



Mayor and Council Workshop

6 p.m. October 10, 2023

Law Enforcement Center and livestreamed

1. **Welcome / Call Meeting to Order** - Mayor Mayefskie
2. **Workshop Overview**
Staff Resource: Randy Harrington, Town Manager
3. **Intelligent Transportation System (ITS) (30 min.)**
Staff Resource(s): Kendra Parrish, Utilities & Infrastructure; Jeff Wilson, IT
Synopsis: During the Town Council Retreat, staff presented information on intelligent transportation systems and anticipated buildout phases. Council encouraged continued engagement with NCDOT to advance these efforts. Staff will provide a progress update and share encouraging news of a new partnership opportunity with NCDOT to more quickly advance the Town's ITS buildout. Guidance will be requested from Council on whether to proceed with the proposed partnership.
4. **Holiday Events Preview (30 min.)**
Staff Resource(s): Kristen Denton, Parks & Recreation; Cassie Hack, Communications & Marketing
Synopsis: With fall and holiday season Town activities approaching, staff will provide an overview of the various, upcoming Town activities and share some anticipated modifications and updates that are planned. No specific guidance is requested, but staff welcomes Council's feedback to ensure we put together successful events for the community.
5. **Funding in State Budget (20 min.)**
Staff Resource(s): Corey Petersohn, Administration and Randy Harrington, Town Manager
Synopsis: As part of the Fiscal Year 2024 budget recommendation, the Town Manager recommended four additions to the General Fund operating budget if the Town were to receive grant funding from the State for the Town's E-911 technology upgrades. The recently adopted State budget included \$400,000 for the Town's E-911 upgrades. Staff will revisit the previous budget recommendation and seek concurrence from the Council to proceed with the additions as recommended in May 2023.
6. **2024 Annual Retreat (10 min.)**
Staff Resource(s): Randy Harrington, Town Manager
Synopsis: The Town Manager seeks Council feedback on the idea of engaging a 3rd party facilitator for all or a portion of the Annual Mayor & Council Retreat in February 2024. Although a retreat agenda has not been developed at this point, some quality facilitators book 4-6 months in advance. The Town Manager will share some considerations associated with engaging a facilitator and the types of Council discussions where a facilitator might be beneficial.
7. **Legal/Clerk Quarterly Updates (15 min.)**
 - a) **Town Clerk**
Staff Resource(s): Linda McKinney, Town Clerk
Synopsis: The Clerk will give an update on her office's activities since the last update.
 - b) **Town Attorney**
Staff Resource(s): John Schifano, Town Attorney
Synopsis: The Town Attorney will update Council on his office's activities since the last update.
8. **Open Discussion (10 min.)**

9. **Closed Session**

One ED recruitment item and one Legal related property acquisition item

10. **Adjourn**



MINUTES

The Holly Springs Town Council met in a workshop session on Tuesday, October 10, 2023 in the Law Enforcement Center and via livestreaming. Mayor Mayefskie presided, calling the meeting to order at 6:00 p.m. A quorum was established as the Mayor and four Councilmembers were present as the meeting opened.

Council Members Present in the room: Mayor Sean Mayefskie, Council members Aaron Wolff, Shaun McGrath, Tim Forrest, and Danielle Hewetson

Council Members Absent: Mayor Pro Tem Dan Berry.

Staff Members Present in the room: Daniel Weeks, Assistant Town Manager; Scott Chase, Assistant Town Manager; Linda McKinney, Town Clerk (recording the minutes); John Schifano, Town Attorney; Mathew Mutter, IT; Corey Petersohn, Director, Budget and Strategic Planning; Tina Stroupe, Director, Finance; Cassie Hack, Director, Communications and Marketing; Jeff Wilson, Director IT; Kendra Parrish, Executive Director of Utilities and Infrastructure; Paul Liquorie, Chief of Police; Kristen Denton, Parks and Recreation.

Staff member present electronically: Randy Harrington, Town Manager

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

2. Intelligent Transportation System (ITS) Update

Kendra Parrish, Executive Director of Utilities and Infrastructure, said this item was to update Council on the Intelligent Transportation System (ITS) developments. She explained what ITS is and how it leverages technology to improve traffic management and safety. She explained the current “pain points” in the traffic system and how ITS could alleviate them. She spoke of the unique partnership with NCDOT that is allowing the Town to move more quickly to implement this system. She explained the phased system and where the Town is at this point. Phase 1, Installation of fiber to the signal cabinets is completed. Phase 2, Installation of signal monitoring cameras is in progress and is almost complete. Phase 3, Upgrading signal software and creating fiber connection to NCDOT traffic center, Phase 4 Calibrating routine timing plans with current traffic counts and Phase 5, Community Signal Management System will be future budget requests. She explained what each phase would accomplish and gave a timeline for expected completion.

Jeff Wilson, Director of IT said that Council had asked if the implementation could be accelerated. He said that Holly Springs was offered an opportunity to partner with NCDOT on a pilot program that would accelerate Phase 3 by 7 to 9 years and reduce the overall Town funding level.

Mr. Wilson explained how the technology would work to anticipate driver behavior, divert traffic away from an accident, and provide analytics that can be used to improve traffic in Town. The signal and loop upgrade would provide safety benefits, data collection potential, and increase mobility with system monitoring, parallel emergency routing, and synchronized timing and adjustments, predictive analysis, more frequent signal timing, and traffic count data by lane and turn movement.

Mr. Wilson said that potential long-term benefits would be the ability to do improve the entire system instead of doing it piecemeal, to have plans that developers can use. There will be an immediate effect with the connected systems, but the data collection will allow long-term benefits with the analytics it provides. He outlined some of the safety features, including redlight running detection, and more targeted light timing.

Mr. Wilson outlined past funding for Phases 1 and 2 and said that funding of \$200,000 was budgeted in the CIP for cabinet hardware and software upgrades. He said that NCDOT could apply approximately \$2 million towards the project, pending a Memorandum of Understanding with the Town. An additional \$110,000 for signal upgrades is needed, and it can be transferred from Street Reserves.

Next steps would be a future Municipal Agreement with NCDOT to contribute \$310,000 for the Town's share of the signal system modernization and loop detection pilot project.

Ms. Parrish asked if Council wanted to proceed with this.

Council discussed various ways this would work in practice and asked Communications and Marketing to continue getting the word out to the public that these cameras were for traffic analytics only and not law enforcement. Consensus was to proceed.

3. Holiday Events Preview

Cassie Hack, Director of Communications and Marketing, said this item was to give Council an update on fall and holiday events around town. She said that there were several ways for residents to give back through the Town this year. The Police Cadets are collecting food for Thanksgiving Hunger Relief with collections sites at Town Hall and the Law Enforcement Center. They will also have an Angel Tree and Toy Drive, or residents can donate to Shop with a Cop. There will be a Christmas Store Toy Drive at Town Hall and also a collection for Toys for Tots at Fire Stations 1 and 2.

Kristen Denton, Parks and Recreation, said that there will be several holiday events in town this year. HollyFest on October 28th kicks off the season, followed by the Veteran's Day celebration at Veterans Park. Holly Springs' holiday event traditions will continue this year, such as the Santa Cares, Holly Day Express, and Santa's Mailbox. A newly reimagined event, Light the Springs, will be on Thursday, December 7th and will begin with the lighting of a menorah and end with the lighting of a tree. In between will be craft activities on holidays from around the world, and Santa and Mrs. Claus will be present.

The Happy Holly Days Parade will be on Saturday, December 9th. Safety has always been important in Holly Springs, but given the Raleigh situation, Police Chief Liquorie updated Council on the measures the Police and Fire Departments would take, in concert with Public Works, to ensure the safety of audience and participants alike.

Ms. Hack said there was one more thing for Council to decide, and that was which float they wanted to ride on for this year's parade. She showed them the options and the consensus was the Frosty Float.

4. Funding in State Budget

Corey Petersohn, Budget, Strategy, and Innovation, said this item was to review the plan for additional budget items upon receipt of state grants. He said that the recommended budget included a reduction in General Fund base expenditures of \$400,000 in order to allocate ½ penny of the General Fund property tax rate to the Town's Community Investment Fund to cover increased project costs for the new Operations Campus. The Manager had outlined four expenditures that would have been recommended in the budget had this cut not been made, but included a proposal to fund them should the Town be successful in obtaining State grant funds. Mr. Petersohn said that the General Assembly's budget provides \$400,000 for Holly Springs,

which would cover all four of the items: a Small Business/Downtown Coordinator, a Crime Analyst, a Parks and Recreation Assistant, and an update to at least one chapter of the Comprehensive Plan. He requested Council's concurrence to move forward with these four budget additions, with formal approval to be considered at the October 17th business meeting.

Council discussed the Small Business/Downtown Coordinator and what that position would do for the Town, and consensus was to go ahead with the four items.

5. 2024 Annual Retreat

Randy Harrington, Town Manager, said this item was to gauge the Mayor and Council's interest in considering a third-party neutral facilitator for all or a portion of the 2024 Annual Mayor and Council retreat. While it is a bit early, he is beginning to think about the retreat, and he wanted to get an initial read from the group. He outlined the ways a good facilitator could make the retreat more productive, where they could be found, and reasons Council might want to consider using a facilitator. He said that the retreat could be facilitated through the Mayor and Town Manager; a facilitator could be brought in for a specific session or sessions only, or a facilitator could assist with the duration of the retreat. Or Council might have other ideas. He asked for feedback.

Council discussed the benefits of using a facilitator for specific session or for teambuilding work. Consensus was that there was value for facilitator for some targeted session.

6. Legal/Clerk Quarterly Updates

Linda McKinney, Town Clerk, updated Council on her office's activities since the last update. She spoke about the newly found minutes book and the process of digitizing and transcribing it for the future as well as the search for a conservator to preserve the volume, and the beginning of plans for celebrating the Town's sesquicentennial.

John Schifano, Town Attorney, requested Council go into closed session for his full update. But he gave Council statistics on the number of pending litigation matters and contracts that have gone through his office. He said the Legal Department is working on a contract workflow process to insure formality and uniformity on contracts. They are investigating contract management software. And he discussed the ordinances drafted or amended this past quarter.

Closed Session: The Council entered into closed session, pursuant to N.C.G.S. 143-318.11(a)(4) to discuss two economic development projects and N.C.G.S. 143-318.11(a)(3) to confer with the Town Attorney on *George Heugerich Revocable Trust v. Town of Holly Springs*; and *Gladys Adams & Michael Adams v. Town of Holly Springs*.

Motion by: Forrest

Second by: Wolff

Vote: Unanimous

Motion to leave closed session was made by Council member Wolff seconded by Council member McGrath and passed with a unanimous vote.

Back in open session, Council considered a resolution to be sent to the Speaker of the NC House and the President Pro Tem of the NC Senate, articulating support for Project North Star and requesting a current year designated budget allocation of \$10 million for necessary state

road transportation improvements to facilitate industrial recruitment in Holly Springs and the state of North Carolina.

Action: Motion to adopt resolution 23-29

Motion by: Forrest

Second by: McGrath

Vote: Unanimous

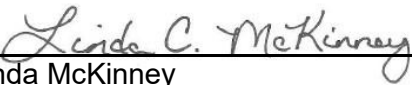
Open Discussion:

None that required action.

6. Adjournment:

Motion to adjourn was made by Council member Forrest seconded by Council member McGrath and passed with a unanimous vote. The October 10, 2023 workshop meeting of the Holly Springs Town Council was adjourned at 8:07 pm.

Respectfully Submitted on Tuesday, November 21, 2023.



Linda McKinney
Town Clerk