Mayor and Council Workshop
6 p.m. February 8, 2022
Holly Springs Law Enforcement Center and livestream

MINUTES

The Holly Springs Town Council held a workshop meeting on Tuesday, February 8, 2022 at the Law Enforcement Center and via livestream. Mayor Mayefskie presided, calling the meeting to order at 6:00 p.m. A quorum was established as the Mayor and four Council members were present as the meeting opened, and one Council member was present via livestream.

Council Members Present in the room: Mayor Sean Mayefskie, Mayor Pro Tem Dan Berry, and Council members Aaron Wolff, Timothy Forrest, and Kristi Bennett.

Council Member present via electronic means: Council Member Shaun McGrath.

Council Members Absent: None.

Staff Members Present: Randy Harrington, Town Manager; Scott Chase, Assistant Town Manager; Daniel Weeks, Assistant Town Manager; Corey Petersohn, Administration; Mathew Mutter, IT; John Schifano, Town Attorney; John Mullis, Public Works; Chris Hills, Director, Development Services; Linda McKinney, Town Clerk (recording the minutes); Kimberly Keyes, Utilities and Infrastructure; LeRoy Smith, Fire Chief; Aaron Levitt, Utilities and Infrastructure; Paige Scott, Director, Public Works; Cassie Hack, Director of Communications and Marketing; Kendra Parrish, Executive Director of Utilities and Infrastructure; Patty Dressen, Finance.

1. Overview: Randy Harrington, Town Manager, gave an overview of the meeting agenda.

2. South Wake Landfill Working Group and Odor Metrics Update

John Mullis, Public Works, said that the purpose of this item was to update Council on the South Wake Landfill Working Group whose purpose is joint collaboration and agreement on defining success that minimizes odors and negative impact on the quality of life; to facilitate coexistence with the South Wake Landfill (SWLF); to build trust with residents through effective communications; and to establish data and means of monitoring. He would like feedback on Council's agreement with the proposed metrics.

There has been discussion on three odor metrics: Daily Metric Goal, Monthly Metric Goal, and Monthly Distance Metric Goal. The Town and County agree that the Daily Metric Goal is no more than 24 odor reports per day, or 5 in an hour. The Monthly Metric Goal is fewer than 200 total odor reports that are Probable and Potentially from SWLF, with fewer than 100 of those being likely or probably connected to SWLF. On the Monthly Distance Metric Goal the working group has agreed to geocode and map odor complaints. The Town members of the group have proposed that the goal be 90% of odors be contained within the half mile radius. The County members counter proposed that 90% was a goal in principal, but would like to start with a goal of 70% of odors being contained within that half mile radius. This metric is still being discussed.

Mr. Mullis gave an update on the Envirosuite eNose Sensors, showed the location of the where the sensors will go in Arbor Creek, the Water Reclamation Tower near the Target shopping center, and 12 Oaks. He said that staff was working on finding a location closer to the Target Shopping Center than the water tower location that is currently identified.

Mr. Mullis said that Wake County continues to make significant investments in odor mitigation at the landfill, including $4.5 million in funding for interim cover, landfill gas collection upgrade, and a planned tipping fee increase. The tipping fee increase will help them pay for the upgrades that the Town is requesting. The impact of these improvements has been a reduction in odor complaints, with less duration and frequency of actual odors, limited working face area, and timely daily closure. He said that staff now has a voice in technical meetings.

Council asked for a map showing the half mile radius. They discussed that the 90% was not a final metric, but could be amended if it was met reliably over a period of time. Council discussed the challenges with finding a location closer than the water tower. There was discussion of whether locating an eNose inside the half-mile radius would be preferable to having them all at the one-mile area. Mr. Mullis said that the sensors are easy to move, so if one is installed on the water tower and then another site is located, it could be moved, and that if a sensor was not receiving any hits, staff would consider moving it.

Randy Harrington, Town Manager, gave an explanation of the Interlocal Agreement regarding the landfill, why Holly Springs chose not to join at the time, and advantages and disadvantages of joining should the eleven municipalities agree. John Schifano, Town Attorney, outlined some legal obligations that would be incurred should the Town join.

Mr. Harrington thanked the county for their hard work and continued engagement on this issue.

3. <u>Comprehensive Transportation Plan: Traffic Impact Analysis</u>

Chris Hills, Director of Development Services, said that the purpose of this item is to continue discussion on the new Traffic Assessment Policy component of the new CTP and receive direction from Council. The Comprehensive Transportation Plan (CTP) Update includes a task to develop a Traffic Impact Analysis (TIA) policy. At the June 2021 Workshop, Council discussed the current TIA process versus the Alternate process recommended by the consultant. In January 2022, staff presented a follow-up on the Traffic Assessment Policy and Council requested additional research from stakeholders and neighboring municipalities on their TIA process. He reviewed the current process of the Developer hiring a consultant to prepare the TIA followed by review of that TIA by the Town's consultant, and the Alternate process where the TIA would be prepared by the Town's consultant and reviewed by the Developer's consultant.

Mr. Hills said that staff pursued further engagement with stakeholders, and the Triangle Community Coalition and Home Builders Association of Raleigh – Wake County and both preferred keeping the process the way it is, with developer's consultant performing the TIA and the Town's consultant reviewing the TIA. These groups also offered another option where there would be a pre-qualified list of consultants that developers would be required to use.

Mr. Hills said that staff contacted other municipalities in the area, and the Town of Rolesville uses the Alternate TIA process. The Town of Cary uses a hybrid procedure with the Alternate Process used for rezoning matters, and the current Holly Springs' process for subdivision and development plans. Kimley Horne said there were three other municipalities in the state that use the alternative process, but most use the process that Holly Springs currently uses. Staff recommends adopting a new Traffic Assessment Policy with the CTP update which continues the current process of the Town's consultant reviewing traffic assessments prepared by the developer's consultant.

Council discussed the reasoning behind staff changing their recommendation. Staff was asked about the third option of a list of pre-qualified consultants and Mr. Hills said the problem with that was there was no review of the TIA to protect the Town's interests. Council member Wolff asked if there was a way to build institutional knowledge of the town among consultants into the process and Mr. Hills said that the addition of a transportation planner position would give the Town the ability to build that relationship.

Mayor Mayefskie asked for consensus, and Council decided to stay with the current process.

4. Fire Station 3 & Operations Campus Update

Randy Harrington said staff is very excited to get these two projects under way. He prepared Council for cost increases due to supply chain issues and inflation that have increased the estimated costs on all construction contracts.

Daniel Weeks, Assistant Town Manager, said the purpose of this item was to provide an update on the conceptual design, facility features, site location, and next steps for Fire Station 3 and the Operations Center. He said they would address the fire station first. He showed where the station would be located close to Carolina Springs, 12 Oaks, the new Wake County public school and the Friendship site. The Town has established biweekly meetings with Duke Energy to be sure we are in alignment with them on their plans for their operations center. On Friday we received positive feedback from Duke on two property boundaries that we proposed to them. One is 4.5 acres and one is 8.5 acres. They gave us the go ahead to engage an appraiser and do environmental studies, two things which need to happen before Duke can go to the Utilities Commission, which they have to do before they sell any land.

Kimberly Keyes showed a conceptual design for Fire Station 3, with two engine bays, dormitories, and office quarters.

Fire Chief LeRoy Smith said that the first thing that they think about when building a new facility is the health and safety of the fire fighters. Some features the fire station must have include a vehicle exhaust system to remove exhaust from the station to the outside, HVAC with contaminant containment zones for high, moderate and low hazard materials. There would need to be decontamination areas for vehicles, personnel, and equipment. Because personnel work long shifts, the station needs kitchen, dining, and day room areas, and an open plan is preferred. Office space is needed for administrative work. The station needs gender neutral sleeping quarters and a police touch-down area for their work on that side of town. Storage space for PPE is required as well as fast opening bay doors, and a station alerting system.

Chief Smith said that should the budget allow, optional features would be a fitness area with roll-up door for access to the outside, a stand-alone climate-controlled storage area, a house storage tower with multi-purpose training props, sealed and painted concrete flooring, shared bathrooms in the sleeping areas so personnel do not have to use the public restrooms, heated concrete ramp and walkways, community art, and sustainability and smart technology components.

Ms. Keyes shared the cost estimate for the total project total. She said that there was a normal contingency and a COVID contingency included in these estimates to try to stay ahead of the situation. She shared that there was flexibility in some areas, such as the number of acres of land purchased, and that staff is working with Duke Energy to evaluate cost-sharing on needed infrastructure that would be shared between the fire station and a Duke Energy project in the same area. The $11.1 million is a worst-case scenario. There is an expectation of cost sharing, but it is not agreed upon yet. Randy Harrington, Town Manager, said that staff is exploring the larger acreage in case favorable land prices allow us to have the larger space for future expansion.

Council discussed the cost per square foot estimate, how long this expansion would set the town up for, future locations for fire stations after this one, and whether there were other cost sharing option available.

Ms. Keyes shared the timeline for progress on the project, with construction anticipated to begin in 2023. The Duke Operations Center is projected to be built at the same time. Mr. Weeks said that the Town has a very motivated partner to cost share in this, so it is not expected that the Town would have to pay for it all. He believes there will be cost sharing.

Council discussed the features that Chief Smith said were optional and how, since costs have escalated as this process took more time than expected, whether there would be more value in building those now rather than waiting for costs to go up again. Additional partnerships and funding sources were discussed as well as various sustainability options.

Kimberly introduced Keith Carlyon with ADW Architects. He said they did tours of existing facilities, explored the challenges with the current public works facility and the expected needs due to the dramatic growth of the Town. He said the center would affect 13 different departments and divisions across the Town. Mr. Carlyon shared the outreach work that was done with each of these stakeholders to determine current and future needs. He showed a 3-D animation of what the project could look like at Phase 1 and at full buildout. He shared the location of the property, next to the waste water treatment plant and outlined project considerations including budget, supply chain issues and inflation; phasing for current needs and future growth, and site work required. He discussed the benefits of a Construction Manager at Risk (CMAR) to manage the current construction costs better than waiting to bid things out.

Mr. Carlyon said that Phase 1 would include office space for Utilities and Infrastructure as well as Public Works, operations space, material storage, sustainability storage and parking for EV and non-EV vehicles, and a public convenience center. The existing public works facility would continue to be used for vehicle fueling, fleet maintenance, and material storage. He said that Phase 2 would add fleet maintenance, a vehicle wash, fueling, material storage, an expansion of the convenience center, and further sustainability elements. He said they are targeting 2% of the budget toward sustainability elements. These elements include storm water control, greenway connections, use of renewable energy, EV charging stations, recycling program, low flow fixtures, minimal irrigation and rainwater harvesting, and indoor environmental quality measures. He gave some rough numbers for the Phase 1 budget and said that next steps would include getting a full design to Council in spring of 2022, and a CMAR Contractor the summer of 2022. He said that getting the CMAR on board early adds value at the design process. He said the design period would run from Spring 2022 to 2023. Phase 1 construction would begin in 2023 and would include the Phase 1a Access Road/Laydown area.

Aaron Levitt, Utilities and Infrastructure said that this facility would be a recruitment tool for hiring and retaining valuable employees. Tying it in to the Utley Creek Greenway and the shared outdoor amenities could help with this process.

Council member Bennett said she was surprised that the administration building was in Phase 1. She would have thought that Fleet Maintenance would be more important. Paige Scott, Director of Public Works said that the thought process was that if we move others out of the current area Fleet Maintenance would have more space and could stay there until there is funding for future phases. Mr. Harrington said that while there are efficiencies to having Fleet on the main campus, that piece will cost about $6.5 to $7 million. And we do have an existing ability to maintain our fleet, so even though it is needed, other things are needed more.

5. <u>Legislative Action Committee</u>

Randy Harrington, Town Manager, turned this item over to Mayor Pro Tem Berry and Council member Wolff. Mayor Pro Tem Berry said that last year was the first year for this committee and he thinks it worked well to have a documented set of goals and objectives that Council can advance with our delegations at the state and federal level. Many of the things that the Committee is recommending are the same as Council had last year. Economic Development was a large focus last year, and things that we accomplished, like recruiting Amgen and FUJI were important last year, but we still need the support or our county, state, and federal partners to recruit large and small businesses. He said last year there were areas of the Charter that Council wanted to tweak, and we didn't get to. But this year the committee considered the topics that would be covered under a charter amendment under the topic of maintaining local authority. We have seen legislation over the last 12 months that was designed to infringe that authority. The Committee focused on the three levels of government: county, state, and federal. They all have different pocketbooks and different focuses. The committee spent a lot of time at the state level, because they have so much control over municipalities. The priorities put forward by the Committee are not a drastic departure from last year.

County level:

- Reduce landfill malodors
- Expand public transit

State level:

- Preserve Local Authority
- Support Investment in Transportation Infrastructure
- Water/Wastewater/Reuse Infrastructure Funding Partnerships
- Economic Development

Federal

- Water/wastewater/reuse Infrastructure funding partnerships
- US Post Office Facility Investments

Council member Wolff said that Economic Development projects are not the top focus this year like they were last year. The urgent thing we are looking for with all our partners is water. The other things are preserving local authority, and transportation impact fees.
Meetings with representatives and industry partners on transportation impact fees went better than expected. Industry representatives do not want transportation impact fees, but said they would bring back alternative suggestions, but the Committee wants to re-engage since they have not done that in the last ten months.

Mayor Pro Tem Berry asked for consensus on these topics. Does anything need to be added or removed and have this put on the agenda for formal adoption at a future meeting. The state “short session” starts in a few months. We are looking at options to do some lobbying in DC as part of our water project, so having group consensus would help us.

Council discussed adding other infrastructure to the federal discussions, in case they don’t want to fund water, like specific road projects. Mr. Harrington said that they are hearing that to get more than $3 million on transportation it has to be a regional project and that is more difficult to receive as an earmark. There is money at the agency level that would be easier to pursue given the challenges. He would recommend having a signature project to take to the federal legislature. Council discussed hiring a grant writer, either as a staff position or as a consultant. Council member McGrath said he wanted to address the County in transportation issues, particularly mass transit.

Consensus was to bring the legislative agenda back to the next meeting for approval. The Committee said that if other issues arise that need to be discussed with one of our legislative partners they will bring them back to the full Council to be addressed.

OPEN DISCUSSION

Randy Harrington, Town Manager, said he was looking forward to the retreat. He said on Friday morning there would be a fun activity, and he wanted Council to think ahead about what personal values they use to help make decisions. There will be two or three other fun questions as a way to start Friday morning’s session.

Mayor Mayefskie said there is a lot of information to cover at the retreat and we are going to stay on task. If something comes up we will put it in the "parking lot" and deal with it later.

Closed Session: none.

5. Adjournment: There being no further business, Motion to adjourn was made by Mayor Pro Tem Berry seconded by Council member Forrest and passed with a unanimous vote. The February 8, 2022 Workshop meeting of the Holly Springs Town Council was adjourned at 8:00 pm.

Respectfully Submitted on Tuesday, March 1, 2022.

Linda C. McKinney
Town Clerk