



Agenda

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Adjustment and approval of April 21, 2020 meeting agenda

PUBLIC COMMENT PERIOD Notes on the Comment Period - Due to the current restrictions on mass gatherings, and the nature of an Electronic Meeting, public comment will be received in writing and delivered to Council Members prior to this meeting.

PUBLIC HEARINGS

5. Relocation of Abandoned Graves requested by Legacy Research Associates

CONSENT AGENDA

6. Approve the minutes of April 7, 2020 Business Meeting, and April 14, 2020 Workshop Meeting.
7. Monthly Budget Amendment Report
8. East Coast Pyrotechnics Contract for July 5th Celebration
9. Sugg Farm Restroom Site Work
10. Annexation A20-01 Resolution of Sufficiency
11. Annexation A20-02 Resolution of Sufficiency
12. Amend Town Council 2020 Meeting Calendar

NEW BUSINESS

13. Holly Springs Road Widening – Ph II (TOHS# 19-009) Change Order #2
14. 2019 Street Resurfacing Project (TOHS Eng. Proj. 19-039)
15. Appointment of voting member to NC League of Municipalities.
16. Fiscal Year 2019-2020 Nonprofit Grants
17. COVID-19 Business Assistance and Recovery Update

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.

Public Hearings

Title: Relocation of Abandoned Graves requested by Legacy Research Associates

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: John Schifano, Town Attorney, Legal

Action(s):

Approve grave removal at 601 Holly Springs Road, as requested by Legacy Research Associates.

Explanation:

- Pursuant to N.C.G.S. 65-106, any person, firm, or corporation who owns land on which an abandoned cemetery is located must secure the consent of the governing body of the municipality or county in which the abandoned cemetery is located for any disinterment and reinterment after 30 days' notice in the newspaper.
- Since the public notice, no family interest has come forward to take custody of the remains.
- The attached report shows the location of an abandoned grave site on a vacant tract near 601 Holly Springs Road, which is the commercial outparcel of the Rhamkatt Development.
- By statute, the disinterment and reinterment would be conducted by a licensed funeral director, and the remains will be reinterred by Legacy Associates at Oakwood Cemetery in Raleigh, which Legacy Associates has indicated to the Town can be done at less cost than burial at the Holly Springs Cemetery.
- Given the historical nature of the graves, staff recommends that Council consider a one-time adjustment to match the burial cost at the Oakwood Cemetery to ensure the remains stay in Holly Springs.

Background:

- The grave site, according to the report, is likely the family plot of Henry Saunders Edwards, who owned the property from 1860 to 1891.
- There are no graves with inscribed headstones in the cemetery.
- Possible burials include Henry Saunders Edwards and his wife, Lucy Alford Edwards.
- Burials per the report appear to be confined to an approximately 100' x 50' area currently covered in thick vegetation.

Funding Source(s):

N/A

Attachment(s):

1. Legal Notice of Grave Relocation
2. Edwards Cemetery Investigation report

LEGAL NOTICES | The News&Observer

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Notice Type : [Legal Notices](#)

Posting Date : 2/23/2020

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LEGAL NOTICE In the matter of the intention for the removal and reinterment of approximately ten graves at abandoned cemetery that is on land had been owned by Henry Saunders Edwards from 1860 to 1891. There are no graves in the cemetery with inscribed headstones. Possible burials include Henry Saunders Edwards and his wife, Lucy Alford Edwards. Anyone having information about these graves or the next of kin please contact Deborah Joy at 919-215-6469 or djoy@legacy-research.com. The Town Council of Holly Springs will be considering this removal on March 17, 2020 at 7:00 PM at the regularly scheduled town council meeting located at Town Hall, 128 South Main Street. Interested parties may be heard at that time. N&O: February 23; March 1, 8, 15, 2020

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The News&Observer

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ACCEPT COOKIES

EDWARDS CEMETERY INVESTIGATION WAKE COUNTY, NORTH CAROLINA

By: Terri Russ, RPA
Environmental Services, Inc., A Terracon Company
4901 Trademark Drive
Raleigh, NC 27610

Anthony Property Group (Client) is proposing the construction of a residential housing complex in Holly Springs, Wake County, North Carolina (**Figures 1–3**). The Client is proposing to identify the locations of marked and possible unmarked burials in a purported cemetery located on PIN 0659139511 on Holly Springs Road in Holly Springs, Wake County, North Carolina. Wake County GIS mapping indicated that the parcel covers 3.93 acres; however, the area containing the purported cemetery is believed to be less than 0.2 acre in size, based on information provided by the client and existing deeds.

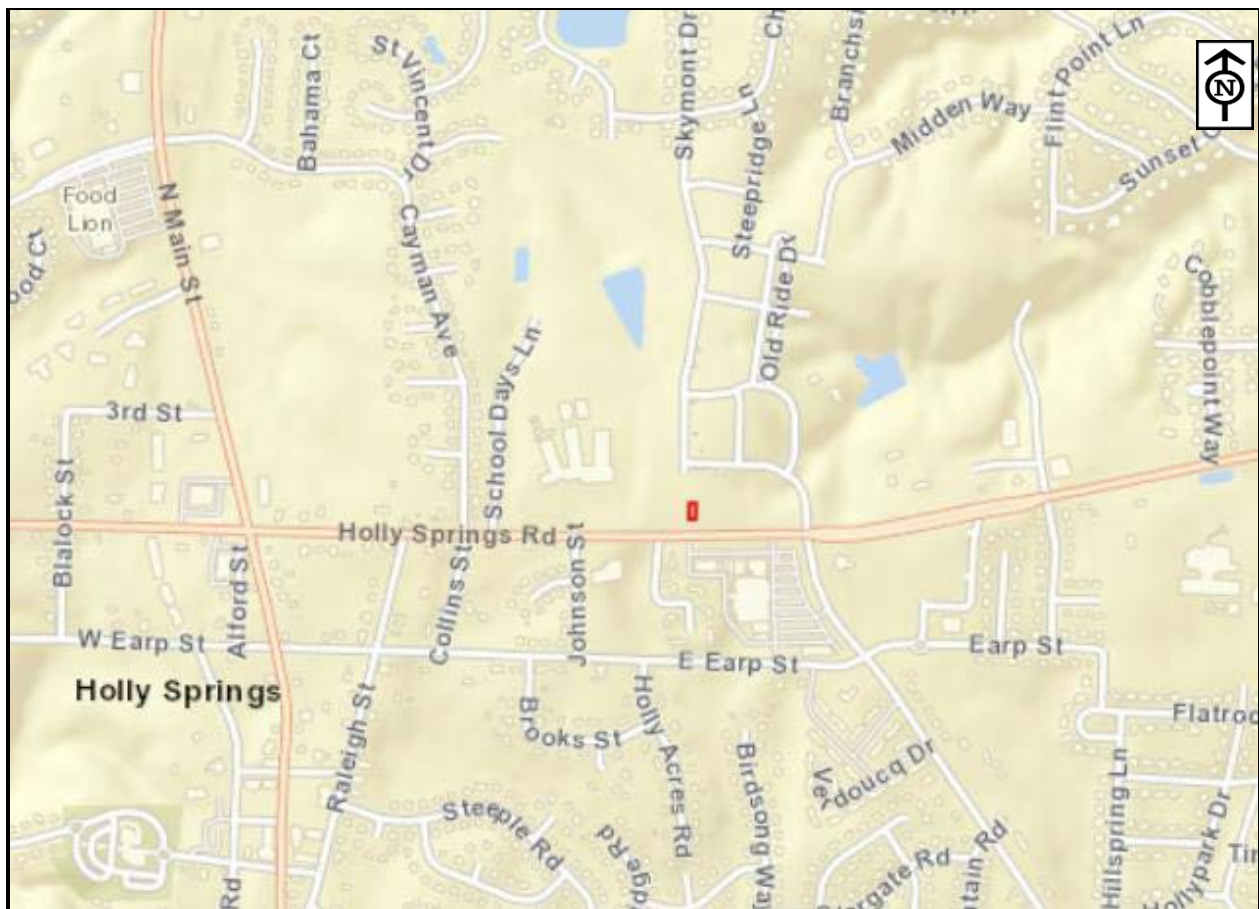


Figure 1: Project Vicinity

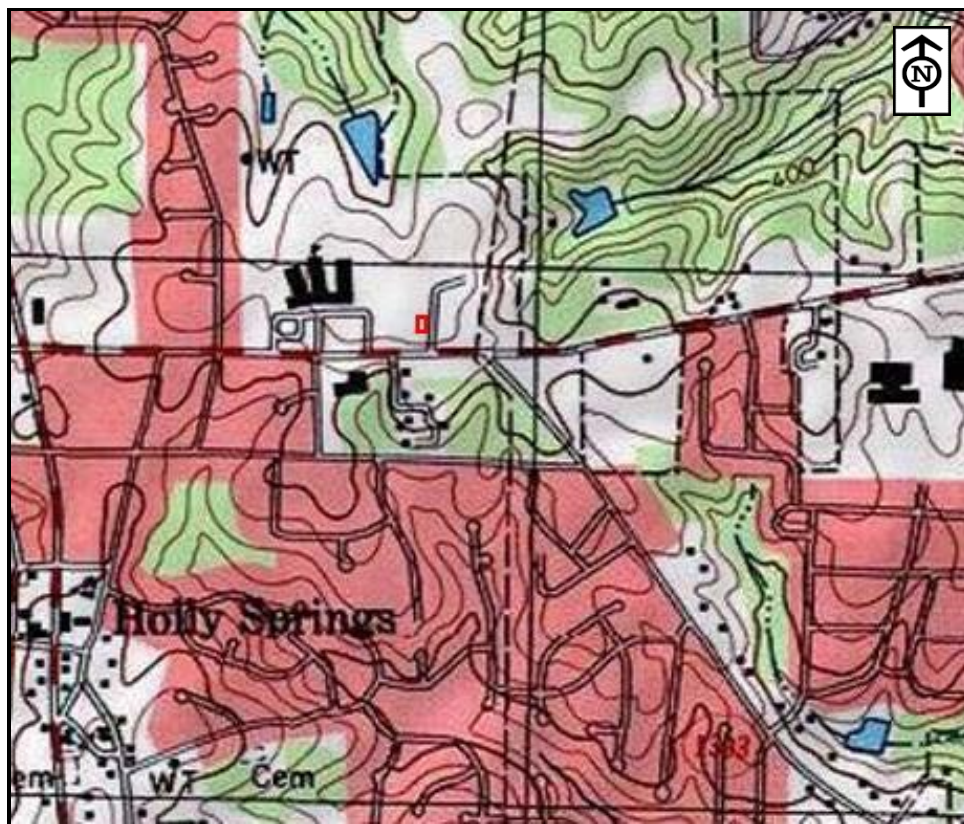


Figure 2: Topographic Location (Apex, NC 1:24,000)



Figure 3: Approximate Cemetery Location

On 31 December 2019, Environmental Services, Inc., A Terracon Company (ESI) conducted a visual inspection and Ground Penetrating Radar (GPR) study of the cemetery location, as well as a general visual inspection of the general project area. This letter report summarizes the results of ESI's investigations. The goal of this assessment was to evaluate the potential of the project area to contain unmarked burials or human remains and to determine an approximate boundary for the cemetery.

Methods included an analysis of historic deeds, aerial photographs, and historic maps; a visual inspection of the property; subsurface probing; and a GPR study. Visual inspection focused on above-ground signs of historic burials such as linear depressions in the soil, periwinkle or other landscape plantings traditionally associated with burials, and formal or informal stone grave markers. Soil probing employed a thin metal rod on a handle inserted into the ground to detect differences in the density of the soil. Typically, an area of previously disturbed soil is less dense than surrounding undisturbed soil. The GPR study consisted of an upper profile geophysical survey utilizing a 350 MHz antenna and SIR-4000 system made by Geophysical Survey Systems Inc. (GSSI) to collect data. Data was collected bi-directionally on approximately five-foot spacing, depending on site conditions and where accessible.

Project Setting and Land Use

The area containing the cemetery is overgrown and wooded, with a cleared lawn and asphalt driveway located to the east and a level, cleared area to the west. **Figures 4–8** show representative views of the project area.



Figure 4: Purported Cemetery Area, facing South-Southwest towards Holly Springs Road



Figure 5: Purported Cemetery Area, facing Southeast



Figure 6: Purported Cemetery Area, facing North



Figure 7: Purported Cemetery Area, facing West-Northwest from Former Driveway



Figure 8: Purported Cemetery Area, facing West

The parcel containing the purported cemetery is currently owned by Richard Lane Jones and Terry J. Jones. Wake County Deed Book (DB)16264 Page 2027 describes the property as Lot 5 (approximately 5.021 acres) of the recombination map for the McLeod and Jones Properties. The recombination map (Map Book 2015 Page 277) does show an approximately 5,000 square foot (0.115-acre) portion of Lot 5 as the approximate location of the Edwards Cemetery, depicted as a 100-x-50-foot area along the western boundary of Lot 5 (**Figure 9**).

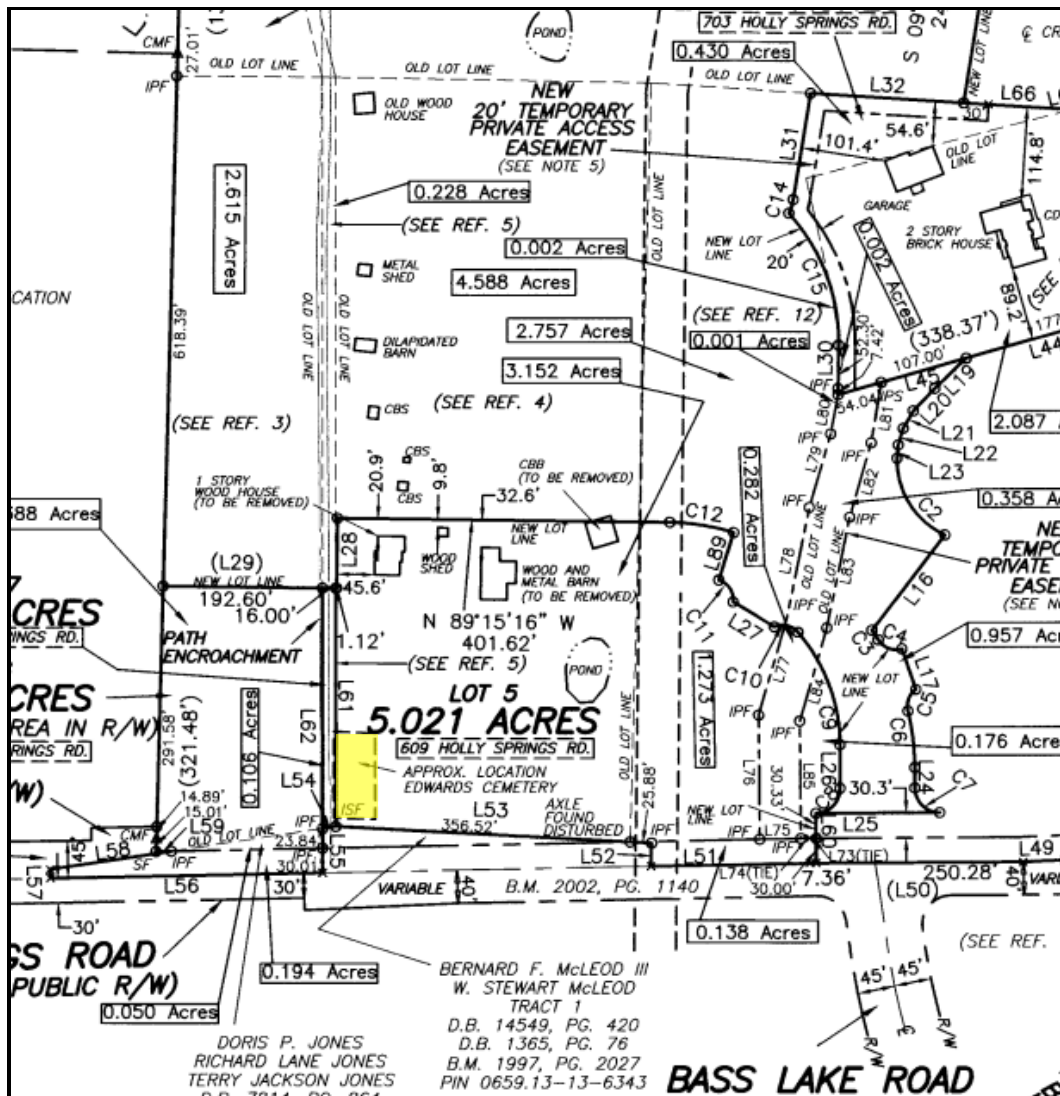


Figure 9: Excerpt from Map Book 2017 Page 2077 Showing Cemetery Location

This plat makes reference to a 1997 map (Map Book 1997 Page 2027) that does not depict the cemetery but does reference earlier deeds (DB 3238 Page 860; DB 1212 Page 196) and identifies the property as owned (at that time) by Doris P. Jones.

The 1984 deed from Doris P. Jones to Richard Lane Jones (DB 3238 Page 860) grants one-thirtieth (1/30) undivided interest in Tract No 2 adjoining the lands of O.J. Edwards and J.F. Jones. The parcel is described as approximately 7.56 acres, “less the old Edwards graveyard”.

The deed referenced a 1958 deed between Willie A. Jones and wife Pearle Oldham Jones (grantors) to W.E. Jones (DB 1332 Page 501). Tract No. 2 is similarly described as containing the “old Edwards graveyard” and included a provision for the life estate for Pearle Oldham Jones, widow of Willie A. Jones, provided that no male person should reside on the premises during her lifetime. This deed referenced DB 894 Page 564 for the chain of title. This 1943 deed was from J.E. Pearson to Willie A. Jones and his then-wife Iola. Referred to as “Tract No. II”, this deed also referenced the old Edwards graveyard. The deed indicated that the land was conveyed to Iola Jones by J.E. Pearson in 1939 (DB 795 Page 579).

The 1939 deed (DB 795 Page 579) represents a judgement in a proceeding entitled “Elia Norris Edwards, administratrix, vs. Celia Ann Edwards, et als.” held in Buncombe County (Superior Court of Buncombe County Special Proceeding #6248). Lee H. Edwards died in 1935 without leaving a will and as a result, his widow Elia Norris Edwards petitioned to sell his four tracts of land in Wake County to pay off the deceased debts. The land was advertised for public sale and was purchased by Iola Jones. The land was referred to as the Lee H. Edwards Farm, and made similar reference to the 7.56-acre tract which included the old Edwards graveyard. Lee H. Edwards was the son of Otis Judson Edwards. Lee was born in Holly Springs in 1893 but moved to Asheville, North Carolina (Buncombe County) before his death.

Lee H. Edwards purchased the 7.56-acre tract in 1923 from Hubert W. Collins and Texanna O. Alford (DB 507 Page 596). The land was described similarly to later deeds as adjoining the old O.J. Edwards tract and the J.F. Jones land but did not include a reference to a cemetery. No earlier deed references were provided; however, a search by Grantee indicated that Hubert Collins had purchased the land from Texanna Alford in 1922 (DB 393 Page 217). The land description made no reference to a cemetery; however, the 7.56-acre tract was described as adjoining the lands of J.P. Wood, O.J. Edwards, and Mrs. G.B. Alford.

Texanna Alford purchased the 7.56-acre tract in 1913 from R.F. and Bessie Collins (DB 280 Page 433). Collins purchased the property earlier that year from O.J. and Annie Edwards (DB 280 Page 431). No reference to a cemetery was made in either set of deeds.

Otis Judson Edwards purchased several tracts of land in the vicinity, apparently in an attempt to own all of his father’s original farm property. In 1901, Otis purchased 13.25 acres from his brother Henry F. Edwards and his wife Luella F. Edwards (DB 163 Page 209). This land was the share of the H.S. Edwards lands inherited by H.F. Edwards in 1895. In 1909, Otis purchased 13.75 acres from his sister Lucy and R.S. Clements (Lucy Clement’s share in the division of the H.S. Edwards land; DB 238 Page 199). In 1911, Otis was granted 13.13 acres as a result of a lawsuit against brother R.E. Edwards (DB 250 Page 291). In 1912, Otis purchased land from his brother William Thomas Edwards (DB 268 Page 97). This 14.25-acre parcel of land represents the share of the H.S. Edwards lands, divided in 1895 amongst the heirs of H.S. Edwards (including W.T. Edwards, Henry F. Edwards, J.E. Edwards, Robert E. Edwards, Martha J. Jones, and Lucy Ann Clements).

H. Sanders Edwards died intestate in 1891, leaving heirs M.A. Edwards (his widow), Robert L. Edwards (minor child), and children L.A. Edwards, W.T. Edwards, H.F. Edwards, J.E. Edwards,

O.J. Edwards, and Martha J. Jones to divide his property equitably (North Carolina Wills and Probate Records, 1891).

Little historical information could be located for H.S. Edwards. He was born around 1832 and appears to have been the son of Thomas Swan Edwards and Mary Ann Jones of Wake County. A marriage certificate dated 19 August 1857 indicated he was married to Lucy Quain Alford. The 1860 census shows Saunders Edwards (age 27), Lucy Edwards (age 19) and son William Edwards (age 8 months). In February 1862 he enlisted as a Private in Company I of the North Carolina 3rd Cavalry Regiment; his enlistment indicated he was a farmer.

The 1870 census shows a “Sanders” Edwards (age 44), wife Lucy Z (age 34), and children William (age 12), Henry (age 10), Martha (age 6), James (age 4), and Oatis[sic] J. (Age 2). In 1877, a second marriage certificate shows his marriage at age 45 to M.H. Burt, age 40 (presumably his first wife had died between 1870 and 1877). The certificate lists his parents as Swarry (likely Thomas Swan “Swannie” Edwards) and Mary Ann Edwards.

The 1880 census shows H.S. (age 50), his wife Martha and children Henry (age 18), Martha (age 16), James (age 14), Judson [Otis] (age 12), Lucy (age 9), and Robert E. Lee (age 6). No census for 1890 was available.

No deeds listing H.S. Edwards as Grantee were located in the Wake County Register of Deeds, suggesting the land was inherited from Edwards’ father Thomas Swan. Swan Edwards had several children (including Alfred, Henry, Fielding, Thomas, Alvin, William, Winifred, Quinton, Eliza, Mary, and Nancy) and died intestate; his land was likely divided amongst the widow and surviving children at his death in 1860.

In summary, Otis Edwards owned the land from around 1891 until it was sold in 1913. Research indicates that Otis is buried in the Holly Springs Town Cemetery alongside his wife Annie and son Roy C. Edwards and is not buried within the project area.

Otis’s father H.S. Edwards owned the property from around 1860 until his death in 1891. It is possible that Edwards, his first wife Lucy, and any children who died prior to 1891 are buried in this cemetery.

Prior H.S. Edwards’ ownership of the land, it appears that his father (Otis’s grandfather) Thomas Swan Edwards likely owned the property. It is possible that he and his wife Mary Ann Edwards as well as some of their children (siblings of H.S. Edwards) are also buried in the cemetery.

The 1938 aerial photograph shows a grassy field in the cemetery location (**Figure 10**). No large trees or significant vegetation is discernable; however, the photograph is not at a scale or resolution sufficient to detect much detail. The 1959 aerial photograph of the project area shows what appears to be the cemetery, a rectangular wooded area located on the north side of the road (**Figure 11**). Later aerial photographs (1973, 1981, 1988, 1993, and 2019) show a similar rectangular wooded area (**Figures 12–16**).



Figure 10: 1938 Aerial Photograph



Figure 11: 1959 Aerial Photograph



Figure 12: 1973 Aerial Photograph

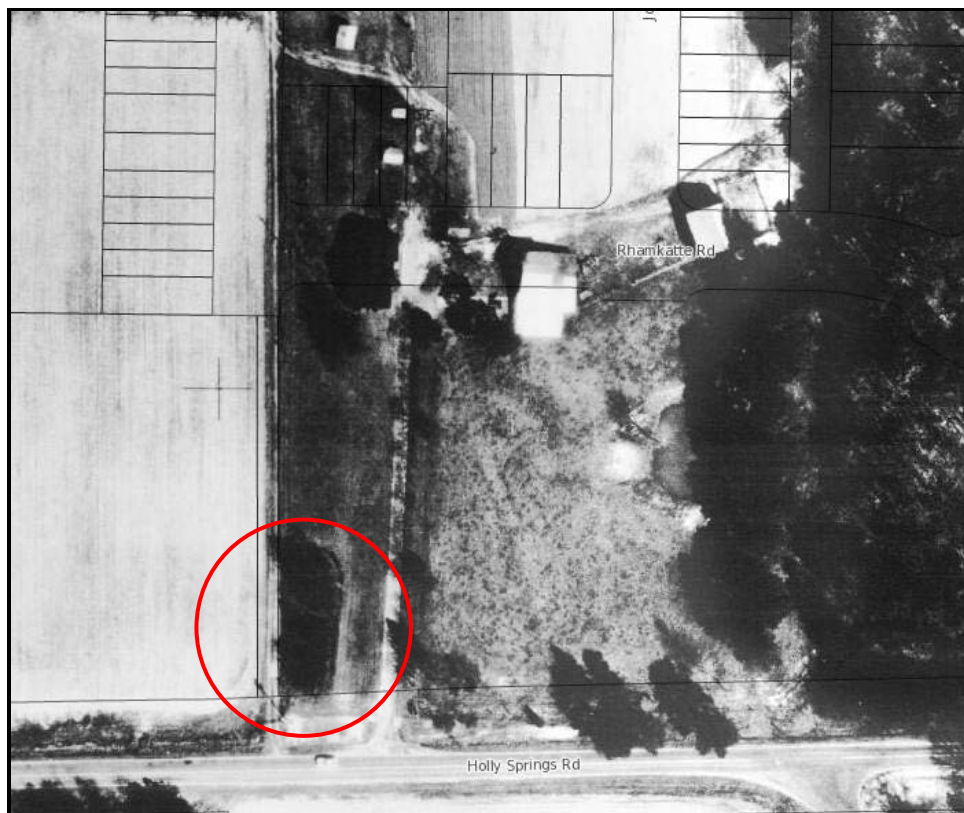


Figure 13: 1981 Aerial (Wake County IMaps)



Figure 14: 1988 Aerial (Wake County IMaps)



Figure 15: 1993 Aerial Photograph



Figure 16: 2019 Aerial Photograph

Results of the Investigation

ESI archaeologist Terri Russ and Terracon Geophysicist Josh Lopez conducted an investigation of the project area on 31 December 2019. This assessment entailed a pedestrian (visual) inspection of the project area as well as a systematic GPR survey of the cemetery property.

The project area exhibited some disturbance from storm debris and the deconstruction of the house that formerly stood to the north of the cemetery. Current owner Richard Jones recalled that the cemetery area was largely unchanged from how it appeared when he was a child, with the exception of a hedgerow that had been planted along the eastern boundary of the cemetery (it has since died).



Figure 17: GPR Survey of Cemetery Area, facing West



Figure 18: Areas Flagged as Potential Unmarked Graves, facing North

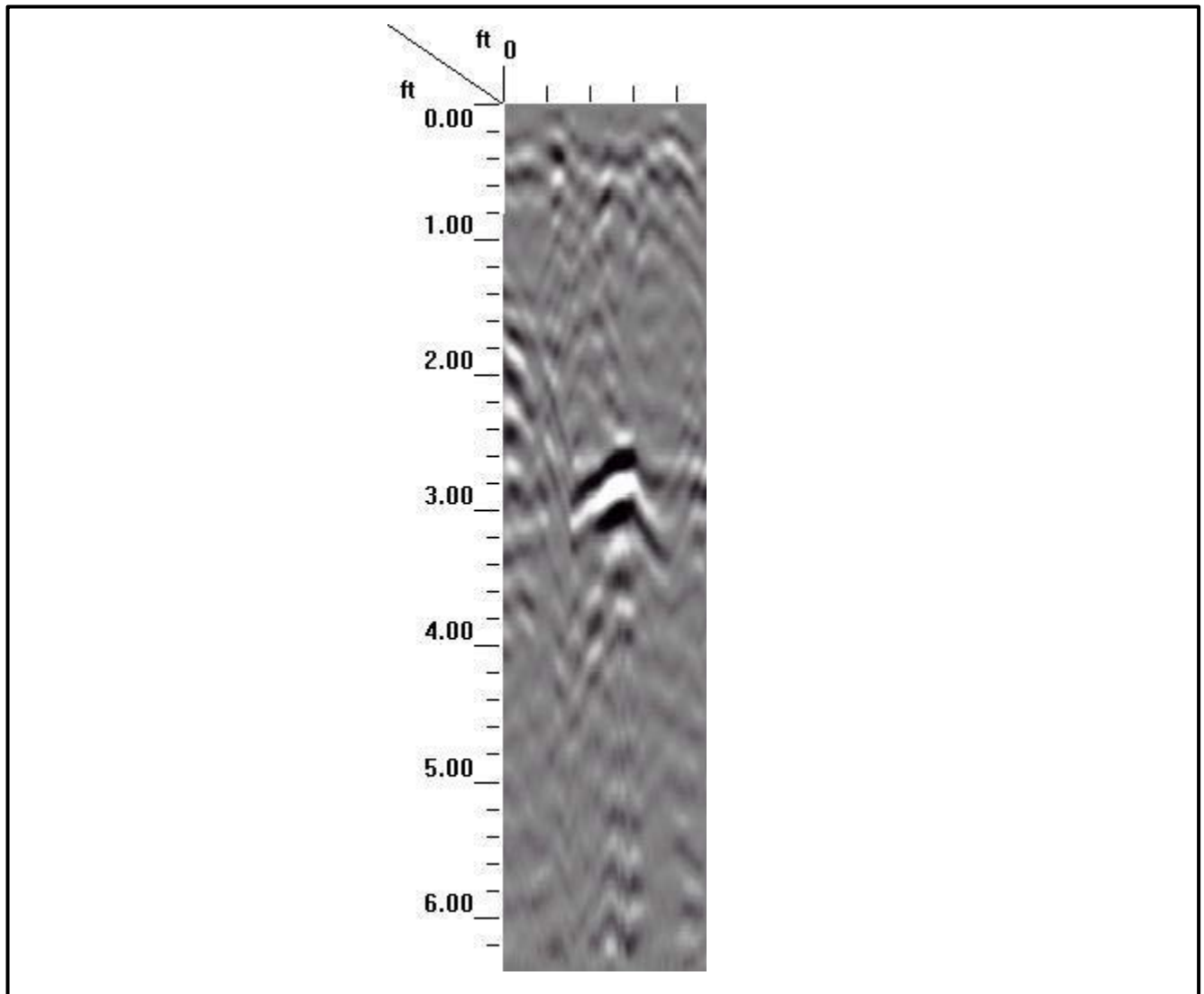


Figure 19: Example Anomaly (Possible Unmarked Grave)

Visual inspection of the project area identified several linear depressions, but no formal grave markers. The GPR survey identified 12 anomalies, 10 of which were consistent with graves. However, due to site conditions (fallen trees, thick vegetation, debris pile), we were unable to completely survey the vegetated area. The vegetated area shown may contain additional unmarked graves; the entire vegetated area should be considered part of the cemetery. A GPR survey of the cleared areas to the north, west, and east of the vegetated area revealed no anomalies consistent with unmarked graves (the area to the south had been significantly disturbed by road construction and utility installation). **Figure 20** shows the approximate locations of these anomalies.

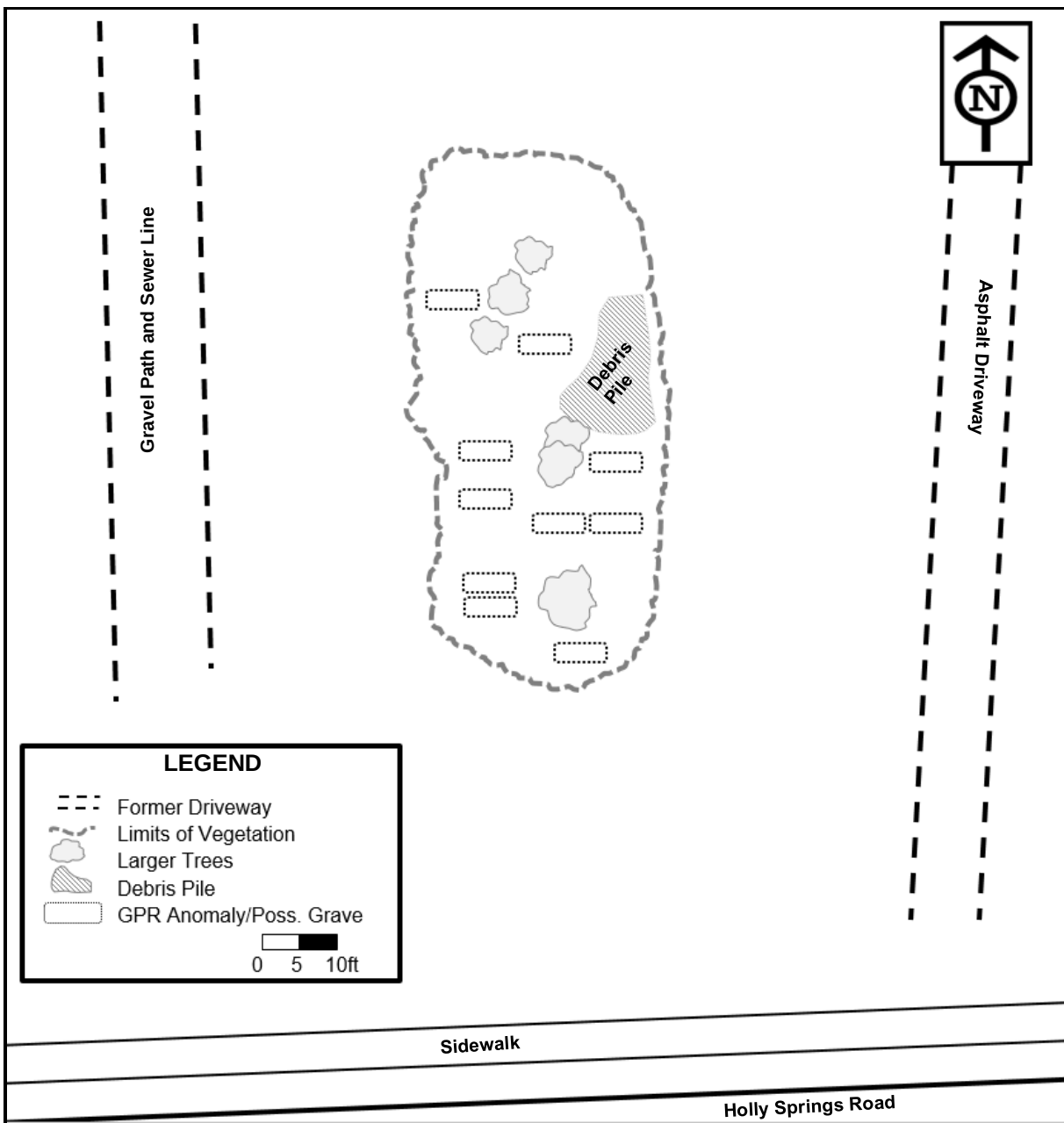


Figure 20: Sketch of Cemetery

Summary and Conclusions

As a result of the investigation of the purported cemetery location, evidence for at least 10 unmarked graves was detected. Burials appeared to be confined to an approximately 100-x-50-foot area currently covered in thick vegetation. Although vegetation and tree falls prevented 100 percent coverage, this entire vegetated area should be considered part of the cemetery.

No marked burials were noted. Henry Saunders Edwards owned the property from around 1860 until his death in 1891. It is possible that Edwards, his first wife Lucy, and any of their children

who died between 1860 and 1891 are buried in this cemetery. It is also possible that Henry's father and mother, Thomas Swan Edwards and Mary Ann Edwards, are buried here (as they are likely the earlier owners of the property).

The current plans call for no ground disturbance or development in this area, and no impacts to marked or unmarked human remains are planned. The client has been advised that cemeteries are protected under *North Carolina General Statute Chapter 65*, and that in the unlikely event that human skeletal remains are encountered during construction, provisions of *North Carolina General Statute Chapter 70, Article 3* apply.



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 6.

Consent Agenda

Title: Approve the minutes of April 7, 2020 Business Meeting, and April 14, 2020 Workshop Meeting.

Strategic Priority Area: Organizational Excellence

Staff Resource: Linda McKinney, Town Clerk, Town Clerk

Action(s):

Approve the minutes of the Council's business meeting held April 7, 2020, and the workshop meeting held April 14, 2020.

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. 4.7.20 Minutes - draft
2. 4.14.20 Minutes - draft



April 7, 2020

MINUTES

The Holly Springs Town Council met in electronic session on Tuesday, April 7, 2020 via video conferencing. Mayor Sears presided, calling the meeting to order at 7 p.m. A quorum was established as the mayor was present in Chambers and five council members were present via video conferencing as the meeting opened.

Council Members Present: Mayor Sears in chambers. Councilmen Dan Berry, Peter Villadsen, Shaun McGrath and Aaron Wolff, and Councilwoman Christine Kelly were present via video conferencing.

Council Members Absent: none.

Staff Members Present: 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); Cassie Hack, *Director Communications and Marketing*; Tamara Ward, *Communications and Marketing*; Mark Andrews, *Communications and Marketing*; Mathew Mutter, *IT*; Gina Clapp, *Director of Planning & Zoning*; Kendra Parrish, *Director Engineering*; John Herring, *Chief of Police*; and Leroy Smith, *Fire Chief*.

2. and 3. The pledge of allegiance was recited followed by an invocation by Mayor Sears.

4. Agenda Adjustment: The April 7, 2020 meeting agenda was adopted with changes, if any, as listed: none.

Motion by: Berry

Second by: Villadsen

Vote: Unanimous

5. Procedural Motion: Electronic Meeting Policy

Action: Motion to approve the Rules of Procedure for Electronic Meetings.

Motion by: Wolff

Second by: McGrath

Vote: Unanimous

Public Comment: Public Comment was requested in writing prior to the meeting. The following number of comments was received and provided to the Council prior to the meeting: none.

Consent Agenda

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

6. Minutes – The Council approved minutes of the Council business meeting held March 3, 2020, the community meeting held March 9, 2020, the Council workshop held March 10, 2020 and the emergency Council meeting held March 13, 2020.

7. Monthly Administrative Budget Amendment Report – The Council received a report of monthly administrative budget amendments approved by the Town Manager. *A copy of the budget amendment report is attached to these minutes.*

8. Affordability and Financial Policies Analyses – The Council awarded a contract to DEC Associates Inc. in the amount of \$45,000 plus out of pocket expenses for development of financial management policies and affordability analyses.

9. Annual Independent Audit Contract – The Council approved a contract with Elliott Davis, PLLC in the amount of \$36,950, to perform the annual financial audit for year ending June 30, 2020.

10. Water Disconnection Suspension – The Council retroactively authorized the Finance Director to suspend water disconnections for delinquent accounts during the COVID-19 state of emergency period not covered by Governor Roy Cooper's Executive Order No. 124 (March 13-31, 2020).

11. Bass Lake Channel Improvements (18-013) Change Order 1 – The Council approved Change Order #1 for Bass Lake Channel Improvements (18-013).

NEW BUSINESS

12. Utley Creek Greenway (TOHS Eng. Pro, 14-021)

Aaron Levitt, Engineering, said that the Utley Creek Greenway will provide a 3,133 linear feet greenway link from West Ballentine Road to the Morgan Park Greenway. The requested budget amendment is for legal costs, right-of-way (ROW) acquisition, and construction costs. Once completed, sidewalk/greenway connectivity will exist from the Village District to residential and commercial areas west of NC 55. Mr. Levitt explained that the project will be reimbursed at 80% of estimate from CMAQ and could receive a 50% reimbursement of overages from CMAQ to reimburse the Parks & Recreation Reserves account. Construction is anticipated to begin in the fall of 2020 with completion in early 2021.

Action: Motion to approve budget amendment to Parks & Recreation Utley Creek Greenway Project Account for a total of \$1,314,520 from Parks & Recreation Reserves with \$520,000 of this total to be reimbursed from NCDOT Congestion mitigation and Air Quality (CMAQ) Grant.

Motion by: Kelly

Second by: Berry

Vote: Unanimous

13. Fiscal Year 2020-2021 Strategic Plan Update

Randy Harrington, Town Manager, said that the strategic plan is the road map to move the Town forward. He outlined the uses of the Strategic Plan as a tool for Council. He highlighted the core components of the plan and presented the progress the Town has made on goals and initiatives from FY 219-20 and the updates the Council and Mayor had worked on at their February retreat. He then presented the updated Strategic Plan for Fiscal Year 2020-2021.

Action: Motion to approve the Fiscal Year 2020-2021 Strategic Plan, outlining the Town's vision, priority areas, goals, and initiatives that are designed to meet the current service needs of the community and prepare for the future.

Motion by: Villadsen

Second by: Wolff

Vote: Unanimous

UNFINISHED BUSINESS

14. United Community Bank Development Plan Extension

Sean Ryan, Planning & Zoning, said that a request was received for an extension for United Community Bank Development Plan 17-DP-16-A01 and 17-SEU-06, from February 28, 2020 to July 28, 2020. This is the first extension requested. Under the UDO in place at the time of plan submittal, they may receive four six-month extensions, at the discretion of Council. Mr. Ryan showed the approved site plan, as well as the unauthorized tree removal that took place in September 2017.

Action: Motion to grant the first, of an allowable four, six-month extension for 17-DP-16-A01 and 17-SUE-06 for United Community Bank to extend the expiration date from February 28, 2020 to July 28, 2020 as requested by M. Durwood Stephenson.

Motion by: Wolff

Second by: Berry

Vote:

Yay: Berry, Villadsen, Wolff, McGrath

Nay: Kelly

The motion passed.

OTHER BUSINESS

MANAGER'S REPORT

Randy Harrington, Town Manager, said he had five items to update the Council.

1. Regarding COVID-19, he thanked the Mayor and Council for their leadership during this time, and thanked the community for the many sacrifices that are being made to help stop the spread of the virus. He said the Town has added a lot of information on the web page regarding the Town's response, with links to other state, county, and national resources. He said that there is a wealth of information for local and small businesses there also. He encourages everyone to visit the web site, or, if they have questions and no internet access, to call the Town. He said that Public Works and all town operations are continuing to serve the community. He recognized those who are working from home and those who come in, particularly police, fire and public works. He said that residents are doing lots of yard work during their time at home, and asked that they keep grass clipping separate from other yard waste so that it can be picked up more quickly.

2. Tomorrow between 10 and 11 Duke Energy will be testing the sirens at the Power Plant. This is just a test.

3. He said he is proud of the community's response to the 2020 Census. Holly Springs has the highest percentage of responses in Wake County.

4. He said that Youth Athletics had been paused until April 12th, but that tomorrow additional information on those programs would be released, so please watch for that information.

5. He thanked the IT Director and the Town Clerk for setting up this electronic meeting.

The Manager's report ended, Mayor Sears added his thanks to the Holly Springs Police Department for their program of checking on those who live alone. He received a call from a senior citizen recently who was very appreciative of the program, which made her feel less alone while she was home recuperating from an injury.

CLOSED SESSION:

The Council entered into closed session, pursuant to N.C.G.S. 143-318.11(a)(4) to discuss two economic development matters.

Motion by: Berry

Second by: Villadsen

Vote: Unanimous

After leaving closed session, Randy Harrington, Town Manager, informed the Council that he will be calling them in groups of two or singly to discuss the Peterson Station project. He also said that there should perhaps be a policy discussion soon around what economic development tools are available to the Town and how the Council wants to use them.

Adjournment: Councilman Wolff made a motion to adjourn at 9:30 pm. It was seconded by Councilman Berry and passed with a unanimous vote.

Respectfully Submitted on Tuesday, April 21, 2020.



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, April 14, 2020 via video conferencing. Mayor Sears presided, calling the meeting to order at 6:00 p.m. A quorum was established as the mayor was present in his office and the council members were present via video conferencing.

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

Council Members Absent: none

Staff Members Present: Randy Harrington, Town Manager, Daniel Weeks, Assistant Town Manager; Scott Chase, Assistant Town Manager; Linda McKinney, Town Clerk (recording the minutes); John Schifano, Town Attorney; Cassie Hack, Director Communications and Marketing; Gina Clapp, Director of Planning and Zoning; Kendra Parrish, Director of Engineering; Aaron Levitt, Engineering; Dirk Siebenbrodt, Engineering; Mary DePina, Engineering; Daniel Colavito, Engineering; Irena Krstanovic, Director Economic Development; Anna Johnson, Economic Development; Patty Dressen, Interim Director of Finance; Corey Petersohn, Finance; Gina Clapp, Director of Planning & Zoning; Jeff Wilson, Director of IT;

2. Workshop Overview

Staff Resource: Randy Harrington, Town Manager

Mr. Harrington gave an overview of the items on the agenda.

3. Fiscal Year 2020-21 Budget Development

Staff Resource: Randy Harrington, Administration; Patty Dressen and Corey Petersohn, Finance

Randy Harrington, Town Manager, said that there are no recommendations tonight, except as regards the calendar. He introduced Corey Petersohn and Patty Dressen, Finance to discuss the General Operating budget. Ms. Dressen showed a breakdown of projected revenue. She explained that sales tax revenue is the most volatile of general fund taxes, and that staff has projected down around 2% from budgeted, down 11% from pre-COVID projections, but is difficult to predict. Corey Petersohn explained that the sales tax reports lag behind by about two months so it is unclear what the current impact on sales tax revenues would be.

Mr. Harrington said that the volatility of the situation calls for a conservative budget. Not that it would be a “do-nothing” budget, but it would be conservative. He outlined some of the programs that would have the biggest impact on the budget, such as increases in the cost of health insurance, the cost of waste and recycling hauling, and capital needs, such as a new ladder truck for the fire department. He said that there were five strategic studies that Council had previously identified some interest in. There may need to be a conversation about Council’s priorities, because the Town may not be able to afford all five.

Mr. Harrington then spoke about the Utility Fund projections. Harnett County has indicated that there will be a 10% cost increase in the water that the Town purchases from them. There are other anticipated increases that lead to an anticipated Utility rate increase of between 3 – 5 ½ %.

Finally, Mr. Harrington recommended that Council adjust the budget schedule to the latest possible dates in order to have more clarity around what impact the COVID-19 pandemic will have on Town finances. He requested that Council consider making the following amendments to their calendar:

Event	Original	Proposed
Recommended Budget Presentation	May 12 (6:00 pm)	May 26 (6:00 pm)
Public Hearing	May 19 (7:00 pm)	June 2 (7:00 pm)
Budget Workshop	May 26 (6:00 pm)	June 4 (6:00 pm)
Budget Adoption	June 2 (7:00 pm)	June 16 (7:00 pm)

Questions were raised regarding the rate increase in water from Harnett County, the sales tax projections, and the health insurance costs.

Councilman Wolff asked about the I-540 Small Area Plan and Village District Area Plan. Gina Clapp, Director of Planning & Zoning outlined what the plans were and what they would accomplish in terms of setting community character before developers begin developing these areas.

Councilwoman Kelly asked for a table that would rank potential strategic studies showing which areas of the strategic plan they support. Mr. Harrington asked for a read on which plans were higher priorities for Council, if funds were available to complete them.

Scott Chase, Assistant Town Manager, discussed the work staff has done on the Stormwater Utility Fee Rate Structure, and how that could be implemented during the current situation. He explained that the fee structure was created knowing that it was not self-supporting in order to meet the EPA requirements, with the plan to ramp them up as the program grew. He explained that the current structure is heavily subsidized by residential properties, and subsidized by the general fund. He outlined various implementation rate options, from keeping the current rate structure, to increasing the residential fee to \$4.00 or \$5.20 per month and charging nonresidential customers at the Equivalent Residential Unit ("ERU") rate, either with or without a Cap.

Council discussed various options for implementing the rate increase. Mr. Chase offered that our peer communities use an ERU with no Cap. Consensus was to work on bringing equity to the rate structure with sensitivity to other rate increases and the difficulties brought on by COVID-19.

4. Traffic Calming Policy

Staff Resource: Aaron Levitt and Mary DePina, Engineering

Aaron Levitt, Engineering, outlined the vision for the Traffic Calming and Neighborhood Safety Plan. He said that by far the most frequent complaint received is about speeding in neighborhoods. He spoke about actions that have been taken by staff, including the Police Department, and outlined a draft Neighborhood Traffic Calming and Neighborhood Safety Program. Mary DePina, Engineering outlined components of the proposed program and showed a sample reporting form that could be used. She outlined the criteria by which any particular location would be evaluated for action by the Town, and listed options for responses at various levels of seriousness and expense. Various types of radar displays were discussed that could

be rented to HOA's or other entities to calm traffic and record speeds. She outlined the timeline for implementing the process.

Mr. Levitt requested Council's input on the possibility of having an application fee for the requests that were more expensive, like the level 2 or 3 situations that would require traffic studies, engineering studies, etc. Council made requests regarding improvements on the form, and there was discussion about whether or not a fee was appropriate. It was suggested that the program could move forward without fees and that fees could be added later if they were needed.

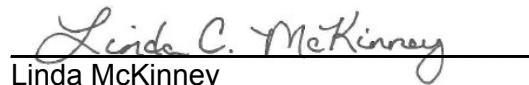
5. COVID-19 Response

Staff Resource: Randy Harrington, Administration

Mr. Harrington, Town Manager, said that the Economic Development department and Communications and Marketing had been working together to get information to businesses in Holly Springs that have been affected by the COVID-19 pandemic. He said a special web page has been created to help businesses connect with available resources. He said that the Holly Springs Chamber of Commerce has created an Angel Fund to support businesses impacted by the pandemic and said that the Chamber had asked if the Town would be willing to donate to that fund. Council's consensus was to investigate the possibility and discuss it at their meeting on April 21st.

6. Adjournment: Motion to adjourn was made by Councilman Villadsen, second by Councilman Berry, and passed with a unanimous vote. The April 14, 2020 workshop meeting of the Holly Springs Town Council was adjourned at 8:56 pm.

Respectfully Submitted on Tuesday, April 21, 2020.



Linda McKinney

Town Clerk



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 7.

Consent Agenda

Title: Monthly Budget Amendment Report

Strategic Priority Area: Organizational Excellence

Staff Resource: Patty Dressen, Interim Director, Finance, Finance

Action(s):

Receive report. No further action is required.

Explanation:

- Each month, the finance department provides a report to Council on operational budget amendments approved by the Town Manager or that are accomplished at the direction of Town Council. The budget ordinance for the Town of Holly Springs mandates its regular report to the Council for inclusion in the Council's minutes.

Background:

Funding Source(s):

N/A

Attachment(s):

1. Monthly BA Report for March

Town of Holly Springs
Budget Amendments Report
 From Date: 3/1/2020 - To Date: 3/31/2020

Account	G/L Date	Journal	Description	Increases	Decreases	Amended Balance
Fund: 10 General Fund						
Department: 415 Code Enforcement						
15.02 - Training & Travel Training				Amended Balance as of: 3/1/2020		\$12,000.00
	03/04/2020	2020-00004221	Code Enforcement Vehicle Repair	\$0.00	\$1,500.00	\$10,500.00
				\$0.00	\$1,500.00	\$10,500.00
41.02 - Maintenance & Repair Vehicles				Amended Balance as of: 3/1/2020		\$2,000.00
	03/04/2020	2020-00004221	Code Enforcement Vehicle Repair	\$1,500.00	\$0.00	\$3,500.00
				\$1,500.00	\$0.00	\$3,500.00
62.03 - Supplies Office				Amended Balance as of: 3/1/2020		\$3,500.00
	03/03/2020	2020-00004216	Code Enforcement Uniforms	\$0.00	\$500.00	\$3,000.00
				\$0.00	\$500.00	\$3,000.00
62.04 - Supplies Department				Amended Balance as of: 3/1/2020		\$5,500.00
	03/03/2020	2020-00004216	Code Enforcement Uniforms	\$0.00	\$1,500.00	\$4,000.00
				\$0.00	\$1,500.00	\$4,000.00
63 - Uniforms				Amended Balance as of: 3/1/2020		\$1,800.00
	03/03/2020	2020-00004216	Code Enforcement Uniforms	\$2,000.00	\$0.00	\$3,800.00
				\$2,000.00	\$0.00	\$3,800.00
Department: 415 Code Enforcement Totals:				\$3,500.00	\$3,500.00	
Department: 420 Fire & Rescue						
62.07 - Supplies Safety/Field Equipment				Amended Balance as of: 3/1/2020		\$22,000.00
	03/10/2020	2020-00004318	Fire Engine Equipment	\$28,270.00	\$0.00	\$50,270.00
				\$28,270.00	\$0.00	\$50,270.00
90.02 - Capital Outlay Vehicles				Amended Balance as of: 3/1/2020		\$575,000.00
	03/10/2020	2020-00004318	Fire Engine Equipment	\$0.00	\$28,270.00	\$546,730.00
				\$0.00	\$28,270.00	\$546,730.00
Department: 420 Fire & Rescue Totals:				\$28,270.00	\$28,270.00	

Town of Holly Springs
Budget Amendments Report
 From Date: 3/1/2020 - To Date: 3/31/2020

Account	G/L Date	Journal	Description	Increases	Decreases	Amended Balance
Fund: 10 General Fund						
Department: 425 Parks & Recreation						
Sub Department: 29 Athletics						
12.07 - Professional & Technical Service Advertising				Amended Balance as of: 3/1/2020		\$5,000.00
	03/18/2020	2020-00004453	Parks and Rec Athletics Purchases	\$500.00	\$0.00	\$5,500.00
				\$500.00	\$0.00	\$5,500.00
46.03 - Rental & Lease Buildings				Amended Balance as of: 3/1/2020		\$48,000.00
	03/18/2020	2020-00004453	Parks and Rec Athletics Purchases	\$0.00	\$1,000.00	\$47,000.00
				\$0.00	\$1,000.00	\$47,000.00
56.02 - Athletic Programs Basketball				Amended Balance as of: 3/1/2020		\$22,000.00
	03/18/2020	2020-00004453	Parks and Rec Athletics Purchases	\$500.00	\$0.00	\$22,500.00
				\$500.00	\$0.00	\$22,500.00
Sub Department: 29 Athletics Totals:				\$1,000.00	\$1,000.00	
Department: 425 Parks & Recreation Totals:				\$1,000.00	\$1,000.00	
Fund Totals: General Fund				\$32,770.00	\$32,770.00	
Fund: 30 Utility Fund						
Department: 434 Water Quality						
Sub Department: 34 WWTP						
41.01 - Maintenance & Repair Equipment				Amended Balance as of: 3/1/2020		\$97,300.00
	03/23/2020	2020-00004506	Water Quality Maintenance BA	\$12,000.00	\$0.00	\$109,300.00
				\$12,000.00	\$0.00	\$109,300.00
62.08 - Supplies Chemicals				Amended Balance as of: 3/1/2020		\$187,700.00
	03/23/2020	2020-00004506	Water Quality Maintenance BA	\$0.00	\$12,000.00	\$175,700.00
				\$0.00	\$12,000.00	\$175,700.00
Sub Department: 34 WWTP Totals:				\$12,000.00	\$12,000.00	
Department: 434 Water Quality Totals:				\$12,000.00	\$12,000.00	
Fund Totals: Utility Fund				\$12,000.00	\$12,000.00	
Grand Totals:				\$44,770.00	\$44,770.00	



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 8.

Consent Agenda

Title: East Coast Pyrotechnics Contract for July 5th Celebration

Strategic Priority Area: Engaged, Healthy, & Active Community

Staff Resource: LeeAnn Plumer, Director, Parks & Recreation, Parks & Recreation

Action(s):

Approve contract with East Coast Pyrotechnics, Inc. for the July 5th fireworks display in the amount of \$22,000.

Explanation:

- As part of the Town's traditional Independence Day celebration staff requests entering into a contract with East Coast Pyrotechnics, Inc. in the amount of \$22,000 for a turn-key fireworks display which includes various pyrotechnic materials, qualified technicians, and \$5,000,000 liability insurance coverage.
- The contract allows for a 6-month contract extension in the event that any potential COVID-19 mass gathering restrictions prevent the Town from conducting a traditional-scale fireworks event on July 5.
- East Coast Pyrotechnics, Inc. has supplied pyrotechnics to the Town in the past and has a strong record of quality performance and attention to safety.

Background:

- Every year the Town of Holly Springs celebrates Independence Day on July 5th at Jefferson L. Sugg Farm at Bass Lake Park with a Town festival.
- The celebration includes food, vendor booths, games, rides, community entertainment, and a memorable fireworks display for residents and the local community. This is an inclusive event with free admission and Town-sponsored rides and entertainment without charge.

Funding Source(s):

Parks and Recreation Operating Budget, FY 21

Attachment(s):

1. East Coast Fireworks Contract
2. East Coast Fireworks Certificate of Liability

**EAST COAST PYROTECHNICS, INC.
AGREEMENT**

This contract entered in this 7th of April A.D. 2020 by and between EAST COAST PYROTECHNICS, INC. of Catawba, S.C. and Town of Holly Springs (customer) of City Holly Springs State NC.

WITNESSETH: EAST COAST PYROTECHNICS, INC. for and in consideration of the terms hereinafter mentioned, agrees to furnish to the CUSTOMER one (1) Fireworks Display(s) as per agreement made and accepted and made a part hereof, including the services of our Operator to take charge of and fire display under the supervision and direction of the Customer, said display to be given on the evening of July 5, 2020 Customer Initial _____, weather permitting, it being understood that should inclement weather or a government issued state of emergency prohibiting mass gatherings prevent the giving of this display on the date mentioned herein the parties shall agree to a mutually convenient alternate date, within six (6) months of the original display date. Customer shall remit to the first party an additional 15% of the total contract price or additional expenses in presenting the display on an alternate date. The determination to cancel the show because of inclement or unsafe weather conditions shall rest within the sole discretion of EAST COAST PYROTECHNICS, INC. In the event the customer does not choose to reschedule another date or cannot agree to a mutually convenient date, EAST COAST PYROTECHNICS, INC. shall be entitled to 40% of the contract price for costs, damages and expenses. If the fireworks exhibition is cancelled by CUSTOMER prior to the display, CUSTOMER shall be responsible for and shall pay EAST COAST PYROTECHNICS, INC. on demand, all EAST COAST PYROTECHNICS, INC.'s out of pocket expenses incurred in preparation for the show including but not limited to, material purchases, preparation and design costs, deposits, licenses, and employee charges.

EAST COAST PYROTECHNICS, INC. agrees to furnish all necessary fireworks display materials and personnel for fireworks display in accordance with the program approved by the parties. Quantities and varieties of products in the program are approximate. After final design, exact specifications will be supplied upon request. EAST COAST PYROTECHNICS, INC. enters this agreement contingent upon its ability to secure delivery of product for the display.

It is further agreed and understood that the CUSTOMER is to pay EAST COAST PYROTECHNICS, INC. the sum of **\$22,000.00 (No Deposit Required)**. A service fee of 1 ½% per month shall be added if account is not paid in full within 30 days of the show date.

EAST COAST PYROTECHNICS, INC. will obtain Commercial Liability and Property Damage and Workers Compensation insurance. Certificate of Insurance will be provided prior to the event. All the entities listed on the Certificate of Insurance will be deemed as an additional insured per this contract.

Customer will provide the following items:

- (a) Sufficient area for the display, including a minimum spectator set back of 420 ft all points from the discharge area.
- (b) Protection of the display area by roping-off or similar facility.
- (c) Adequate police protection to prevent spectators from entering display area.
- (d) Search of the fallout area at first light following a nighttime display.

It is further agreed and mutually understood that nothing in this contract shall be construed or interpreted to mean a partnership, both parties being hereto responsible for their separate and individual debts and obligations, and neither party shall be responsible for any agreements not stipulated in this contract. Customer agrees to pay any and all collection costs, including reasonable attorney's fees and court costs incurred by EAST COAST PYROTECHNICS, INC. in the collection or attempted collections of any amount due under this agreement and invoice. Signor of this contract personally guarantees full payment of this agreement.

The parties hereto do mutually and severally guarantee terms, conditions, and payments of this contract, these articles to be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

No provision of this agreement shall be construed or interpreted as creating a pledge of the faith and credit of the town within the meaning of any constitutional debt limitation. No provision of this agreement shall be construed or interpreted as creating a delegation of governmental powers nor as a donation by or a lending of the credit of the town within the meaning of the constitution of the state. This agreement shall not directly or indirectly or contingently obligate the town to make any payments beyond those appropriated in the sole discretion of the town for any fiscal year in which this agreement is in effect; provided, however, that any failure or refusal by the town to appropriate funds which results in the failure by the town to make any payment coming due hereunder will in no way obviate the occurrence of the event of default resulting from such nonpayment. No deficiency judgment may be rendered against the town in any action for breach of a contractual obligation under this agreement and the taxing power of the town is not and may not be pledged directly or indirectly or contingently to secure any moneys due under this agreement.

EAST COAST PYROTECHNICS, INC.

By _____

Date Signed: **April 7, 2020**

Joel Matthews

PO Box 209

Catawba, SC 29704

P803-789-5733

F803-789-6440

joel@eastcoastpyro.com

CUSTOMER

By _____

It is duly authorized agent, who represents he/she has full authority to bind the Customer

Date Signed: _____

(Please Type or Print)

Name: _____

Address: _____

Phone: _____

Email: _____

Billing Email: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/13/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Britton Gallagher One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	CONTACT NAME: PHONE (A/C, No, Ext): 216-658-7100		FAX (A/C, No):
	E-MAIL ADDRESS:		
INSURED East Coast Pyrotechnics Inc. P. O. Box 209 Catawba SC 29704	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Everest Indemnity Insurance Co.		10851
	INSURER B : Everest Denali Insurance Company		
	INSURER C : Liberty Mutual Insurance Co		25035
	INSURER D : Arch Speciality Ins Co		21199
	INSURER E :		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER: 1278886742

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC			SI8ML00005-201	3/30/2020	3/30/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS			SI8CA00005-201	3/30/2020	3/30/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			Archbinder1234	3/30/2020	3/30/2021	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	WC5-39S-727027-019	9/30/2019	9/30/2020	☒ WC STATUTORY LIMITS ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.

FIREWORKS DISPLAY DATE: JULY 5, 2020

ADDITIONAL INSURED: 1)TOWN OF HOLLY SPRINGS, 2)WAKE COUNTY

CERTIFICATE HOLDER

CANCELLATION

 HOLLY SPRINGS TOWN OF
 PO BOX 8
 HOLLY SPRINGS NC 27540

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 9.

Consent Agenda

Title: Sugg Farm Restroom Site Work

Strategic Priority Area: Engaged, Healthy, & Active Community

Staff Resource: LeeAnn Plumer, Director, Parks & Recreation, Parks & Recreation

Action(s):

- Award bid to Cadet Construction in the amount of \$187,927 for site preparation for the restroom facility and ADA accessible path to the area designated as the dog park at Sugg Farm Park.
- Authorize the Town Manager to enter into a contract with Cadet Construction consistent with the scope of this approval.

Explanation:

- In December 2019, Town Council approved the purchase of a prefabricated restroom unit. Site preparation is necessary to accept this unit as well as construct the required accessible parking, associated gravel parking area, utility connections and accessible walkway to the dog park amenity.
- Because this work is below the legal threshold for formal bidding, staff inquired with three (3) contractors to provide pricing for the site work. Two of the three vendors responded. Cadet was the lowest, responsive bidder. Contractor pricing is attached.
- The project is under review by the Triangle Land Conservancy (TLC). Upon confirmation from TLC and approval of Town Council, staff will move forward with the site work. Staff is striving to have the restroom operational in time for the July 5th festivities at Sugg Farm Park.
- The dog park will be the final phase of this project. Staff intends to engage the public with education and input for the dog park amenity. In addition, staff will seek Council approval for the dog park site work in the coming months.

Background:

- In January 2018, Town Council approved the Sugg Farm Shelter Project and established a project budget at \$800,000. The Town paid \$52,961 for design services for the shelter and restroom facility. Construction prices for the shelter/restroom far exceeded the budget and staff recommended a project scope change.
- In October 2019, Town Council authorized staff to move forward with an alternative construction method for the restroom facility with accessible parking and a dog park amenity using the remaining budget amount of \$747,039.
- In December 2019, Town Council approved the purchase of a prefabricated restroom unit in the amount of \$430,126.
- The remaining budget of \$299,805 will include this site work (\$187,927), dog park fencing and amenities (\$80,000) and a contingency (\$31,878).

Funding Source(s):

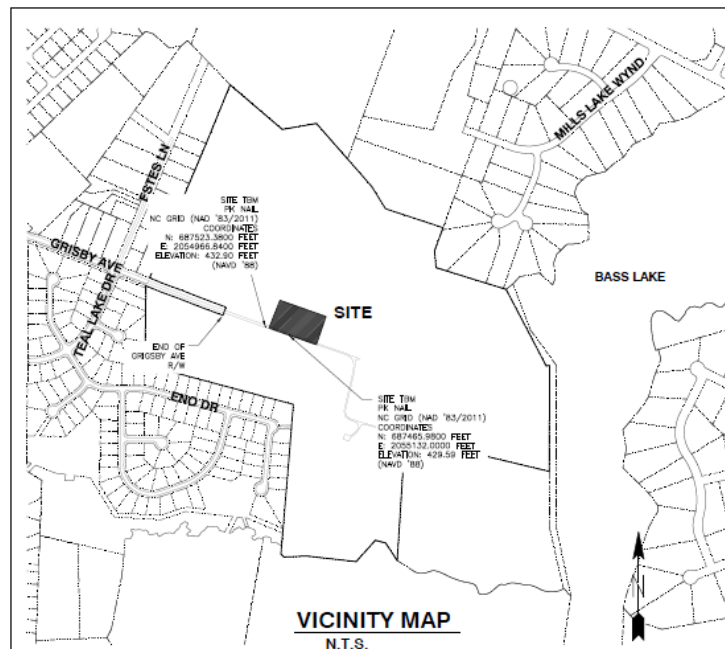
\$187,927 from the Sugg Farm Restroom Project Account (49-912 12.05) in the current FY 20 budget.

Attachment(s):

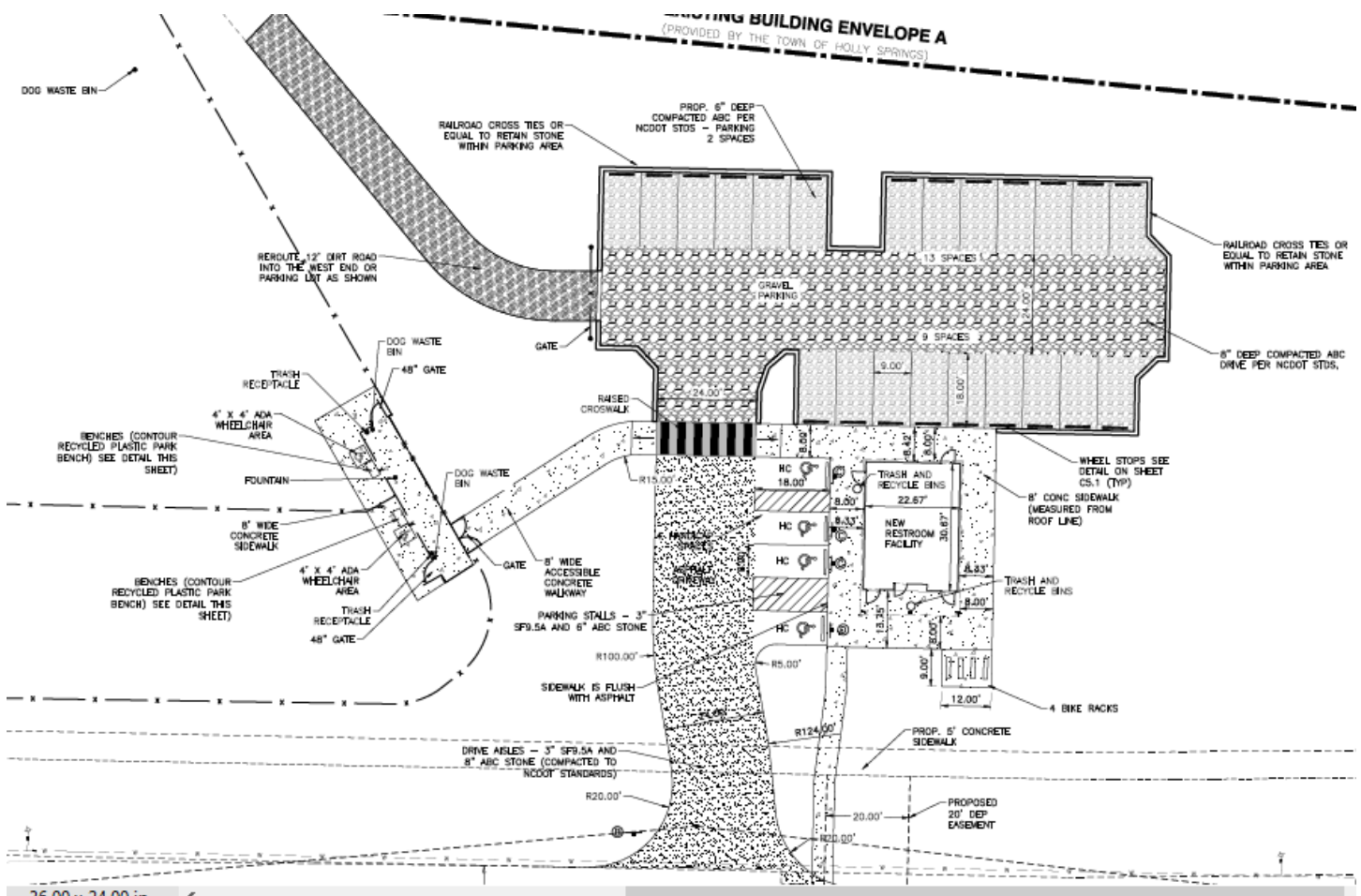
1. Sugg Farm Restroom Project Scope Map2
2. Site Work Bid Summary
3. Sugg Farm Site Work -Cadet Pricing 04-14-20

Sugg Farm Improvements: Restroom Facility, Accessible Parking, Dog Park

Site Location: Sugg Farm



Site Work Scope



Sugg Farm Park - Restroom & Dog Park Walkway Site Work Bids

<u>Contractor Name</u>	<u>Bid Price</u>
L.A. Downey & Son (Durham)	None responsive
Cadet Construction	\$ 187,927
CADCO Construction Co.	\$ 374,137

Proposal: Sugg Farm Rest Room Facilities Development Revision #1

Holly Springs, N.C.

GRADING, PAVING, & UTILITIES

Date: April 14, 2020

Cadet Construction Company proposes to provide labor, material and equipment as necessary to complete the site improvements as noted in the following proposal.

Construction Documents: Plans by Bass, Nixon, & Kennedy, Inc. dated April 3, 2020

Addendums: None

Mobilization

\$9,257

- Mobilization & Management
- Utility location
- Sitework safety
- Surveying
- Temp Facilities

Erosion Control

\$14,413

- Tree protection
- Silt fence
- Construction entrance
- Concrete wash area
- Check dams
- Temp. seeding & mulch
- Dust control
- Maintain erosion control systems

Clearing & Demolition

\$6,500

- Saw cut asphalt
- Demo Fence
- Misc. Clearing
- Remove Existing Gravel

Grading & Earthwork

\$31,664

- Strip & stockpile topsoil, remove excess
- Cut & fill
- Import fill, place & compact
- Grade building pads to proposed subgrade
- Grade paved areas and sidewalks
- Grade parking areas
- Rough grade landscaped areas

Sanitary

\$7,533

- 4" PVC sewer line
- Cleanouts
- Tie in at existing sewer

Water

\$30,655

- 2" Copper water service
- 2" corporation
- 2" Meter
- Chlorination and testing
- 2" C900
- 6" Ductile Iron Pipe
- Waterline Testing
- Corrosion Protection
- 2" x 2" Tee
- 6" Gate Valve
- 8" x 6" Wet Tap
- Fire Hydrant
- RPZ Backflow Preventer

Storm Drainage

\$10,400

- 12" RCP
- FES

Site Concrete

\$26,489

- Conc. Sidewalk
- Reinforce Conc. Paving
- Railroad Cross Ties

Paving & Driving Surface Preparation

\$41,680

- 6" ABC @ Gravel Parking Area
- 6" ABC @ Light Duty Pavement
- 8" ABC @ Gravel Driveway
- 8" ABC @ Heavy Duty Pavement
- 2" Pavement @ Light Duty
- 3" Pavement @ Heavy Duty
- Fine grade parking area

STRIPING AND SIGNAGE

\$6,104

- 6" Striping
- 24" Striping
- Handicap Spaces
- Wheel Stops
- Handicap
- Railroad Cross Ties

Spread Topsoil

\$3,221

- Spread salvaged topsoil over surfaces not designated for other treatment
- Rough grade topsoil

TOTAL Bid: \$187,927

Add Alternate for Paving:

\$7,500

Exclusions

- Utility connection fees
- Fencing & gates
- Facility sign
- Temporary utilities
- Testing & special inspections
- Rock removal
- Undercut/Removal and replacement of unsuitable soils
- Electrical work
- Landscaping
- Sodding
- Irrigation system
- Removal and replacement of pavement base contaminated by others
- Maintenance or repair of existing paved areas

If you have questions regarding the proposal, please contact:
Jimmy @ (919)625-7638 or Ed @ (919)607-0879



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 10.

Consent Agenda

Title: Annexation A20-01 Resolution of Sufficiency

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Melissa Sigmund, Planning & Zoning

Action(s):

Adopt Resolution 20-05 directing the Town Clerk to investigate the sufficiency of annexation petition A20-01 and set public hearing for April 21, 2020.

Explanation:

- The Town has received a petition for voluntary annexation of 23.64 +/- acres, located in the vicinity of Old Holly Springs Road.
- As part of the Development Plan review process for the proposed Planned Unit Development (PUD) the applicant is requesting connection to water and sewer.
- The owner of the property is Capital Properties of Raleigh.
- Staff has requested feedback from all departments and there were no issues with this annexation.

Background:

Pursuant to NCGS § 160A-31(c) Council is required, upon receiving a petition for annexation, "to cause the clerk of the municipality to investigate the sufficiency thereof and to certify the result of the investigation" and to fix a date for a public hearing on the question of the annexation.

Funding Source(s):

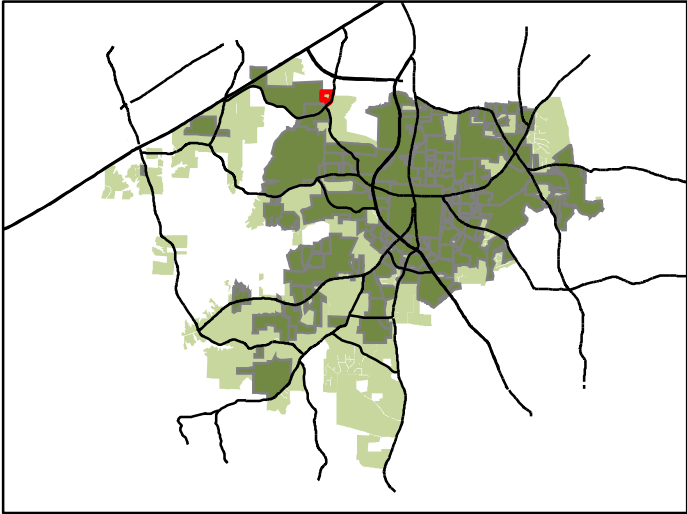
N/A

Attachment(s):

1. A20-01 Map
2. A20-01 Resolution of Sufficiency

A20-01 Location Map

Carolina Springs
23.64 acres





THE TOWN OF

Holly Springs

Resolution No.: 20-05

Date Adopted: April 21, 2020

Annexation No.: A20-01

RESOLUTION OF THE HOLLY SPRINGS TOWN COUNCIL DIRECTING THE TOWN CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-31 AND FIXING THE DATE OF A PUBLIC HEARING ON THE QUESTION OF ANNEXATION

WHEREAS, a petition requesting annexation of an area described in said petition was received by the Town of Holly Springs; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Town Council of the Town of Holly Springs deems it advisable to proceed in response to this request for annexation, subject to the Clerk's satisfactory investigation of the sufficiency of the petition; and

WHEREAS, the area proposed for annexation is described as follows:

Legal Description for Voluntary Annexation

Properties located in the vicinity of Old Holly Springs Road, more particularly described as:

All that certain parcel of land, situated in the Town of Holly Springs, Wake County, North Carolina, known as REID: 0124454 as described in Deed Book 11180 at Page 1760, Wake County Records, and being more particularly described as follows:

All that certain parcel of land being situated in the Town of Holly Springs, Wake County, North Carolina, being the known as REID# 0124454 Wake County records parcel of land as described in Deed Book 17610, Page 1795 of the Wake County Register of Deeds and being more particularly described as follows:

Commencing at NCGS Patricia; thence S89°07'17"E, 10,034.92' to an EIP, said EIP being the Point of Beginning and Control Corner as shown on survey by Bateman Civil Survey Company dated January 8, 2020; said EIP being the North West Property Corner of James R & Amy C Lawrence III (DB 17029, Pg 1113) and South West Property Corner of Capital Properties of Raleigh LLC, Wake County records, thence N00°23'48"E, 819.75' to an EIP; thence N89°47'53"E, 1,172.67' to an EIP on the Western Right of Way of Old Holly Springs Apex Road SR-1154; thence along said Right of Way S13°22'08"W, 798.33' to an ECM; thence along a Curve to the Right having a Radius of 526.64', a Length of 343.42' and a Direction

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S32°03'01"W, 337.37' to an ECM; thence S39°16'59"E, 67.72' to an ECM; thence S39°16'59"E, 32.08' to a Point in the C/L Right of Way of Old Holly Springs Apex Road SR-1154; thence along C/L said Right of Way S50°40'23"W, 257.34' to an EPK; thence Leaving said C/L Right of Way N29°09'59"W, 31.57' to an EIP; thence N29°42'41"W, 325.78' to an EIP; thence N29°42'41"W, 206.33' to an EIP; thence S88°28'42"W, 399.90' to an EIP; said EIP being the point and place of beginning having an area of 1,033,826 sf / 23.733 ac more or less, lying and being in Holly Springs Township, District of Wake County, North Carolina.

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Holly Springs, North Carolina, that:

Section 1. The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Holly Springs Town Council the result of her investigation.

Section 2. Subject to the Town Clerk's satisfactory result of her investigation, a public hearing on the question of annexation of the area described herein will be held at the Town Hall Council Chambers, located at 128 S. Main Street, at 7 p.m. (or as soon thereafter as is practicable) on Tuesday, April 7, 2020.

Section 3. Notice of the public hearing shall be published in the Raleigh News & Observer, newspapers having general circulation in the Town of Holly Springs, at least ten (10) days prior to the date of the public hearing.

Adopted this, the 21st day of April 2020.

ATTEST:

Dick Sears, Mayor

Linda C. McKinney
Town Clerk

Office of the Mayor

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Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 11.

Consent Agenda

Title: Annexation A20-02 Resolution of Sufficiency

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Melissa Sigmund, Planning & Zoning

Action(s):

Adopt Resolution 20-08 directing the Town Clerk to investigate the sufficiency of annexation petition A20-02 and set public hearing for April 21, 2020.

Explanation:

- The Town has received a petition for voluntary annexation of 4.378 +/- acres, located at 1012 Bass Lake Road.
- As part of the Development Plan review process for the proposed Planned Unit Development (PUD) the applicant is requesting connection to water and sewer.
- The owners of the property are Donald E. and Sonia L. Pierce.
- Staff has requested feedback from all departments and there were no issues with this annexation.

Background:

- Pursuant to NCGS § 160A-31(c) Council is required, upon receiving a petition for annexation, "to cause the clerk of the municipality to investigate the sufficiency thereof and to certify the result of the investigation" and to fix a date for a public hearing on the question of the annexation.

Funding Source(s):

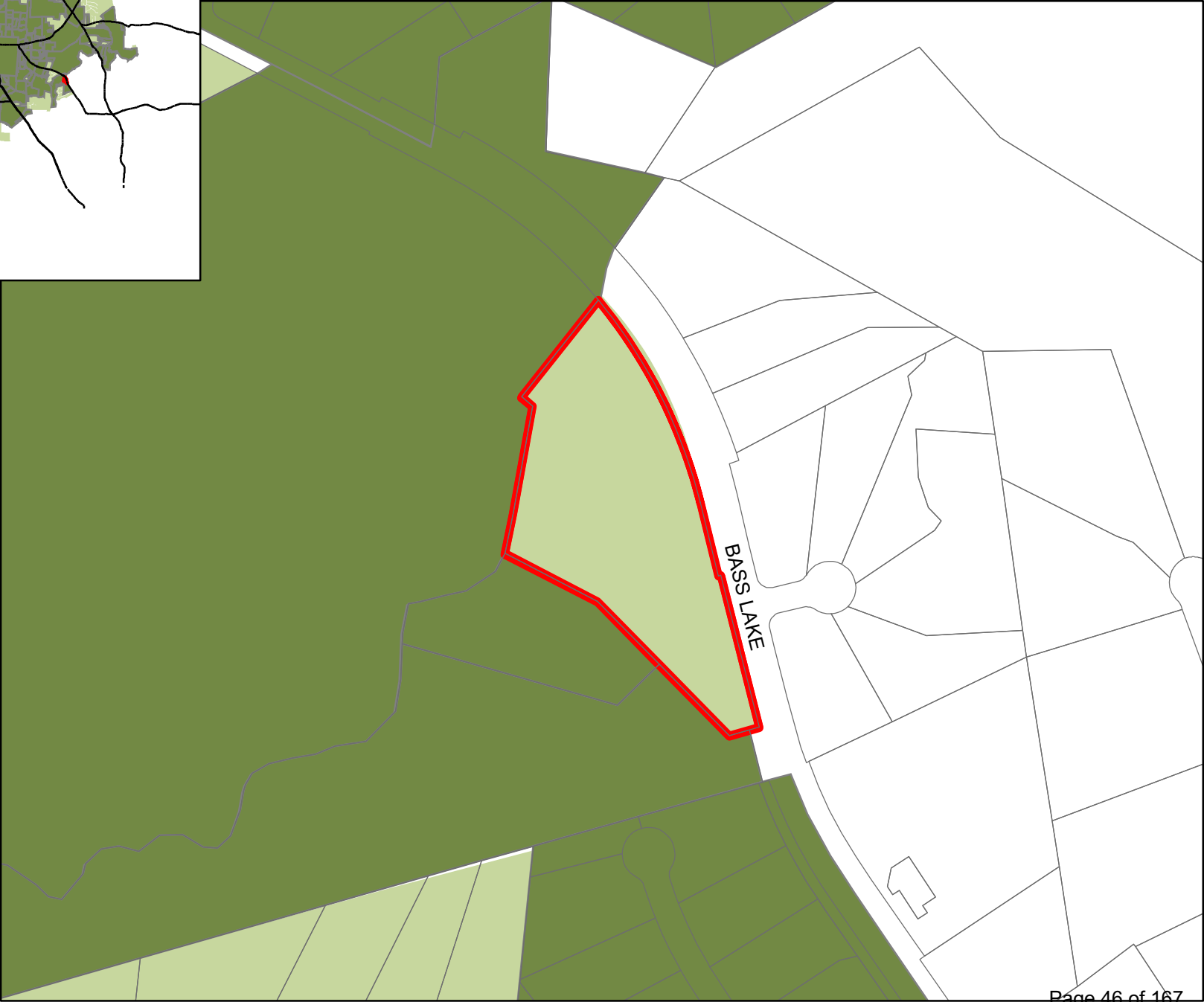
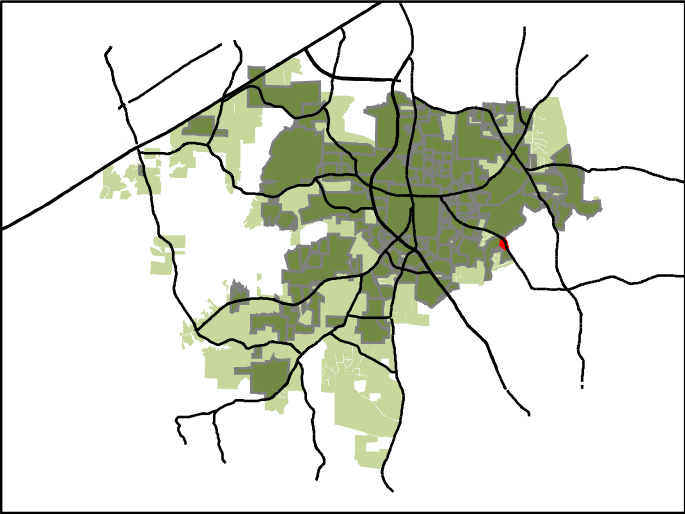
N/A

Attachment(s):

1. A20-02 1012 Bass Lake Rd. Map
2. A20-02 Resolution of Sufficiency

A20-01 Location Map

1012 Bass Lake Rd
4.378 acres



PIN: 0658888350



THE TOWN OF

Holly Springs

Resolution No.: 20-08

Date Adopted: April 21, 2020

Annexation No.: A20-02

RESOLUTION OF THE HOLLY SPRINGS TOWN COUNCIL DIRECTING THE TOWN CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-31 AND FIXING THE DATE OF A PUBLIC HEARING ON THE QUESTION OF ANNEXATION

WHEREAS, a petition requesting annexation of an area described in said petition was received by the Town of Holly Springs; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Town Council of the Town of Holly Springs deems it advisable to proceed in response to this request for annexation, subject to the Clerk's satisfactory investigation of the sufficiency of the petition; and

WHEREAS, the area proposed for annexation is described as follows:

Legal Description for Voluntary Annexation

Properties located in the vicinity of 1012 Bass Lake Road, more particularly described as:

Beginning at a New Iron Pipe, said pipe being a common corner with "Parcel A", Town of Holly Springs, Recorded at Book of Maps 1999, Page 1962. Said Iron Pipe also being located South 41°18'02" East, 1004.95 feet from NCGS Monument "Devil" having NC Grid Coordinates North: 689,272.42', East: 2,058, 025.18' NAD83(2011).

Thence from said New Iron Pipe North 38°30'05" East, 235.62 feet to a New Iron Pipe located on the Western Right of Way line of Bass Lake Road (SR#1393);

Thence continuing along the Western Right of Way of Bass Lake Road the following four courses and distances:

Along a curve to the right having a radius of 965.00 feet, and a chord bearing and distance of South 26°47'02" East, 430.26 feet to a point;

Thence South 13°54'10" East, 143.55 feet to a point;

Thence North 76°05'50" East, 5.00 feet to a point;

Thence South 14°01'52" East, 297.60 feet to an Existing Iron Pipe;

Thence leaving said Right of Way of Bass Lake Road, South 73°50'22" West, 59.54 feet to an Existing Iron Pipe;

Thence North 44°28'49" West, 189.99 feet to an Existing Iron Pipe;

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Thence North 44°26'40" West, 167.36 feet to a point located inside an existing well house;
Thence North 62°42'20" West, 198.19 feet to an Existing Iron Pipe;
Thence North 11°37'56" East, 76.57 feet to an Existing Iron Pipe;
Thence North 10°20'03" East, 208.40 feet to an Existing Iron Pipe;
Thence North 51°02'51" West, 27.35 feet to a New Iron Pipe, being the point and place of
Beginning and containing an area of 4.378 Acres (190,726 SF), more or less,

Wake County PIN: 0658888350 containing 4.378 +/- acres, lying and being in Holly Springs Township, District of Wake County, North Carolina.

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Holly Springs, North Carolina, that:

Section 1. The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Holly Springs Town Council the result of her investigation.

Section 2. Subject to the Town Clerk's satisfactory result of her investigation, a public hearing on the question of annexation of the area described herein will be held at the Town Hall Council Chambers, located at 128 S. Main Street, at 7 p.m. (or as soon thereafter as is practicable) on Tuesday, April XX, 2020.

Section 3. Notice of the public hearing shall be published in the Raleigh News & Observer, newspapers having general circulation in the Town of Holly Springs, at least ten (10) days prior to the date of the public hearing.

Adopted this, the 21st day of April 2020.

ATTEST:

Dick Sears, Mayor

Linda C. McKinney
Town Clerk

Office of the Mayor

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Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 12.

Consent Agenda

Title: Amend Town Council 2020 Meeting Calendar

Strategic Priority Area: Organizational Excellence

Staff Resource: Linda McKinney, Town Clerk, Town Clerk

Action(s):

Amend Town Council Calendar as shown in the chart below:

Event	Original	Proposed
Recommended Budget Presentation	May 12 (6:00 pm)	May 26 (6:00 pm)
Public Hearing	May 19 (7:00 pm)	June 2 (7:00 pm)
Budget Workshop	May 26 (6:00 pm)	June 4 (6:00 pm)
Budget Adoption	June 2 (7:00 pm)	June 16 (7:00 pm)

Explanation:

- Due to revenue and economic uncertainties resulting from the COVID-19 pandemic, the Town Manager requests additional time in the formulation and presentation of the recommended budget.
- Delaying the presentation of the recommended budget by two weeks provides additional opportunities to analyze and refine the latest data on budget projections prior to the June 1 statutory deadline for presenting the recommended budget to the governing body.

Background:

- Council set its calendar for 2020 at its meeting on December 3, 2019.
- N.C.G.S. 143-318.12(a) requires that changes to the calendar of a municipal board be made in the same manner that the calendar was originally adopted, and at least seven days before the first meeting affected by the change.

Funding Source(s):

N/A

Attachment(s):

None



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 13.

New Business

Title: Holly Springs Road Widening – Ph II (TOHS# 19-009) Change Order #2

Strategic Priority Area: Economic Prosperity & Diversity

Responsible & Balanced Growth

Safe & Friendly

Staff Resource: Tim Athy, Engineering

Action(s):

- Approve Kimley-Horne Design/Survey contract Change Order #2 in the amount of \$218,900.00.
- Approve budget amendments transferring \$64,050.00 from interfund loan 22.95.04 to project account 48 818 91 12.01 and transfer from contingency 48 818 91 82.97 to project account 48 818 91 12.01.

Explanation:

- This change order adds 1) design work for pedestrian improvements in front of Holly Ridge Middle and Elementary Schools, 2) Middle Creek bridge environmental work, and 3) additional analysis required by Federal government.
- After discussions with the public (through open house public meetings, social media, and individual meetings) and Wake County Public School staff, staff recommends having the consulting design team further review and refine pedestrian safety design features near the Holly Ridge Middle and Elementary school campuses.
- These enhanced designs will elevate the Town's pedestrian safety standards in this area to above state mandated pedestrian crossing standards in keeping with Council Strategic priorities.
- Additional traffic studies are required to determine the extent of pedestrian crossing devices that can be implemented. Such devices include a HAWK, High-Intensity Activated crossWalk, signal (see attached) which require a NCDOT signal warrant to be installed.
- The proposed 3-span bridge over Middle Creek requires additional topographical survey, geotechnical investigations, environmental permits, roadway design, FEMA storm modeling, and structural design.
- The \$3.6 million Locally Administered Projects Program (LAPP) Grant awarded to the Town in the fall of 2019 uses Federal Funds, which by law requires additional environmental studies and a traffic noise analysis. The design/survey consultant did not include these studies in their original contract scope as they were not required because the project was originally funded in whole by Town Transportation Bond funds.

Background:

- Holly Springs Road Widening – Phase II (19-009)
 - As part of the 2018 Transportation Bond, the Town of Holly Springs will widen Holly Springs Road from Flint Point Lane to Sunset Lake Road from a two-lane road to a four-lane road. This project will increase road capacity, improve safety, and upgrade the bridge over Middle Creek to decrease the chance of roadway flooding during heavy rain events.
 - Anticipated construction start is mid-2021.

- The Town and its design team met with the Wake County Public School System in the fall of 2019 to discuss pedestrian safety and improved carpool routes.
- The Town received an additional \$3.6 million in LAPP Grant funds through Capital Area Metropolitan Planning Organization (CAMPO) in the fall of 2019.
- Change Order #1 to Kimley-Horne's design/survey contract comprised of a revision to the roadway typical section (no monetary value was added or subtracted to the contract).
- \$154,850.00 of the Change Order 2 amount will be coming out of the project contingency funds; the remaining \$64,050.00 will come out of the Town Council approved interfund loan.
- The interfund loan will have a balance of \$3,945,200.00 after execution of this change order.
- Staff does not expect additional design related change orders for this project.
- The Town Council approved the project budget prior to the start of design/survey. Most of the change order cost can be absorbed by the original contingency set in the project budget.

Funding Source(s):

- Utilizing \$154,850.00 from project contingency account number 48 818 91 82.97 and \$64,050.00 from interfund loan 22.95.04 transfer to project account 48 818 91 12.01.

Attachment(s):

1. HSR Phil_KH Amendment
2. NCDOT_HAWK
3. HS Road Widening PH 2 Interfund Loan
4. HS Road Widening PH 2 Contingency

**AMENDMENT NUMBER 02 TO THE AGREEMENT BETWEEN CLIENT AND KIMLEY-HORN
AND ASSOCIATES, INC.**

This is Amendment number 02 dated April 1, 2020 to the agreement between the Town of Holly Springs ("Client") and Kimley-Horn and Associates, Inc. ("Consultant") dated May 28, 2019 ("the Agreement") concerning Holly Springs Road Widening- Phase II (the "Project").

The Consultant has entered into the Agreement with Client for the furnishing of professional services, and the parties now desire to amend the Agreement.

The Agreement is amended to include services to be performed by Consultant for compensation as set forth below in accordance with the terms of the Agreement, which are incorporated by reference.

Consultant will perform the following services:

In the agreement, it was assumed the crossing of Middle Creek would be either a reinforced box culvert or a single span bridge. Based on the 25% preliminary plans and completed hydraulic modeling, it has been determined a three span bridge will be required to meet FEMA floodplain development requirements and reduce impacts to streams and wetlands in the project corridor.

It is anticipated the project will receive federal funds through the Capital Area Metropolitan Planning Organization's Locally Administered Projects Program which will warrant the project follow the regulations of the National Environmental Policy Act of 1969. Based on the scope of the proposed project, a Categorical Exclusion Type III document is anticipated to be applicable.

Based on the impacts to the jurisdictional features shown in the 25% plans and discussions with the permitting agencies, an individual section 404/401 Permit Application will be required for the project.

Based on the preliminary plans, various areas along the Project corridor will require additional topographic survey for the remaining design.

The tasks listed in the Agreement will be modified as follows:

Task 2 – Topographic Survey

McKim & Creed will provide additional topographic Survey for areas identified based on developed of the preliminary plans. See Attachment A for the Scope of Services.

Task 3 – Geotechnical Investigation

Falcon Engineering will provide additional geotechnical investigation required for a three-span bridge. See Attachment B for the Scope of Services.

Task 4 – Traffic Analysis

Based on discussions with Client and Wake County Public Schools, Consultant will evaluate if a pedestrian signal is warranted in the vicinity of Holly Ridge Elementary School and Holly Ridge Middle School.

Traffic Counts - Consultant will perform an AM and school PM vehicular and pedestrian traffic count at the intersection of Holly Springs Road at Middlecrest Way.

Pedestrian Signal Warrant Analysis- Consultant will apply the traffic count volumes from this Task and those obtained from the *Holly Springs Road Widening (TIP #U-6094) Traffic Capacity Analysis Report* to the Manual on Uniform Traffic Control Devices (MUTCD) pedestrian traffic signal warrants to anticipate if warrants will be met at the following proposed crosswalk locations:

- East leg of Holly Springs Road at Cobblepoint Way
- East leg of Holly Springs Road at Holly Ridge Middle School Driveway

If warrants are not met, Consultant will evaluate the applicability of other mitigation measures such as the rectangular rapid flashing beacon (RRFB).

Consultant will discuss our findings and recommendations with the Client prior to finalization of the study. Consultant will summarize our findings and recommendations in a supplemental memorandum to the *Holly Springs Road Widening Phase 2 Traffic Capacity Analysis Report*.

Task 6 – Environmental Permits

Individual Section 404/401 Permit Application and Riparian Buffer Authorization – Based on preliminary impact calculations and the preliminary pre-application meeting held with the US Army Corps of Engineers (USACE) and NC Division of Water Resources (NCDWR), it is Consultant's understanding that the Holly Springs Road, Phase II project ("the Project") will require an Individual Section 404 Permit (IP) and Individual Section 401 Water Quality Certification (WQC). As part of this task, Consultant will prepare the IP and WQC application and IP Support Document for submittal to the USACE and NCDWR.

As part of the permit application, Consultant will utilize the impacts calculated and permit impact drawings developed as part of the Agreement for submittal with the permit.

Consultant will conduct up to two (2) pre-application meetings and up to four (4) post submittal meetings with the USACE, NCDWR, US Fish and Wildlife Service (USFWS), NC Wildlife Resources Commission (NCWRC), NC State Historic Preservation Office (NCSHPO), and/or other federal or state agencies deemed necessary by the USACE. In these meetings, Consultant will present the permitting approach, avoidance/minimization measures, and alternatives analysis in order to solicit comments from the agencies that can be addressed in the permit application. Following the pre-application meetings, Consultant will prepare the draft IP and WQC permit application and Support Document for Client review. Consultant will revise the permit application package per the Client's review. This task assumes 1 round of comments and revision with the Client.

As supporting documentation to the Individual Permit application, Consultant will assist in preparing an environmental permit support document consistent with National Environmental Policy Act and Section 404(b)(1) requirements which the USACE can utilize as the basis for their permit decision. This supporting document will include a detailed review of the Project's purpose and need, avoidance and minimization measures, alternatives analysis, and other regulatory considerations. The permit application will also include figures or graphics depicting the evaluated alternatives and a conceptual design of the preferred alternative.

It is assumed that compensatory mitigation will be required by the USACE and/or NCDWR for stream, wetlands, and/or riparian buffer impacts resulting from the Project. Consultant will coordinate with the NC Division of Mitigation Services (NCDMS) as necessary to reserve mitigation credits for the Project on the Client's behalf. On-site mitigation design services are not included in this scope but can be provided as an additional service if required.

The final permit application shall include:

- Cover letter
- Individual Permit support document
- Completed forms (Section 404 ENG 4345, etc.) appropriate for impacts
- Stormwater Management Plan (SWP)
- Permit Drawings
- Roadway plan set
- Documentation of compensatory mitigation availability (from NCDMS)

Once the application is submitted and determined complete by the USACE, the USACE will prepare and issue a Public Notice for the project/application to solicit comments from interested resource agencies and the general public. The fee estimate for this task includes a response for up to 20 received comments and one revision to the permit application, if requested by the USACE. Consultant will coordinate comments/responses with the Client as needed and will only address those comments pertaining specifically to the Project.

Coordination with Agencies and Development Team – As part of the joint application process, it is assumed that additional coordination with the permitting agencies, NCDOT, and/or the Town of Holly Springs will be required. This task will cover the coordination efforts in excess of the meetings and coordination outlined in previously in this task. It is assumed that this additional coordination will require no more than 5 man-days (40 hours) of effort to complete.

Task 8 – Roadway Design

Consultant will compile into one document results of the various alternative evaluations completed previously under the Agreement. The document will be included with the Individual Permit application prepared under Task 6 to support avoidance and minimization efforts of the project. This will include:

- Description of the project corridor
- Description of the alignment alternatives evaluated in the early phases of design
- Description of the alternatives for the crossing of Middle Creek as discussed in the memorandum dated December 9, 2019.

Consultant will also provide an estimated 40 hours of roadway design effort in support of preparing the individual permit. This could include revised environmental impact totals, opinions of probable construction costs, or additional analysis of the previously prepared alternatives.

If additional design alternatives beyond what has been developed to date is required by the reviewing agencies, these can be developed as additional services.

Task 10 – FEMA Modeling

Consultant will update the model developed in Task 10 of the agreement to evaluate a 3-span bridge design configuration for the existing crossing over Middle Creek. This evaluation will include HEC-RAS based analysis of proposed bridge configuration which does not cause overtopping of Holly Springs Road during the 1% Annual Chance Flood event and meet all NCDOT, Town of Holly Springs, and FEMA requirements.

Task 20.2 – Structural Design- Girder Bridge Option

Consultant is authorized to perform the services described in Task 20.2 of the Agreement. In addition, Consultant will perform the additional design associated with a three-span bridge. With a three-span bridge there will be additional work for design of the interior bents, additional

superstructure design, and increased plan production. The geotechnical report will be reviewed and referenced in design of the foundations for the interior bents. It is anticipated the interior bents will be supported on drilled shaft foundations.

The consultant shall prepare design calculations and construction documents with specifications for the interior bents and additional superstructure work consistent with current AASHTO LRFD and NCDOT standards and specifications. The submittals will follow the steps indicated in Task 20.2 of the Agreement.

Consultant will perform the following additional Tasks.

Task 22– Categorical Exclusion Type III

Data Verification—The Consultant will verify and update where necessary the GIS data and other data such as previous reports, plans, and studies regarding the study area which were collected during the Categorical Exclusion Screening. The EDR hazardous materials report which was ordered during the Categorical Exclusion Screening will be used for purposes of the CE; no additional hazardous materials investigation or verification will be performed as part of this scope. The Consultant will assemble the available information for use in the Categorical Exclusion and preliminary design of the project. Field verification of the data was covered in the original scope of the Categorical Exclusion Screening.

Agency Scoping Letter—The Consultant will prepare a Scoping/Start of Study Letter and accompanying figures. The letter will include the project description, the TIP number (if known at the time of distribution), anticipated project schedule, and the type of documentation proposed for the project. The Consultant will distribute the letter to appropriate federal, state, and local agencies and summarize comments received from agencies.

Additional archaeological and historic architecture investigations and coordination are not anticipated. If further agency coordination and archaeological or historic architecture investigation is required based on scoping letter responses received from the State Historic Preservation Office, it will be considered additional services.

Community Impact Assessment (CIA) Short-Form—Based on the results of the NCDOT Community Studies Direct and Indirect Screening Tool, a short-form CIA is anticipated to be warranted for this project. The Consultant will prepare a short-form CIA following NCDOT's latest template and guidelines. This task will include data investigation, a field visit, and coordination with local planning, school transportation, and emergency services staff. A draft CIA will be submitted electronically to the Client and the NCDOT Community Studies Group for review. The Consultant will conduct one round of revisions following receipt of comments from NCDOT and submit a final version of the CIA electronically to NCDOT and the Client.

Environmental Screening Memo—Based on stream and wetland field data and pedestrian species survey data collected during the previously scoped Environmental Permits scope, the Consultant will prepare an Environmental Screening Memo to document findings and relevant project data from various federal and state agencies and to identify important environmental resources and issues in the corridor. The screening memo will include physical resources, soils, geology, and water resources found in the corridor such as jurisdictional streams, wetlands, and open waters; riparian buffers; anticipated required state and federal permits and certifications; threatened and endangered species habitat descriptions, findings, and biological conclusion; and floodplain, floodway, and water quality concerns. The Environmental Screening Memo will form the basis for completing the natural resources components of the applicable CE and meet NCDOT requirements.

Categorical Exclusion (CE) Type III Document—The Consultant will prepare a CE Type III document consistent with the latest programmatic agreement between NCDOT and the Federal

Highway Authority (FHWA). If further NEPA documentation is required by NCDOT or FHWA, it will be considered additional services. The purpose statement, need statement, alternatives analysis, and figures included previously in the scope of the Categorical Exclusion Screening will be updated for use in the CE Type III Document.

Upon completion of the draft CE, the Consultant will submit an electronic version to the Client and NCDOT for review. The Consultant will make one round of revisions based on the comments from the Client and NCDOT. The revised CE will be sent electronically to FHWA for review and the Consultant will make one round of revisions based on FHWA's comments. The Consultant will distribute the CE electronically for signature. The Consultant will provide Client with two (2) printed copies and an electronic (PDF) version of the approved CE.

Task 23– Traffic Noise Analysis

The CONSULTANT will prepare a Preliminary Design Traffic Noise Analysis for the Holly Springs Road Phase II Project (STIP Project number not yet assigned) in Wake County, which is being managed by the Town of Holly Springs. The project includes construction of a consistent 4-lane median divided typical section with wide outside lanes and eight-foot wide sidewalks along Holly Springs Road (S.R. 1152) from Flint Point Lane to Sunset Lake Road (S.R. 1301). The Preliminary Design Traffic Noise Analysis will be prepared in accordance with 23 CFR 772, the 2016 NCDOT Traffic Noise Policy and the 2016 NCDOT Traffic Noise Manual. A Categorical Exclusion (CE) Type III Checklist is being prepared for this project. Federal funding will be utilized.

1. Obtain Existing Project Information and Coordinate with NCDOT

The CONSULTANT's traffic noise staff will review existing project information provided by NCDOT to gain a perspective of the noise sensitive land uses and potential noise impacts in the vicinity of the project.

1.A. Project Area Reconnaissance and Land Use

The CONSULTANT will review the data requirements necessary to perform the traffic noise analysis (Section 8.5 of the Traffic Noise Manual) to determine if a Project Area Reconnaissance will be needed. If a Project Area Reconnaissance is necessary, the CONSULTANT will complete a field visit to obtain the necessary data before preparing the Noise Analysis Work Plan. A Project Area Reconnaissance will not be conducted for this project. (0 Staff x 0 days).

The CONSULTANT will identify noise-sensitive land uses in the vicinity of the project. Noise sensitive land uses will be classified per the Noise Abatement Criteria (NAC) specified in the NCDOT Traffic Noise Policy. If applicable, equivalent receptors will be calculated per NCDOT Traffic Noise Manual at 2 locations. The CONSULTANT will coordinate with the applicable local government to identify all noise-sensitive land uses with an approved building permit. Based on a review of project mapping, it is estimated that approximately 100 receptors will be included in the noise modeling.

1.B. Project Initiation Meeting and Noise Analysis Work Plan

The CONSULTANT will meet with NCDOT Noise staff to determine specific parameters of the analysis, such as ambient noise monitoring locations, receptor numbers, likely abatement analysis locations and Noise Study Area limits. The Project Area Reconnaissance (if applicable) will be completed prior to the meeting. The draft Noise Analysis Work Plan (Section 8.6 of the Traffic Noise Manual) will be discussed during the meeting and finalized after the meeting. This meeting will confirm that the CONSULTANT is providing the level of detail desired by the NCDOT review staff. The project initiation meeting assumes 2 Staff x 0.25 days.

2. Existing Base Year Noise Levels

The CONSULTANT will evaluate the existing base year loudest-hour equivalent noise levels, Leq(h) for all noise-sensitive land use receptors within the study area with a combination of noise measurements and computer modeling.

2.A. Ambient Noise Levels

Following approval of the Noise Analysis Work Plan and after obtaining an NCDOT right-of-entry letter, the CONSULTANT will collect ambient noise measurements. Short-term existing ambient Leq(h) noise level data will be obtained in one-minute increments for 20-minute periods at up to four (4) representative areas as identified in the Noise Analysis Work Plan, with at least two (2), and preferably three (3), simultaneous measurements per representative area. If applicable, short-term existing ambient Leq(h) noise level data along low-volume roads will be obtained for a minimum of 30 minutes at up to two (2) representative areas, with at least one (1), and preferably two (2), simultaneous measurements per representative area. A record of any unusual events and the time at which they occurred during the measurement period shall be documented. In accordance with NCDOT Traffic Noise Manual, short-term ambient noise measurement data will be obtained in a geometric array of integrating sound level analyzers. If applicable, zero (0) long-term existing ambient Leq(h) noise level data location(s) will be obtained for up to 24 hours. The need for, and locations of, long-term measurements will be determined on a case-by-case basis and will be identified in the Noise Analysis Work Plan. All integrating sound level analyzers (meters) used to obtain existing ambient noise monitoring data shall meet ANSI and IEC Type I or Type II specifications. Simultaneous traffic will be counted and classified during each short-term noise measurement session for which data is obtained in the vicinity of existing traffic noise sources. A traffic noise modeler or reviewer who is prequalified by NCDOT must be present during all data collection in the field. 2 Staff x 1.0 day.

2.B. Baseline TNM Model

Using acceptable and NCDOT-prescribed TNM modeling methodologies, the field-collected traffic data will be used to create a validated TNM 2.5 model of the traffic noise environment during the ambient noise monitoring sessions. TNM model validation will be acceptable when the Leq(h) modeled noise levels are within ± 3.0 dB(A) of the ambient data Leq(h) for all noise monitoring receptor locations for which traffic was dominant. All TNM validation models must be approved by NCDOT prior to predicting existing and future noise levels. NCDOT will provide comments on the submitted TNM validation files within 5 business days. This scope of work assumes that TNM model validation will be needed at four (4) sites.

Existing loudest-hour noise levels will be assessed for all noise-sensitive land use receptors identified in Task 1.A. as the greater of field-monitored equivalent noise levels, or the hourly-equivalent noise levels predicted by TNM assessment of existing base-year peak-hour traffic volumes and speeds into the validated existing-condition TNM model(s).

3. Design Year Noise Levels

The CONSULTANT will use TNM@2.5 to predict 2040 design year loudest-hour equivalent traffic noise levels at all noise-sensitive land use receptors identified in Task 1.A. Design year 2040 TNM models will incorporate the build-condition design elements (these elements will be based on the best design information available at the time of the modeling), as defined in the NCDOT Traffic Noise Manual, into the validated existing-condition TNM models. The following alternatives will be assessed in the Preliminary Design Traffic Noise Analysis: No-Build Alternative and one (1) Build Alternative.

TNM-predicted design year 2040 loudest-hour noise levels will be assessed for all noise-sensitive land use receptors identified in Task 1.A.

Design Year 2040 traffic noise impacts will be assessed per the NCDOT Noise Abatement Criteria and Substantial Increase criteria (the increase in predicted design year loudest-hour equivalent noise levels over existing base year loudest-hour equivalent noise levels).

The CONSULTANT will prepare 2040 Design Year noise contours to assist land use planning efforts by local governments. It is anticipated that noise contours will be needed at two (2) locations.

4. Noise Abatement

The CONSULTANT will assess potential noise abatement measures defined by the NCDOT Traffic Noise Policy for all traffic noise impacts, if any, resulting from the project. In accordance with NCDOT Traffic Noise Manual, the CONSULTANT will use TNM@2.5 to model and assess noise barrier(s) as a potential abatement measure per applicable NCDOT Traffic Noise Policy criteria. For the purposes of this scope of work, noise abatement will be considered for up to two (2) Noise Study Areas (NSA's) for one (1) Build Alternative.

The results of this assessment shall be included in the Traffic Noise Report, with a discussion of the applicability of each potential abatement measure, based upon known project design and right of way limitations. The CONSULTANT will use TNM@2.5 to model and assess all noise barrier(s) that are considered for implementation as a potential abatement measure, per applicable NCDOT Traffic Noise Policy criteria. The noise barrier(s) will represent optimized design(s) that will preliminarily indicate feasibility and reasonableness of noise abatement for predicted traffic noise impacts.

5. Noise Report

The CONSULTANT will prepare a draft and final Traffic Noise Report. The Traffic Noise Report will contain the elements and follow the guidelines prescribed in the NCDOT Traffic Noise Manual. A qualitative discussion of construction noise shall be included in the report. The final Traffic Noise Report shall be signed by a NCDOT-approved noise modeler and reviewer and shall no longer be sealed by a Professional Engineer registered in North Carolina. "Streamlined Traffic Noise Text", per NCDOT guidance, will be prepared by the CONSULTANT for inclusion in the environmental document. In addition, the final Traffic Noise Report shall be accompanied by a matrix that details how each NCDOT comment is addressed in the final Traffic Noise Report.

6. Deliverables

The CONSULTANT will provide the following deliverables to NCDOT:

- Noise Analysis Work Plan
- All TNM Validation Files to satisfy Existing Base Year conditions
- All TNM Models (electronic copy)
- Draft Traffic Noise Report (1 electronic copy)
- Final Traffic Noise Report and NCDOT comments response matrix, including:
 - 2 hard copies of signed report with appendices
 - 1 Electronic copy of signed report with appendices
 - 1 Electronic copy of signed report with appendices, TNM files and Cadd files
- "Streamlined Traffic Noise Text"

Prequalification Requirements

The Traffic Noise Report must be signed by CONSULTANT staff prequalified by NCDOT as an Analyst and a Reviewer under Work Code 00253 (Preliminary Traffic Noise Analysis [TNA] for NEPA Documents). The CONSULTANT proposes Laura Moribe as the Analyst and Tad Hardy, PE as the Reviewer. The Analyst and Reviewer cannot be the same individual. These staff must be included in the CONSULTANT workday estimate.

Firm-owned noise meters will be paid for at the fixed rate of \$25/day.
Estimates that include noise meter rentals must include rental quotes on rental firm letterhead.
No charges will be allowed for firm-owned tripods.

For the services set forth above, Client shall pay Consultant the following compensation:

The total lump sum fees for Tasks 2, 3, 4, 6, 8, 10, 20.2, 22, & 23 will be increased by the amount as labeled, 'Total Lump Sum Labor Fee' shown below. Individual task amounts are informational only.

Task 2 Topographic Survey	\$5,900
Task 3 Geotechnical Investigation	\$25,000
Task 4 Traffic Analysis	\$7,000
Task 6 Environmental Permits	\$61,000
Task 8 Roadway Design	\$12,000
Task 10 FEMA Modeling	\$6,000
Task 20.2 Structural Design	\$47,000
Task 22 Categorical Exclusion	\$20,000
Task 23 Traffic Noise Analysis	\$35,000
Total Lump Sum Labor Fee	\$218,900

CLIENT:

TOWN OF HOLLY SPRINGS

By: _____

Title: _____

Date: _____

CONSULTANT:

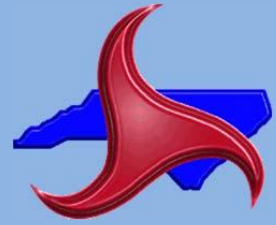
KIMLEY-HORN AND ASSOCIATES, INC.

By: Charles W. R. _____

Title: Assistant Secretary _____

Date: April 1, 2020 _____

NCDOT Traffic Safety Unit Programs



Pedestrian Countermeasure Evaluations

NCDOT has completed studies on HAWK Beacons (a.k.a. Pedestrian Hybrid Beacons) and Rectangular Rapid Flash Beacons (RRFB) to assess pedestrian and motorist compliance. A handful of these pedestrian countermeasures have been installed across North Carolina in recent years.

HAWK Beacon Evaluation

A HAWK beacon is a traffic control device used to allow pedestrians to cross the roadway. The signal changes to a solid red indication for drivers to stop to pedestrians in the crosswalk. A before and after compliance study at a single HAWK location in Wrightsville Beach reveals:

- Vehicle yielding rates at the crosswalk improved by 19% from before to after installation, from 27% to 46% (regardless of whether the HAWK was activated or not).
- All vehicles yielded 74% of the time the HAWK signal was red.
- Pedestrians activated HAWK 51% of the time the crosswalk was used.



Wrightsville Beach HAWK Beacon

Town of Holly Springs

Budget Amendment Request

BE IT ORDAINED by the Governing Board 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, 2020

Department: Engineering

Date Submitted: 4/21/2020

Reason for Budget Amendment: Holly Springs Road Widenings Ph 2 Contingency

(round to nearest \$25, \$50, \$75 or \$100; no cents)

Account Description	Account #	Increase	Decrease
Other Funding Source Transportation Bond	48 818 91 355.04	64,050	
HS Road Widening PH 2 Professional Fees	48 818 91 12.01	64,050	
Operating Transfer Trans Bond Loan	22 95.04	64,050	
Other Funding Source Trans Bond Loan	22 355.04	64,050	
Total			-

Department Head Signature _____

Finance Director Signature _____

Town Manager Signature (if necessary) _____

Council Approved/Notified (if necessary) _____

Budget amendments under \$15,000, between departments, or reallocating funds from Capital Outlay or Salaries/Benefits must be approved by the Town Manager before submitting to Finance. Notified to Town Council at next meeting. Budget amendments that increase the overall budget need the Town Manager's signature and Council approval. Budget amendments \$15,000 and over need the Town Manager's signature and Council approval.

Town of Holly Springs Budget Amendment Request

BE IT ORDAINED by the Governing Board 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, 2020

Department: Engineering

Date Submitted: 4/21/2020

Reason for Budget Amendment: Holly Springs Road Widenings Ph 2 Contingency

(round to nearest \$25, \$50, \$75 or \$100; no cents)

		(Round to nearest \$20, \$50, \$75 or \$100; no cents)	
Account Description	Account #	Increase	Decrease
HS Road Widening PH 2 Contingency	48 818 91 82.97		154,850
HS Road Widening PH 2 Professional Fees	48 818 91 12.01	154,850	
Total		154,850	154,850

Department Head Signature

Finance Director Signature

Town Manager Signature (if necessary)

Council Approved/Notified (if necessary)

Budget amendments under \$15,000, between departments, or reallocating funds from Capital Outlay or Salaries/Benefits must be approved by the Town Manager before submitting to Finance. Notified to Town Council at next meeting.

Budget amendments that increase the overall budget need the Town Manager's signature and Council approval.

Budget amendments \$15,000 and over need the Town Manager's signature and Council approval.



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 14.

New Business

Title: 2019 Street Resurfacing Project (TOHS Eng. Proj. 19-037)

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Aaron Levitt, Engineering

Action(s):

- Approve transfer of funds from reserved Powell Bill General Fund balance in the amount of \$708,000.
- Award the 2019 Street Resurfacing Project contract to Carolina Sunrock, LLC and provide funding in the amount of \$708,000, which consists of the base bid amount of \$643,720.20 plus \$64,279.80 in contingency.

Explanation:

- Engineering staff completed design and project manual in-house.
- This project consists of the rehabilitation of 15 road sections approximately 10,174 linear feet or 1.93 miles throughout Town. Please refer to the Project Map for individual names and locations.
- Work includes pavement repair and resurfacing, associated millings and utility adjustments.
- On April 2, 2020, the Town received 7 bids for this project. On April 3, 2020, following internal COVID-19 safety procedures, the bids were publicly opened via a Zoom meeting.
- Staff recommends awarding the contract to the lowest responsible bidder Carolina Sunrock, LLC.
- Construction starts in spring 2020 and ends in fall of 2020, with a duration of 150 days.

Background:

- Powell Bill funds are annual state-shared gas tax revenues allocated to municipalities in North Carolina for roadway maintenance under G.S. 136-41.1-4.
- The town maintains over 130 miles of roadway for which it receives state funds.
- Approximately every 5 years, a street rating survey (ASTM method) is performed on the entire Town-maintained road network.
- Based on a street rating survey, streets are prioritized for rehabilitation and rehab based on condition alone and not volume.
- Engineering then applies other factors like traffic volume, safety, interconnectivity, etc., to create a ranking priority for the roads that are being selected.
- Since there are still multiple streets left beyond this project that are identified to be in need of rehabilitation, an update of the street rating survey is not necessary at this point in time.
- Funding for this project will be provided through reserved Powell Bill funds.

Funding Source(s):

- Powell Bill funds account (10 432.23.90.04).

Attachment(s):

1. Bid Tab
2. Bid Recommendation
3. Project Map
4. Budget Amendment
5. Project Budget

BID TABULATION
2019 Street Improvements #19-039

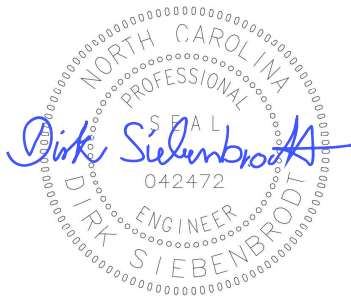
4/3/2020

				Barnhill Contracting Co.		Eastern Services LLC		Fred Smith Company LLC		Gelder & Associates, Inc.		S.T. Wooten Coop.		Carolina Sunrock LLC		Turner Asphalt, Inc.	
BASE BID	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
	Mobilization	LS	1	\$17,200.00	\$17,200.00	\$15,005.00	\$15,005.00	\$35,000.00	\$35,000.00	\$25,000.00	\$25,000.00	\$40,000.00	\$40,000.00	\$25,505.00	\$25,505.00	\$2,500.00	\$2,500.00
	Temporary Traffic Control	LS	1	\$30,870.00	\$30,870.00	\$15,000.00	\$15,000.00	\$19,500.00	\$19,500.00	\$22,000.00	\$22,000.00	\$42,000.00	\$42,000.00	\$33,320.00	\$33,320.00	\$18,000.00	\$18,000.00
	Milling 1.75"	SY	874	\$6.10	\$5,331.40	\$5.00	\$4,370.00	\$5.00	\$4,370.00	\$5.25	\$4,588.50	\$4.50	\$3,933.00	\$4.30	\$3,758.20	\$2.85	\$2,490.90
	Milling 3.0"	SY	24,210	\$5.50	\$133,155.00	\$4.10	\$99,261.00	\$2.75	\$66,577.50	\$3.00	\$72,630.00	\$2.75	\$66,577.50	\$2.40	\$58,104.00	\$2.85	\$68,998.50
	Milling 4.0"	SY	5,210	\$8.70	\$45,327.00	\$5.00	\$26,050.00	\$5.00	\$26,050.00	\$5.25	\$27,352.50	\$4.50	\$23,445.00	\$4.60	\$23,966.00	\$4.50	\$23,445.00
	Milling 4.75"	SY	138	\$15.10	\$2,083.80	\$15.00	\$2,070.00	\$12.95	\$1,787.10	\$14.00	\$1,932.00	\$12.00	\$1,656.00	\$14.00	\$1,932.00	\$2.85	\$393.30
	PDP 2.5" Asphalt IC, Type 19.0C	SY	5,210	\$15.80	\$82,318.00	\$14.00	\$72,940.00	\$10.00	\$52,100.00	\$11.50	\$59,915.00	\$16.75	\$87,267.50	\$9.50	\$49,495.00	\$13.79	\$71,845.90
	PDP 3" Asphalt IC, Type 19.0C	SY	138	\$27.80	\$3,836.40	\$23.00	\$3,174.00	\$12.00	\$1,656.00	\$14.00	\$1,932.00	\$23.00	\$3,174.00	\$14.50	\$2,001.00	\$16.50	\$2,277.00
	Overlay 1.5" Asphalt SC, Type S9.5B*	SY	29,420	\$8.60	\$253,012.00	\$8.85	\$260,367.00	\$7.40	\$217,708.00	\$7.00	\$205,940.00	\$8.50	\$250,070.00	\$6.10	\$179,462.00	\$8.05	\$236,831.00
	Install 1.5" Asphalt SC, Type S9.5C	SY	24,210	\$8.70	\$210,627.00	\$8.70	\$210,627.00	\$7.40	\$179,154.00	\$7.75	\$187,627.50	\$8.35	\$202,153.50	\$6.10	\$147,681.00	\$8.05	\$194,890.50
	Install 1.75" Asphalt SC, Type S9.5C	SY	1,012	\$9.40	\$9,512.80	\$11.25	\$11,385.00	\$7.60	\$7,691.20	\$10.00	\$10,120.00	\$13.25	\$13,409.00	\$7.50	\$7,590.00	\$10.50	\$10,626.00
	30" Concrete Curb & Gutter, Repair and Replace	LF	704	\$51.10	\$35,974.40	\$42.00	\$29,568.00	\$60.00	\$42,240.00	\$45.00	\$31,680.00	\$60.00	\$42,240.00	\$52.50	\$36,960.00	\$58.00	\$40,832.00
	Adjust Manholes	EA	48	\$425.00	\$20,400.00	\$500.00	\$24,000.00	\$300.00	\$14,400.00	\$700.00	\$33,600.00	\$300.00	\$14,400.00	\$446.00	\$21,408.00	\$270.00	\$12,960.00
	Replace Manhole Ring & Cover	EA	2	\$725.00	\$1,450.00	\$650.00	\$1,300.00	\$950.00	\$1,900.00	\$450.00	\$900.00	\$950.00	\$1,900.00	\$762.00	\$1,524.00	\$500.00	\$1,000.00
	Adjust Watervalve Boxes	EA	57	\$425.00	\$24,225.00	\$500.00	\$28,500.00	\$275.00	\$15,675.00	\$650.00	\$37,050.00	\$250.00	\$14,250.00	\$446.00	\$25,422.00	\$270.00	\$15,390.00
	Replace Watervalve Boxes	EA	15	\$575.00	\$8,625.00	\$550.00	\$8,250.00	\$500.00	\$7,500.00	\$175.00	\$2,625.00	\$500.00	\$7,500.00	\$604.00	\$9,060.00	\$270.00	\$4,050.00
	Install 4" ABC Stone	SY	1,200	\$23.00	\$27,600.00	\$10.25	\$12,300.00	\$15.00	\$18,000.00	\$7.00	\$8,400.00	\$4.50	\$5,400.00	\$10.00	\$12,000.00	\$5.50	\$6,600.00
	Crack Seal	LB	100	\$7.70	\$770.00	\$10.00	\$1,000.00	\$15.00	\$1,500.00	\$25.00	\$2,500.00	\$12.00	\$1,200.00	\$4.10	\$410.00	\$8.50	\$850.00
	Filling and Fine Grading Shoulder	LF	620	\$16.50	\$10,230.00	\$7.00	\$4,340.00	\$4.00	\$2,480.00	\$10.00	\$6,200.00	\$10.00	\$6,200.00	\$5.10	\$3,162.00	\$2.85	\$1,767.00
	Geotextile Fabric	SY	400	\$4.00	\$1,600.00	\$3.50	\$1,400.00	\$1.25	\$500.00	\$5.00	\$2,000.00	\$10.75	\$4,300.00	\$2.40	\$960.00	\$1.00	\$400.00
	BASE BID SUBTOTAL				\$924,147.80		\$830,907.00		\$715,788.80		\$743,992.50		\$831,075.50		\$643,720.20		\$716,147.10
	TOTAL				\$924,147.80		\$830,907.00		\$715,788.80		\$743,992.50		\$831,075.50		\$643,720.20		\$716,147.10

* Evaluation of Bid (see also Instruction to Bidders in the Project Manual): Discrepancy was resolved in favor of the Unit Price.

I hereby certify that the bid tabulation contained herein was prepared under my direct supervision. The individual contractor Unit Bid Prices are the actual prices placed on the Form of Proposal for the bidding process.

Signed, sealed, and dated this 4th Day of April by:
2020





THE TOWN OF *Holly Springs*

April 03, 2020

Kendra D. Parrish, PE
Director of Engineering
PO Box 8
Holly Springs, NC 27540

**RE: Recommendation of Award
2019 Street Improvement Project, TOHS Project No. 19-037**

Dear Kendra,

Bids were opened for the above named project on 04/03/20. Based on the Certified Bid Tabulation from the April 03, 2020 bid opening, and after reviewing the bid bond, and completing the full evaluation form 12023, it appeared that Carolina Sunrock LLC was the apparent low bidder for the 2019 Street Improvement Project with a bid of \$643,720.20.

I recommend awarding the 2019 Street Improvement Project to Carolina Sunrock LLC with a bid total with contingency of \$708,000.

Please let me know if you have any questions or concerns. Thank you.

Sincerely,

Dirk Siebenbrodt, P.E.
Project Engineer

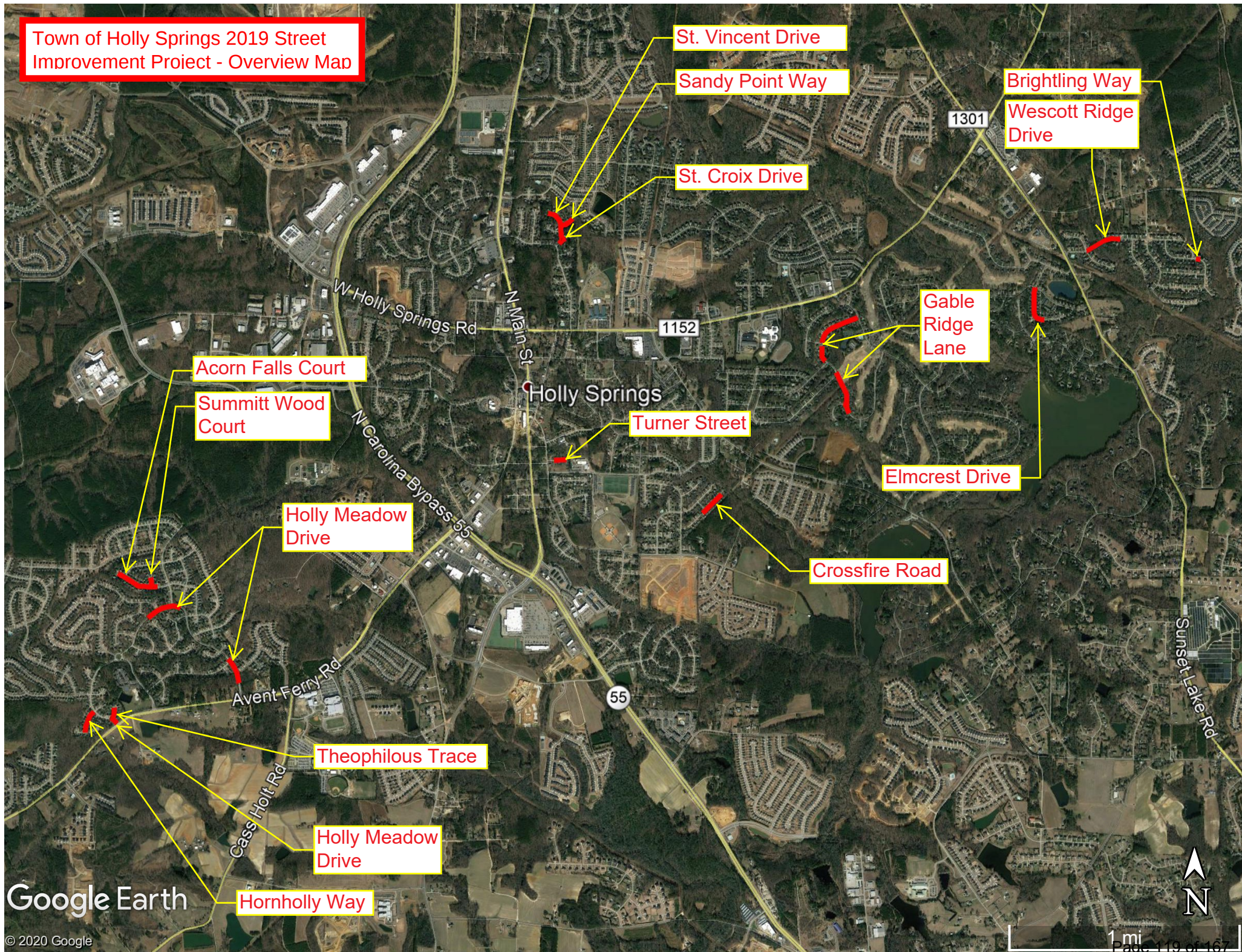
DS/dra

Cc: Randy Harrington, Town Manager
Scott Chase, Assistant Town Manager
John Schifano, Town Attorney
Aaron Levitt, PE, Assistant Director of Engineering
Rodney L. Campbell, Development Inspector Administrator
Project file paper/electronic/correspondence

Engineering Department

P.O. Box 8 • 128 S. Main Street • Holly Springs, NC 27540 • www.hollyspringsnc.us

Town of Holly Springs 2019 Street Improvement Project - Overview Map



Google Earth

Town of Holly Springs Budget Amendment Request

BE IT ORDAINED by the Governing Board 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, 2020.

Department: Engineering

Date Submitted: 4/21/2020

Reason for Budget Amendment: Transfer funds from Fund Balance to

Powell Bill Infrastructure

(round to nearest \$25, \$50, \$75 or \$100; no cents)

Account Description	Account #	Increase	Decrease
Powell Bill Account - Expense	10 432-23 90.04	643,720	
Powell Bill Account- Expense (Contingency)	10 432-23 90.04	64,280	

Department Head Signature

Finance Director Signature

Town Manager Signature (if necessary)

Council Approved/Notified (if necessary)

Budget amendments under \$15,000, between departments, or reallocating funds from Capital Outlay or Salaries/Benefits must be approved by the Town Manager before submitting to Finance. Notified to Town Council at next meeting. Budget amendments that increase the overall budget need the Town Manager's signature and Council approval. Budget amendments \$15,000 and over need the Town Manager's signature and Council approval.

Town of Holly Springs			
Project Budget			
Project Name:	2019 Str.Impr.Proj. (TOHS Eng. Proj. 19-037)	Date Submitted:	04.21.2020
Department:	Engineering	Project Start Date:	Spring 2020
Point of Contact:	Dirk Siebenbrodt	Completion Date:	Fall 2020
Project Description:	Street improvements and resurfacing in accordance with Powell Bill funding requirements.		
Sources (Revenues) - ALL REVENUES MUST BE VERIFIED			
Powell Bill Funds - Revenue			\$ 708,000.00
Total:			\$ 708,000.00
Uses (Expenses)			
Project Account Capital Infrastructure - Expense			\$ 708,000.00
Total:			\$ 708,000.00
Attachments:			



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 15.

New Business

Title: Appointment of voting member to NC League of Municipalities.

Strategic Priority Area: Organizational Excellence

Staff Resource: Linda McKinney, Town Clerk, Town Clerk

Action(s):

Appoint ____ as the voting member from Holly Springs to the NC League of Municipalities annual meeting.

Explanation:

- Each member municipality of the NC League of Municipalities (NCLM) is eligible to cast a single vote for the Board of Directors at the NCLM annual business meeting.
- The designated voting delegate will receive their credentials and voting instructions on or before May 15, 2020.
- The appointed voting delegate shall vote on the slate of candidates via electronic means between May 20, 2020 and May 25, 2020.
- The election results will be presented via electronic means at the Business Meeting on May 28, 2020.

Background:

- The NC League of Municipalities' conference and annual meeting was scheduled for May 28, 2020.
- Due to the COVID-19 pandemic, the conference has been canceled and the annual meeting will be held virtually on May 28th.

Funding Source(s):

N/A

Attachment(s):

None



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 16.

New Business

Title: Fiscal Year 2019-2020 Nonprofit Grants

Strategic Priority Area: Economic Prosperity & Diversity

Engaged, Healthy, & Active Community

Organizational Excellence

Safe & Friendly

Staff Resource: Linda McKinney, Town Clerk, Town Clerk

Action(s):

Award grants to the following nonprofits, in the following amounts:

Fuquay Varina Food Shelf	\$1,000
Holly Springs Civitan	\$500
Holly Springs Community Band	\$2,000
Holly Springs Food Cupboard	\$2,500
Holly Springs High School Band	\$2,000
Holly Springs High School PTSA	\$1,500
InterAct	\$1,000
Holly Springs Kiwanis Club	\$1,500
LaunchHOLLYSPRINGS	\$1,000
South Wake Conservationists	\$1,000
Western Wake Crisis Ministry	\$1,000
Kraft YMCA	\$0
Totals	\$15,000

Explanation:

- On April 15, 2020 the two-member Council Grant Committee met via teleconference to evaluate the applications for the Civic Nonprofit Grants for fiscal year 2019-2020.

Background:

- The 2019-2020 Budget includes \$15,000 in grant money for allocation to local civic nonprofit organizations. In January, the applications were posted to the Town web site and distributed to all groups who requested an application.
- Twelve organizations applied, requesting a total of \$25,750.

Funding Source(s):

Town Clerk Operating Budget (#10.412.14 82.01)

Attachment(s):

1. Staff Committee Applicant Review Sheet
2. 2020 Grants Committee worksheet

Applicant	Available to all residents (0 to 2 pts)	Locally based, or provides direct tangible impact on life in Holly Springs (0 to 2 pts)	Amount of funding (0 to 2 pts; lower requests get higher consideration) *	Support strategic priority areas (1 pt for 1 strategic priority; 2 pts for 2 or more)	Year-round managerial leadership or an active board (0 to 2 pts)	TOTALS 10 pts possible
Fuquay Varina Food Shelf	1	1	0	1	1	4
Holly Springs Community Band	2	2	1	2	2	9
Holly Springs HS Band	2	2	1	2	2	9
HSHS PTSA	1	2	1	1	2	7
HS Food Cupboard	2	2	1	2	2	9
InterAct	1	2	1	1	2	7
Kiwanis	1	2	1	1	2	7
Kraft YMCA	1	1	1	2	2	7
LaunchHOLLYSPRINGS	2	2	2	2	2	10
South Wake Conservationist	1	2	2	2	2	9
Western Wake Crisis Ministry	1	1	1	2	2	7
HS Civitan	2	2	2	2	2	10

*The committee set a range of \$0 - \$1,500 = 2 points; \$1,501 - \$2,500 = 1 point; over \$2,500 = 0 points

Civic Nonprofit Grants- Council Committee Review

Name	Program or Use	Grant	Amount	2019 Received
		Committee Recommended Amount		
2020				
Fuquay Varina Food Shelf	Monthly food supply, lunches for children in non-school months	\$1,000	\$5,000	\$0
Holly Springs Civitan	Steppin Out Special Needs Dance, Trunk or Treat event	\$500	\$500	\$0
Holly Springs Community Band	Add'l music and equipment purchases, assist with program development to assist local bands	\$2,000	\$2,000	\$2,000
Holly Springs Food Cupboard	Dollars used to purchase perishable items like milk, eggs, cheese, and produce which helps maintain overall nutritional value for clients. Grant= 2 months of perishables	\$2,500	\$2,500	\$2,500
Holly Springs High School Band	Would like to use money to purchase a bass trombone. Funding for new equipment will enable them to grow programs.	\$2,000	\$2,500	\$2,000
Holly Springs High School PTSA	Funding helps supports the teacher grant program which offers matching grants for educational supplies and equipment	\$1,500	\$2,500	\$1,500
InterAct	General operating support to sustain life changing programs to empower victims of domestic and sexual abuse to regain self-sufficiency and live safe lives. 71 victims w/ HS zip code	\$1,000	\$1,000	\$1,000

Holly Springs Kiwanis Club	Kids appreciation day, annual, free family focused event in Holly Springs, also helps with the terrific kids and terrific teachers recognition programs.	\$1,500	\$2,500	\$1,500
Kraft YMCA		\$0	\$2,500	\$0
	Funding for most vulnerable HS kids to attend Camp High Hopes, the Y's summer camp program that reduces summer reading loss.			
LaunchHOLLYSPRINGS	Chartered by Rotary, Launch is a program that supports women or minority owned business or entrepreneurs develop business plans, get small biz loans, and mentor business owners.	\$1,000	\$750	\$500
South Wake Conservationists	Requesting funds to be used for meat processing fees and coordination/donation of harvested deer from hunters and farmers for donation to needy families for a good source of protein. Funds last year paid for meat for over 1k meals	\$1,000	\$1,500	\$500
Western Wake Crisis Ministry		\$1,000	\$2,500	\$0
	Funds will be used directly for financial assistance for HS residents. Individuals and families can receive assistance for late utility bills, past due rent, transportation, repairs costs. Eligible families capped at \$350 in assistance annually. Funding supports crisis assistance and homeless prevention thru direct payments. Hope is to increase assistance to HS families with funding.			

Totals	\$15,000	\$25,750	\$11,500
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* revisit partnerships

Civic Nonprofit Grants

Name	Amount Awarded	Amount Requested
2019		
Hawktimus Prime	\$500	\$500
Holly Grove Middle PTSA	\$500	\$1,500
Holly Springs Community Band	\$2,000	\$2,000
Holly Springs Food Cupboard	\$2,500	\$2,500
Holly Springs High School Band	\$2,000	\$2,500
Holly Springs MLK Committee	\$500	\$500
Holly Springs High School PTSA	\$1,500	\$2,000
InterAct	\$1,000	\$2,500
Holly Springs Kiwanis Club	\$1,500	\$2,500
LaunchHOLLYSPRINGS	\$500	\$1,000
Sense of Play	\$500	\$6,223
South Wake Conservationists	\$500	\$500
SW Wake Lions	\$1,500	\$2,500
2018		
Holly Grove Middle PTSA	\$500	\$500
Holly Springs Civitan	\$500	\$500
Holly Springs Food Cupboard	\$2,500	\$2,500
Holly Springs Community Band	\$2,000	\$2,000
Holly Springs High School Band	\$2,000	\$2,500
Holly Springs High School PTSA	\$1,500	\$2,000
InterAct	\$1,000	\$2,000
Holly Springs MLK Committee	\$500	\$500
Sense of Play	\$500	\$500
Holly Springs Lions	\$2,000	\$2,500
Kiwanis	\$1,500	\$2,500
Rotary	\$500	\$1,500
2017		
Holly Springs MLK Committee	\$500	\$500
Holly Springs Food Cupboard	\$2,500	\$2,500
Holly Springs High School PTSA	\$2,000	\$2,000
InterAct	\$500	\$2,500
Holly Springs Community Band	\$2,000	\$2,000
Holly Springs Civitan	\$500	\$500
Holly Springs High School Band	\$2,000	\$2,500



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 17.

New Business

Title: COVID-19 Business Assistance and Recovery Update

Strategic Priority Area: Economic Prosperity & Diversity

Staff Resource: Anna Murphy, Economic Development

Action(s):

Approve/deny a \$15,000 challenge grant contribution to the Chamber Foundation for COVID-19 related economic recovery for small businesses within the Holly Springs town limit.

Explanation:

- Many businesses have been impacted significantly due to COVID-19 related business and mass gathering restrictions.
- The Town of Holly Springs Economic Development Department has worked diligently to assist businesses navigating this difficult economic situation facing the local community.
- To date, Economic Development Department efforts have consisted of:
 - Creation of Business Resource webpage
 - Information sharing through social media
 - Direct outreach
 - Information gathering from partner organizations
 - Serving as voting member on Chamber's Angel Fund
 - The Chamber Foundation - a 501(c)3 non-profit - recently created an Angel Fund with the goal of raising \$100,000 to assist Holly Springs businesses impacted by COVID-19 in the form of direct grants.
- The Town has been invited to contribute to the Fund.
- Staff suggests making a \$15,000 "challenge" contribution, whereby the Town would contribute 1:1 with private funds raised after April 21 up to \$15,000.
- The Chamber Foundation plans to begin awarding grants on May 1.

Background:

Funding Source(s):

Economic Development Department's operating budget 10 416 12.05

Attachment(s):

1. HS Angel Fund Letter to Mayor and Town Council
2. HSCF Angel Fund
3. Budget Amendment Angel Fund



April 13, 2020

Dear Mayor Sears and Members of the Holly Springs Town Council,

Since moving our league headquarters to Holly Springs in the fall of 2009, I have seen our town grow and transition into a standard that other communities aspire to be. Time and again I have witnessed generous hearts and open hands as we have worked together to build Holly Springs into an inclusive community that offers everyone a great place to live, work, and play!

As we all are aware, there is a threat not only to our health (and lives), but to the very essence of our community...our home. There is no doubt that the COVID-19 pandemic has changed the way we live each day. One key area of our town that has been impacted the most is that of our small business community. For Holly Springs, and so many towns across our country, small businesses are the backbone of their economy. But due to COVID-19, our leaders have been forced to put unprecedented restraints (rightfully so) on our daily way of life. Sadly, this has impacted our small businesses the most, with many of them forced to reinvent the way they do business, and even some that have had to completely close during this time. Regardless, all of them are facing growing concerns as to how they will pay their staff, cover their expenses, and simply survive this crisis.

While the Chamber has felt its own fair share of ripples from COVID-19, our staff and volunteers (including the board, ambassadors, and committees) are working tirelessly to adjust our operation to best serve our members. We have been understaffed since the fall, and were in the process of interviews for a new staff role. However, we have postponed that at this time as we, like so many, have experienced a decrease on the income side of our operation. We've also been forced to postpone key events we had planned between March and June (to date). It is our hope to be able to move these events to dates after the current restrictions have been lifted, so we are continuing to discuss and strategize this with our committees and partners. Additionally, to help ease the negative affects of COVID-19 on our members, the Chamber has taken a number of actions, including:

- 1) Continuing regular Chamber operations with a staff of two (2).
- 2) Educate and sharing information on Business Community Resources pertaining to COVID-19.
 - Built upon our communications to include adding webpages to our website highlighting the updates and local, state, and national resources.
 - Have also added the news article, the Holly Springs Chamber Chronicle.
- 3) Offer a grace period on membership renewals through June 1 (currently).
- 4) Created the "Local Business Hours of Operation" list for the Chamber website, which is monitored essentially daily by Chamber staff.
- 5) Continued work virtually with our volunteer committees and community partners to either reformat or reschedule events and to further connect and engage with our membership.

- 6) Increased partnership with the Town, remotely meeting with Parks & Recreation, Communications, and Economic Development to gather and share resources.
- 7) Added social media campaigns such as “Let’s Get Social” to increase social media awareness with the Chamber, and recently “Make Every Day A Holly Day” campaign to connect the community with the “good” that members are contributing to our business community.
- 8) Launching a new webinar series aimed at helping businesses during this time, including our first webinar entitled “The 5 Essential Business Practices to Help Reboot Your Business.”

It is with all of this in mind that the Holly Springs Chamber through its Chamber Foundation, a 501 (c)(3) non-profit organization, has also recently launched the Holly Springs Angel Fund (HSAF). With the help of (tax deductible) contributions from the community, we can help our small businesses in the form of grants. These grants (up to \$3,000 each) would be used to assist with the essential needs of the small businesses, including rent, payroll, or other necessary operating expenses. An Advisory Board that consists of seven people, including three small business leaders in our community, has been formed to lead this initiative; and the application process for small businesses to apply for these grants officially opened on Thursday, April 9. It is our goal to award the first grants by May 1, but to raise enough funds to continue this process for as long as we can.

Attached is more information on the HSAF and how it works for your review. To kickoff the Angel Fund, the Chamber Board of Directors unanimously voted last week to make a \$7,500 donation. This is noteworthy, not only for the impact it will have, but - if I may be frank - this donation is one that will most likely come from our savings. This cause is that important for us. I appreciate all of your time on this, and would simply implore each of you to review the attached information with an open heart and consider approving a donation by the Town to the HSAF to help our small businesses.

As a community, we have proven time and again to be resilient and rally together to help those in need. We will succeed in our fight against COVID-19; and with your help, we can shine a bright light of support in the darkness! May we all stay safe and healthy in this complicated time!

Take care,

Justin Sellers
Board Chair
Holly Springs Chamber Foundation





SMALL BUSINESSES ARE THE BACKBONE OF OUR ECONOMY

SMALL BUSINESSES OFTEN FACE A WORLD OF CHALLENGES. IN A MATTER OF WEEKS, THIS WORLD NOW FACES AN UNPRECEDENTED FOE - THE RECENT COVID-19 OUTBREAK. IN OUR COMMUNITY, SMALL BUSINESSES HAVE BEEN FORCED TO RESTRUCTURE THEIR BUSINESS MODEL OR WORSE, CLOSE THEIR DOORS INDEFINITELY. DESPITE ALL OF THIS, THE SPIRIT OF OUR SMALL BUSINESSES REMAINS RESILIENT AND OPTIMISTIC AMID THIS TRAGIC CRISIS.

WE CAN HELP NOW BEFORE IT'S TOO LATE!

UNPRECEDENTED TIMES CALL FOR UNRIVALED SUPPORT AND GENEROSITY

HOW IT WORKS

- ▶ Operated through the **Holly Springs Chamber Foundation** (*a 501(c)(3) non-profit organization*), an Advisory Board of 7 people will work to raise awareness and contributions from companies and individuals to the **Holly Springs Angel Fund (HSAF)**.
- ▶ All contributions **are tax deductible**.
- ▶ Small businesses - brick and mortar only, located in Holly Springs - may apply for **grants up to \$3,000**.
- ▶ Depending on monies raised, grants from the HSAF will start to be **awarded on May 1 (and the 1st of each month thereafter)** for as long as possible. As donations are taken, if we can begin awarding grants before May 1, we will do so. The grants are **not required** to be paid back.

APPLICATION PROCESS

- ▶ Any physical (brick and mortar) small business located in Holly Springs with less than 50 employees is eligible. Chamber members and non-members alike are welcome to apply.
- ▶ An online application (<https://forms.gle/aRpm7TnDMbobFxTx8>) may be completed.
- ▶ Applications will be based around 4 key questions (*with responses <100 words each*).
 - ▶ How has your business been impacted by COVID-19?
 - ▶ How are you currently supporting your employees?
 - ▶ How do you plan to use these funds?
 - ▶ How have you (or your business) supported the HS community in the past?

GRANTS

- ▶ The Holly Springs Angel Fund Advisory Board will consist of 7 people: 2 members of the Chamber Foundation Board, the Executive Director of the Chamber, a representative of the Town, and 3 representatives of small businesses in Holly Springs. Please note that the 3 small business representatives will serve as non-voting members of the HSAF Advisory Board so that they may remain eligible for this grant should they wish to apply.
- ▶ Together, the HSAF Advisory Board will read and review all applications and determine which small businesses are awarded grants each month.
- ▶ Grants **must** be used only for essential needs of the small business, including rent, payroll, or other necessary operating expenses. Grant recipients will be asked to offer a shared "success story" on their social media platforms on how this grant helped them.
- ▶ Recipients will be encouraged (not required) to contribute back to the HSAF when they are able to in the future.

GOALS & HOW YOU CAN HELP

- ▶ Our initial goal will be to award \$100k in grants to small businesses in Holly Springs. We are optimistic that we can exceed this goal so that our efforts can be multiplied as much as possible.
- ▶ If your company or you personally feel compelled to contribute to the Holly Springs Angel Fund, donations may be made via check or credit card.
- ▶ **Checks** are to be made payable to the Holly Springs Chamber Foundation with the Holly Springs Angel Fund stated in the memo or subject line and can be mailed to:
 - ▶ Holly Springs Chamber of Commerce
344 Raleigh St., Suite 100
Holly Springs, NC 27540
- ▶ Chamber members may also donate via credit card by visiting the payment link on the Chamber Foundation page at www.hollyspringschamber.org.
- ▶ Additionally, you may follow us on Facebook for the latest HSAF news.

TOGETHER WE WILL OVERCOME AND WE WILL PREVAIL!!!

OTHER BENEFICIAL INFO FOR SMALL BUSINESSES

- ▶ We are supportive. We are strong. We are Holly Springs. The Holly Springs Chamber is actively engaging our community and partners to best serve our business community. While we aim to provide enhanced, virtual tools, and guidance specific to our membership, information and links to the business resources available from local, state and national levels that include detailed information on the Paycheck Protection Program (PPP), Economic Injury Disaster Loans, SBA Debt Relief, SBA Express Bridge Loans, SBA Products and Resources and Local Assistance can be found here:
- ▶ <https://www.hollyspringschamber.org/business-community-resources/>

Town of Holly Springs Budget Amendment Request

BE IT ORDAINED by the Governing Board 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, 2020

Department: Econ Development

Date Submitted: 4/21/2020

Reason for Budget Amendment: Angel Fund Request

(round to nearest \$25, \$50, \$75 or \$100; no cents)

Account Description	Account #	Increase	Decrease
Professional Contracts	10 416 12.05	15,000	
Capital Outlay	10 416 90.01		15,000
Total		15,000	15,000

Department Head Signature _____

Finance Director Signature _____

Town Manager Signature (if necessary) _____

Council Approved/Notified (if necessary) _____

Budget amendments under \$15,000, between departments, or reallocating funds from Capital Outlay or Salaries/Benefits must be approved by the Town Manager before submitting to Finance. Notified to Town Council at next meeting. Budget amendments that increase the overall budget need the Town Manager's signature and Council approval. Budget amendments \$15,000 and over need the Town Manager's signature and Council approval.

