



Agenda

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Adjustment and approval of May 5, 2020 meeting agenda

PUBLIC 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.

RECOGNITIONS

5. National 2020 Kids to Parks Day.

PUBLIC HEARINGS

6. Voluntary Annexation A20-01, Carolina Springs
7. Voluntary Annexation A20-02, 1012 Bass Lake Road

CONSENT AGENDA

8. Approve the minutes of April 21, 2020 Business Meeting.
9. Avent Ferry Road Re-alignment (19-007) Change Order #2

NEW BUSINESS

10. Holly Springs Road Widening – Ph II (TOHS# 19-009) LAPP Grant Review & Oversight Agreement
11. Consideration of Non-profit Grants to Support COVID-19 Relief Efforts

OTHER BUSINESS

MANAGER'S REPORT

CLOSED SESSION -

ADJOURNMENT

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

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



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 5.

Recognitions

Title: National 2020 Kids to Parks Day.

Strategic Priority Area: Engaged, Healthy, & Active Community

Staff Resource: LeeAnn Plumer, Director, Parks & Recreation

Action(s):

Proclaim May 16, 2020 as National 2020 Kids to Parks Day

Explanation:

- May 16, 2020 has been designated National Kids to Parks Day (KTP Day) by the National Park Trust.
- Historically more than one million people take part in the annual KTP Day at hundreds of national, state, and local parks, and public lands across the country.
- KTP Day is a nationally coordinated day designed to connect kids and families with their local, state, and national parks.
- By coordinating a wide array of park activities on a single day, KTP Day attracts new park goers and helps connect existing park enthusiasts with local organizations in the hopes of creating park advocates and stewards.
- While Holly Springs has no events planned for the day, due to social distancing requirements, the Town does want to publicly recognize the importance of our shared spaces in the lives of children, and all residents.

Background:

- The National Park Trust has hosted KTP Day since 2010 to encourage families to enjoy and protect our shared spaces.
- This celebration reflects the values of Holly Springs in supporting children and families, in an engaged, healthy, and active community.

Funding Source(s):

N/A

Attachment(s):

1. National Kids to Parks Day Proclamation

Town of Holly Springs



A Proclamation By The Mayor

Kids to Parks Day: May 16, 2020

WHEREAS, the Town of Holly Springs recognizes that its future lies in the developing leadership skills, citizenship, respect, and successful academic endeavors of its younger generations; and

WHEREAS, Kids to Parks Day is a national day of play that is celebrated annually on the third Saturday of May uniting families and kids of all ages with local, state, and national parks; and

WHEREAS, the impact of COVID-19 has caused the National Parks Trust to take the 10th Anniversary of Kids to Parks Day digital and celebrate Parks to Kids Day with a special app and virtual activities for families; and

WHEREAS, Kids to Parks Day is an opportunity to promote future generations of outdoor enthusiasts and conservationists; and

WHEREAS, Kids to Parks Day will encourage children to lead more active lifestyles to combat the issues of childhood obesity, diabetes, hypertension, and other health issues; and

WHEREAS, Kids to Parks Day instills appreciation and importance of public lands and the great outdoors;

WHEREAS, while the Town recognizes the limitations imposed by the necessity of social distancing during the COVID-19 pandemic, we also recognize the importance of appreciating outdoor activities, especially under these current circumstances; and

WHEREAS, the safety practices of social distancing may change the way we would normally celebrate Kids to Parks Day, the Town would like to encourage all families to get outside and explore nature in their own backyards.

NOW, THEREFORE, I, Mayor Dick Sears, do hereby proclaim May 16, 2020 as

Kids to Parks Day

in Holly Springs, and I urge all citizens to join me to make time to take the children in our lives to a neighbor-hood, community, or state park to reap the rewards of knowing the great outdoors in and around Holly Springs.

Proclaimed this, the 5th day of May, 2020

IN WITNESS WHEREOF, I have
hereunto set my hand and caused the Seal of
the Town of Holly Springs, North Carolina to be
affixed on this 5th day of May, 2020.

Dick Sears, Mayor



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 6.

Public Hearings

Title: Voluntary Annexation A20-01, Carolina Springs

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Melissa Sigmund, Planning & Zoning

Action(s):

Adopt Annexation Ordinance A20-01, annexing 23.64+/- acres owned by Capital Properties of Raleigh II LLC, more particularly described as Wake County PIN 0740032625.

Explanation:

- The Town has received a petition for voluntary annexation of 23.64 +/- acres located in the vicinity of Old Holly Springs Apex Road.
- The property owner is Capital Properties of Raleigh II, LLC.
- The petitioner is requesting annexation in order to connect to water and sewer services.
- The area proposed for annexation is considered part of the Innovation District area of the Carolina Springs development, and includes the planned Ice Sports Complex.

Background:

- The property is owned by Capital Properties of Raleigh II LLC, and is contiguous with town limits.
- Staff has requested feedback from all departments and there were no issues raised with this annexation.
- The property meets all statutory requirements for annexation.

Funding Source(s):

N/A

Attachment(s):

1. Resolution of Sufficiency A20-01
2. A20-01 Carolina Springs Map
3. A20-01 Ordinance



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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dick.sears@hollyspringsnc.us • www.hollyspringsnc.us

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:

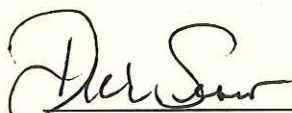
Section 1. The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Holly Springs Town Council the result of her investigation.

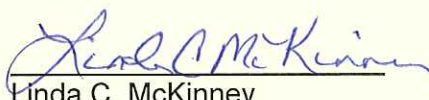
Section 2. Subject to the Town Clerk's satisfactory result of her investigation, a public hearing on the question of annexation of the area described herein will be held at the Town Hall Council Chambers, located at 128 S. Main Street, at 7 p.m. (or as soon thereafter as is practicable) on Tuesday, April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

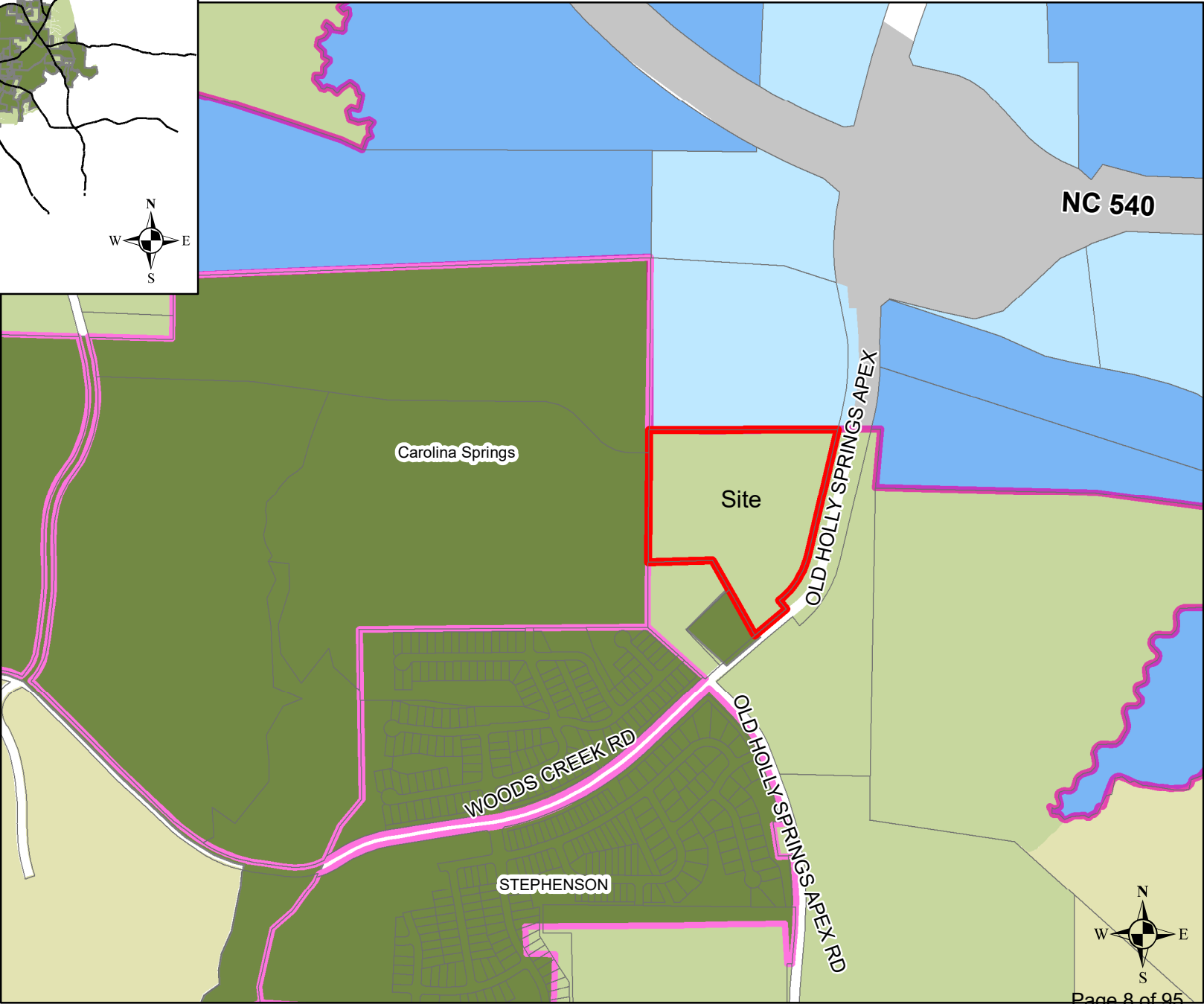
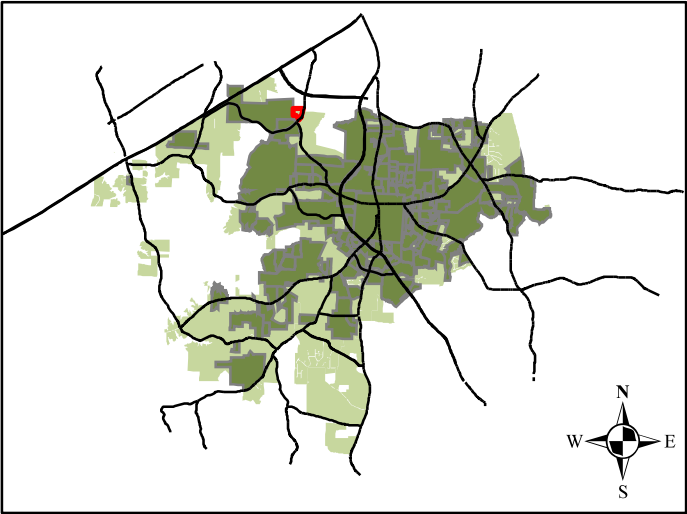

Linda C. McKinney
Town Clerk



Office of the Mayor

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A20-01 Carolina Springs
23.64 Acres



Legend

- Annexation Property Site
- Subdivisions
- Town Limits
- Extraterrito... Jurisdiction (ETJ)
- Short Range Urban Service Area
- Apex Town Limits
- Apex ETJ



THE TOWN OF

Holly Springs

Annexation Ordinance No.: **A20-01**

Please mail after recordation to:

Town of Holly Springs
Town Clerk's Office
P. O. Box 8
Holly Springs, NC 27540

**An Ordinance to Extend the Corporate Limits
of the Town of Holly Springs, North Carolina**

WHEREAS, the Town Council of the Town of Holly Springs has been petitioned pursuant to the provisions of N.C.G.S. 160A-31 to annex the area described herein; and

WHEREAS, the Town Council of the Town of Holly Springs has directed the Town Clerk to investigate the sufficiency of the petition for annexation; and

WHEREAS, following the certification of the sufficiency of the petition by the Town Clerk, the Town Council fixed a date for a public hearing on the question of annexation and caused a notice thereof to be published in a paper of general circulation in the Town of Holly Springs once ten days prior to the date of the hearing; and

WHEREAS, the Town Council found as a fact following public hearing on the matter that the petition for annexation is sufficient and meets all of the requirements set forth in N.C.G.S. 160A-31;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF HOLLY SPRINGS, NORTH CAROLINA:

Section 1. By virtue of the authority granted by N.C.G.S. 160A-31, the following described territory is hereby annexed and made part of the Town of Holly Springs effective as of the 5th day of May 2020.

Legal Description for Voluntary Annexation

Being 23.64 +/- acres, to be annexed by the Town of Holly Springs, North Carolina and being more particularly described as follows:

All that certain parcel of land being situated in Holly Springs Township, Wake County, North Carolina, being known as PIN# 0740032625 and being more particularly described as follows:

All that certain parcel of land being situated in the Town of Holly Springs, Wake County,

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dick.sears@hollyspringsnc.us • www.hollyspringsnc.us

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 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.

Adopted this, the 5th day of May, 2020.

ATTEST TO:

Linda C. McKinney, Town Clerk

Dick Sears, Mayor

I, Linda C. McKinney, town clerk of the Town of Holly Springs, do hereby certify that the foregoing is a true and accurate copy of an annexation ordinance duly adopted by the Town Council of the Town of Holly Springs, North Carolina, at a meeting held May 5, 2020, at 7 o'clock p.m. at the Town Hall in the Town of Holly Springs.

IN WITNESS WHEREOF, I have here unto set my hand and have caused the official corporate seal of said Town to be affixed, this the 5th day of May, 2020.

Linda C. McKinney, Town Clerk

Office of the Mayor

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dick.sears@hollyspringsnc.us • www.hollyspringsnc.us



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 7.

Public Hearings

Title: Voluntary Annexation A20-02, 1012 Bass Lake Road

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Melissa Sigmund, Planning & Zoning

Action(s):

Adopt Annexation Ordinance A20-02, annexing 4.378+/- acres owned by Donald E. Pierce and Sonia L. Pierce, more particularly described as Wake County PIN 0658888350.

Explanation:

- The Town has received a petition for voluntary annexation of 4.378 +/- acres located 1012 Bass Lake Road.
- The property owners are Donald E. Pierce and Sonia L. Pierce.
- The petitioner is requesting annexation in order to connect to water services.

Background:

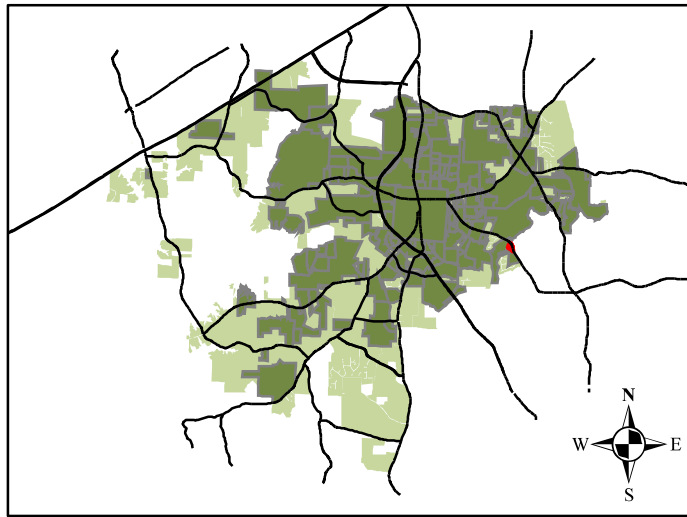
- The property is owned by Donald E. Pierce and Sonia L. Pierce, and is contiguous with town limits.
- Staff has requested feedback from all departments and there were no issues with this annexation.
- The property meets all statutory requirements for annexation.

Funding Source(s):

N/A

Attachment(s):

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



Legend

-  Annexation Property Site
-  Subdivisions
-  Lakes
-  Town Limits
-  Extraterrito... Jurisdiction (ETJ)
-  Short Range Urban Service Area



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, May 5, 2020.

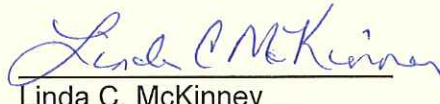
Section 3. Notice of the public hearing shall be published in the Raleigh News &
Observer, newspapers having general circulation in the Town of Holly Springs, at least ten (10)
days prior to the date of the public hearing.

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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THE TOWN OF

Holly Springs

Annexation Ordinance No.: **A20-02**

Please mail after recordation to:

Town of Holly Springs
Town Clerk's Office
P. O. Box 8
Holly Springs, NC 27540

**An Ordinance to Extend the Corporate Limits
of the Town of Holly Springs, North Carolina**

WHEREAS, the Town Council of the Town of Holly Springs has been petitioned pursuant to the provisions of N.C.G.S. 160A-31 to annex the area described herein; and

WHEREAS, the Town Council of the Town of Holly Springs has directed the Town Clerk to investigate the sufficiency of the petition for annexation; and

WHEREAS, following the certification of the sufficiency of the petition by the Town Clerk, the Town Council fixed a date for a public hearing on the question of annexation and caused a notice thereof to be published in a paper of general circulation in the Town of Holly Springs once ten days prior to the date of the hearing; and

WHEREAS, the Town Council found as a fact following public hearing on the matter that the petition for annexation is sufficient and meets all of the requirements set forth in N.C.G.S. 160A-31;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF HOLLY SPRINGS, NORTH CAROLINA:

Section 1. By virtue of the authority granted by N.C.G.S. 160A-31, the following described territory is hereby annexed and made part of the Town of Holly Springs effective as of the 5th day of May 2020.

Legal Description for Voluntary Annexation

Being 4.378 +/- acres, to be annexed by the Town of Holly Springs, North Carolina and being more particularly described as follows:

All that certain parcel of land being situated in Holly Springs Township, Wake County, North Carolina, located at 1012 Bass Lake Road, being known as PIN# 0740032625 and being more particularly described as follows:

Office of the Mayor

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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;

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.

Adopted this, the 5th day of May, 2020.

ATTEST TO:

Linda C. McKinney, Town Clerk

Dick Sears, Mayor

I, Linda C. McKinney, town clerk of the Town of Holly Springs, do hereby certify that the foregoing is a true and accurate copy of an annexation ordinance duly adopted by the Town Council of the Town of Holly Springs, North Carolina, at a meeting held May 5, 2020, at 7 o'clock p.m. at the Town Hall in the Town of Holly Springs.

IN WITNESS WHEREOF, I have here unto set my hand and have caused the official corporate seal of said Town to be affixed, this the 5th day of May, 2020.

Linda C. McKinney, Town Clerk

Office of the Mayor

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dick.sears@hollyspringsnc.us • www.hollyspringsnc.us



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 8.

Consent Agenda

Title: Approve the minutes of April 21, 2020 Business Meeting.

Strategic Priority Area: Organizational Excellence

Staff Resource: Linda McKinney, Town Clerk

Action(s):

Approve the minutes of the Council's business meeting held April 21, 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. 4.21.20 Minutes - draft



April 21, 2020

MINUTES

The Holly Springs Town Council met in electronic session on Tuesday, April 21, 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 Town Hall and five council members were present via video conferencing as the meeting opened.

Council Members Present: Mayor Sears in Town Hall. 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 via video conferencing: Randy Harrington, *Town Manager*; Daniel Weeks, *Assistant Town Manager*; Scott Chase, *Assistant Town Manager*; Kimberly Keyes, *Project Manager*; John Schifano, *Town Attorney*; Linda McKinney, *Town Clerk* (recording the minutes); Cassie Hack, *Director Communications and Marketing*; Tamara Ward, *Communications and Marketing*; Jeff Wilson, *Director IT*; Patty Dressen, *Interim Director of Finance*; LeeAnn Plumer, *Director Parks and Recreation*; Gina Clapp, *Director of Planning & Zoning*; Kendra Parrish, *Director Engineering*; Aaron Levitt, *Engineering*; Tim Athy, *Engineering*; Dirk Siebenbrodt, *Engineering*; Irena Krstanovic, *Director Economic Development*; Anna Murphy, *Economic Development*; 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 21, 2020 meeting agenda was adopted with changes, if any, as listed: none.

Motion by: Berry

Second by: Villadsen

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.

5. Public Hearing: Grave Relocation

John Schifano, Town Attorney, introduced Deborah Joy of Legacy Research. Ms. Joy said that during due diligence for a commercial project on Holly Springs Road at Rhamkatt PUD, an abandoned gravesite was discovered with approximately 10 graves. There are no headstones or footstones. Genealogical research was done on the previous owner, the Edwards, but there were no records of who might be buried there. With consent of the current property owners, the Jones family, and after a newspaper publication, which received no responses, Council is asked to approve the relocation of the gravesite, according to statute, which requires reinternment by a licensed funeral director.

With that explanation given, Mayor Sears opened the public hearing. The following input was received: none.

Mayor Sears then closed the public hearing.

Councilwoman Kelly raised questions regarding the type of development that was proposed and whether it was necessary to disturb the land in question. She expressed worry about the timing of the decision and whether there would be a cost to the Town.

Ms. Joy said that the plans for the development not to impact the land were changed after it was discovered how large the area was, plus there were worries about vandalism and the ability to preserve the respect the graves deserved. It was thought better if they were moved to a perpetual care cemetery. She said that the plan to move the gravesite had been advertised for four consecutive weeks before the March 17th meeting, which was then cancelled. At no time did they receive any responses to the Notice. Gina Clapp said that there is not an approved development plan for the site, but that the latest submittal does show impact to the cemetery site. Staff said that there was no out of pocket cost to the Town. They had worked out a way to meet the cost that Oakwood Cemetery in Raleigh had proposed, and thought that it would be better to keep the gravesite in Holly Springs, rather than sending the remains to Raleigh.

The question was raised about amending the motion to permit the relocation of the gravesite with the stipulation that the remains be reinterred in Holly Springs, and John Schifano, Town Attorney said that the statute does not give Council authority to dictate where the remains are buried, but he did not believe the applicant would protest.

Action: Motion to approve gravesite relocation as proposed by Legacy Research, for an abandoned gravesite at 601 Holly Springs Road, with the intent to reinter in Holly Springs Cemetery, with the fees adjusted to match those at Oakwood Cemetery.

Motion by: Berry

Second by: Villadsen

Vote:

Yes: Berry, Villadsen, Wolff, McGrath

No: Kelly

Consent Agenda

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

6. Minutes – The Council approved minutes of the Council business meeting held April 7, 2020, and the Council workshop held April 14, 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. East Coast Pyrotechnics Contract for July 5th Celebration – The Council approved a contract with East Coast Pyrotechnics, Inc. for the July 5th fireworks display in the amount of \$22,000.00.

9. Sugg Farm Restroom Site Work – The Council awarded a 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, and authorized the Town Manager to enter into a contract with Cadet Construction consistent with the scope of this approval.

10. Annexation A20-01 Resolution of Sufficiency – The Council adopted Resolution 20-05 directing the Town Clerk to investigate the sufficiency of annexation petition A20-01 and set the public hearing for May 5, 2020. *A copy of Resolution 20-05 is attached to these minutes.*

11. Annexation A20-02– The Council adopted Resolution 20-08 directing the Town Clerk to investigate the sufficiency of annexation petition A20-02 and set the public hearing for May 5, 2020. *A copy of Resolution 20-08 is attached to these minutes.*

12. Amend Town Council 220 Meeting Calendar – The Council amended their 2020 meeting schedule to move the Recommended Budget Presentation to May 26, 2020 at 6:00 pm, the Public Hearing for the budget to regularly scheduled meeting on June 2, 2020 at 7:00 pm, the Budget Workshop to June 4, 2020 at 6:00 pm, and moving the adoption of the budget to the June 16, 2020 meeting scheduled for 7:00 pm. *A copy of the amended meeting schedule is attached to these minutes.*

NEW BUSINESS

13. Holly Springs Road Widening – Phase II, Change Order #2

Tim Athy, Engineering, said the purpose was to update the Town Council on the Holly Springs Road Widening – Phase II bond project. The project has always been focused on improving traffic flow and improving safety. He said they are working on 65% design plans with a three-span bridge, wetland mitigation, and right-of-way/easement acquisition, and the project remains on schedule for a spring/summer 2021 construction start. He said that there were three contributing factors to this change order. The first is due to community feedback, which included requests for enhancements to the pedestrian crossings at the Holly Ridge Middle and Elementary School campus. The second is the three span bridge, which requires additional topographical studies and environmental and other permits. Third, is that the project was awarded \$3.6 million LAPP grant, which uses Federal Funds. The use of these funds requires additional studies and permits, which were not in the original scope of the project. These additional studies are not anticipated to delay the project.

Action: Motion to approve Kimley-Horne Design/Survey contract Change Order #2 in the amount of \$218,900, utilizing \$154,850 from project contingency account number 48 818 91 82.97 and \$64,050 from interfund loan 22.95.04 transfer to project account 48 818 91 12.01.

Motion by: Villadsen

Second by: Kelly

Vote: Unanimous

14. 2019 Street Resurfacing Project

Aaron Levitt, Engineering, said the purpose of this item was to update the Town Council on the 2019 Street Improvement Project bid result, and ask for budget amendment approval. The town operates and maintains about 130 miles of pavement. He said that a pavement condition survey is completed about every five years. This ranks each segment of road, then engineering staff evaluates them with additional criteria. Engineering staff completed a design and project manual in-house and the Town received seven bids. There are 15 road sections, approximately 1.93 miles of street, that will be resurfaced. These are spread throughout the town. Construction is expected to start this spring and be completed in the fall.

Councilwoman Kelly asked how old some of the roads on this list are. Mr. Levitt said that there are other factors other than the thickness of pavement and age that contribute to how long roads last, including level of traffic, soil structure, etc.

Councilman McGrath asked how notification was sent out to residents on these streets. Mr. Levitt said that the contractor will use door hangers in each area before they begin working and Town staff tracks these notifications.

Councilwoman Kelly asked if the roads around Grigsby would be eligible for this list since they were no longer on the bond project list. Kendra Parrish, Director of Engineering said that NC DOT resurfaced Grigsby two years ago because it was then a DOT road. They surfaced it one more time before they turned it over to the Town. It would probably not be in the degraded column, because it was resurfaced recently. Randy Harrington, Town Manager, clarified that Grigsby is still on the bond list, it was just deferred to the second group for consideration.

Action: Motion to approve the usage of funds from the Powell Bill account balance in the amount of \$708,000 and to 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.

Motion by: McGrath

Second by: Berry

Vote: Unanimous

15. Appointment of voting member to NC League of Municipalities

The NC League of Municipalities will be holding its annual meeting electronically this year, due to the COVID-19 pandemic, and requested that each municipality appoint a voting member who will vote on the slate of candidates presented by the NCLM Nominating Committee to fill the various openings on the NCLM Board.

Mayor Sears opened the floor for nominations, and nominated Dan Berry. There were no other nominations.

Action: Motion to appoint Dan Berry to be the voting member from Holly Springs to the NC League of Municipalities.

Motion by: Wolff

Second by: Kelly

Vote: Unanimous

16. Fiscal Year 2019-2020 Nonprofit Grants

Mayor Pro Tem Berry said that every year the Town budgets \$15,000 for grants to local civic nonprofits. Applications were posted on the website and advertised over the Town's social media. The applications were reviewed for completeness by the Clerk's office, and for conformity to the rules by a staff committee. The Grant Committee consisting of him and Councilman Wolff, met on April 15th to review the applications. Mayor Pro Tem Berry outlined the reasoning of the committee and the uses the money would be put to and said that the committee recommended the following organizations receive the following amounts, based on the criteria outlined in the town's grant policy.

Organization	Amount Recommended
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
TOTAL	\$15,000

Mayor Pro Tem Berry and Councilman Wolff then spoke about considering adding the Food Cupboard to the Town Budget as a budgeted expense, or increasing the amount of this line item, in order to meet the needs of more of the groups that apply.

Councilman McGrath asked if the committee felt like anyone was left out due to this time of less communication. Mayor Pro Tem Berry said the applications were posted for the same amount of time as in the past. Linda McKinney, Town Clerk, said that the deadline was February 26th, which was before the current crisis, and that all organizations who had either applied in the past or requested notification were emailed that the applications were online. The application process was also advertised on the Town's social media.

Action: Motion to award grants to the organizations and in the amounts recommended by the Committee, with the following changes: none

Motion by: Berry

Second by: McGrath

Vote: Unanimous

17. COVID-19 Business Assistance and Recovery Update

Anna Murphy, Economic Development, said the purpose of this item is to provide an overview of existing Town efforts to assist the local business community during the COVID-19 situation and outline another possible partnership opportunity with the Chamber Foundation's Angel Fund. She said the Economic Development Department, in cooperation with the Communications and Marketing Department, had created a business resource web page with a comprehensive list of local, state, and federal resources that offer aid and guidance to businesses during the pandemic, has posted helpful links, infographics, and other content to the Town's social media accounts, and has reached out to local businesses to inform them of these and other resources.

She said that one resource is the Angel Fund, started by the Holly Springs Chamber to provide assistance to brick and mortar businesses with fewer than 50 employees. There is no requirement that the business be a member of the Chamber. It is a grant, not a loan, but they are encouraged to make a donation back to the Angel Fund once the business is back on its feet. The fund is administered by a 7 member advisory board which has four voting members. Ms. Murphy is one of those voting members. The fund is requesting a donation from the Town to serve as a "challenge" pledge to leverage donations from local businesses. The fund has a current balance of \$10,500 and a goal of \$100,000. The Chamber has received 11 applications to date. Grants of up to \$3,000 will be awarded starting on May 1, 2020.

Mayor Pro Tem Berry said that it was eye opening to him how much need there was for assistance for the small businesses in town. He said that in order to keep the momentum of downtown going, it is important to double down on our investment to keep downtown healthy. He has been assured that the Town is in good financial health and this contribution will not be detrimental to the Town's finances. He said he is happy to see this and would like to support it. Councilman Wolff said he is happy that Chamber is reaching out to businesses that are not members and that the amount is enough to be of real help to businesses. Councilwoman Kelly said she likes that it is a challenge pledge, so it might encourage others to step up. Councilman McGrath said he had a conversation with Chante at the Chamber, and that helped him understand the plans

for this program. He is very appreciative of what the Economic Development Department has done for businesses, and he hopes that the town can lead in getting out of this situation. Councilman Villadsen said he is happy to see this come to fruition so quickly and pleased that the funds are coming from Economic Development budget as it is a perfect use for them at this time. He hopes that the challenge aspect motivates others to contribute so that we can help more businesses in town.

Mayor Sears said that there is a lot of discussion among the state, county and local officials about other ways we can help small businesses. He wants residents to know that we are working on it.

Action: Motion to approve 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.

Motion by: Wolff

Second by: Kelly

Vote: Unanimous

OTHER BUSINESS

None that required action.

MANAGER'S REPORT

Randy Harrington, Town Manager, said he is proud of the organization and how people are in the organization are working, particularly Economic Development and Public Works. They are working very hard. He said that the NC Legislature is not yet in session but there are some working groups that have started work, including one on Continuity of State Government. We all hope that we won't have too much longer having these virtual meetings, but legislators are looking at the open meeting laws, quasi-judicial items, and other adjustments for this current situation.

Also, NC Department of Transportation has taken a hit on the gas tax, and is projecting a \$300 million shortfall, and will delay projects across the state. We are not aware of any in our town limits that are impacted, but we are continuing to review the list for projects in Holly Springs.

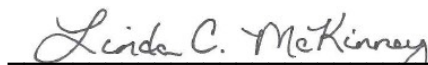
In the 2020 Census, we continue to lead all Wake County municipalities in response rates. Holly Springs' rate is 69.1%; the next nearest is Cary at 63%. If you have not completed yours, go to [2020Census.gov](https://2020census.gov), even if you have misplaced your information, you can complete the survey.

Mayor Sears thanked Town staff and Council for their efficiency in this meeting.

CLOSED SESSION: none

Adjournment: Councilman Villadsen made a motion to adjourn at 8:31 pm. It was seconded by Councilman Wolff and passed with a unanimous vote.

Respectfully Submitted on Tuesday, May 5, 2020.



Linda C. McKinney, Town Clerk

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



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 9.

Consent Agenda

Title: Avent Ferry Road Re-alignment (19-007) Change Order #2

Strategic Priority Area: Economic Prosperity & Diversity

Responsible & Balanced Growth

Safe & Friendly

Staff Resource: Tim Athy, Engineering

Action(s):

- Approve Mead & Hunt Design/Survey contract Change Order #2 in the amount of \$45,000.00.
- Approve budget amendment transferring \$25,752.40 from contingency 48 620 82.97 to project account 48 620 12.01.

Explanation:

- In the fall of 2019, the town was awarded a \$1.0 million Locally Administered Projects Program (LAPP) Grant through the Capital Area Metropolitan Planning Organization (CAMPO).
- This change order reflects the environmental and cultural studies required by the Federal government for LAPP.
- 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:

- Avent Ferry Road Re-alignment (19-007): As part of the 2018 Transportation Bond, the Town of Holly Springs will re-align Avent Ferry Road from Cotten Lane to Stinson Avenue via Pine Avenue. This will create a new cross-town connection from Avent Ferry Road to Bass Lake Road. The road re-alignment will reduce downtown congestion and it will serve as another access to the UNC Rex hospital site.
- Anticipated construction start is mid-2022.
- Change Order #1 to Mead & Hunt's design/survey contract comprised of a \$19,247.60 contract reduction due to subconsultant services not rendered.
- \$25,752.40 of the Change Order 2 amount will be coming out of the project contingency funds; the remaining \$19,247.60 will come out of the existing project fund account for a total of \$45,000.
- The project's contingency fund will have a balance of \$229,747.60 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.

Funding Source(s):

- \$25,752.40 from project contingency 48 620 82.97 to project account 48 620 12.01.

Attachment(s):

1. 2020-04-17 CO #2
2. Avent Ferry Road Budget Amendment



April 17, 2020

Tim Athy, PE
Transportation Engineer
Town of Holly Springs
128 South Main St.
Holly Springs, NC 27540

Subject: Avent Ferry Road Realignment Change Order #2

Dear Mr. Athy:

Additional proposed sidewalk has been added to this project due to recently awarded LAPP funding, requiring additional environmental effort added as Task 17. Revisions included in this Change Order are summarized below:

17. Environmental - LAPP Funding

17.1 Start of Study Letters

The primary purpose of the Start of Study letters is to notify potentially affected agencies, tribal and state historic preservation offices, elected officials, and project stakeholders of a proposed project in their area or jurisdiction. The process offers a means for agencies with expertise and/or stakeholders to suggest areas they feel should be evaluated in the environmental document. Consultant will prepare a draft start of study letter, based on the standard NCDOT template, describing the proposed project along with a study area map and proposed email distribution list and will transmit an electronic version of each to the Town and NCDOT for review, comment and amendment. Upon receipt of changes to these items, Consultant will finalize the letter and will provide to Division 5 for distribution. A 30-day review timeframe will be requested for any comments and the Client and Consultant Project Managers will be listed as points of contact.

17.2 Natural Resources Technical Memo (NRTM)

Unless otherwise specified in this scope, Consultant will follow the template and guidance protocols presented on the NCDOT website as of the date of this scope:

<https://connect.ncdot.gov/resources/Environmental/Pages/NES-Procedures-Manual.aspx>

17.2.1 Protected Species Surveys

As of April 2020, the USFWS list six species for Wake County. Most of these species are aquatic species; therefore, habitat is not expected to be present in the project area. Habitat for one species, Michaux's sumac, is likely present in the project area and Consultant will conduct a species-specific survey.

17.2.2 Wetland Delineation

In the event streams and wetlands are present within the project area, Consultant will provide post-processed delineated stream and wetland data to the Client. Any changes from the site visit with the agencies will be incorporated.

17.3 Preliminary Jurisdictional Package (PJD)

In the event streams and wetlands are present within the project area, DRAFT and FINAL PJD packages will be prepared. Consultant will use current PJD Request form templates found at the USACE website as of the date of this scope:

<http://www.saw.usace.army.mil/Missions/Regulatory-Permit-Program/Jurisdiction/>

17.3.1 Agency Site Visit

Jurisdictional features may occur within the study area. Therefore, a PJD site visit is included in this scope.

17.3.2 Permitting

This scope assumes that no permitting for impacts to Waters of the U.S. are necessary.

17.4 Environmental Documentation

It is anticipated that the project will meet the criteria for a federal Categorical Exclusion (CE) Type I CE Checklist from the FHWA-NCDOT 2019 Documentation Requirements.

17.4.1 Purpose and Need

Consultant will outline background that led to initiation of proposed action. A description of the need for the action, along with specific components (i.e. goals, objectives, benefits to be gained by the public, etc.) will be included.

17.4.2 NCDOT Consultation / Re-Evaluation

This scope assumes no consultation or re-evaluation of the Categorical Exclusion (CE) will be necessary following initial approval. Once approved, the CE is valid for 12 months.

17.5 Cultural Resources (Historical, Archaeological)

Investigations and reporting shall be conducted to identify sites eligible or potentially eligible for the National Register of Historic Places (NRHP), as required by Section 106 of the National Historic Preservation Act. Prior to initiating field work information will be gathered from the NC State Historic Preservation Office (SHPO) on previously recorded archaeological sites, standing structures, and National Register properties. If eligible or listed properties are identified within a project's Area of Potential Effects, the Criteria of Adverse Effect (36 CFR Part 800.5) will be applied in order to assess the effects of the project on historic properties. If required, a Cultural Resource Report and Architectural Survey Card will be prepared for submittal and concurrence by SHPO and other consulting parties.

It is assumed that Adverse Effects to any listed or eligible resources can and will be avoided. If the project's impact on historic properties cannot be avoided, consultation with the SHPO and other consulting parties (e.g. federally-recognized tribes) to resolve adverse effects. Once the conditions for resolving adverse effects are agreed upon, they become formalized in a Memorandum of Agreement (MOA). Services required by Consultant to resolve unavoidable adverse effects and obtain a MOA shall be in addition to the contracted scope of work.

17.6 Section 4(f) / Section 6(f)

Investigations will be conducted to identify any potential resources protected under Section 4(f) of the Department of Transportation Act and Section 6(f) of the Land and Water Conservation Fund Act, as required by NCDOT. This scope assumes that no Section 4(f) or Section 6(f) resources will be impacted by the project.

17.7 Meetings and Coordination

This scope assumes five virtual/call-in meetings and two in-person meetings with NCDOT to coordinate NEPA compliance.

The Lump Sum Fee is to be revised through this Change Order as follows:

Task No.	Description	Fee Adjustment
17	Environmental – LAPP Funding	\$ 45,000.00
	Total Change Order #2:	\$ 45,000.00
	Current Contract Lump Sum Fee:	\$ 685,752.40
	Revised Contract Lump Sum Fee:	\$ 730,752.40

Sincerely,
MEAD & HUNT, Inc.



Rick DeCola, PE
Project Manager

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: 5/5/2020

Reason for Budget Amendment: Avent Ferry Road Re-alignment Contingency

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

Account Description	Account #	Increase	Decrease
Avent Ferry Road Re-alignment Contingency	48 620 82.97		25,753
Avent Ferry Road Re-alignment Professional Fe	48 620 12.01	25,753	
Total		25,753	25,753

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#: 10.

New Business

Title: Holly Springs Road Widening – Ph II (TOHS# 19-009) LAPP Grant Review & Oversight Agreement

Strategic Priority Area: Economic Prosperity & Diversity
Responsible & Balanced Growth
Safe & Friendly

Staff Resource: Tim Athy, Engineering

Action(s):

- Approve NCDOT Review & Oversight Agreement for the Holly Springs Road Widening - Ph II Bond project in the amount of \$25,000.00.
- Approved transfer of \$25,000 from interfund loan 22 95.04 to project account 48 818 91 12.01.

Explanation:

- In September of 2019, the Town Council approved the submittal of Locally Administered Projects Program (LAPP) Grant applications to the Capital Area Metropolitan Planning Organization (CAMPO) for partner funds for the 2018 Transportation Bond projects.
- The Town was awarded \$4,600,00.00 in LAPP grants.
- As part of the NCDOT's LAPP grant review and administration process, NCDOT requires the awarded municipality sign a Review & Oversight Agreement and fee to cover personnel expenses.
- The fee is estimated by the NCDOT based upon the scale of the project.
- The fee payment must be submitted with the Review & Oversight Agreement.
- Any portion of the fee that is not used will be refunded to the Town.
- If costs are more than the collected fee, the NCDOT will charge the Town for additional fees.
- Traditionally, the Review & Oversight Agreement language is included in the LAPP Grant Municipal Agreement. NCDOT has separated Review and Oversight from the Municipal Agreement so that grant recipients can begin work prior to a signed Municipal Agreement.
- The execution of the Review & Oversight Agreement is vital to keeping the Holly Springs Road Widening - Ph II bond project on schedule.

Background:

- Holly Springs Road Widening – Ph II (19-009): This project 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.
- The project is on schedule for an anticipated construction start date of mid-2021.
- CAMPO approved LAPP grant funds for this project in the amount of \$3,600,000.00.

Funding Source(s):

- \$25,000.00 from interfund loan 22 95.04 transfer to project account 48 818 91 12.01.

Attachment(s):

1. NCDOT Review and Oversight Agreement #9285
2. HSR II Budget Amendment

NORTH CAROLINA
WAKE COUNTY

REVIEW AND OVERSIGHT AGREEMENT

DATE: 3/31/2020

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

AND

WBS Elements: 36249.4148

TOWN OF HOLLY SPRINGS

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

WITNESSETH:

WHEREAS, the Department and the Municipality propose to make certain traffic control improvements under said project in Wake County; and,

WHEREAS, the Municipality has agreed to participate in the cost of the project as hereinafter set out.

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

SCOPE OF PROJECT

1. The Project consists of widening Holly Springs Road to a four lane, median divided typical section from Flint Point Lane to Sunset Lake Road. The Town is funding project planning and design; construction will be partially Federally funded through CAMPO's Locally Administered Projects Program (LAPP). The Town seeks NCDOT review and approval in the planning, environmental document and design phases of the Project.
2. The Municipality shall prepare the environmental and/or planning document, including environmental permits, needed to construct the Project, in accordance with the National Environmental Policy Act (NEPA) and all other appropriate environmental laws and regulations. All work shall be performed in accordance with Departmental procedures and guidelines. Said documentation shall be submitted to the Department for review and approval.

3. The Municipality shall be responsible for preparing and filing with all proper agencies the appropriate planning documents, including notices and applications required to apply for those permits necessary for the construction of the desired improvements. Copies of approved permits should be forwarded to the Department. All design plans, calculations and supporting documents shall be submitted to the Department for review and approval at appropriate intervals."
4. If any permit issued requires that action be taken to mitigate impacts associated with the improvements, the Municipality shall design and implement a mitigation plan. The Department will determine if any mitigation costs are eligible for reimbursement. The Municipality shall bear all costs associated with penalties for violations and claims due to delays.
5. The Municipality shall be responsible for designing an erosion control plan if required by the North Carolina Sedimentation Pollution Control Act of 1973, NCGS 113A, Article 4, incorporated in this Agreement by reference and obtaining those permits required thereby in order to construct the Project. During the construction of the improvements, the Municipality, and its contractors and agents, shall be solely responsible for compliance with the provisions of said Act and the plan adopted in compliance therewith.

FUNDING

6. The Municipality shall reimburse the Department one hundred percent (100%) of the actual cost of all work performed by the Department, including administrative costs. Based on the estimated costs, the Municipality shall submit a check for \$25,000 to the Department's Division Engineer upon **partial execution** of this Agreement by the Municipality. Upon completion of the project, if actual costs exceed the amount of payment, the Municipality shall reimburse the Department any underpayment within sixty (60) days of invoicing by the Department. If the actual cost of the work is less than \$25,000, the Department shall reimburse the Municipality any overpayment. The Department shall charge a late payment penalty and interest on any unpaid balance due in accordance with G.S. 147-86.23.

ADDITIONAL PROVISIONS

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

8. A copy or facsimile copy of the signature of any party shall be deemed an original with each fully executed copy of the Agreement as binding as an original, and the parties agree that this Agreement can be executed in counterparts, as duplicate originals, with facsimile signatures sufficient to evidence an agreement to be bound by the terms of the Agreement.
9. By Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

IT IS UNDERSTOOD AND AGREED that the approval of the project by the Department and the Municipality is subject to the conditions of this Agreement.

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

ATTEST:

TOWN OF HOLLY SPRINGS

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

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

Federal Tax Identification Number

(SEAL)

Remittance Address:

Town of Holly Springs

DEPARTMENT OF TRANSPORTATION

BY: _____
(CHIEF ENGINEER)

DATE: _____

PRESENTED TO BOARD OF TRANSPORTATION ITEM O: _____

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: 5/5/2020

Reason for Budget Amendment: Holly Springs Road Widening - PH II
- LAPP NCDOT Review & Oversight Agreement

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

Account Description	Account #	Increase	Decrease
HS Road Widening PH 2 Professional Fees	48 818 91 12.01	25,000	
Operating Transfer Trans Bond Loan	48 818 355.04	25,000	
Operating Transfer Trans Bond Loan	22 95.04	25,000	
Other Funding Source Trans Bond Loan	22 355.04	25,000	

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.



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 11.

New Business

Title: Consideration of Non-profit Grants to Support COVID-19 Relief Efforts

Strategic Priority Area: Safe & Friendly

Staff Resource: Randy Harrington, Town Manager, Administration

Action(s):

Authorize the Town Manager to enter into contracts with the following non-profit agencies for COVID-19 community relief grants in the following amounts:

- Western Wake Crisis Ministry: \$10,000
- Holly Springs Food Cupboard: \$2,500

Explanation:

- Impacts from COVID-19 have resulted in significant reductions in business activity and increased unemployment. This has led to the inability for many residents to pay for basic living necessities such as housing, food, and utilities.
- Western Wake Crisis Ministries (WWCM) has made a formal request to the Town for \$10,000 to support their "COVID-19 Family Recovery Fund."
- According to WWCM, these funds would be used "to increase housing, food, and financial stability for families in the Western and Southwestern regions of Wake County by providing appropriate and limited financial assistance, case management, coaching, and resource support for families most at-risk of food and housing insecurity."
- Council members Kelly, Wolff, and Villadsen have proposed allocating \$10,000 to WWCM and \$2,500 to the Holly Springs Food Cupboard.
- The mission of the Holly Springs Food Cupboard is "to provide supplemental food and referral assistance to those in need in the Holly Springs community."
- Council member Kelly has also proposed granting \$2,500 to Kirk of Kildare Church Holly Springs for the purpose of nightly meal distribution in Holly Springs.
- The Council can consider any restrictions on use of the funds by the agencies, and it is recommended that any receiving agencies be required to report to the Town on how the funds were used.

Background:

- Council has a history of granting funds to non-profit agencies to support community agencies and groups, advance public governmental interests, or fund a community service not provided by the town.
- On April 21, 2020 Council granted \$15,000 to the Chamber Foundation to support COVID-19 small business support and recovery, using reallocated Economic Development funds.
- \$16,000 of budget savings from completed Phase I HVAC maintenance repairs has been identified as available funds that can be reappropriated for the agencies under consideration in this agenda item.

Funding Source(s):

Town Council Business Meeting
May 5, 2020

Attachment(s):

1. WWCM Town of Holly Springs Request for the Family Recovery Fund
2. Grant Program Budget Amendment



Covid-19 Family Recovery Fund Request

April 20, 2020

Western Wake Crisis Ministry is creating a Family Recovery Fund in response to the needs we are seeing from Covid-19. Will you join us, other municipalities in our area, and a broader group of donors to raise \$150,000+ to help the neighbors in our community who have been the most affected by this pandemic?

Western Wake Crisis Ministry (WWCM) envisions a brighter future for all by cultivating a healthy, hunger-free and housing-stable community. We actively work toward this vision by partnering with those in crisis, helping them gain stability through basic supports for food, financial/housing assistance, education, and opportunity.

With the Family Recovery Fund, we will help families in the Western and Southwestern region of Wake County (Apex, Holly Springs, Fuquay-Varina, Willow Springs and surrounding rural areas) stabilize after the economic impacts of the Covid-19 pandemic, including income and job losses, illness, and mounting debt following the eviction and utility cut off moratoriums. We will be working with the county and other partner agencies to ensure that we are coordinating our support and to strategically use these funds to help families recover and maintain stability going forward. This fund will allow us to broaden our scope of assistance beyond just rental and utility assistance.

We are asking the Town of Holly Springs to be a leading partner along with Apex in starting this fund by contributing an initial \$10,000 or more and to work with us to encourage others in the Western/Southwestern service area to join this effort. The Town of Apex has already committed \$20,000. We will also be reaching out to the town of Fuquay-Varina for partnership.

WHO WILL THESE FUNDS SUPPORT?

We are trying to reach those in our service area, documented or undocumented, who fall within 60% or less of the area median income or who are experiencing economic distress due to a crisis or hardship, including specifically the Coronavirus pandemic. Western Wake Crisis Ministry has expanded our services over the past three years to include a deeper relational engagement, focusing on longer term stability rather than just getting over the crisis. We employ a strong, highly skilled, well-educated leadership staff and utilize a crew of dedicated, trained volunteers to directly provide basic needs and supports that help families move from crisis to stability and on to sustainability. We have also expanded our services to strengthen our presence and opportunity in the Southwestern region where we see greatest needs and lesser other resources.



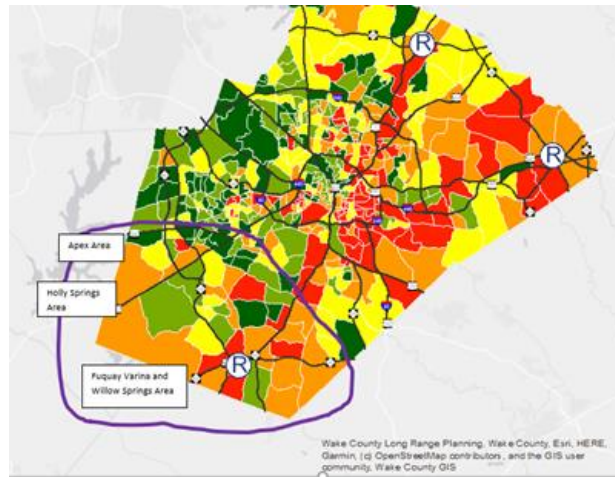
WHAT NEEDS ARE WE SEEING IN OUR AREA?

Throughout Wake County Public Schools, 51,731 students receive free or reduced lunch, approximately 32% of all students. In our Western/Southwestern region of Wake County, towns range from 16% (average of 18 public schools in Apex) to 26% (average of 6 public schools in Fuquay-Varina). However, some schools and neighborhoods have as many as 42% (Lincoln Heights). Poverty rates in our area range from 4% to over 8%.

The public school (McKenney Vento) definition of homelessness includes children and families who are moving from place to place, living in hotels, and doubled up or couch surfing as well as those living in a car, outdoors, or shelter (literally homeless). Wake County Public Schools reports 4,365 school children experienced homelessness in 2018-19, a 50% increase in 5 years. Today, with the Covid-19 stay at home orders in place, shelters are full and families experiencing homelessness have no place to go. Wake County is aiding with hotel costs to meet the growing need.

The Western and Southwestern communities in WWCM's service area have experienced rapid growth. In the Apex and Holly Springs areas specifically, there has been significant growth of higher income residential and commercial development. This growth can have negative effects on cost of living, particularly housing, for households that have relatively low incomes or are cost-burdened in combination with other family circumstances related to health or family caregiving for dependents. Even households with enough monthly income but limited social and financial assets, regardless of neighborhood, can suddenly become households in crisis after a job loss, family disruption, serious health diagnosis, sudden change in housing availability or a natural disaster or pandemic.

As depicted in **Wake County's interactive Community Vulnerability Index 2017 Map**, the region's less vulnerable neighborhoods are adjacent to many areas with moderately high numbers of households more likely to experience difficulties. This often skews our census tract data for the area, reducing the nodes that qualify for state and federal programs and funding such as open site summer meal programs for school children. In addition, as you move from the Cary/Morrisville/Apex area south towards Holly Springs, Fuquay and further south to Willow Springs, more pockets of vulnerability are identified.



While the percentage of citizens in the Western and Southwestern regions that are experiencing poverty is not as extreme as seen in some other areas of Wake County, WWCM has seen a 15% increase in the numbers of households served per month in the past year. Rental rates in this area are above the Fair Market Rent from HUD for the Raleigh metropolitan area (about 3%) and significantly higher than the national average (about 12%). While Apex has low poverty rates and low unemployment (pre-Covid-19 pandemic), we still have over 32% of households paying 30% or more of their income for rent each month ("Housing Cost Burdened" by HUD's definition); 79% of low-income renters are housing cost burdened; and 77% of low-income homeowners are housing cost burdened. WWCM impacts those in our area who are suffering the most and struggling to remain housed, to keep the lights on, to have nutritious food on the table, and to increase family income when age and disability are not factors.

Even before Covid-19, WWCM has seen an increased need for services over the last three years – 23% increase in the average number of households served per month (752 individuals per month in 2017 to 921 individuals per month in 2019) and 10% increase in households receiving financial assistance to prevent eviction or utility cut off. In 2019, \$88,370 was provided to 436 households. Families with children make up approximately 53% of all service recipients and 44% are households with adults over 60.

HOW WILL THE FAMILY RECOVERY FUNDS BE USED?

Funds will be used to increase housing, food and financial stability for families in the Western and Southwestern regions of Wake County by providing appropriate and limited financial assistance, case management, coaching and resource support for families most at-risk of food and housing insecurity.

Families facing food and housing insecurity are defined by 1) family income (60% or less than the Area Median Income) or unique hardship that has direct impact on food and housing such



as domestic violence, illness (physical or mental), loss of job, or other trauma (current pandemic), 2) facing difficulties paying basic bills or buying food or accessing supports due to income or other hardship, 3) lack of family or other supports to meet basic needs.

During the COVID-19 stay-at-home order, services are provided via phone and video chats by our Social Worker and dedicated resource volunteer team. As the stay-at-home-orders are lifted, three volunteers per day (Mon-Thurs), plus a Social Worker will be available on site for walk-ins and coaching or case management appointments.

Regularly, individuals and heads of households complete a self-assessment measuring the level of crisis versus stability they are experiencing in the following domain areas: food security, housing security, income/job security, transportation, and adult education. They are also asked to complete a monthly budget and provide documentation of income and current needs.

Direct financial assistance is available for families in danger of loss of housing or utility cut off or the inability to pay for a prescription. With the Family Recovery Fund, we anticipate being able to help with other critical needs such as transportation, childcare, or in some cases, brief hotel stays while getting connected to a shelter program.

Impact Coaching is available upon request and by appointment to help clients “get unstuck” and determine their best course of action to move from crisis to stability in any of the domains listed above; to make an action plan; and to begin to implement their plan. Impact Coaching is not a long-term support option, but rather a “kick-start” to making life changes. Coaching is offered for up to a four-month period. While receiving coaching, participants are connected to other long term supports if needed.

Resource Assistance includes directly connecting clients with additional resources to meet urgent needs including but not limited to: SNAP, WIC, Medicaid and other mainstream resources; homeless prevention or homeless shelter/rapid rehousing programs; mental health and substance use programs; child care and parenting supports; workforce development; transportation; housing repair; education; and other resources. Resource Assistance and Support Services are provided by volunteers who go through extensive training and by a master’s level Social Worker who provides both direct services and supervision of volunteers. Resource services are offered weekly, Monday through Thursday.

Western Wake Crisis Ministry has a robust infrastructure that is based on over 150 regular volunteers and only 5 staff (4 Full Time Equivalent (FTE)). The volunteers are on the front lines. Staff provide the structure, guidance, policy, and support, with a focus on leadership and leveraging resources more often than direct service. Our Social Worker is one staff person who brings a unique skill set required for direct intensive case management and counseling for



families experiencing complex issues such as domestic violence, homelessness, health crisis, job loss, immigration issues, etc. The Social Worker also provides training and supervision for skilled volunteers who receive extensive training and provide front line support through financial assistance, connecting with community resources, and Impact Coaching. This includes daily individual supervision and weekly or monthly group supervision as well as individual and group training. Volunteer Impact Coaches go through 16 hours of intensive coach training before beginning to work directly with clients; Resource Support Volunteers go through at least 12 hours of individual on-the-job-training before working independently with clients. The Social Worker is always available for consultation when volunteers are working directly with clients.

PARTNERING

We have addressed the Family Recovery Fund in this document based on our whole service area. We hope to use this document to engage partnerships with each town in our service area as well as churches, civic groups, and other donors.

Thank you for your consideration of this proposal. If there are any questions or considerations, we are happy to discuss and work together with town staff or council members in partnership to ensure a process that works for all of us and best serves our community.

Respectfully submitted,

Beth Bordeaux
Executive Director
Western Wake Crisis Ministry
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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: Town Clerk

Date Submitted: 5/5/2020

Reason for Budget Amendment: Funding for non-profit grants

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

Account Description	Account #	Increase	Decrease
Parks and Rec Operating Budget	10-425-30 90.03		16,000
Town Clerk Operating Budget	10-412-14 82.01	16,000	

Department Head Signature

Finance Director Signature

Town Manager Signature (if necessary)

Council Approved/Notified (if necessary)

Budget amendments 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 by the next month. Budget amendments that increase the overall budget need Town Manager and Council approval. Budget amendments between departments that are \$15,000 and over need the Town Manager and Council approval.