments (Windows and Linux)
- Provided best practices around cyber-security threats using scripted process automation.

10/2009 – 10/2015

Chief Architect, Planet Technologies

- Worked with several federal agencies including but not limited to: US Dept. of State, Dept. of Interior, Defense Intelligence Agency, Dept. of Homeland Security.
- Developed and deployed specialized onsite solutions for US Embassy in Kabul, Afghanistan.
- Architected, Configured, and tested the design of SharePoint farms for many of Planet Technologies clients. The solutions included on-premise, cloud, and hybrid environments. Each solution required implementing identity and access management solutions that fit the clients' needs.
- Built a training program and was responsible for Planet Technologies CPLS (Certified Partner Learning Solutions) designation
- Lead Center of Excellence for both Training and SharePoint line of business
- Developed SharePoint best practices for internal use
- Designed, Configured, and Tested the architecture of enterprise solutions using Microsoft's SharePoint 2007 (MOSS, WSS 3.0)
- Created training material for SharePoint 2010 – 2013.
- Implemented Network Access Controls (NAC) for various clients.
- Implemented controls and guidance on information security topics that enabled clients to respond to threats using ISF Standard of Good Practice (SoGP).
- Developed policies, standards, and guidelines developed from guidance from the National Institute of Science and Technology (NIST) special publications and ISO 27001.
- Designed systems for information and enterprise security.
- Implemented threat modeling into client processes; models included F2T2EA, DREAD, STRIDE, and Cyber Kill Chain.

02/08 – 10/2009

Sr. Solutions Architect, Qortex LLC

- Provided custom navigation, advanced web parts, and custom Search functionality for a large scale project that was built using MOSS 2007, BizTalk, Commerce Server, and SQL Server.
- Co-architected and developed a WSS 3.0 solution that allowed a client to sell sub-sites to their facilitators. The system allowed for content to be created and managed on one site, while affecting areas of the sub-site.
- Custom SharePoint development of Web Parts for WSS 3.0 that allowed for various distributions of tasks while offering a centralized location for management.
- SharePoint Instructor for various Certified Partners for Learning Solutions
- Custom SharePoint Development. (Master Pages, Lists, Web Parts, Event Receivers, Features, Site Definitions)
- Developed of a feature that reformatted the Wiki using input from the Site Owner.
- Created a custom navigation tool that allowed for multi-layered menus in WSS 3.0.
- Architected a BI solution that integrated data from Commerce Server and a proprietary database and displayed the data in SharePoint using the BDC.

03/05 – 02/08

Microsoft Consultant, Attain Technologies

- SharePoint Services (v2, v3) development for a central control panel that propagated changes from one site to various other sites using the API.
- Created a sitemap provider that enabled SharePoint navigation to extend past two levels.
- Created a custom navigation provider for My Sites that implemented the site structure from the associated portal.
- Developed custom site templates for MOSS 2007. The templates included team sites, publishing sites, and My Sites.
- Developed custom workflow engine for WSS 2.0 that allowed tasks to be delegated through various business processes.

- Created custom applications using Microsoft Office SharePoint Server as the underlying platform.
- Architected and developed a large SharePoint application using SPS 2003 for the collaboration and workflow for analysis of medical data.
- Developed a series of WSS 2.0 Web Parts for Project Server 2003.
- Developed Custom Web Parts for WSS 2.0 for the Health Care Industry.
- Provide instructor-led course and consultation for Microsoft Technologies to customers.
- Design and architect solutions for various Microsoft technologies. (SharePoint, Project Server)
- Contracted to Visa for design and implementation of Visa's Prepaid / Reloadable Administration System and Payroll Administration System. High availability, high demand, internal and external credit card administration system. (C#, SQL Server 2000, ASP.NET, Web Services, SOA)

11/03 – 03/05

Senior Software Engineer, 5280 Solutions

- Project Lead and Architect on the Firstmark Services web application, FirstWeb (C#, VB.NET, Java, ASP.NET, ADO.NET, SQL Server 2000). The application is a portal based web application that contains over 400 ASP.NET pages allowing web users to access their student loan account information.
- Designed a robust data grid control that allows other developers to build solutions in a quick and timely manner (VB.NET, C#, ADO.NET). The data grid replaced the former True DB Grid and duplicated much of the functionality including Master-Detail, multi-select, column drag and drop, and easy formatting allowing the developer to pass in a data table with an initial set of data and receive the selected row or columns in a returning data table.
- Project Lead and Architect on the new On-line school certification web application for Bank of America.
- Project Lead and Architect on the webSTAR project (VB.NET, SQL Server 2000, ADO.NET, ASP.NET, Web Services, Window Services)

08/03 – 11/03

Senior Software Architect, Quantum Corporation

- Developed an n-tier, multi-threaded (VB.NET, SQL Server 2000, ADO.NET, ASP.NET) application to update Quantum's employees, customers, and third-party vendors with firmware and software updates for their KIOSC system.
- Developed a Windows service (VB.NET, SQL Server 2000, ADO.NET, and ASP.NET) to securely transfer and install files using HTTPS and BITS (Background Intelligent Transfer Service).

06/02 – 03/03

Senior Software Architect, Trident Solutions

- Architected and programmed n-tier applications (VB.NET, C#, SQL Server 2000, ADO.NET) URL-based authorization. Configured and implemented identity management.

09/99 - 03/02

Senior Software Architect, In-Depth Inc.

- Architected, developed, and deployed a system (Visual C++ 6.0, SAPI, TAPI, MS Access, SQL 2000) to retrieve the vertical depth and conditions of proprietary tools used in deep well drilling, convert the data into telemetry streams, and reported the data to a computer system stationed in a remote location.

07/97 - 03/02

Senior Software Engineer, Corporate Services

- Architected and designed ERMS (Equipment Rental Management System) through the entire lifecycle of the project using the MSF design model. I was the project lead and was required to maintain the integrity of the code. This was done by holding daily development meetings and code reviews before the check-in process in Visual Source Safe.
- Designed and Developed ERMS to support multiple languages, cultures, and custom translations using resource files and code modules.
- Developed an automatic update service that ensured that the clients would be notified of new updates and program modifications of the latest versions of their applications.

02/90 - 04/97

United States Navy

- Honorably Discharged

EDUCATION

2018 - 2022 **Missouri University of Science and Technology**

- PhD candidate in Computer Science

2016 - 2018 **University of Delaware**

- Master of Science in Cybersecurity

2014 - 2016 **Colorado State University-Global Campus**

- Bachelor of Science in Information Technology
- Magna Cum Laude
- Multiple awards of Achievement:
 - Information Systems Management
 - Network Security and Analysis

CERTIFICATION SUMMARY

- Certified Information Security Manager – CISM (2017 – 2021)
- CompTIA Security + (2017 – 2020)
- CompTIA Advanced Security Professional – CASP (2017 – 2020)
- Microsoft Certified Solutions Master (MCSM) - SharePoint
- Microsoft Certified Master (MCM) – SharePoint 2010
- Microsoft Certified Solutions Expert - Productivity
- Microsoft Certified Solutions Associate (MCSA) – O365
- Microsoft Certified Solutions Expert (MCSE) – SharePoint 2016
- Microsoft Certified IT Professional
- Microsoft Certified Professional Developer
- Microsoft Certified Technology Specialist
- Microsoft Certified Database Administrator
- Microsoft Certified Solution Developer for Microsoft .NET
- Microsoft Certified Application Developer for Microsoft .NET
- Microsoft Certified Trainer
- Microsoft Certified Business Management Solutions Professional

ASSOCIATIONS

- Microsoft Association of Practicing Architects (MAPA)
- US Naval Sea Cadet Corps (NSCC)
- US Coast Guard Auxiliary
- Student Veterans of America
- CyberPatriot Coach
- Navy League of the United States
- ISACA

PUBLICATIONS

- Implementing Cryptography Using Python, ISBN: 978-1-119-61220-9
 - <https://www.wiley.com/en-us/Implementing+Cryptography+Using+Python-p-9781119612209>
- MOC 20339-1A - Planning and Administering SharePoint 2016
- MOC 20339-2 - Advanced Technologies of SharePoint 2016
- MOC 20774A - Securing Windows Server 2016
- Microsoft SharePoint 2013 Designing and Architecting Solutions for Microsoft Press, ISBN-10: 0735671680
 - https://www.amazon.com/Microsoft-SharePoint-Designing-Architecting-Solutions/dp/0735671680/ref=asap_bc?ie=UTF8
- Automating SharePoint 2010 with Windows PowerShell 2.0, ISBN-10: 0470939206

- <https://www.amazon.com/Automating-SharePoint-2010-Windows-PowerShell/dp/0470939206>
- Microsoft SharePoint 2010: Configure Cross-Farm Services
 - <https://technet.microsoft.com/en-us/magazine/hh528474.aspx>
- Error 401: Unauthorized: Security, Architecture, Automation, & Development, Blog
- Automating Microsoft SharePoint 2010 with Windows PowerShell 2.0 (book excerpt)
 - [https://technet.microsoft.com/en-us/library/hh393957\(v=office.14\).aspx](https://technet.microsoft.com/en-us/library/hh393957(v=office.14).aspx)

Application to Serve on Parks & Rec Advisory

Please check one:	New applicant, never served on the Committee
Applicant Name	Scott Warner
E-mail	sswarner13@gmail.com
Address	Street Address: 405 Onondaga Court City: Holly Springs State: North Carolina Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	2.5 years
Name of neighborhood	Avent Glen
Home/Cell phone	(804) 551-3310
Current employer	NC State University
Job title / occupation	Associate Director of Annual Giving
	warner_scott_resume_2021.pdf
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	After having moved to Holly Springs nearly three years ago, it did not take me long to become an enthusiastic advocate for our town. We have so much to offer, giving a small-town feel to go along with proximity to our state's capitol and booming industry. I also thoroughly believe in the importance of our town's parks and recreation features and the impact it can have on our citizens. Whether it be through the town's trails, recreation offerings or anything else, these amenities are vital to the wellbeing of our people. I'd love to use my background in managing high-level athletic programs and my master's degree in Parks, Recreation and Tourism Management to benefit the town of Holly Springs.
List any current or past volunteer activities including experience you have serving on boards or	Serving on committee within municipal government is a growth opportunity for me, given I do not have direct experience in this area. However, I do have volunteer experience, including coaching youth

committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings.

basketball and baseball in the Raleigh Parks and Recreation system. I have also volunteered to serve on various committees within the university system, relating to my professional responsibilities.

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed?

I believe it is the responsibility of the committee to deliberate and advise on decisions that will contribute to the betterment of our citizens, specifically as it relates to parks and recreation. All issues must be carefully weighed with regard to what makes the most sense given budget resources, equity of access and scale of impact. If appointed, I would like to see an increase in the per capita usage of the town's parks and recreation offerings, which I believe I can help grow through my marketing background and expertise.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy?

No

Signature



Date & time

02/01/2021 12:18 PM

How did you find out about this opportunity?

Email

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Scott Spencer Warner

Holly Springs, NC
804.551.3310
sswarner13@gmail.com

EDUCATION

North Carolina State University

Raleigh, NC

Master of Parks, Recreation, & Tourism Management

July 2011

North Carolina State University

Raleigh, NC

Bachelor of Arts in Communication, Concentration in Public & Interpersonal

May 2009

Minor in Business Administration

PROFESSIONAL SUMMARY

Highly collaborative, motivated by both process and results, marketing professional whose areas of expertise include pipeline management, revenue generation, and project management via the creation of strategic campaigns. Proven ability to exceed revenue goals and business objectives ahead of schedule. Enthusiast for creating growth through targeted acquisition and upgrades.

RELEVANT EXPERIENCE

North Carolina State University

Raleigh, NC

Associate Director, Marketing and Communications | Annual Giving

May 2018- Present

- Head of marketing and communications for annual giving solicitations as part of the \$2 billion fundraising campaign
- Create, organize and execute communications strategy for NC State Day of Giving, which has raised more than \$36 million from 18,000+ gifts through its first two years
- 2019 CASE District III award winner for “Social Media Strategy” (gold) and “Total Advertising Campaign” (bronze)
- Strategic solicitations plan increased donor counts by 17% in FY19
- Project manager for solicitations with responsibilities to coordinate design, copywriting, data segmentation, digital implementation and vendor relations
- Member of LeadComm, the university’s formation of the head communicators among units

University of Richmond

Richmond, VA

Assistant AD/ Marketing & Fan Development

Sept 2015- May 2018

- Lead marketing and ticket-sales offices; responsible for strategic decision-making relating to marketing, branding, revenue generation, ticket sales and social media communications
- Designed and executed marketing plan that twice over three years led to the highest average basketball attendance in the last quarter-century (despite poor team win/loss records)
- Exceeded revenue goals by at least 19% in each of the three football and basketball seasons
- Supervised a staff of four full-time employees, the Head Cheerleading Coach, three part-time employees, twelve interns, and served as liaison to Aspire outbound ticket sales team, IMG corporate sponsorship sales and Alpine Agency advertising services
- Enhanced marketing and ticketing operations by introducing services such as marketing automation, analytics software, Salesforce CRM, StubHub secondary marketplace, text-to-purchase technology and a new mobile app
- Conducted market research through surveys and focus groups to enhance strategies for sales, fan experience and affinity
- Led strategic facility planning group from ideation to execution that was tasked with adding field-level hospitality areas to football stadium
- Member of the Athletic Director’s cabinet

Scott Spencer Warner

Holly Springs, NC
804.551.3310
sswarner13@gmail.com

University of North Carolina at Pembroke

Associate AD/ External Affairs

Pembroke, NC
July 2013- Sep 2015

(promoted from Assistant AD/ Marketing & Sponsorships July 2014)

- Reported directly to the Athletics Director
- Provided leadership to unit responsible for revenue generation – sponsorship sales, multimedia rights, student fees, licensing, ticket sales, marketing, branding and social media communications
- Staff oversight included one Head Coach, two Assistant Directors and student team of eight
- Budget manager for all marketing/sponsorship financial transactions; maintained budget surplus each year
- Proposed, negotiated and secured contracts with corporate partners, leading to growth in annual sponsorship revenues by more than ten-fold during employment period
- Fulfilled all corporate contracts including activation and invoice management
- Designed and implemented business practices that doubled ticket revenues, increased season ticket sales by 60% and exceeded previous game-attendance marks by 90%
- Served on various university committees (ie. Strategic Enrollment Planning, Integrated Marketing Committee, Student Retention, etc.)
- Lobbied for and successfully attained an increase in student fees over two consecutive years
- Assisted in decreasing the athletics department budget deficit from \$700,000 to \$50,000 in just over 1.5 years
- Increased media footprint by developing relationships with ESPN Radio, WFXB-Fox, and Civitas Media Group

North Carolina State University Athletics

Assistant Director of Marketing (promoted from Marketing Assistant August 2010)

Raleigh, NC
Aug 2009- July 2013

- Chairman for the athletic department's social media strategy
- Oversaw and managed marketing operations for Women's Basketball and Softball, while acting as in-game producer including writing scripts, coordinating band, cheerleaders, dance team and development and implementation of live and recorded video board content
- Secondary contact for Football, Men's Basketball and Baseball
- Coordinated efforts to use NC State athletics as a fundraising vehicle for exterior agencies such as the Kay Yow Cancer Fund and Toys for Tots
- Managed e-mail responses to the athletic department's customer service program Wolfpack Unlimited
- Managed the marketing department's trade with exterior agencies in exchange for advertising
- Reviewed and analyzed trends of NC State athletics customer fan base, resulting in a philosophical change in the way we marketed ticket sales
- Managed and coordinated two full-time interns and all student volunteers for marketing operations

VOLUNTEER EXPERIENCE

- **NC State University:** Provided guest lectures and served on panels to undergraduate and graduate classes
- **Raleigh Parks and Recreation:** Coached youth basketball and baseball for ages thirteen to sixteen
- **UNC Pembroke:** Provided guest lectures to undergraduate and graduate classes
- **NACDA:** Served as a reviewer of resumes/ cover letters for young professionals

RECENT CONTINUING/EXECUTIVE EDUCATION COURSES COMPLETED

- *Project Management Foundations*, Project Management Institute, 2019
- *Writing Workshop for Advancement Professionals*, Academic Impressions, 2019
- *Google Analytics Certificate*, Google Analytics Academy, 2017
- *Leadership Essentials*, Robins School of Business, 2016
- *Optimizing Digital Marketing Efforts*, Lynda.com, 2016
- *Direct Marketing via Facebook & Instagram*, NACMA, 201

Application to Serve on Parks & Rec Advisory

Please check one:	New applicant, never served on the Committee
Applicant Name	Tony McDermott
E-mail	tonymcdermott9@gmail.com
Address	Street Address: 209 Harmony Creek Place City: Apex State: NC Zip Code: 27539
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	~18 months (moved into our home in July 2019)
Name of neighborhood	WoodCreek
Home/Cell phone	(609) 868-9064
Current employer	GlaxoSmithKline
Job title / occupation	Marketing & Strategy
	Tony McDermott Resume - February 2020.pdf
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	As a father of three kids and an avid runner/part of the Holly Springs Run Club and, I am keen to help shape the future of our town's greenspaces. Prior to the pandemic, our kids loved going to all the great recreation sites in and around town. In Holly Springs, we have great facilities and I am excited to help provide input into how we can continue to progress forward.
List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st	I do not have any prior experience in municipal governments. However, I believe my experience in workplace-based committees and cross-matrix teams demonstrates my ability to adapt to different team-based environments.

term beyond attending monthly meetings.

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed?

I believe this committee will be tasked with providing input into the future of our parks, greenspaces, and greenways around town. There are several communities in the area that provide a good model for how Holly Springs can continue to evolve. If selected, I would be a passionate member of this committee and would be a strong voice for the parents and runners of this town.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy?

No

Signature



Date & time

02/01/2021 9:56 AM

How did you find out about this opportunity?

Parks & recreation email list

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Tony (Anthony J.) McDermott

209 Harmony Creek Place, Apex, NC 27539 • (609) 868-9064 • tonymcdermott9@gmail.com •
<https://www.linkedin.com/in/tonymcdermott9>

Over fifteen years of experience in marketing, market research, and consulting, mostly focused in the pharmaceutical/biotech sector. Currently serving as a Director, Payer Channel Strategy at ViiV Healthcare, a global pharmaceutical/biotech company in Research Triangle Park, North Carolina.

PROFESSIONAL EXPERIENCE

ViiV Healthcare, Research Triangle Park, North Carolina

June 2019 – Present

Director, Payer Channel Strategy

- Serving as the strategy lead for the US Market Access team, with a focus on developing and implementing short- and long-term strategies across public and private payer channels.
- Identifies macro payer landscape trends across delivery channels and translates to the HIV market.
- Develops agile payer channel strategies that incorporates signposts for changes in management at the macroenvironmental payer and microenvironmental HIV market levels.
- Partners with cross-functional teams to identify and prioritize enterprise level opportunities and risks.

Novo Nordisk, Plainsboro, New Jersey

July 2016 – June 2019

Director, Market Access Strategy & Innovation – Obesity, November 2017 – June 2019

- Served as the Market Access lead for the obesity franchise, focusing on value propositions, supporting contracting strategy, contributing to evidence generation, and engaging in lifecycle management planning.
- Tasked with leading annual Market Access strategy development for current and future obesity portfolio.
- Collaborated with the Learning and Development team to establish and deploy a coordinated training curriculum for strategic and tactical initiatives.
- Engaged with field-based colleagues within Market Access and the obesity sales organization to ensure active collaboration across teams (e.g., monthly leadership meetings, local market immersion meetings).
- Lead our speaker bureau initiatives for the *Novo Nordisk Inspiration Network* employer speakers.

Associate Director, Market Access Strategy, July 2016 – November 2017

- Responsible for the development and implementation of the near and long-term market access strategies by channel for the diabetes and obesity portfolios.
- Specific channel responsibilities within Market Access include commercial payers and PBMs, employers, Medicaid, state government affairs, and trade (retail and specialty pharmacy).
- Tasked with leveraging industry, reimbursement, and disease area expertise to reveal new opportunities, potential threats, and mitigating actions in the market access and healthcare policy segments.
- Collaborated across the home office and field-based matrix organization to accomplish goals associated with the overall organizational and market access strategies.
- Lead patient affordability and lifecycle management initiatives for Market Access within Novo Nordisk.
- Served on the *2017 Market Access Leadership Solutions Team*, focusing on driving the business' cultural change.

Bristol-Myers Squibb, Plainsboro, New Jersey

February 2014 – July 2016

Senior Product Manager, Segment Marketing, April 2016 – July 2016

Associate Director, Daklinza Payer Marketing, May 2015 – April 2016

- Served as the payer marketing point for Daklinza on the US HCV Market Access team.
- Lead the development of the payer value proposition and other critical customer-facing materials for the market access field team across two product launches (July 2015 and February 2016).

- Partnered with matrix colleagues within the Market Access organization (strategy and pricing teams) to receive pricing committee approval of recommended list pricing and contracting strategy for the brand.
- Developed and refined customer targeting strategies for market access field teams.
- Lead the development of access-focused training materials for the market access and field sales teams.
- Lead the execution of training materials through presentations/workshops at national/regional meetings.
- Partnered with the Market Access organization to successfully launch our HCV brand and exceeded access targets; key launch highlights include shortening an “exclude at launch” policy by three months, expediting DUR review schedules in Medicaid, and reducing prior authorization criteria at several payer customers.
- Ensured market access and field sales teams engaged in successful pull-through of formulary wins through internal matrix team discussions and the development of customer-facing tools.
- Collaborated with field sales access points in each district to understand and address local market issues.
- Reported weekly brand-specific data from our market access field teams and our external specialty pharmacy network for launch status updates to brand leadership.
- Partnered with matrix team colleagues (e.g., professional marketing, medical, HEOR) to successfully incorporate access strategies into near-term brand planning.
- Managed day-to-day payer and specialty pharmacy operations for the brand (i.e., budget, agency, vendors).
- Managed promotional, medical, and legal approval process for access tools in pre- and post-launch phases.
- Recipient of a 2016 *Bristol-Myers Squibb Distinction Award* in recognition of work in support of Daklinza.

Associate Director, US Access Market Research, February 2014 – May 2015

- Served as the lead for all US-specific access market research (e.g., health plans, pharmacy benefit managers, specialty pharmacies) in support of our cardiovascular, immunoscience, and virology portfolios.
- Lead over a dozen access market research engagements, with a collective budget of approximately \$2 million, focusing on competitive market assessment, value proposition development/refinement, pricing strategy development/validation, market segmentation, and brand performance diagnosis.
- Key highlights from research included partnering with matrix team members on pre-launch activities for several assets, including market assessments, value proposition development, and pricing scenario modeling.
- Rated among the top tier of Associate Director peers during 2014 performance review calibration.

Health Strategies Group, Lambertville, New Jersey

November 2007 – February 2014

Senior Consultant, Brand Access Analysis, December 2013 - February 2014

Consultant, Brand Access Analysis, August 2011 - December 2013

Associate Consultant, Strategic Accounts, January 2010 - July 2011

Senior Analyst, Payer Practice, January 2009 - December 2009

Analyst, Payer Practice, November 2007 - December 2008

- Lead our strategic research to examine current health plan management of inline brands, while also forecasting how near-term market events may contribute to future pharmacy and medical management.
- Lead our cardiovascular, endocrinology, infectious disease, and respiratory disease research initiatives. Other areas of research experience include the central nervous system, dyslipidemia, and urology markets.
- Recipient of *Health Strategies Group's 2013 Excellence in Client Services* award based on customer feedback.

Other Professional Experience:

- GfK Custom Research, Princeton, New Jersey December 2005 – November 2007
- Adelphi International Research, Doylestown, Pennsylvania June 2003 – December 2005

EDUCATION

Master of Business Administration, University of North Carolina at Chapel Hill

Bachelor of Science in Business Administration, Rider University

Application to Serve on Parks & Rec Advisory

Please check one:	New applicant, never served on the Committee
Applicant Name	Whitney Staub
E-mail	whitney.staub@gmail.com
Address	Street Address: 308 Crossway City: Holly Springs State: North Carolina Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	16
Name of neighborhood	Sunset Ridge
Home/Cell phone	(919) 924-2348
Current employer	The Blue Marlin Group, LLC
Job title / occupation	Recruitment Specialist
	WESresume20.pdf
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	I have been involved with the parks & rec dept. since the day we moved here, 16 years ago. Introducing my kids to exploring what our community had to offer.
List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings.	I have volunteered at Mama's House thrift, food bank, PTA

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed?	Ensuring the community a safe place to play and exercise, as well as other activities that expand the quality of life here in Holly Springs.
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?)	No
Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy?	No
Signature	
Date & time	02/01/2021 11:07 AM
How did you find out about this opportunity?	text message

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Whitney E. Staub

308 Crossway Lane
Holly Springs, NC 27540
(919)924-2348

www.linkedin.com/in/whitney-staub-85a12a124

Organized and dedicated individual with proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision making skills to manage multiple, concurrent tasks. Self-motivated work ethic with ability to perform effectively in independent or team environments.

SKILLS

- Candidate sourcing
- Recruitment/staffing
- Information management
- Business administration
- Planning and coordinating
- Personable and outgoing

WORK HISTORY

RECRUITMENT SPECIALIST April 2016 to Current

The Blue Marlin Group, LLC – Holly Springs, NC

- Screen applicants based on qualifications and background to meet and exceed rigorous standards.
- Maintain work structure by updating job requirements and job descriptions for all positions.

CAREER SABATICAL TO RAISE MY CHILDREN July 2004 to April 2016

Staub Family – Holly Springs, NC

- Volunteered in classroom – tutored and mentored children in reading, writing and specific projects.
- Organized and procured donation (“spirit rock”) in honor of Principle to reside in front of the school.
- Managed multiple schedules and appointments.
- Exceptional organizational skills.
- Budgeted household expenses.
- PTA volunteer.

ADMINISTRATIVE ASSISTANT II & III May 2001 to June 2004

Colorado State University – Fort Collins, CO

Enrollment Services for the Division of Educational Outreach

- Assisted students in all aspects of registration process.
- Served as key communication link for students, staff and campus community.
- Created and revised office enrollment procedures and trained staff regarding new processes.
- Provided primary support by serving as resource and liaison to staff, faculty and colleagues of the Director.
- Managed Director’s calendar, scheduled meetings, conferences and arranged travel and reservations.
- Facilitated quarterly staff meetings: created presentation materials and planned activities
- Edited and prepared written and verbal reports including research and composition of annual budgets.
- Coordinator for the College of Political Knowledge Seminar. Recruited professional speakers, registered students, organized materials and managed seminar logistics as well as facilitated the class.

RECEPTIONIST July 1999 to April 2002

North Shore Animal Hospital – Loveland, CO

- Prepared animals for surgical procedures.
- Greeted incoming clients and their pets professionally and provided friendly, knowledgeable assistance.
- Responsible for answering phones, record keeping, filing and billing.

EDUCATION

Elon University – Elon, NC Associate of Arts
Sociology and Anthropology

Application to Serve on Parks & Rec Advisory

Please check one:	New applicant, never served on the Committee
Applicant Name	Kevin Richards
E-mail	kpatrickrichards@gmail.com
Address	Street Address: 117 Otis Way City: Holly Springs State: NC Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	5 Months
Name of neighborhood	Honeycutt Farm
Home/Cell phone	(919) 816-5379
Current employer	Town of Apex
Job title / occupation	Park Operations Worker
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	I have lived in multiple states and visited multiple parks throughout my life. I have seen first hand how mismanagement of funds and projects can help or hinder a community. My wife and I are avid outdoor enthusiasts and my experience working in parks along with my passion for helping the community, would make me a great committee member to ensure the proper direction for the parks department to go in.
List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st	When I lived in New York, I served the community as a volunteer firefighter for 8 years. 1 of the years I spent as a Lieutenant and was heavily involved with the executive board to determine the direction of the future for the fire department. As well as my volunteer fire department experience, I spent 1 year serving the community as a member of the American Red Cross. This allowed me to connect with the community and understand the needs of the residents.

term beyond attending monthly meetings.

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed?

As a committee member you are tasked with determining the future of existing parks, new parks, and allocating proper funding for future park related projects. I would hope that my connection with the community and my understanding of how funds should be spent for the needs of the residents, it would make me a great asset to develop a top notch park system for many people to enjoy.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy?

No

Signature



Date & time

02/01/2021 2:03 PM

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Application to Serve on Parks & Rec Advisory

Please check one:	New applicant, never served on the Committee
Applicant Name	Morgan Lehman
E-mail	lehmanmo@yahoo.com
Address	Street Address: 809 N. MAIN STREET City: Holly Springs State: NC Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	5..5 years
Name of neighborhood	Private Land
Home/Cell phone	(919) 758-9750
Current employer	Flour Powder Holly Springs
Job title / occupation	Educator
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	I love that Holly Springs has a lot to do, and I want to get involved.
List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings.	I have served in leadership positions in church and in college. I have PhD in Public Policy.

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed?	To help make Holly Springs energetic and fun, which I feel are the responsibilities and should be the accomplishments.
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed)?	No
Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy?	No
Signature	
Date & time	02/01/2021 2:45 PM
How did you find out about this opportunity?	Town Text

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Application to Serve on Parks & Rec Advisory

Please check one:	New applicant, never served on the Committee
Applicant Name	Jason Ballard
E-mail	jasonballard1981@gmail.com
Address	Street Address: 105 Winter Ridge Dr. City: holly springs State: NC Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	15 years
Name of neighborhood	Holly Glen
Home/Cell phone	(919) 449-5051
Current employer	ATI Industrial Automation
Job title / occupation	ERP and Database Analyst
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	I have served as a volunteer coach for soccer, baseball and basketball for a number of seasons. I have found it a rewarding experience and would like to continue my involvement with the P&R advisory committee. I work in analytics and believe my experience with data crunching would be a valuable addition.
List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your	I have variety of volunteer experience ranging from canned goods collections to triathlon support. I earned my Eagle scout from the Boy Scouts of America and through that gained many hours of volunteer experience. I have also been the volunteer coach for at least 4 seasons (two different age groups) for basketball and baseball for the town.

involvement on the Committee during your 1st term beyond attending monthly meetings.

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed?

I feel the committee is responsible for listening to the town members in order to understand what the citizenry is looking for regarding to recreational programs and facilities. Using this input the committee prepares succinct information to help advise the town council so that they can make informed budget decisions.

I would like to use my background in analytics to help the advisory board to give high quality data-driven advice. I believe volunteering for one's community is an excellent way to give back to it.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy?

Yes

Signature



Date & time

02/02/2021 3:40 PM

How did you find out about this opportunity?

email

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Application to Serve on Parks & Rec Advisory

Please check one:	New applicant, never served on the Committee
Applicant Name	Justin Allen
E-mail	justallen10@gmail.com
Address	Street Address: 512 Teal Lake Drive City: Holly Springs State: North Carolina Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	6 months
Name of neighborhood	Park Avenue
Home/Cell phone	(919) 274-1343
Current employer	TrueNorth Companies, L.C.
Job title / occupation	Mid-Atlantic Market Leader
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	As a new resident to the city of Holly Springs I would like to become more involved with the community and provide support where applicable. My wife and I have 3 young children which utilize the Parks & Recreation facilities frequently and I would love to be a part of the committee to help protect and enhance their experiences as well as other families in the community.
List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st	Currently serve on two advisory committees for the North Carolina Trucking Association and was recently appointed the Treasurer position for the North Carolina Trucking for Advancement Board.

term beyond attending monthly meetings.	
What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed?	I believe the responsibilities for this committee are to understand the current landscape and operational functions of our Park and Recreation Facilities and work to maintain a "best in class" experience for individuals and families who utilize those facilities and areas.
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?)	No
Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy?	No
Signature	
Date & time	02/01/2021 3:55 PM
How did you find out about this opportunity?	Email Notification

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Application to Serve on Parks & Rec Advisory

Please check one:	New applicant, never served on the Committee
Applicant Name	Jodi Carey
E-mail	Jodi.carey11110@gmail.com
Address	Street Address: 104 Devon Fields Dr. City: Holly Springs State: NC Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	3 & 1/4 years
Name of neighborhood	Mills at Avent Ferry
Home/Cell phone	(914) 522-2309
Current employer	Self-employed
Job title / occupation	Real Estate Agent
	Jodi Carey Resume (1).pdf
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	Over the past year, I have attended virtual meetings, and completed surveys related to town projects. The committee has already been successful in gathering ideas from the public and presenting their recommendations to decision makers so a master plan could be put in place. I was drawn to this community as a place to live and work, and have seen it grow and prosper over the past few years. Being able to help mold decisions about future projects within the community is an exciting endeavor, and I would be honored to be among those involved with the progression of the vision.
List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If	Currently, I volunteer with Triangle Beagle Rescue, completing phone interviews and virtual home visits with applicants. I also foster when needed - my last dog had 8 puppies, which we also fostered for 8 weeks. While living in NY, I fostered brood dogs for Guiding Eyes for the Blind.

you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings.	I also recently served as an assistant with my husband, who was coaching a 9-10 year old girl's basketball team for the town. When living in NY, I served as a team mother, and also a coach for our town softball league. In addition, I've served on multiple committees within various PTA's in NY & NC over the years.
What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed?	The committee is responsible for ensuring the projects are in line with the needs of the citizens of the community. Being involved in local school and extracurricular activities, in addition to having interactions with many families in the area, I have a pulse on the community. I am a team player and willing to take on any role necessary within the committee to assist with progression of the initiatives already in place, or identifying additional ways the community can continue to flourish.
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?)	No
Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy?	Yes
Signature	
Date & time	02/04/2021 5:34 PM
How did you find out about this opportunity?	Newsletter email

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EDUCATION

Masters of Science in Elementary Education Long Island University Rockland Graduate Campus, Orangeburg, NY	May 2003
Bachelor of Science Business Administration St. Thomas Aquinas College, Sparkill, NY ★ Delta Mu Delta - National Business Honor Society ★ Alpha Sigma Lambda - National Honor Society for Continuing Education & Lifelong Learning	January 2000

LICENSURE

North Carolina Real Estate License	10/2018
North Carolina Certification in Elementary Education Grades K-6; Pre-K Add-on	6/28/16 - 6/30/19
New York State Certification in Elementary Education - Permanent Cert. issued 2003 Pre-K and Grades K-6	
National Board Candidate	2015 - 2020

EXPERIENCE

Coldwell Banker Howard Perry and Walston Real Estate Agent / Office Technology Support	08/2018 - present
Wake County Public School System	2016 - 2018
Hortons Creek Elementary School, Cary, North Carolina Grade K, 2 Classroom Teacher	08/2017 - 08/2018
Mills Park Elementary School, Cary, North Carolina Grade 5 English Language Arts and Social Studies	08/2016 - 06/2017
EVAAS: <i>Met expected growth in reading with an index of 1.46</i> <i>Students scored in the top 25% in Wake County and North Carolina</i>	2017
North Rockland Central School District	2003 - 2016
James A. Farley Elementary School, Stony Point, New York Grade 5 English Language Arts and Science	09/2012 - 06/2016
Haverstraw Middle School, Haverstraw, New York Grades 5 & 6 English Language Arts, Reading, Science & Mathematics	10/2003 - 06/2012

SKILLS AND ABILITIES

- ❖ Create a classroom environment of respect, while fostering a positive climate for learning, equity and excellence
- ❖ Implement opportunities for students to collaborate and build relationships, while utilizing critical thinking skills
- ❖ Use a variety of formative and summative assessments to drive instruction
- ❖ Utilize Google Applications for Educators for instruction, distribute assignments, track progress and and provide feedback
- ❖ Demonstrate an appreciation for diversity within the classroom and community
- ❖ Collaborate with grade level colleagues to plan instruction aligned with the Common Core Learning Standards
- ❖ Consult with Special Education, ESL, and intervention teachers to determine the best methods of providing differentiated and sheltered instruction to students with IEP's, 504's or tiered intervention
- ❖ Provide training and mentorship to student teachers assigned to my supervision

TECHNOLOGY

Technology Specialist for agents in the Cary and Holly Springs CBHPW offices
Level 1 Google Certified Educator
3-1 Student Device Integration Training
Pilot Program Chromebook Integration in the Classroom

VOLUNTEER

Triangle Beagle Rescue - Interview Applicants/ Foster Rescue Dogs
Buckhorn Creek Elementary PTA - Box Tops Coordinator
Town of Holly Springs - Girls Basketball Assistant
Guiding Eyes for the Blind - Foster
James A. Farley Middle School - PTA Vice President
Stony Point Little League - Team Parent/ Girls Softball Coach
Immaculate Conception CYO Basketball - Team Parent

Application to Serve on Parks & Rec Advisory

Please check one:	New applicant, never served on the Committee
Applicant Name	Stephen Medlyn
E-mail	shmedlyn@yahoo.com
Address	Street Address: 908 Green Oaks Parkway City: Holly Springs State: NC Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	2.5 yr
Name of neighborhood	Stephen H Medlyn
Home/Cell phone	(812) 202-3750
Work phone	(919) 285-2285
Current employer	Williams Sausage Co
Job title / occupation	Sr. Regional Sales Manager
	Steve Medlyn's resume.docx
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	I would like to learn more about this project. Since living in HS I have worked with different City Depts. on neighborhood projects for 12 Oaks. I have participated with the police department on projects and we are waiting for COVID to relax so we can start a police outreach project that I created. I was a SPEA major at Indiana University which is School of Public and Environmental Affairs where we worked with city and state govt. on projects.
List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term)	I work on project teams at Hope Church as well as each Saturday work on site with Habitat which I have done for over 7 yrs in Indiana & NC for the past 2.5 years.

please list out your involvement on the Committee during your 1st term beyond attending monthly meetings.

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed?

I am not sure exactly what the committee does or oversees but I would assume budgets for upkeep and improvements, projects on costing out new projects or programs, securing property for future expansion. Identifying the needs of the community and how the Parks Dept. can fill those needs.

I have 38 years of corporate experience. During my career and have managed projects and lead cross functional teams. I am very task oriented as well as able to set up project timelines and key check points.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy?

No

Signature



Date & time

03/04/2021 9:25 AM

How did you find out about this opportunity?

Flyer in our mail

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STEPHEN H. MEDLYN

Home: (812) 369-4358
shmedlyn@yahoo.com

Mobile: (812) 202-3750
Bloomington, Indiana

SENIOR SALES EXECUTIVE – CONSUMER PACKAGE GOODS INDUSTRY Expert in Sales & Marketing with Fortune 50 Company

Dynamic sales manager and top producer with years of progressive experience in direct sales management, broker management and trade marketing within the Consumer Package Goods Industry. Recognized as a visionary strategist and authentic leader who creates and sustains an environment that drives execution and delivers results through multi-functional teams. Models and inspires optimism and open communication, motivational by nature, engages and develops high achieving sales teams that consistently exceed corporate objectives and goals. Successful in delivering operational improvements through skillful analysis of complex problems and effective decision making. Implements innovative solutions and actionable plans to achieve highest levels of performance while maintaining high company standards. Expertise includes:

- Strategic Business & Market Planning
- Trade & Operational Budgeting
- Staff Training & Development
- Financial Planning & Analysis
- Cross Functional Team Building
- Quality & Change Management

PROFESSIONAL EXPERIENCE

CONAGRA FOODS INC.

Retail Broker Manager – Central Division, Bloomington, IN

(2011 – 2016)

Responsible for managing the retail environment in a 6 state area by directing both a Syndicated and Dedicated Broker Sales Force. Secured new item distribution in over 1000 direct and indirect locations by utilizing syndicated data. Speed to shelf averaged 5.3 weeks and GOLD standard brands maintained a 98.4% distribution rate. Accounts included Jewel, Schnuck's, Roundy's, SUPERVALU Green Bay, Champaign, and Fort Wayne, Woodman's, Piggly Wiggly Midwest.

- Identified the need to have a consistent national display program for the Dedicated created a yearly grid for the Broker Teams to sell against resulting in exceeding display goals by as much as 50%
- Directed our broker team by utilizing syndicated data to identify gaps in item distribution resulting in 100% of standards met.
- Educated and trained Dedicated and Syndicated Teams on new items with share goals and merchandising standards which resulted in all Core 4 merchandising goals meet.
- Opened communication between sales teams and broker teams by conducting quarterly meetings with both teams resulting in the development of account specific objectives.

FULL Bar LLC.

Director of Sales – Eastern Division, Evansville, IN

(2010 – 2011)

Directed profitable sales through a network of regional brokers within the eastern half of the United States, overseeing strategic business plans and promotional efforts to drive sales and identify key assortment opportunities to secure new distribution in current accounts. Identified market distribution voids, and opened new accounts to fulfill needs. Account base included all classes of trade F/D/M and Club and national accounts including Walgreen, CVS, Rite Aid, Kroger, K-mart and regional accounts. Managed all promotional and trade funds as well as operational budget.

- Identified growth opportunities within key markets and retailers which resulted in an 85% market penetration.

STEPHEN H. MEDLYN: shmedlyn@yahoo.com

FULL Bar LLC. continued

- Reduced non-profitable sales by reviewing nonperforming accounts and moving sales to other retailers. Returns dropped by 38%.
- Identified a need for a yearly promotional calendar for retailers to follow which resulted in quarterly promotional events for accounts.

BRISTOL-MYERS SQUIBB AND SUBSIDIARIES

Divisional Business Manager, Mead Johnson Nutrition, Evansville, IN (2002 – 2010)

Directed CPG retail process through implementation of strategic and actionable account business plans focused on assortment, merchandising, pricing and promotions to drive growth. Managed trade and operational budgets. Account base generated over \$245MM in annual sales and included Kroger Delta, Walgreens, Meijer, Giant Eagle, Wegmans, Schnuck's, Rite Aid, BJ's and others. Set broker merchandising strategy and objectives. Monitored sales forecasting goals for accounts and team. Managed / trained / coached up to 5 full time Account Managers and a Category Development Manager.

- Reduced returns through effective analysis of distribution matrix and delisted non-producing items. Returns fell from 57% to 11%.
- Increased Share-of-Shelf by reviewing sales movement and shelf holding power to allocate space to top-moving items. Increased share of shelf from 49% to 57% in direct account.
- Secured distribution goals of key brands through review of national sales trends and distribution in competitive markets resulting in a distribution gain in 3,500 stores.
- Re-gained distribution of product previously turned down by key account through effective implementation of a multi-functional team approach to category management (medical sales force, marketing and distribution). Obtained full distribution in all locations.
- Recognized potential promotable employees through effective coaching and mentoring, resulting in promotion of sales representative to national accounts.
- Identified role of class of trade by creating a cross functional team to review accounts business practices, identify shopping habits, and monitor sales movements. Implemented Drug Strategy Plan.

Other related assignments:

Senior Business Development Manager, Bristol-Myers Squibb Mead Johnson Nutrition (CPG) Evansville, IN

District Sales Manager, Bristol-Myers Squibb Consumer Sales (CPG), Chicago, IL

Special Account Manager, Bristol-Myers Squibb Clairol Professional Products, Minneapolis, MN

District Sales Manager, Bristol-Myers Squibb Clairol Professional Products, Chicago, IL / Boston, MA

Territory Representative, Bristol-Myers Squibb Clairol Appliance Division, Chicago, IL

Territory Representative, Gillette Personal Care Division, Dallas, TX

EDUCATION

INDIANA UNIVERSITY, Bloomington, IN

BS – School of Public and Environment Affairs, Public Administration and Mass Communication

Application to Serve on Parks & Rec Advisory

Please check one:	New applicant, never served on the Committee
Applicant Name	Sarah Larson
E-mail	sarah.lar.son@hotmail.com
Address	Street Address: 112 Volta Pl City: Holly Springs State: NC Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	7 years
Name of neighborhood	Oak Hall
Home/Cell phone	(605) 868-4106
Current employer	Larson household
Job title / occupation	Currently I am the manager of our Larson household where I now oversee part-time remote learning for a 3rd grader, a 1st grader, and a preschooler. Other duties include menu planning, prepping, and serving; general house and yard maintenance; budgeting and spending.
	Sarah.Lar.Son Resume NC '21.pdf
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	We have always been an active family who enjoys being outside and apart of the community. Outside activities and programs that bring citizens together in a safe and fun way, are even more important given the last year. I want to add my voice and background to the conversation as we continue to grow Holly Springs as a vibrant community for everyone; through Parks, Greenways, Events, and Programs.
List any current or past volunteer activities including experience you have serving on boards or committees related to	I am currently the Vice President of the Oak Hall neighborhood HOA Board of Directors. Previously I was the Social Committee Chair for our neighborhood.

municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings.	I have worked with the Chapel Hill Downtown Partnership through the Chapel Hill Parks and Rec. as the Downtown Cultural Arts and Events Coordinator. As the Director of Sales for two hotels back in Watertown SD; I volunteered with the Convention and Visitor's Bureau Hospitality Committee as well as serving as the Ambassador Chair for the Watertown, SD, Chamber of Commerce. During college, I interned at Downtown Brookings Inc. and upon graduating, became the Downtown Brookings Inc. Program Manager. Both in South Dakota. Also while attending college, I was on the University Program Council and worked closely with faculty, city, county, and state entities.
What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed?	I understand that this committee acts as a liaison between the Town and the citizens of Holly Springs. Open communication is always key. I would like to be in the position to help those who see a need to enhance the community and to help guide those to find a common ground solution. Holly Springs is continuing to grow in impactful ways and being a part of that responsible growth that creates a positive quality of life through programs, parks, greenways, events and more; would be an honor.
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?	No
Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy?	No
Signature	
Date & time	03/04/2021 12:24 PM
How did you find out about this opportunity?	Patty Dressen

View [view all your submissions](#) easily.

Sarah Larson

112 Volta Pl. Holly Springs, NC 27540

605.868.4106

sarah.lar.son@hotmail.com

Education

South Dakota State University, Brookings SD

September 2003 – May 2008

Completed a Bachelor of Science in Journalism degree with an emphasis in Advertising

Relevant coursework in Advertising, Digital Media, Photography, Marketing Campaigns, Human Resources, Broadcast and News Writing

Manchester Metropolitan University, Manchester UK

September 2007 – December 2007

University Exchange Program

Relevant coursework in Brand Management, Creative Brand Strategies, Direct and Relationship Marketing

Employment

Mason Jar Lager Company, Fuquay-Varina, NC – Events Assistant

January 2019 – August 2019

Worked hands on with the owners and bar staff to coordinate on site events, of all sizes, including: pop up markets, outdoor movies, fitness classes, musical entertainment, fundraisers, etc.

Draft Line Brewing Company, Fuquay-Varina, NC – Events Coordinator

May 2015 – January 2016

Responsible for coordinating on site and off site events, of all sizes, through costumer interaction, community involvement, as well as advertising and marketing through print and online media. Additional duties include, but aren't limited to: cash handling, bar tending, and brewing.

Chapel Hill Downtown Partnership, Chapel Hill Parks & Rec – Downtown Cultural Arts & Events Coordinator

January 2014 – April 2014

Responsible for planning, coordinating and supervising activities for the business district of the Chapel Hill Downtown Partnership in coordination with the Chapel Hill Parks and Rec Dept. Managed and supervised volunteers, interns and temporary staff. Assisted in marketing of special events and programs, while developing promotional materials and maintaining program budgets. Negotiated contract terms and conditions with vendors and program partners.

Venerts Hotel Management, Watertown SD – Director of Sales for: Country Inn & Suites, Quality Inn & Suites

March 2011 – January 2012

Conducted outside sales calls and prospecting; planned and executed events; participated in local associations, Chamber of Commerce events, Convention and Visitor Bureaus, and state tourism committees. Used marketing tools, social media and other programs effectively to sell the hotels, increase exposure and to increase revenue; created and supported an effective Sales and Marketing Plan.

Downtown Brookings Inc., Brookings SD – Marketing Intern: May 2007 – August 2007

Program Manager: June 2008 – January 2009

Created multi-media advertisements, developed a working marketing plan for the 2008 summer streetscape for Downtown Brookings. As Program Manager: Met with downtown business owners, worked closely with city, state and university entities, committees and Board of Directors, managed administrative aspects, implemented organizations goals: Design, Economic Enhancement, Organization and Promotion.

SDSU University Program Council, Brookings SD

May 2004 – May 2007

Hobo Day Grand Pooba, Showcase Coordinator, Community Service Coordinator

Planned and marketed events, developed and coordinated themes, maintained committees, oversaw the implementation of many events throughout the year and worked closely with faculty, city, county, state entities and numerous student organizations.

Clubs and Committees

Oak Hall Community HOA Board of Directors, Vice President, Holly Springs, NC: October 2020 – Present

Pink Boots Society, North Carolina, member: January 2019 – December 2019

HALF n HALF, Holly Springs, NC, Home Brew Club, President and Founder: June 2015 – Present

Oak Hall Community Social Committee Chair, Holly Springs, NC: September 2014 – January 2016

Fellowship of the Brew, Watertown SD Home Brew club, President and Founder: January 2011 – January 2012

Watertown SD Convention and Visitor's Bureau Hospitality Committee: March 2011 – January 2012

The Watertown SD Chamber of Commerce Ambassador Chair: September 2011 – January 2012

Skills

Creative Writing and Public Speaking; Ad Development and Social Media Marketing; Event and Party Planning; PC and Mac Knowledge; Great people skills with previous work experience in retail stores, restaurants, bars, breweries, medical offices, universities, preschools, city and state offices, banks, hotels, and also the military.

References

Amanda Fletcher, Senior Events Manager at Dude Solutions. Amanda.Fletcher@dudesolutions.com 919.616.8716

Tammy Sanderford, Community Manager with Professional Properties Management, tsanderford@ppmral.com 919.848.4911

Application to Serve on Parks & Rec Advisory

Please check one:	New applicant, never served on the Committee
Applicant Name	Greg Ackerman
E-mail	gackerman141@yahoo.com
Address	Street Address: 204 Park Bluff Drive City: Holly Springs State: NC Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	19 years
Name of neighborhood	Logans Manor
Home/Cell phone	(919) 291-4605
Current employer	IBM
Job title / occupation	Client Technical Leader
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	I am passionate about outdoor activities in Holly Springs and bringing them to the broadest range of residents possible. I raised my kids taking bike rides, walks, and playing in parks around Holly Springs and in the local area. I am a huge proponent of greenways and want to help make them a success. I currently ride my bike, either along or on a tandem with my wife, skateboard (responsibly!), jog, and walk around Holly Springs multiple times during the week. I am invested in our town and in both enhancing and protecting it for all to enjoy for generations to come.
List any current or past volunteer activities including experience you have serving on boards or committees related to	I currently serve as the Vice President of the Logans Manor HOA, part of the first board elected in 2020 and still serving out my first term. I also volunteer and serve as membership secretary with the Holly

municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings.	Springs Skyhawks, a local RC flight club that meets and flies at Sugg Farm Park.
What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed?	The responsibilities I see on this committee are representing citizens in developing recreational opportunities around Holly Springs, delivering on the values of accessibility and responsible community development of new recreation and shared spaces. I also would like to be an ambassador on what there is to do outside in Holly Springs, whatever form that takes. I would hope to support the committee's mission by helping drive community events and education as well.
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?)	No
Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy?	No
Signature	
Date & time	03/07/2021 11:21 AM
How did you find out about this opportunity?	Town website

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Application to Serve on Parks & Rec Advisory

Please check one:	New applicant, never served on the Committee
Applicant Name	Robb Fluet
E-mail	robbfluet@gmail.com
Address	Street Address: 4805 Street Address Line 2: Sunset Fairways Drive City: Apex State: North Carolina Zip Code: 27539
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	6 months
Name of neighborhood	Wood Creek
Home/Cell phone	(919) 444-0991
Current employer	Client Savvy
Job title / occupation	Client Experience Consultant
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	Very simply I love my new home. There are so many great recreational activities, I'd love to help guide that. I've served oh HOAs and coached and participated in youth and Rec sports.
List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings.	HOA multiple neighborhoods

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed?	I'd love to diversify the opportunities for the rec department and really provide more opportunity, especially after Covid.
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed)?	No
Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy?	Yes
Signature	
Date & time	03/29/2021 3:31 PM
How did you find out about this opportunity?	Facebook

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Application to Serve on Parks & Rec Advisory

Please check one:	New applicant, never served on the Committee
Applicant Name	Dean Ness
E-mail	deananess@gmail.com
Address	Street Address: 137 Morena Drive City: Holly Springs State: NC Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	23 years
Name of neighborhood	Arbor Creek
Home/Cell phone	(919) 612-5855
Work phone	(919) 612-5855
Current employer	Retired/ Part-time Cary Tennis Park
Job title / occupation	Part-time tennis instructor
	Ness Background Info.docx
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	As part-time instructor and advocate for HSP&R for over 10 years I want to see continued growth and improvement in the parks and recreation experience.
List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st	Arbor Creek HOA board member, Democratic Party Precinct Treasurer Instructor for Western Wake Tennis events Tennis Committee Board Member Kildaire Farms Racquet Club, Board Member Omaha Tennis Association.

term beyond attending monthly meetings.

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed?

Partnering with board members and P&R employees to assist in improving the HSP&R experience.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy?

Yes

Signature



Date & time

03/30/2021 10:46 AM

How did you find out about this opportunity?

Town listserv

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Dean Ness: Recreation Activities and Background

Town of Holly Springs:

- Worked with P&R staff to establish tennis program using high school courts. Taught juniors and adults and organized USTA Junior Team Tennis. (2007 to July 2018)
- Directed 3 to 4 USTA junior tournaments annually 2015-2019
- Brian Smith's Tennis Academy Ting. USPTA instructor teaching juniors.

Cary Tennis Park: Parttime instructor 2018 to present.

Past Volunteer Activities: Arbor Creek HOA board member, Democratic Party Precinct Treasurer, Instructor for Western Wake Tennis events, Tennis Committee Board Member Kildaire Farms Racquet Club, Board Member Omaha Tennis Association.

Cary NC YMCA: Head Instructor for summer tennis camps involving 120 middle school campers over 6-week sessions.

Tennis Manager and USPTA Professional Miracle Hill Golf & Tennis, Omaha, Ne. Responsible for opening new indoor facility. Duties included marketing, operations, instruction, programming, merchandising, reservations system and purchasing. (1976-1978)

Tennis Coach, Coached 4A boys' team to 2nd in conference qualifying six players for regional. Pinecrest High School, Southern Pines, NC (2004-2005)

Tennis Coach: University of Nebraska at Omaha Men (1978)

Career Experience:

- **Account Manager Positions:** BellSouth Communications Systems, Verizon, Williams Communications Systems
- **High School Business Teacher and Tennis Coach** Southern School of Energy and Sustainability, Durham, NC 27033. Taught business courses.
- **Sales Manager:** United States Cellular, Eastern, NC.
- **General Manager:** Centel Cellular, Ft. Walton Beach, FL. Established and managed wireless operation for Centel Cellular in Florida. Responsibilities included customer service, direct and indirect sales, customer service and installation.
- **Channel Manager Motorola:** Nebraska Service Region. Overlay sales and service support responsibility for 10 service facilities and 14 equipment sales reps in Nebraska.

Education:

- **Master of Business Education,** NC State Spring 2008
- **B.S.B.A.** in Marketing at the University of Nebraska at Omaha, 1977,
- **BA History,** Dana College, Blair, Nebraska 1975

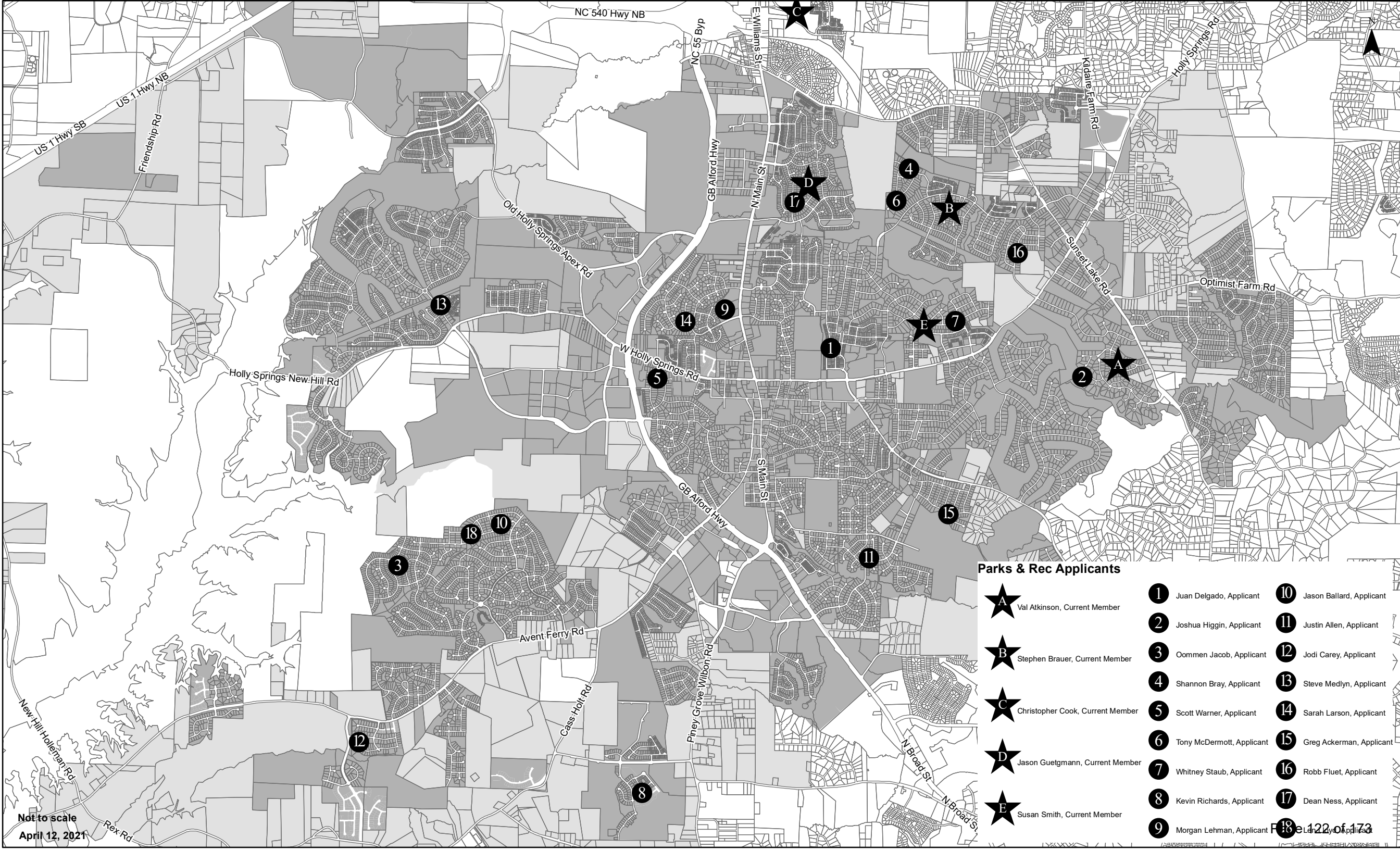
Application to Serve on Parks & Rec Advisory

Please check one:	Current member, reapplying for second term
Applicant Name	Len Lloyd
E-mail	lenny.lloyd@townofcary.org
Address	Street Address: 428 Magnolia Meadow Way City: Holly Springs State: North Carolina Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	8 years 6 months
Name of neighborhood	Holly Glen
Home/Cell phone	(919) 601-7946
Work phone	(919) 468-4391
Current employer	Town of Cary
Job title / occupation	Facility Maintenance Expeditor/Supervisor
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	As someone who has been involved in parks/facilities maintenance and re-designs for 23 years with a neighboring municipality and as a former Certified Playground Safety Inspector (CPSI) I feel I bring a substantial amount of relatable field experience to the PRAC. I have enjoyed my first term immensely and would welcome the chance to continue with the board during this very exciting and challenging time in our town's history.
List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term)	Beyond attending monthly meetings, I have volunteered for events such as Holly Fest and have also volunteered for (and am currently serving) on the town's Tree Advisory Committee. I've given input on the new dog park during it's planning stages and gave HSPR staff a tour of a dog park in another municipality, giving input on material which I was very happy to see used in the

please list out your involvement on the Committee during your 1st term beyond attending monthly meetings.	construction of the dog park at Suggs Farm Park. I also met with the Town Council as a member of the PRAC on behalf of those who wanted to voice their opinion regarding the amenities at Suggs Farm Park. I was also on hand for the "first look" at the new restrooms and dog park once construction had been completed.
What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed?	to help guide the HSPR staff toward decisions that benefit not only large numbers of our citizens but also smaller numbers so as to include something for everyone. To help give those folks that want a voice regarding our parks and recreational venues a formal avenue to voice their opinions and concerns.
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?)	No
Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy?	Yes
Signature	
Date & time	03/31/2021 2:40 PM
How did you find out about this opportunity?	I am currently on the committee

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Parks & Rec Applicants

- ★ A

Val Atkinson, Current Member
- ★ B

Stephen Brauer, Current Member
- ★ C

Christopher Cook, Current Member
- ★ D

Jason Guetgmann, Current Member
- ★ E

Susan Smith, Current Member
- 1

Juan Delgado, Applicant
- 2

Joshua Higgin, Applicant
- 3

Oommen Jacob, Applicant
- 4

Shannon Bray, Applicant
- 5

Scott Warner, Applicant
- 6

Tony McDermott, Applicant
- 7

Whitney Staub, Applicant
- 8

Kevin Richards, Applicant
- 9

Morgan Lehman, Applicant
- 10

Jason Ballard, Applicant
- 11

Justin Allen, Applicant
- 12

Jodi Carey, Applicant
- 13

Steve Medlyn, Applicant
- 14

Sarah Larson, Applicant
- 15

Greg Ackerman, Applicant
- 16

Robb Fluett, Applicant
- 17

Dean Ness, Applicant
- 18

Eric LeMay, Applicant

Parks and Recreation Advisory Committee Ballot – Vote for four (three full terms, and one partial term)

- ☐ Juan Delgado
- ☐ Joshua Higgin
- ☐ Oommen Jacob
- ☐ Shannon Bray
- ☐ Scott Warner
- ☐ Tony McDermott
- ☐ Whitney Staub
- ☐ Kevin Richards
- ☐ Morgan Lehman
- ☐ Jason Ballard
- ☐ Justin Allen
- ☐ Jody Carey
- ☐ Steve Medlyn
- ☐ Sarah Larson
- ☐ Greg Ackerman
- ☐ Robb Fluet
- ☐ Dean Ness
- ☐ Len Lloyd



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 16.

New Business

Title: Tree Advisory Committee Appointments

Strategic Priority Area: Engaged, Healthy, & Active Community

Organizational Excellence

Responsible & Balanced Growth

Staff Resource: Linda McKinney, Town Clerk

Action(s):

Appoint two people to the Tree Advisory Committee for three year terms ending June 30, 2024; and one Junior Member, to a one year term ending June 30, 2022.

Explanation:

- The Tree Advisory Committee consists of five members serving three-year terms and one junior member serving a one-year term.
- There are two openings for three-year terms, and one opening for the one-year junior member term.
- After advertising on the Town's website, through social media and other means, the Clerk's office received ten applications for regular member positions and three applications for the junior member position.

Background:

- The Tree Advisory Committee was created in November 2018.
- The Tree Advisory Committee exists to provide guidance and feedback to the Town Council in maintaining the Tree City USA standards, and to assist with the Street Tree Replacement Program, tree maintenance guidelines, informing and educating the public on tree preservation and maintenance, and providing assistance with the planning of the annual Arbor Day event.

Funding Source(s):

N/A

Attachment(s):

1. TAC Combined Applications 2021
2. TAC_2021 map
3. Tree Advisory Committee Ballot

Application to Serve on Tree Advisory Committee

Applicant Name	Karl Roth
E-mail	kwr@rothlawgroup.com
Address	Street Address: 105 Flatrock Lane City: Holly Springs State: NC Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	3 years
Name of neighborhood	Sunset Ridge
Home/Cell phone	(773) 519-0121
Current employer	Self Employed Roth Law Group/Midland America
Job title / occupation	Managing Partner
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to urban forestry, trees or landscape.	BS Marketing, JD
List any current or past volunteer activities in which you are / were involved.	Habitat for Humanity, YMCA Youth Soccer Coach
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	Preservation and management of parks and public land. Advisory for residents and HOAs.
Do you have any personal or business interest(s) that	No

could create a conflict of interest (either real or perceived if you are appointed?

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? No

Signature



Date & time 02/01/2021 9:19 AM

How did you find out about these opportunities? Text

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Application to Serve on Tree Advisory Committee

Applicant Name	Christina Baumgartner
E-mail	cgbaumgartner@gmail.com
Address	Street Address: 100 Canford Way City: Holly Springs State: NC Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	2
Name of neighborhood	Rhamkhatte Village
Home/Cell phone	(919) 917-3320
Current employer	UNC REX Hospital
Job title / occupation	Registered Nurse
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to urban forestry, trees or landscape.	I have no professional experience. I do have an interest in the community in which I live to promote landscapes for all to enjoy.
List any current or past volunteer activities in which you are / were involved.	Volunteered for the city of Philadelphia planting trees and maintaining hiking trails during college.
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	I see this board as one which provides education for the members of the community in terms of different types of trees to be planted in certain areas.
Do you have any personal or business interest(s) that	No

could create a conflict of interest (either real or perceived if you are appointed?

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? No

Signature



Date & time 02/01/2021 2:52 PM

How did you find out about these opportunities? Email

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Application to Serve on Tree Advisory Committee

Applicant Name	Dominic Martinez Meggerson
E-mail	domdom114466@gmail.com
Address	Street Address: 3212 Mills Lake Wynd City: Holly Sprigs State: North Carolina Zip Code: 27540
I reside within the	Extraterritorial jurisdiction (ETJ) of Holly Springs
How long have you lived in Holly Springs?	6 years
Name of neighborhood	Olde Mills Lake
Home/Cell phone	(626) 586-7443
Current employer	Formerly With Jersey Mike's
Job title / occupation	Crew member
Jr. Member Applicant?	Yes (15 and up)
	Resume.pdf
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to urban forestry, trees or landscape.	As a student in California I studied California native landscaping, conservation, and community farming through a partnership with the Pasadena Unified School District and the Los Angeles County Arboretum. I have held a leadership position with the Interact Club associated with the Holly Springs Rotary Club. I consider myself as an environmentalist and hope to bring my passion and community service experience to this committee.
List any current or past volunteer activities in which you are / were involved.	Interact Club, Meals on Wheels, Rotary Highway Cleanup, The United Methodist Church Meal Delivery, Holly Fest BBQ Booth, Holly Springs Half Marathon Pancake Breakfast.
What do you see as the responsibilities of this board and what do you	As a Junior Committee member I would be there to support the initiatives of the committee, provide perspective and insight on how those initiatives

hope to accomplish if appointed? might be viewed by the young members of our community, and serve as a liaison to share the committee's message.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

No

Signature



Date & time 02/01/2021 2:38 PM

How did you find out about these opportunities? Civic Alert Text Message

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Dominic Martinez

Holly Springs, NC

domdom114466@gmail.com

6265867443

Authorized to work in the US for any employer

Work Experience

Social Media Coordinator

Silver Lake Construction - Holly Springs, NC January 2020 to Present

Responsible for social media content development and posting. Participated in the updated branding and marketing campaign rollout.

Meals on Wheels Volunteer

Meals on Wheels - Holly Spring, NC June 2019 to Present

Delivering meals to ill and homebound seniors.

Volunteer

Interact - Holly Springs High School - Holly Springs, NC August 2018 to Present

As Interact Club President, I coordinate youth participation at the various Holly Springs Rotary Club events and community support activities. These have included Main Street Highway cleanup, Holly fest BBQ Beef Sale, Holly Springs Half Marathon Pancake Breakfast, and the Red Cross Blood Drive.

Education

High school Student in General Education with AP course work

Holly Springs High School - Holly Spring, NC

Skills

- Microsoft Word
- Microsoft Powerpoint
- Google Docs
- Programming (LUA)
- Strong Written and Verbal Communication

Certifications and Licenses

Red Cross Child Care Certification

June 2018 to Present

First Aid and CPR/AED, Feeding, Child Heimlich Maneuver, Basic child care, Bottle feeding, Child behavior, Leadership, Professionalism, Safety.

Application to Serve on Tree Advisory Committee

Applicant Name	Jon Harrison
E-mail	harrison.jonathan.83@gmail.com
Address	Street Address: 208 Pine Orchard Ct. City: Holly Springs State: NC Zip Code: 27540 Country: United States
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	Since 3/20/2009 (12 years)
Name of neighborhood	Jon Harrison
Home/Cell phone	(919) 332-4649
Current employer	Implus Footcare, LLC
Job title / occupation	Graphic Designer
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to urban forestry, trees or landscape.	none
List any current or past volunteer activities in which you are / were involved.	Sugg Farm Park planning committee, Bass Lake mulching (with F3)
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	Helping the town plan on ways to preserve and incorporate more trees, encourage citizens to get educated on proper tree care and plant more trees.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?)	No
Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?	No
Signature	
Date & time	02/01/2021 4:32 PM
How did you find out about these opportunities?	text

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Application to Serve on Tree Advisory Committee

Applicant Name	Mark Vogler
E-mail	mvogler77@gmail.com
Address	Street Address: 516 ivy arbor way City: Holly springs State: North carolina Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	1 year
Name of neighborhood	12 oaks
Home/Cell phone	(843) 422-2736
Current employer	Yellowstone Landscape
Job title / occupation	Business developer
	2019 MARK VOGLER RESUME .docx
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to urban forestry, trees or landscape.	Associates degree in horticulture. Golf course superintendent. Project manager assisting architects in landscape drawings. Arborist sales in South Carolina.
List any current or past volunteer activities in which you are / were involved.	Triangle apartment association. CAI NAIOP
What do you see as the responsibilities of this board and what do you	Maintaining the trees that are currently there. Having a replacement plan and planting trees in the proper spaces moving forward.

hope to accomplish if
appointed?

Do you have any personal
or business interest(s) that
could create a conflict of
interest (either real or
perceived if you are
appointed?

No

Have you taken the
opportunity to attend any
board meetings prior to
the notice of this vacancy?

No

Signature



Date & time

02/02/2021 10:17 AM

How did you find out
about these
opportunities?

Email

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MARK A. VOGLER

843-422-2736 / mvogler77@gmail.com

PROFESSIONAL EXPERIENCE

Yellowstone Landscaping Company, Charlotte market

5/2018 - current

Business Development Manager

- Generates new business within the Charlotte market via cold calling and networking
- Works with prospective customers to develop value based solutions for customers needs while retaining current accounts
- Measure, estimate and create proposals and presentations
- Develop and forecast personal sales plans and update weekly with VP of Sales
- Foster existing relationships with current customers while creating new opportunities within market
- Excels at building, maintaining and expanding trust in business relationships
- Identify and develop enhancement proposals for portfolio of clients
- Negotiate contract renewals
- Meet monthly sales goals for accounts and new business
- Sold over \$150,000 in sales in first month

Turf Connections, independent sod sales company

2017 – 2018

Sales Manager

- Start up company selling high end turf to home builders, golf course and commercial landscaping companies
- Developed strong relationships with clients through cold calling and relationships in industry
- Ensure that quality expectations and specifications were being met and delivered
- Managed accounts and served as client's primary contact to ensure solutions, satisfaction and quality was executed
- Sold over \$300,000 in sales in first year of sales
- Educated and managed the growth plans of sod farms with different types of grass – Bermuda, zoysia, etc.

Sea Pines Golf Course

2015 – 2017

Assistant Superintendent

- Responsible for daily maintenance of a 18 hole four star resort golf course
- Manages a crew of 22 employees
- Provides top golf course conditions on a daily basis

The Greenery

Construction Project Manager

2013 – 2015

- Manages installation of irrigation, plants, and hardscapes on large commercial and residential job sites per plans
- Completed full cycle of projects including Sea Pines Golf Club, Kroger and Shelter Cove projects, Tanger One outlet project, Hilton Head Rowing Center and multiple luxury homes in the Beaufort county area
- Experienced in bidding negotiations and managing pricing proposals including projected end dates of projects
- Attends regular weekly meetings and site walk throughs with multiple accounts
- Delivers solutions for customer's needs both residential and commercial
- Supervises multiple laborers, operators, and subcontractors on designated jobs
- Increased profit margin of a major project and exceeded target goal by 12%; met deadline before due and was promoted to another major project on island
- Manages the budget with material and labor needs to make sure the job is completed in a timely manner
- Ensures projects meet company standards for quality and safety in a timely and efficient matter

Colleton River Plantation Club

2010 – 2013

Golf Course Superintendent

Recognized as Best New Private Course in America in 1993 by Golf Digest

"Top 100" course by Golf Magazine

"Top 100 Residential Golf Courses" by Golf Week and platinum club status as one of the top 5 residential communities

- Responsible for the day to day management and maintenance of a 27 hole private golf course
- Integrated a comprehensive management program for putting greens designed to exceed member expectations for green speed and turf quality. The program includes judicious use of hand watering, frequent and light sand top dressing, regular light weight rolling and other practices designed to provide consistently firm and fast conditions
- Developed and continuously refined management programs that significantly elevates the conditioning level and quality of the golf course incrementally each year

MARK A. VOGLER

843-422-2736 / mvogler77@gmail.com

- Implemented a comprehensive course improvement program which includes lightweight mowing more frequently, hand watering, top dressing and use of a moisture meter to provide the best conditions
- Prepared and managed operations annual budget
- Responsible for construction management and completion of maintenance building expansion/renovation project including negotiating bids and contracts
- Completed various golf course capital improvement projects, including bunker renovations, tee construction, lake restoration and cart path renovations
- Maintains detailed records of personnel, equipment used, supplies and schedules indicating application of fertilizers, sprays, etc. and their use for each season
- Selected, hired, trained and developed two assistants and mentored multiple interns through internship program and crew of 30 employees
- Implemented an AIT (Assistant in Training) program to complement existing staff and promote from within
- Trained entire staff how to operate equipment properly and safely
- Upgraded irrigation system from Toro Osmac to Lynx
- Developed annual IPM strategy and adjusts accordingly with weather conditions, tournament schedules and other factors
- Lead and attended green committee meetings on a monthly basis discussing the issues currently on the property and planning for the future
- Monitors soil and water testing quarterly to create a successful management plan to improve turf quality

Ansley Golf Club

2002 – 2010

Golf Course Superintendent, Atlanta, GA

Ansley Golf Club is a private in-town golf club with 1500 members located in the heart of downtown Atlanta. Ansley has a sister golf course, Settindown Creek, which hosted the Nike Tour Championship, U.S. Open Sectional Qualifiers and hosted the U.S. Women's Amateur Championship in 2005.

- ***Promoted from Assistant Superintendent to Superintendent***
- Completed 2 year project that included renovation of fairways from Bermuda to zoysia grass, reconstructed bunkers, reconstructed tee complexes, installed numerous drainage systems, reconstructed irrigation system, reconstructed a new chipping green with new bunkers for the practice facility, redesigned cart path
- Implemented new types of shade tolerant grasses (Palisades Zoysia and Celebration Bermuda grass)
- Marked course monthly accordingly for USGA rules
- Prepared course for US Open Sectional Qualifier and US Women's Amateur 2005 tournaments
- Managed the maintenance of eight clay tennis courts

EDUCATION

Central Community College Hastings Nebraska
Colorado State University

Associates Turf Management
Turf Management

Application to Serve on Tree Advisory Committee

Applicant Name	Kelly Oten
E-mail	kellyoten@gmail.com
Address	Street Address: 305 Bellamy Mill Dr City: Holly Springs State: NC Zip Code: 27540 Country: United States
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	2 years
Name of neighborhood	Mills at Avent Ferry
Home/Cell phone	(919) 282-7530
Current employer	North Carolina State University
Job title / occupation	Assistant Professor and Extension Specialist in Forest Health
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to urban forestry, trees or landscape.	I am an NC Registered Forester and have been practicing as a forest health specialist in NC for the past 8.5 years. I often advise on tree health matters to landowners, stakeholders, county extension agents, and the NC Forest Service. I teach Forest Entomology at NC State University.
List any current or past volunteer activities in which you are / were involved.	4-H event judge Hallelujah Soup Kitchen (downtown Raleigh) (past) Science Fair judge (St. Timothy's School) (past)
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	Promoting urban forests in Holly Springs through planning and planting, community events, Tree City USA requirements.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?)	No
Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?	No
Signature	
Date & time	02/12/2021 4:01 PM

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Application to Serve on Tree Advisory Committee

Applicant Name	Adam Orsak
E-mail	adamorsak@nc.rr.com
Address	Street Address: 7132 Asheway Dr. City: Holly Springs State: NC Zip Code: 27540
I reside within the	Extraterritorial jurisdiction (ETJ) of Holly Springs
How long have you lived in Holly Springs?	16 years
Name of neighborhood	Powell Farm
Home/Cell phone	(919) 341-1430
Current employer	Pleasant Acres Nursery Landscape
Job title / occupation	High School Student / Landscaper
Jr. Member Applicant?	Yes (15 and up)
	Adam Orsak Resume and Recommendation.pdf
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to urban forestry, trees or landscape.	I currently work landscaping, which has provided me with plenty of opportunities to learn about and appreciate nature. Also, I made an "A" in AP Environmental Science last year. This gave me more knowledge about the environment and how it functions.
List any current or past volunteer activities in which you are / were involved.	I volunteer for the Muscular Dystrophy Association and fundraise over the summer in their MDA Muscle Walk. Also, I am a member of the National Honor Society and volunteer through the organization. I am also very active in my church and assure the AV system is working every Sunday. I am also part of the live stream team at my church who helps make sure the message is reached by those affected by COVID-19.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?

I see the responsibilities of the Tree Advisory Committee as protecting and revising the regulations and restrictions for trees and flora in Holly Springs. Also, I see it as an obligation to informing the community on the importance of trees and how to conserve the valuable resource. I would hope to accomplish the implementation of more trees and flora in the downtown sector of Holly Springs. Another accomplishment I would love to see come to fruition is more centripetal community events to educate the community about how to take care of trees and even small plants to better the environment. This could perhaps come in the form of a large scale Earth Day celebration, abiding by COVID-19 regulations.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

Yes

Signature



Date & time

02/12/2021 10:30 PM

How did you find out about these opportunities?

I discovered the open junior member position via an e-mail.

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ADAM JOSEPH ORSAK

7132 ASHEWAY DRIVE • HOLLY SPRINGS, NC 27540
PHONE (919) 341-1430 • ADAMORSAK@NC.RR.COM

QUALIFICATIONS

Enthusiastic student at Holly Springs High School who has a zeal for learning. Currently has a 4.44 weighted GPA and a 4.0 unweighted GPA. Currently works for Pleasant Acres Nursery and has gained experience on flora and has become knowledgeable about the environment. Has also gained a respect for nature and plant life. Volunteers at a community church conducting the AV and live streaming systems. Also, is a proactive fundraiser for the Muscular Dystrophy Association.

EXPERIENCES

Holly Springs High School

High School Junior

Attended Holly Springs High School for the past three years. In this timespan has taken various AP courses and received college credit for said courses. One course was AP Environmental Science, which was completed with an “A”. Studied the extent to which plastic pollution affects American coastlines and completed a paper on the subject in AP Seminar. Has always maintained respectful relationships with teachers and peers. Currently enrolled in Chemistry Honors, AP Biology, AP United States History, AP Language and Composition, and AP Research. In AP Research, is currently researching the extent to which volunteering has a positive impact on emotional well-being. Has achieved a 4.44 GPA over the past three years, and has maintained an unweighted GPA of 4.0. Involved in clubs such as Guitar Club (Vice President), National Honor Society, and Future Medical Professionals of America.

Muscular Dystrophy Association

Muscle Walk Team Leader

For the past two summers has participated in a leadership role for the Muscular Dystrophy Association’s (MDA) Muscle Walk. The Muscle Walk is a fundraiser for developing neuromuscular disorder treatments and studies. Participated both years as a team leader and raised money for the cause. In 2019, fundraised by going door-to-door and reaching out to local businesses. Also, created a raffle as an incentive for individuals to donate. Gained recognition from a local church and was given a donation. Created a fundraising team and attended the event at Anderson Point Park in Raleigh, North Carolina. The team placed third amongst regional teams. In 2020, adapted to the Coronavirus regulations and fundraised virtually. Again, gained backing from local businesses even in the adapted society. Also, volunteered yard work labor in exchange for donations. Raised over \$1,000 even with the barriers and limitations present because of the Coronavirus pandemic.

Rawls Baptist Church

Audio Visual Volunteer and Live Stream Crew

For the past two and a half years has operated the Audio Visual system at Rawls Baptist Church. Operates soundboard and visual aids during Sunday services. Helps service run smoothly and works on issues regarding visual aids and equalizing audio. For the past six months have fervently worked on live streaming services utilizing Facebook Live. Has helped to set up camera equipment and running the live stream every Sunday morning to reach those affected by COVID-19.

Pleasant Acres Nursery Landscaping

Landscape and Nursery Worker

For the past half-year has worked landscaping under the Pleasant Acres Nursery. Became experienced in flora and how to appropriately plant various species of trees. Has engaged in a multitude of landscaping jobs in the Holly Springs and Raleigh areas. Also, has helped with the nursery and potting plants.

Recommendation from Owner of Pleasant Acres Nursery:

To whom it may concern,

I would like to recommend Adam Orsak for a position on the Tree Advisory Board. Adam is an employee with my landscaping and nursery company (Pleasant Acres Nursery). Currently we are primarily a design/installation landscape company with a small contract grow nursery. Adam has been involved in several different aspects of the business from potting plant liners to proper plant installation, mulching, hardscape installation, sod installation, and general lawn care maintenance.

Adam is an extremely hard worker and does an excellent job of not only completing tasks in a timely manner but encourages others around him. He is always asking questions about plants and the cultural practices on the how and why we do what we do in order to give the plants the best opportunity to survive. Adam will make a great addition to your committee. Please feel free to contact me if you have any questions or concerns at 919-612-2297.

Thank you,

Bradley Holland

Application to Serve on Tree Advisory Committee

Applicant Name	D'Andre Grady
E-mail	dandregrady@gmail.com
Address	Street Address: 480 Texanna Way City: Holly Springs State: Holly Springs Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	12 years
Name of neighborhood	Braxton Village
Home/Cell phone	(919) 641-9827
Current employer	Thomas Ammons
Job title / occupation	Intern
Jr. Member Applicant?	Yes (15 and up)
	Resume D'Andre Grady 3.docx
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to urban forestry, trees or landscape.	I worked at Environmental Hydrogeological Consultants(EHC) as an intern. We deal with a lot of customers needs which include oil tank removals from real estate properties, soil sampling, pH testing, AFVR testing, and much more.
List any current or past volunteer activities in which you are / were involved.	In college I was involved in Alpha Sigma Phi Fraternity and the Biology Club.
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	The responsibilities of this board is to ensure that Holly spring residents follow guidelines concerning arborist methods. I hope to gain more experience in forestry and arboriculture.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?)	No
Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?	No
Signature	
Date & time	02/15/2021 11:34 AM
How did you find out about these opportunities?	Online

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D'ANDRE GRADY
480 Texanna Way | Holly Springs, NC 27540
(919) 641-9827 | dandregrady@gmail.com; [LinkedIn Profile](#)

CAREER OBJECTIVE:

To obtain a position and gain experience in the Environmental Science field.

WORK EXPERIENCE

- **Intern, EHC Environmental Red Springs June 2020-September 2020**
 - Assisted with taking soil samples, installing groundwater monitoring wells, testing the pH of groundwater monitoring wells, extracting oil tanks from clients properties, AFVR testing and phase I and phase II investigations
- **Research Assistant, University of North Carolina Pembroke August 2019- December 2019**
 - Helped with genotyping fire ants using standardized research protocol while also entering data received from genotyping fire ants
- **Cook Texas Steakhouse January 2019-March 2020**
 - Prep salads and assist in other areas as assigned by management.
- **Kohl's , Seasonal part-time stocker October 2017-December 2017**
 - Stocked various merchandise throughout the store

EDUCATION

- **B.S. Environmental Science University of North Carolina Pembroke (2016-2020)**
- **Holly Springs High School (Holly Springs, NC)-Diploma (2012-2016)**

AWARDS AND RECOGNITION

100 Black Men of America Annual Conference-Houston, TX (2015), Atlanta, GA (2016) (among the top percentage of students chosen to attend based on academic achievement); Academic Excellence Achievement Award (2015-16); 100 Black Men of America Scholarship Recipient (2016); UNC-Pembroke Lambda Sigma Honor Society Nominee (top 25% in freshman class) (2016-17)

PROFESSIONAL SOCIETIES

Member of UNCP Biology Club(2020); Alpha Sigma Phi Fraternity Member (2017-present); Scholarship Director (Alpha Sigma Phi, 2018-2019); Member of 100 Black Men of America-Triangle East (2014-2016)

SKILLS

Proficient in Microsoft (Word, PowerPoint); Internet Explorer, Data entry, Proficient in DNA extraction, Excel, Pipet Proficiency, Collecting field data, Analyzing field data, Soil Sampling, pH testing, Groundwater monitoring, ArcGIS, AFVR testing, Equipment calibration

REFERENCES

Available upon request

Application to Serve on Tree Advisory Committee

Applicant Name	Michael Costello
E-mail	m.a.costello7@gmail.com
Address	Street Address: 105 Owl Creek Court City: Holly Springd State: Nc Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	3.5 years
Name of neighborhood	Holly Glen
Home/Cell phone	(828) 545-4797
Current employer	Private Security company
Job title / occupation	Investigator/Project Manager
	Costello Updated Resume.docx
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to urban forestry, trees or landscape.	Studied trees and gardening. US Army environmental training
List any current or past volunteer activities in which you are / were involved.	Citizen advisory board- Coventry RI in 2017
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	To help the town adhere to tree city USA requirements, preserve our old growth, and prevent over developing and over deforestation of our resources

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

No

Signature



Date & time

03/17/2021 1:32 PM

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Michael Costello
105 Owl Creek Court, Holly Springs, NC, 27540
Email: m.a.costello7@gmail.com
Phone: 828-545-4797

Summary

I possess over 15 years of diverse leadership, analytical, research, professional writing, social media analysis, project management, and investigative experience, to include 10 years in the Intelligence Community. Ranging from 2009 to present, I held numerous positions centered in intelligence collection and analysis, State-level fraud investigations, US Special Operations Command (USASOC) targeting and fusion, social media analysis, SEO, and currently as a corporate intelligence lead for a company that I co-founded. Additionally, I headed numerous forensic and cyber threat investigations and analyses for corporate insider threat investigations as well as threat security mitigation for websites and domains. During my tenure at Apex International, I became the legal compliance officer as I was tasked with researching, analyzing, and writing a 90-page policy handbook pertaining to all company activity and was heavily relied upon for all legal guidance. Other successes include single-handedly discovered marital infidelity for a high-net worth client using forensics analysis tools on mobile device as well as discovering and quickly communicating threats to operations which led to numerous operations alterations. As of 12 June 2019, I will be a retired Intelligence Officer from the US Army.

Education, tools, and database experience includes: Babel University (SOCMINT), Cellebrite Certified Operator, Cellebrite Certified Physical Analyst, Inteltechniques OSINT & Privacy Certified, CompTIA Security + , CISM, Palantir, Analyst Notebook, Sensitive Database Systems, Source, Intelink, DCGS-A certified, DIA Structured Analytical Techniques certified, Pipl, SIPRnet, Google Earth, Microsoft Office, Advanced Leadership and Senior Intelligence Analysis courses, Intermediate Spanish Grammar (DLPT 2+/2+), Bachelor's Degree in Spanish

Experience

Corporate Intelligence Lead Officer/SEO Strategist

Private Company- Durham, NC

March 11, 2018 to Present

- Under direct supervision of company attorney composed and published a 90-page company Legal Compliance framework pertaining to all Federal and State laws applicable to company activities.
- Certified in a Privacy Consultation course and single-handedly improved the operations security of all company personnel. Additionally, recorded a training video for new employees' privacy
- Conducted and led cyber operations pertaining to website and email vulnerability assessments
- Lead in news and media analysis pertaining to CEO's personal and professional image
- Conducted vulnerability and penetration test of company CEO's personal website and found moderate risks

- Expert and lead on social media intelligence collection, analysis, and reporting; using tools Babel Street and Echosec, uncovered and disseminated in an expedited manner numerous events, protests, rallies, POTUS visits, weather alerts, high-profile events that affected operations and resulted in travel/movement alterations.
- Lead researcher for all tech and network security projects to include endpoint protection, company VPNs, privacy browsers
- Created over 300 intelligence products and reports for travel, location layout, threat updates, route planning, and operations threats using satellite imagery, area, media, and social media analysis
- Using open source, forensic analysis, and cyber tools, led two high-profile insider threat investigations on individuals defrauding the company and wrote legal analyses for possible legal action
- Between April 2018-May 2019 successfully completed the following courses: Cellebrite Certified Operator, Cellebrite Certified Physical Analyst, Certified Ethical Hacker, Inteltechniques Open Source (OSINT) Certification, Inteltechniques Privacy Consultant Certification
- Using forensics analysis on mobile devices, single-handedly uncovered spousal infidelity for a high-net worth client which assisted in legal action in clients' favor
- Over the course of five months, single-handedly triaged and performed forensic analysis on the devices of nine close support security professionals as part of an insider threat investigation; found no threat indicators

Senior All-Source Intelligence /Targeting Analyst

Cyberspace Solutions - Fort Bragg, NC

September 2017 to March 2018

- Worked as Senior Analyst for United States Army Special Operations Command (USASOC)
- Attended and matriculated from highly demanding USASOC Analytical Training Course focused on geospatial analysis, terrain analysis, short-suspense briefing, Intelligence Preparation of the Battlefield, and supporting Tier 1 Special Operations
- Performed research, data collection, organization and analysis related to global crises, physical and cyber threats to homeland security and military members world-wide
- Recommended implementation of courses of action to mitigate threats and improve security posture
- Drafted reports summarizing data found, intelligence research conducted and PowerPoint presentations that provided high-level overviews of findings, conclusions, constraints or cautions, and recommendations to military decision makers
- Using expert investigative and analytical methods, uncovered a high-profile insider threat in an overseas operation which led to individual being turned over to a high-level intelligence organization
- Creative problem solving to complex tasks/situations in a results driven organization
- Analyzed the political, economic, social, and conflict dynamics that affect crises and interpreting data into intelligence products
- Analyzed and developed multiple courses of action in response to crisis
- Subject matter expertise in multiple agency and Department of Defense databases

Counterintelligence Analyst

Valorous - Devens, MA

January 2017 to September 2017

- Responsible for researching, reviewing, and evaluating in-theater assets for current operations in Afghanistan
- Analyzes reports and provides counter-terrorism, subversion, espionage and CI analysis and asset validation assessment in support of analytical requirements
- Provides analysis of various intelligence reports and provides feedback and case studies to validation chiefs
- Expert level researching, developing and presenting all-source intelligence products at the tactical, operational and strategic level as part of an overall analytical team.
- Support to counterintelligence and or intelligence analysis related to counter-terrorism, HUMINT, SIGINT, counterintelligence, force protection, Afghanistan and South West Asia regional issues, political/military analysis and support to targeting.
- Proficient in SIGINT analytical tools and production.
- Provided vetting assistance to linguist team.
- Uses multiple intelligence disciplines including: OSINT, HUMINT, CI, SIGINT and All-Source, to provide asset validation for both Counter-Intelligence and HUMINT.

Senior Intelligence/ Operations Sergeant

U.S. Army - Camp Bullis, TX

December 2012 to January 2016

- Expertise in utilizing All-Source research and analysis to gather information to build complex, real world training exercises for Active Army, Reserve, and National Guard Intelligence Soldiers
- Subject Matter Expert in HUMINT tradecraft, questioning methodology, collection requirements and current trends through All-Source research through both DOD and non-DOD sources
- Coordinated, planned, and led successful intelligence training of over 300 soldiers annually
- Traveled to Ft. Hood TX on several occasions, and effectively trained JSOC Afghanistan-bound units in all collection operations in support of Special Operations missions. Training focused on: interrogation, report writing, and information analysis.
- Between 2013 to 2015, provided report writing enhancement, elicitation refresher training, and materials for the 19th Special Forces Group at Camp Bullis, TX
- From January to April 2015, successfully piloted new advanced questioning course to over 75 soldiers resulting in the implementation of Advanced Questioning Workshop as an official Army Intelligence Course.
- Routinely assisted Spanish-based units with translation reports in support of ongoing operations

Commercial Fraud Investigator

NJ Attorney General's Office - Newark, NJ

December 2011 to December 2012

- Conducted investigations and provided All-Source research and analysis for the correction and prosecution of violators and the closing of cases.
- Using proficient investigative skills, uncovered two organized crime/terror related fraud cases resulting in turning over each case to the Federal Bureau of Investigation.
- Managed of three to five confidential cases at each time; handled each case with precision and attention to detail.
- Liaison with joint investigative entities such as Federal Bureau of Investigation, Immigrations Customs Enforcement, and numerous local police forces.
- Responsible for conducting physical surveillance on individuals under investigation.
- Conducting case research through elicitation and interviews.
- Expertise in researching N.J.S.A laws and regulations regarding the Consumer Fraud Act on multiple open and closed source databases, including writing of Reports of Investigation.

Intelligence Collection Team NCOIC

US Army – Baghdad

June 2010 to June 2011

Deployed Intelligence Collection tour

Military Service

Branch: US Army (Retired)

Service Country: United States

Deployments:

- 2004-2005: Kuwait/Iraq (Operation Iraqi Freedom)
- 2008-2009: In Support of OIF/OEF; deployment trainer
- 2010-2011: Baghdad, Iraq, Operation New Dawn)

Rank: Sergeant First Class, 2nd Lieutenant

December: 2003 to June 12 2019

Application to Serve on Tree Advisory Committee

Applicant Name	Anna Freeh
E-mail	annamfreeh@gmail.com
Address	Street Address: 213 Crossway Lane Street Address Line 2: n/a City: Holly Springs State: NC Zip Code: 27540 Country: United States
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	17 years (whole life)
Name of neighborhood	Sunset Ridge
Home/Cell phone	(919) 267-0585
Current employer	n/a
Job title / occupation	n/a
Jr. Member Applicant?	Yes (15 and up)
	Anna's Resume.pdf
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to urban forestry, trees or landscape.	I have taken environmental science classes in school and attended several camps regarding nature and forestry.
List any current or past volunteer activities in which you are / were involved.	National Honor Society Key Club Unified club Previous member of the Mayors Youth Advisory Board
What do you see as the responsibilities of this	I have learned about this committee from my sister who was on it and I feel I can make a difference in

board and what do you hope to accomplish if appointed? Holly Springs by becoming a member of this committee.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?) No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? No

Signature 

Date & time 03/25/2021 9:32 AM

How did you find out about these opportunities? My sister, a former member

View [view all your submissions](#) easily.

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Anna Maria Freeh

213 Crossway lane,
Holly Springs, NC 27540
(919) 267-0585
annamfreeh@gmail.com

Education

August 2018-Present

Holly Springs High School

- GPA - 4.400
- Top 10% of class

Extracurriculars

August 2015-Present

Dance, Holly Springs School of Dance

- 6 years of Modern Dance Training
- 6 years of Jazz Training
- 4 years of classical ballet training
- 3 years of pointe technique training

August 2018-Present

Cross Country, Holly Springs Highschool

- 2 seasons of participation in Cross Country
- Attending 2 conference championships

August 2018-Present

Track and Field, Holly Springs Highschool

- 3 seasons of track and field (winter and spring)
- Earning a varsity letter in spring track

2016-2019

Theatre, ART/Holly Springs High School

- Performed 6 plays with Apex Regional Theatre
 - Including 3 co-leading roles
 - Assistant choreographer position
- 2 years of High School theatre Training
 - Including, showcases, festivals, and self-written plays
 - Student leader position for one year

2019-2020

Member of The Mayor's Youth Advisory Board

- One year of participation

September 2020-Present

National Honor Society Member

- One year of participation

Volunteer Service

September 2018-May 2020

Middle School leader, St. Mary Magdalene Catholic Church

- Over 300 hours of service leading middle schoolers

August 2019-Present

Unified Club Member, Holly Springs High School

- Over 50 hours of service helping students with special needs throughout the school day

August 2018-June 2020

Key Club Member

- 2 year member
- Completing over 70 hours of service

Work Experience

April 2019-Present

Babysitter

- 200+ hours of being responsible for children of all ages

Awards

June 2019

Senator – Teenpact Summer Leadership Program

References

Available upon request

Application to Serve on Tree Advisory Committee

Applicant Name	Shawn Uyemura
E-mail	shawnu_28@yahoo.com
Address	Street Address: 204 Baskerville Court City: Holly Springs State: NC Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	3
Name of neighborhood	Twelve Oaks
Home/Cell phone	(732) 853-2462
Current employer	Metlife
Job title / occupation	CyberSecurity Applications Developer
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to urban forestry, trees or landscape.	I have over 10 years of working with various trees and landscape in a residential setting. I will bring enthusiasm and dedication to the board.
List any current or past volunteer activities in which you are / were involved.	Director of Information and Technology, NAAAP of New York (3 yrs).
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	I see this role as a great way to serve my community. Dedicating time and energy in keeping Holly Springs looking beautiful and natural.
Do you have any personal or business interest(s) that	No

could create a conflict of interest (either real or perceived if you are appointed?

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? Yes

Signature



Date & time 03/30/2021 3:16 PM

How did you find out about these opportunities? HS Website

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Contact

shawnu_28@yahoo.com

www.linkedin.com/in/shawn-u-4864074 (LinkedIn)

Top Skills

ASP.NET

SharePoint

C#

Languages

Spanish (Elementary)

English (Native or Bilingual)

Japanese (Elementary)

Honors-Awards

GTO Nomination Program - Monthly Team in the category of Be the Best

Shawn U

Senior Cybersecurity Analyst

Raleigh-Durham-Chapel Hill Area

Experience

Large Financial Services Company

Sr. Cybersecurity Analyst - Tools and Development

December 2019 - Present (1 year 4 months)

United States

- Azure DevOps
- Siem technology usage (IBM, Tanium, Cisco, and others)
- API development
- Custom application development using Python, C#, PowerShell, and other industry leading tools.
- Threat hunting

Major Company

8 years 6 months

Sr Software Developer Engineer

March 2015 - December 2019 (4 years 10 months)

United States

- Team Lead
- Team Player
- Responsible for overseeing junior developers on multiple high-visibility projects
- Ability to manage multiple projects simultaneously
- Assist Manager in budgeting and project planning.
- Business knowledge in many insurance categories such as Universal Life, Deferred Annuities, Individual Business, Solvency II, Embedded Value, and SIFI.
- Develop distributed application processes on company developed grids (HPC), as well as Cloud Services.
- Extensively developed large and mid sized applications taking advantage in multithreading and multitasking thread objects. Projects include reading individual feeds and processing this data asynchronously. This allowed of better utilization of multi-core and multi-processing servers.
- Excited to learn new procedures and technologies
- Written many Python procedures to transfer data from the Windows platform to HDFS using WebHCAT, and WebHDFS

- Oozie workflow schedule definitions for automated data loads and file processing
- Created external and managed Hive tables in Hadoop and managed permissions
- ASP.NET - User interfaces, validation, controls, AJAX (java scripting), Silverlight, and .NET Remoting
- C# - business logic, data processing, validation, console programming, services, and HPC integration
- VB.NET - 2nd and 3rd tier processing, platform integration assemblies, and user communication
- Sharepoint Services - Sharepoint 2013/2010 integration and development, including API development
- High Performance Computing - Microsoft Compute Cluster - sophisticated model processing
- Hadoop - Setup Hortonworks Hadoop cluster on multinode platform-Qlikview
- Designed functional reports allowing business users the ability to view large amounts of data from the Hadoop Hive, PDW, Oracle, DB2, and external flat files
- Oracle - data access layer routines, procedures, functions, and maintenance
- MS SQL- data access layer routines, procedures, functions, and maintenance-SRS and process flow documentation

Software Development Engineer II

July 2011 - March 2015 (3 years 9 months)

New Jersey, United States

Team Player

Ability to manage multiple projects simultaneously

Develop distributed application processes

Excited to learn new procedures and technologies

ASP.NET - User interfaces, validation, controls, AJAX (javascripting), Silverlight, and .NET Remoting

C# - business logic, data processing, validation, console programming, and HPC integration

VB.NET - 2nd and 3rd tier processing, platform integration assemblies, and user communication

Sharepoint Services - Sharepoint 2013/2010 integration and development, including API development

High Performance Computing - Microsoft Compute Cluster - sophisticated model processing

Hadoop - Setup Hortonworks Hadoop cluster on multinode platform

Pig - Developed Pig scripts for transactional processing

Qlikview - Designed functional reports allowing business users the ability to view large amounts of data from the Hadoop Hive, PDW, Oracle, DB2, and external flat files

Oracle - data access layer routines, procedures, functions, and maintenance

MS SQL- data access layer routines, procedures, functions, and maintenance

IBM DB2 - data access layer routines, procedures, functions, and performance enhancements

Excel Services - console program integration and report generation

SSIS - Backend data processing

SRS and process flow documentation

MS Access and Office Applications

Major Insurance Company

Software Development Engineer I-Assignment

July 2007 - July 2011 (4 years 1 month)

Develop distributed application processes.

ASP.NET

C#

VB.NET

Sharepoint Services

High Performance Computing

Microsoft Compute Cluster

IBM DB2

Oracle

Excel Services

CRESITHILL LANGER LLC.

Computer Operator

January 2008 - December 2009 (2 years)

NY, NY

Managed and troubleshoot network related issues.

Enhanced user desktop hardware and software.

Managed Window and Oracle servers.

Pinnacle Solutions Incorporated, New Jersey

8 years 7 months

Windows Active Directory / TRUE64 Unix / Oracle and SQL Database / VAX/VMS / Exchange Administrator

January 1999 - July 2007 (8 years 7 months)

Application Programmer .Net and VAX Basic / Systems Administrator /
DBA / VAX/VMS Administrator
January 1999 - July 2007 (8 years 7 months)

Systematic Financial Management

Network Engineer

February 1999 - September 2000 (1 year 8 months)

Teaneck, NJ

- Responsible for maintaining MS Exchange email servers.
- Managed Windows NT Servers and workstations, this included security, user management, network traffic, software patches, and hardware/software maintenance.
- Managed MOXY and AXIS client/server Wealth Management software.
- Manage SQL Server database, which housed the WM software backend.
- Worked closely with clients and management for training and troubleshooting purposes.

Education

North Carolina State University

Masters in Computer Science, Master Track in Security · (2019 - 2021)

Wake Technical Community College

SAS CEU 3.6, Computer and Information Sciences and Support
Services · (2018 - 2018)

Learning Tree

Certificate, Big Data · (2014 - 2014)

Learning Tree International

Certificate, Sharepoint Development · (2014)

Learning Tree International

Certificate, SharePoint 2010 Business Intelligence · (2013 - 2013)

Application to Serve on Tree Advisory Committee

Applicant Name	John Sutherland
E-mail	jds4504@aol.com
Address	Street Address: 4504 Lake Flower Drive City: Holly Springs State: NC Zip Code: 27540 Country: United States
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	22+ years
Name of neighborhood	John D Sutherland Sutherland
Home/Cell phone	(919) 632-1703
Current employer	Retired
Job title / occupation	Retired
	Bio for John Sutherland1.docx
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to urban forestry, trees or landscape.	While pursuing my Master's Degree in Environmental Sciences and Engineering at UNC-CH's School of Public Health I took an ecology class where we learned, among many other things, the benefits that trees have on the environment. Also, during my work, I took additional classes at NCSU to gain my Professional Engineering License, including hydrology; also have taken field course on stream restoration, where trees have a large role in stabilizing stream banks.
List any current or past volunteer activities in which you are / were involved.	We have lived in three different homes in the Raleigh area since 1972 and in each of these homes I have planted many trees and shrubs, from poplars maples, ash, hickory, river birch, oaks, pecan, cherry, dogwood, and even an osage orange. In the late 1970's I led tree planting volunteer project at Edenton United Methodist Church in which we

planted 12 willow oaks in their parking lot across the street from the church (most of the trees are still there today). I gained my appreciation for trees from living and touring Africa during my Peace Corps days: seeing how valuable they were to provide many benefits to both man and wildlife, especially shade during their hot summer months. I also worked with one of my sons when he was a student member of the Tree Advisory Board with the Town of Cary. My wife and I have been members of the Arbor Foundation for many years and have planted many trees sent out by that organization.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?

First and foremost, the Board should publicize the importance of trees to the local and state environment. I did not even know that the Town of Holly Springs had a Tree Advisory Board until I saw the announcement that applications were being accepted this spring. I participated in the dedication of the Bass Lake Tree Trail on March 20th and think that projects like that are very helpful in getting the out the message about trees. Second, I think the Board should have tree planting classes for residents along with free trees so to increase the number of trees in our community. Third, I think the Board should work to increase the amount of natural areas owned by the town. We still have land that could be purchased and used for open space, recreation, and urban forests. They are very valuable for air quality and quality of life. I support the street effort as well, but think we must do much more as most of the new residential developments have cleared the land of much of the vegetation: so there is much that individual homeowners can do to restore vegetation to their land. I did attend the March 8th meeting of the Tree Board and plan to attend the April 12th meeting. Even if not appointed to serve on the Board, I plan to become active in its activities.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

No

Signature



Date & time

03/31/2021 4:45 PM

How did you find out
about these opportunities? Town newsletter

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JOHN SUTHERLAND BIO

John and his wife Anne moved into their current home at 4504 Lake Flower Drive in Sunset Lake Village in September, 1998 from Cary, where they raised three sons and lived for over 24 years. They moved to Holly Springs to secure a quieter lifestyle after two malls were constructed near their home in Walnut Ridge in Cary.

After earning a B.Sc. degree in Physics John spent 3 years serving as a math and science teacher in the Peace Corps in Botswana. He then earned a M.S. in Environmental Science and Engineering from the UNC-Chapel Hill in 1971. He spent the next 38 years working as a water resource engineer, project manager and administrator in the NC Department of Environment and Natural Resources (now the Department of Environmental Quality) before retiring in 2009. Through his work and taking additional engineering classes at NCSU, he also became a Professional Engineer in 1980 and maintained his license until 2015.

Since moving to Sunset Lake Village, John has been active on the Sunset Lake HOA's Lake Committee (since 1999) and has served two terms on the HOA Board of Directors from 2007 – 2011. While on the Lake Committee and the Board, he took the lead in the engineering assessments of the lake and dam to ensure its long-term sustainability. He also initiated the Sunset Lake Stream Watch group and the annual cleanups of the Lake and Middle Creek and the pruning of the vegetation along the Village Boardwalk, which he continues to lead each spring.

John is also a 40+ year member of First United Methodist Church in Cary where he has been involved in mission projects both locally and in other countries. He is also still active with the Men's Group in working on Habitat homes and home repair both locally and in Eastern NC; recently he worked part-time with the U.S. Census Bureau as an enumerator in the 2020 Census and with the Wake County Board of Elections as a poll worker for the 2020 General Election.

His hobbies include gardening, tennis, walking his dog Drake, and golf; playing with grandkids; and reading, carpentry work and working on home repair projects.

Application to Serve on Tree Advisory Committee

Applicant Name	David Markowski
E-mail	d.markowski1@gmail.com
Address	Street Address: 216 Saranac Ridge Dr City: Holly Springs State: NC Zip Code: 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	5+ months
Name of neighborhood	Avent Glen
Home/Cell phone	(910) 691-8875
Work phone	(252) 288-2859
Current employer	U.S. Postal Service (USPS)
Job title / occupation	Threat Operations Specialist/Cyber Security
	MarkowskiResumeHollySpringsTreeAdvisor5Apr21.pdf
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to urban forestry, trees or landscape.	* B.S. Forestry, N.C. State University (1987) * See attached resume' * Although many of my forestry-related skills are rusty, I am willing to renew my skills through education and self-study.
List any current or past volunteer activities in which you are / were involved.	* American Red Cross (Disaster Assistance Team and Blood Drive Ambassador; 2017-Present) * Kiwani's Club of Monterey, CA (2013-2014) * Cub Scout/Boy Scout leader (various positions; 1999-2014) - Youth Sports Coach (baseball, softball, wrestling, 1986-1987, 1999-2008) * Mountains-to-Sea Trail (volunteer laborer, starting Apr 2021)

	* Earned the Military Outstanding Volunteer Service Medal for my volunteer activities in the U.S. Army (1999-2003)
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	* Champion good urban forestry practices for the City of Holly Springs * Answer tree-related questions from Holly Springs government leaders and citizens * Promote tree planting and maintenance to Holly Springs * Inform Holly Springs leaders and citizens on the economic, mental health, and wildlife values of a healthy tree population within the city * Promote benefits of planting indigenous trees, and inform about the potential consequences of using invasive tree species to Holly Springs homeowners and government leaders * If I get selected to serve on the Tree Advisory Committee, I would like to partner with N.C. State University and/or N.C. Government to identify and gain access to tree-related programs which could benefit Holly Springs.
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?)	No
Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?	No
Signature	
Date & time	04/05/2021 4:55 PM
How did you find out about these opportunities?	Neighborhood Brochure/Flyer

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David A. Markowski

Colonel, U.S. Army (Retired)

Holly Springs, NC | 910-691-8875 | d.markowski1@gmail.com | [linkedin.com/in/david-markowski](https://www.linkedin.com/in/david-markowski)

Objective: Selection to Serve on the Tree Advisory Committee for the City of Holly Springs, NC

Skills and Expertise

- Leader
- Supervisor
- Team & Coalition Builder
- Strategic Planner
- Liaison
- Emergency Planner
- Problem Solver
- Cross Functional Teams
- Microsoft Suite
- Coordinator
- Forest Management
- Tree Identification
- Customer Service Focus
- Forest Pathology
- Entomology

Professional Forestry Experience

I have a Bachelor of Science in Forestry from N.C. State University. My forestry experience is dated, and I am a little rusty in my tree identification, but my experience remains valid. My experience includes tree planting, tree identification, prescribed forest burning, pesticide and herbicide application, forest equipment maintenance (saws, skidders, D-4 bulldozer, tractor, trucks), and forest road and facilities maintenance. Other duties included timber harvesting, tree pruning, property line marking & maintenance, and wildlife habitat development. I was a member of the Society of American Foresters and N.C. State Forestry Club until I joined the U.S. Army in November 1988.

Forestry-related Work History

Forester, Westvaco Corporation, Appomattox, VA (May 1988-Nov 1988)

- Responsible for estimating timber value, marking timber for harvesting, supervising herbicide application, supervising planting teams, conducting prescribed burning, working with logging crews, and conducting property line marking.

Hill Forest Caretaker, N.C. State University College of Forest Resources, Rougemont, NC (Aug 1985-May 1986)

- As part of a student work-study program, I was responsible for oversight and management of N.C. State's Hill Forest (Rougemont, NC; 2500+ acres), Goodwin Forest (Carthage, NC; 1100+ acres), and Schenck Forest (Raleigh - about 250 acres). My immediate supervisor was Mr. Larry Jervis (N.C. State University Forester / Professor). I was responsible for supervising student work crews conducting forest & wildlife management projects. Other responsibilities included forest equipment / facilities maintenance, tree planting, timber marking & supervision of timber harvesting, prescribed forest burning, cultivating wildlife food plots, timber road maintenance, and leading/hosting educational tours on the forests.

Forest Technician, Environmental Affairs Division, Cherry Point, NC, (May 1985-Aug 1985)

- I worked as a Forest Technician for a government summer forestry internship. My duties included marking forests for harvest & endangered species management (red cockaded woodpecker & alligator), wildlife and fish habitat management, and forest road maintenance.

Forest Laborer, N.C. State University College of Forest Resources, Raleigh, NC (Jun 1984-May 1985; Aug 1986-May 1987)

- As part of a student work-study program, I conducted forestry management projects on university forests.

Professional Experience

Retired military professional with 28 years of international military operational experience in a diverse range of supervisory assignments. Multiple leadership roles in Special Forces and Information Operations. Duties included leading small-to-medium-sized teams, training and exercises, cyber incident handling and reporting, disaster assistance, information security, threat identification and mitigation, and strategic, multinational, and interagency planning. Experience also includes integration of emerging technology, unit supply and logistics, communications, community relations, budgeting and resource management, emergency planning, physical security, employee training, education and safety, hazardous materials handling and response, and Unit Environmental Officer. Can provide references and documents if required.

Work History (Last Ten Years)

Threat Operations Specialist, U.S. Postal Service, Morrisville, NC (July 2020-Present)

- As a member of the USPS Corporate Cyber Information Security Office, I am responsible for providing cyber threat intelligence on threat trends and emerging cyber threats which could impact USPS networks. I work closely with Risk, CISO Engineering, Threat Detection, and Cyber Incident Response teams to identify & mitigate cyber threats to USPS.

Tax Professional, H&R Block, Morehead City & Beaufort, NC (Dec 2019-Apr 2020)

- Worked as a tax preparer. Completed and submitted federal and state tax forms for individuals (not businesses). Responsible for opening and closing H&R Block stores in Morehead City and Beaufort, NC. Ran the cash register and collected customer payments for completed tax documents.

Volunteer, American Red Cross, Omaha, NE, and New Bern, NC (2017-Present)

- Serving as Government Operations Liaison, Blood Donor Ambassador, and Disaster Action Team Member; Supported Red Cross disaster response efforts as a Government Operations Liaison in Craven County's Emergency Operations Center during Hurricane Dorian, and as a Disaster Action Team member on Ocracoke Island after Dorian

Watch Commander, U.S. Strategic Command's Global Operations Center, Offutt Air Force Base, NE (2016-17)

- Nuclear surety certified to lead Global Operations Center (~120 personnel) and facilitate national-level emergency conferences with senior government leaders; Facilitated Commander's ability to posture and launch nuclear forces

Division Chief (J39/Non-kinetic Operations) and Deputy Director (Joint Cyber Center), USSTRATCOM, (2014-16)

- Supervised and trained a 37-person Information Operations Division and a 20-person Joint Cyber Center; Responsible for cyber security oversight, training, and policy development for Department of Defense & USSTRATCOM (182,000-person global workforce); Coordinated with Joint Staff, U.S. Cyber Command, and National Security Agency

Deputy Chief of Staff (G7/Information Operations (IO)), U.S. Army Europe (USAREUR), Wiesbaden, Germany (2012-13)

- Supervised a ten-person Information Ops Team; Co-Director (Senior U.S. Rep.) for Joint Chiefs of Staff exercises SABRE GUARDIAN 2013 (ten nations, 125 troops - Romania) & RAPID TRIDENT 2012 (22 nations, 1300 people - Ukraine)

Director of Assessments, U.S. Army Europe (USAREUR), Heidelberg, Germany (2011-12)

- Supervised 15 employees in Assessments, Lessons Learned, and Red Team Sections; Developed analytical products supporting strategic campaign plan, war plans, training, exercises; Led the Assessment Working Group

Deputy Chief of Staff (G7/IO), 82nd Airborne Division, Fort Bragg, NC, and CJTF-82, Bagram, Afghanistan (2008-11)

- Supervised over 50 employees conducting information operations, electronic warfare, operations security, cyber and psychological operations, combat photography, and key leader engagement

Education

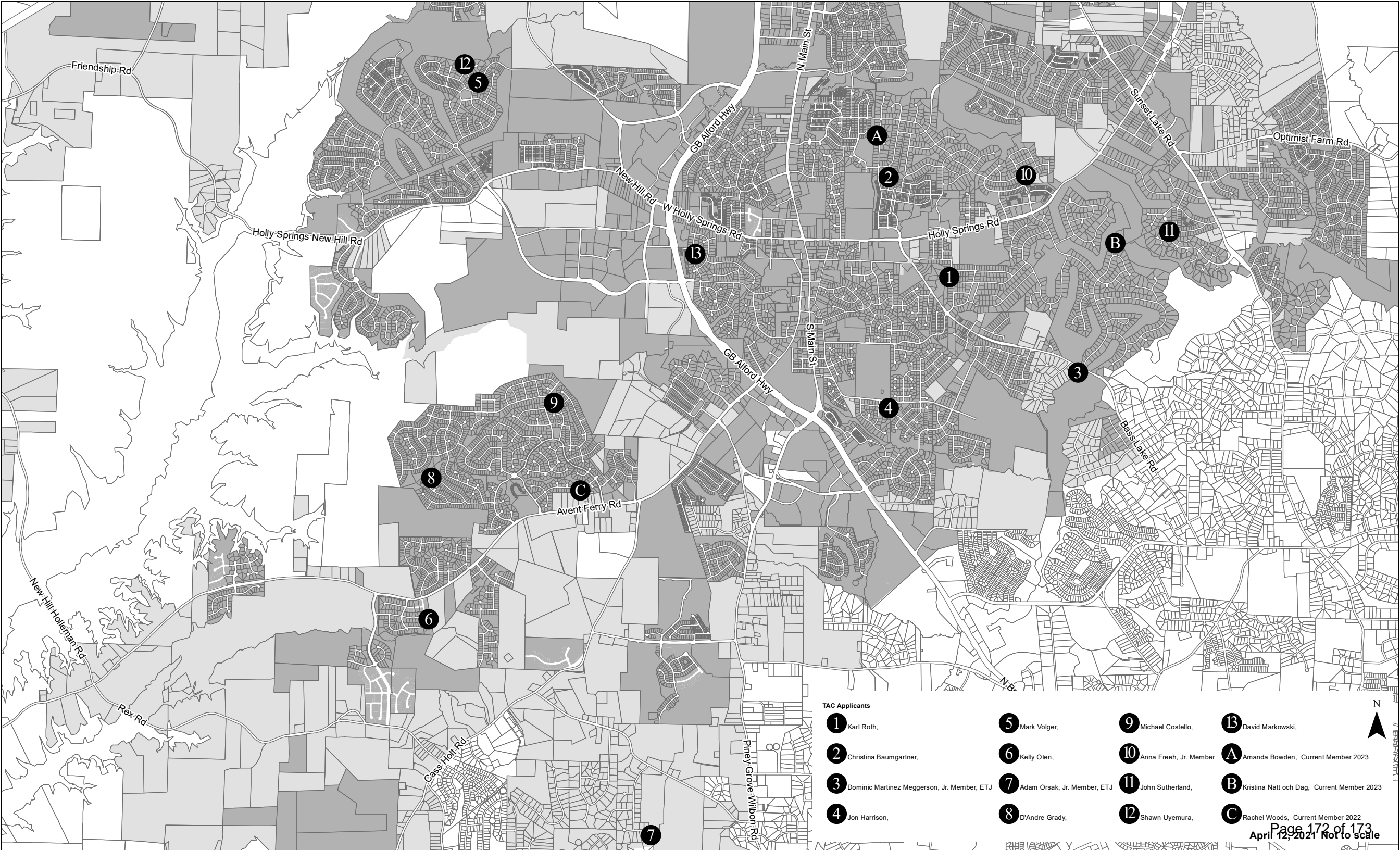
Master of Arts - Computer Resources and Information Management, 2010; Webster University | St. Louis, MO

Master of Science - Defense Analysis, 2005; Naval Postgraduate School | Monterey, CA

Bachelor of Science - Forestry, 1987; North Carolina State University | Raleigh, NC

Military Awards

Special Forces Tab, Defense Superior Service Medal, Legion of Merit, Bronze Star Medal, Defense Meritorious Service Medal, Meritorious Service Medal x 4, Afghanistan Campaign Medal w/2 Stars, Korea Defense Service Medal, Overseas Service Ribbon x 4, United Nations Medal, NATO Medal, Military Outstanding Volunteer Service Medal, and others



TAC Applicants

- | | | | |
|--|--------------------------------------|----------------------------------|---|
| 1 Karl Roth, | 5 Mark Volger, | 9 Michael Costello, | 13 David Markowski, |
| 2 Christina Baumgartner, | 6 Kelly Oten, | 10 Anna Freeh, Jr. Member | A Amanda Bowden, Current Member 2023 |
| 3 Dominic Martinez Meggerson, Jr. Member, ETJ | 7 Adam Orsak, Jr. Member, ETJ | 11 John Sutherland, | B Kristina Natt och Dag, Current Member 2023 |
| 4 Jon Harrison, | 8 D'Andre Grady, | 12 Shawn Uyemura, | C Rachel Woods, Current Member 2022 |

Tree Advisory Committee Ballot – Vote for two regular members and one junior member

Regular members – vote for 2

☐ Karl Roth

☐ Christina Baumgartner

☐ Jon Harrison

☐ Mark Volger

☐ Kelly Oten

☐ D’Andre Grady

☐ Michael Costello

☐ Shawn Uyemura

☐ John Sutherland

☐ David Markowski

Junior member – vote for 1

☐ Dominic Martinez Meggerson

☐ Adam Orsak

☐ Anna Freeh