



MINUTES

The Holly Springs Town Council met in regular session on Tuesday, April 15, 2025. Mayor Mayefskie presided, calling the meeting to order at 7 p.m. A quorum was established as the Mayor and four Council members were present in the Chamber as the meeting opened.

Council Members Present: Mayor Sean Mayefskie, Council members Timothy Forrest, Danielle Hewetson, Annie Drees, and Chris Deshazor.

Council Members absent: MPT Dan Berry.

Staff Members Present in Chambers: Randy Harrington, *Town Manager*; Scott Chase, *Assistant Town Manager*; John Schifano, *Town Attorney*; Linda McKinney, *Town Clerk* (recording the minutes); Kameron Womack and Jesse Dixon, *IT*; Corey Petersohn, *Budget and Sustainability*; Cassie Hack, *Director, Communications and Marketing*; Chris Hills, *Director, Development Services*; Grayson Taylor, Catherine Jacobs, Elliot Blonshine, Sarah Lipkin Sularz, Cheryl Cains, and Sean Ryan, *Development Services*; LeeAnn Plumer, *Director, Parks and Recreation*; Tina Stroupe, *Finance Director*; Jay Osborne, *Assistant Town Attorney*; LeRoy Smith, *Fire Chief*; Kathy White, *Deputy Clerk*.

2. and 3. The Pledge of Allegiance was recited followed by an invocation by Tyler Haws, of the Church of Jesus Christ of Latter-day Saints.

4. Agenda Adjustment: The April 15, 2025 meeting agenda was adopted with changes, if any, as listed: none.

Motion: Forrest

Second: Hewetson

Vote: Unanimous

RECOGNITIONS

5. 2025 Holly Springs Citizens Academy Graduation

Cassie Hack, Director of Communications and Marketing, outlined the program of the Citizens Academy and recognized the 24 graduates of the first Academy.

6. Volunteer Appreciation Week Proclamation

Mayor Mayefskie proclaimed April 20-26 as Volunteer Appreciation Week in Holly Springs and recognized those who volunteer with the Town.

CONSENT AGENDA

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

7. March 4 and March 18, 2025 business meeting minutes and March 11, 2025 workshop meeting minutes – Council approved the minutes of the March 4 and March 18, 2025 business meetings and the March 11, 2025 workshop meeting.

8. Monthly Budget Amendments and Grants – Council accepted a \$200,000 grant from the Division of Water Resources of the NC Department of Environmental Quality for the Middle Creek Restoration Stormwater Project, and adopted Grants and Special Revenue Fund Ordinance 25-08.
A copy Ordinance 25-08 is attached to these minutes.

9. Hunt Recreation Center HVAC Replacement – Council approved the Newcomb and Co. contract to replace and install two chiller units and provide a 200-ton temporary chiller for six months at W.E. Hunt Recreation Center for a total of \$419,435 and authorized the Town Manager to approve any additional contracts and contract amendments that are necessary to deliver the project that are within the Council-approved project budget and consistent with the project scope.

10. American Rescue Plan Act – Internal Controls Policy Adoption – Council adopted American Rescue Plan Act Internal Controls Policy P-057.
A copy of Policy P-057 is attached to these minutes.

11. Operations Campus and Special Inspections & Construction Materials Testing Contract – Council awarded the Special Inspections & Construction Materials Testing contract for the Operations Campus project to Southern Engineering for the amount of \$207,055.25 and authorized the Town Manager to sign and execute any required agreements consistent with prior Council action, scope and the within the project budget.

12. Town Hall HVAC Replacement Design-Build – Council approved the Brady Trane Service proposal to replace and install two air handling units in the attic of Town Hall, replace two outdoor condensing units, and install a new mechanical roof access hatch. Council adopted budget ordinance PAYGO Capital Project Ordinance 25-10 and associated budget amendment, and authorized the Town manager to negotiate, sign, and execute any other required agreements or change orders necessary to deliver the HVAC project that are consistent with prior Council action, scope, and within the project budget and approved funding sources.
A copy of PAYGO Capital Project Ordinance 25-10 is attached to these minutes.

13. Development Plan 22-DP-10 Expiration Extension Request for Friendship Industrial – Council granted a six-month extension for 22-DP-10 for Friendship Industrial to extend the expiration date from April 9, 2025 to October 9, 2025, as requested by Helix Ventures, LLC.

PUBLIC HEARINGS

14. Voluntary Annexation A24-04 4637 Optimist Farm Road

Sarah Sularz, Development Services, said a request for annexation was received in order to connect to public utilities. The property is located at Optimist Farm Road and Bibleway Court and is owned by Michael and Dana Nardella.

Mayor Mayefskie opened the public hearing and the following input was received: none.

There being no input, Mayor Mayefskie closed the public hearing.

Action: Motion to adopt Annexation Ordinance A24-04.

Motion: Forrest

Second: Hewetson

Vote: unanimous

15. Voluntary Annexation A25-01 4016 Berman Edge Road

Sarah Sularz, Development Services, said a request for annexation was received in order to connect to public utilities for development. The property is located at 4016 Berman Edge Road and is owned by SIRE Development LLC.

Mayor Mayefskie opened the public hearing and the following input was received: none

There being no input, Mayor Mayefskie closed the public hearing.

Action: Motion to adopt Annexation Ordinance A25-01.

Motion: Forrest

Second: Hewetson

Vote: unanimous

NEW BUSINESS

16. Yard Waste Collection Program Update and Ordinance Amendment

Freddie Rodriguez, Public Works, said this item was to update Council on the Yard Waste program and adopt Ordinance 25-09 to offer residents another service option. He outlined the success of the Yard Waste Program, including participation, decreased cart contamination, cleaner streets and storm drains. He said that the Convenience center was active with peak visits in May and August of 2024, and a record-breaking month in March of 2025. He also outlined the success of the leaf season route completion and three fee-free sweeps. He outlined how many people and pieces of equipment are needed for each fee-free sweep.

Mr. Rodriguez said that feedback from residents prompted a consideration of a new service option, of on-demand extra yard waste cart pickup for a fee of \$15. Residents can request this through the 311 app or by calling the Office of Customer Care. The cart would be collected within 24 business hours of the request being received by Public Works, and the cost billed on the resident's monthly utility bill.

Mr. Rodriguez said the Ordinance amendment would allow for this extra pick up and would also clarify the time frame for the spring and fall fee-free sweeps.

Council member Deshazor asked if it were feasible to consider adding a third fee-free sweep during the year. Mr. Rodriguez said a third sweep would create significant challenges and costs. The sweeps require all-hands-on-deck from Public Works, at the peak of mowing, asphalt and cement work, and that would create service delivery problems for other public works activities. The times for the sweeps are strategically scheduled for the seasons. Council member Deshazor asked if we could do more education on the program to the entire town. He hears people say they don't understand the program and will just leave yard waste on the street. Mr. Rodriguez said compared to this time last year the understanding and cooperation is much improved, but there are some people who still do not understand. We have a great communications team, and they will get the word out. But he is seeing much success in the program. Council member Deshazor asked if the \$15 add-on fee was reasonable for the 24-hour response time. Mr. Rodriguez said we have the people and the equipment that we can meet that timeline.

Council member Drees questioned the "24 business hours" language and asked if could be changed to "business days" and if it could be two business days instead of one. She also said that the Ordinance should have a clause that if we can't meet that timeline we will notify you. She said HOAs might charge people a fee for putting their yard waste cart out on the wrong day, so she wants him to meet with the HOAs to get the word out about this change. John Schifano, Town Attorney, said the language was meant to qualify the time period. He doesn't want to put too much in an ordinance that hamstrings public works. We can massage the language, but he doesn't want to put too many obligations in an Ordinance. We can put some notice information in the ordinance. Council member

Drees asked in specifying the timeline for the fee-free sweep, what do we do if it overlaps with a hurricane or other storm. Mr. Rodriguez said if we have a storm the sweep would be delayed a week. Council member Drees asked if there was information on decreased fleet repair since the yard waste program. Mr. Rodriguez said we are seeing normal wear and tear, but the leaf trucks went through the whole season without breakdown. The stress wasn't there for the fleet team or for the leaf truck teams.

Council member Hewetson said that seeing how this has unfolded in a year is really exciting. She thinks this add-on will fill any gap that is left. Council member Forrest said as we move this program forward he wants to see what the residents say could be improved after more time has passed. He said we should do a survey in year 3 or 4.

Action 1: Motion to adopt Ordinance 25-09, amending the town yard waste collection ordinance subject to the following changes – change “24 business hours” to “two business days.”

Motion: Deshazor

Second: Forrest

Vote: unanimous

Action 2: Motion to approve adding a \$15 fee for on-demand extra yard waste cart pickup to the Town's fee schedule.

Motion: Deshazor

Second: Hewetson

Vote:

Aye: Deshazor, Hewetson, Drees

Nay: Forrest

The motion passed.

17. Licensing Agreement for the Stadium at North main Athletic Complex (aka Ting Park)

LeeAnn Plumer, Director of Parks and Recreation, said this item was to approve a 10-year agreement for the licensed use of the stadium at North Main Athletic Complex. She said the initial agreement was executed in May 2015 and amended in August of 2020. The Holly Springs Salamanders are part of the Coastal Plain League and average 33,000 attendees per season. She outlined the key terms in the agreement including 34 game/use times plus practices based on availability with additional time at regular rental rate; prohibiting metal cleats; yearly lease fee, custodial fee, and capital contribution with a 3% escalation per year; it outlines use areas and cleaning responsibilities; permits souvenir and advertisement sales; sets staffing levels; defines concession terms, including a new revenue share for town events, new vendor signage, and allowing the sale of alcoholic beverages. There is a new provision for Town advertising for Town related services/needs; maintenance and facility improvement responsibilities and processes are also outlined. This is a ten-year License Agreement, with annual meetings of the parties.

Council member Deshazor asked what the clause was if the Coastal Plain League pulled out. John Schifano, Town Attorney, said there is no early cancellation clause. We could terminate it through mutual consent. They have an obligation to pay, and we have an obligation to provide the space. Mayor Mayefskie asked about the increase percentage. Ms. Plumer said we are starting at about half of that increase for this year. Council member Deshazor asked why we were splitting the concessions on a town event. Ms. Plumer said the agreement allows exclusive use of the concession stand. Previously they had a right of first refusal for town events. But bringing in the staff for the few events we host is not feasible. This is a move in the right direction.

Action: Motion to approve and authorize the Town Manager to enter into a 10-year agreement with the Holly Springs Baseball Club, LLC for the licensed use of the stadium at North Main Athletic Complex.

Motion: Forrest

Second: Hewetson

Vote: unanimous

18. Fiscal Year 2025-2026 Strategic Plan

Corey Petersohn, Director of the Office of Budget, Innovation, and Strategy, said this item was to adopt the Mayor and Council's Strategic Plan for 2025-2026. He outlined areas of success from the previous Plan including assessing needs for future Fire Stations, enhancing citizen engagement and outreach for police and fire, refreshing the Town website to enhance usability and information sharing; achieving two AAA ratings, and completing the Arbor Creek/Middle Creek and Utley Creek Phase 1 greenways to establish significant connections between neighborhoods and downtown. He said the strategic plan conforms to the Town's Vision Statement and the four priority areas designated by Council.

Mr. Petersohn said that key areas in the updated Plan are Financial and Infrastructure Planning, Transportation Projects and Microtransit, and the development of the Downtown & Ting Park areas. He said the Plan is not just a document, but a guide to allocating resources, as will be seen with the Town Manager's Recommended Budget next month.

Action: Motion to adopt the Fiscal Year 2025-2026 Strategic Plan.

Motion: Deshazor

Second: Forrest

Vote: unanimous

19. Semiannual UDO Text Amendments 25-UDO-01

Cheryl Caines, Development Services, said this item was to consider semiannual Unified Development Ordinance text amendments. She reminded the public that there was a public hearing on these amendments on March 18th, they were considered by Planning Board on March 25th, and now they are before Council for adoption. She said that at the November workshop Council discussed Parkland Dedication Report and methodology changes in calculating parkland dedication. At the Retreat Council discussed clarifications and technical corrections. These include cleaning up definitions related to front, side, and rear yards, consolidating encroachment allowances, and other technical corrections.

Ms. Caines said that since the amendments went to Planning Board there was a minor clarification, based on public feedback, of adding a reference to the Development Standards Tables to make it easier for people to find the standards they are looking for. These do not change the meaning, it is simply a cross reference in a table to the relevant text. She said that the proposed UDO amendments further the implementation of the character-based land use approaches of the Land Use and Character Plan and the Parks, Recreation, and Greenways Master Plan, and staff recommends approval.

Roger Bess, Planning Board representative, was not present. Ms. Caines said the Planning Board recommended approval with a vote of 9 to 0.

Action: Motion to adopt Rezoning Ordinance 25-06 to adopt the Plan Consistency Statement, Statement of Reasonableness, and approve/deny/defer 25-UDO-01 Semiannual UDO Text Amendments.

Motion: Forrest
Second: Hewetson
Vote: unanimous

20. Fiscal Year 2024-2025 Nonprofit Grants

Council member Drees said that she and MPT Berry met earlier this month to review the applications for Civic Nonprofit Grants. She said that twenty organizations applied, asking for a total amount of \$40,149, more than twice the budgeted amount. She outlined the key factors in the grant approval process. She reviewed the requests of each organization and the committee's reasons for their recommendations.

Council member Deshazor asked how this news could be made transparent to the public. Randy Harrington, Town Manager, said it could go on the town website, or it could be included in the budget document as a listing of nonprofits that were given grants in the previous fiscal year. Council discussed various options, and consensus was to include this information in the budget document.

Action: Motion to approve grants to the following organizations in the following amounts:

Holly Springs Community Band	\$2,500
Holly Springs High School Band Boosters	\$500
InterAct	\$2,000
For Girls Like Quaneisha	\$1,000
Holly Springs Civitan	\$500
Holly Springs Interfaith Alliance	\$500
YMCA Camp GRACE	\$2,500
BeShe Inc	\$500
Western Wake Crisis Ministry	\$2,500
Holly Springs High School PTSA	\$1,000
Center for Volunteer Caregiving	\$1,000
Hawktimus Prime	\$1,000
Holly Strings Youth Orchestra	\$1,000
Military Missions in Action	\$1,000
Nepal Center of NC	\$1,000
Holly Grove Middle	\$1,500
TOTAL	\$20,000

Motion: Forrest
Second: Hewetson
Vote: unanimous

Action: Motion to add this information to the budget document.

Motion: Deshazor
Second: Forrest
Vote: unanimous

Public Comment: At this time, an opportunity was provided for members of the audience who had registered to speak to address the Council.

The following public comments were received in writing: none

The following public comments were received in person: none

OTHER BUSINESS

Mayor Mayefskie said that next month Council will go back to summer wardrobe.

Council member Drees said there have been some signal timing challenges. It highlights the importance of Intelligent Transportation System (ITS). She said we need to have clear understanding of what happens if a controller dies or the timings fail. Randy Harrington, Town Manager, said the beauty of ITS is they can adjust the timing remotely. Right now it must be reprogramed in each cabinet at each intersection. He said we are a couple of years out from ITS, and we can talk about things such as how they adjust signals in the next update.

Council member Forrest said it has been a difficult month for Avent Ferry Rd. and its intersections. We need to bring Avent Ferry Phase 2 back into discussion and look at other mitigating factors. The number of cars cutting people off has gotten to be an issue. Realigning the intersection won't stop these behaviors, so we need to address Avent Ferry Rd. this budget cycle. A simple signal mistake is driving a lot of discussion. He asked if there was a way to do a transportation study for the entire town so NCDOT can see the picture of the whole town. He would like to discuss that at a workshop. He said that Springs Fest is coming up. And recently Parks & Recreation expanded the 55 and older program, which is great for the community.

Council member Deshazor complimented LeeAnn Plumer, Director of Parks and Recreation, on the greenway signage. He said a resident asked about mile markers and asked if we could look at adding those down the road. He said he was very impressed with Citizens Academy. Things like the Citizens Academy help us keep that small town feel. Finally, the traffic was rough this week. But those adjustments would have been even tougher if we hadn't been forward thinking and moving towards ITS.

MANAGER'S REPORT

Randy Harrington, Town Manager, reminded people that these roads are owned by NCDOT. These problems were caused by a contractor and DOT has been proactive, but it is taking time to reset those timings. We have been working since last week with DOT on fixing these problems. He invited Kendra Parrish, Executive Director of Utilities and Infrastructure, to comment on what has been happening. He said he had invited the Division 5 Director of NCDOT and she was unable to attend, but we can invite her to a later meeting.

Ms. Parrish shared information with Council on the NCDOT signal timing issue and increased traffic, particularly on Avent Ferry Road at NC55. This is the core issue with the current system, that it is complaint driven and we don't know that traffic is backed up until it gets very bad. Moving to the ITS program will enable us to tie the signals together. We got the cameras installed. The third step is the project going on right now. DOT is managing the project to bring automation to the signals so that, in the future, they can be more automated, and DOT will receive alerts. But it is under construction, so we are not there yet. There is a lot of work being done, but without the barrels and barriers, no one knows that it is going on. It started in February and we made it to April without issues. We reached out to DOT on Wednesday. We spoke to them each day. We thought it would be mitigated over the weekend, but Monday was also bad. We reached back out to DOT and the contractor came out yesterday and worked at Cass Holt / Avent Ferry intersection. It was operating much better, but the rest of Avent Ferry signals were still not operating correctly. They are working to trouble shoot and try to mitigate this. DOT has been responsive and is working with the contractor to get this mitigated. She spoke about how the

cameras helped DOT to get the fix quicker, because they can troubleshoot. We also have statewide data from cell phones and OnStar and the like. And we had a staff member look at data from March 1st to today, and from that data we saw that April 7th was the day it started. We communicated that to DOT and the contractor, which was helpful information. There are 40 or so cabinets in the town limits; the project goes through July and we are hopeful that the problems are out of the way now and we can sail through the rest of this project. She said the data also show that there have been more cars on Avent Ferry Road over the last few weeks. GPS has changed routing to send more people along Avent Ferry, and we aren't sure what is happening outside of Holly Springs that is moving people onto Avent Ferry Rd.

Council member Forrest asked if all the boxes have fiber. Jeff Wilson, Director of IT, said they all have fiber, but it is not all connected to DOTs system. Council member Forrest said there are also huge backups on NC 751, Friendship, and US 1 that don't have our cameras on them. Maybe GPS apps are reading that and rerouting people.

Council member Drees asked if all the controllers have been changed. Mr. Wilson said they have changed the ones that were causing the problems and put the old ones back in. They are revisiting with the contractor when the new ones will be programed and put in the cabinets.

Mr. Harrington congratulated the Communications and Marketing Department on winning two first place and one second place award at NC City and County Communicators. He called Cassie Hack, Director of Communications and Marketing, to tell Council and the public about the awards.

Mr. Harrington said he had two other quick items. On May 10th Everclear will be at Ting Stadium. Tickets are on sale at the website. And the First Responders Appreciation Lunch is tomorrow at CSL Seqirus.

CLOSED SESSION: Council went into closed session pursuant to N.C.G.S. 143-318.11(a)(4) to discuss an Economic Development project, with a motion by Council member Forrest a second by Council member Deshazor and a unanimous vote.

Motion to leave closed session was made by Council member Deshazor with a second by Council member Forrest and a unanimous vote.

Adjournment: Council member Deshazor made a motion to adjourn at 9:07 pm. It was seconded by Council member Hewetson and passed with a unanimous vote.

Respectfully submitted on Tuesday, May 20, 2025.



Linda C. McKinney, Town Clerk

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