

**City of Holly Springs  
City Council Meeting Minutes  
June 3, 2024**

**Elected Officials Present:** Mayor Steven W. Miller, Councilman Kyle Whitaker, Councilman Kevin Moore and Councilman Jeff Wilbur.

**Elected Officials Not Present:** Mayor Pro Tem Michael Roy Zenchuk II and Councilwoman Dee Phillips.

**Staff Present:** Alicia Argo from the City Attorney's Office, City Manager Robert H. Logan, City Clerk/Human Resources Director Karen Norred, Assistant City Clerk/Records Manager Lou Stewart, Finance Director Denise Lamazares, Community Development Director Nancy Moon, Deputy Chief Greg Clyburn, Court Administrator Donna Sanders, Court Clerk Kaitlyn Smykum and Lieutenant Naveed Babar.

**I. CALL TO ORDER**

Mayor Miller called the Council Meeting to order.

**II. PLEDGE OF ALLEGIANCE**

Mayor Miller led the Pledge of Allegiance.

**III. INVOCATION**

Mayor Miller gave the invocation.

**IV. PRESENTATIONS**

A. Municipal Court Clerks Week Proclamation

**V. PUBLIC COMMENTS**

No public comments were made.

**VI. CONSENT AGENDA**

A. May 23, 2024 City Council Meeting Minutes

Councilman Whitaker made a motion to approve the consent agenda.  
Councilman Moore seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

**VII. OLD BUSINESS**

**VIII. NEW BUSINESS**

A. Independent Contractor Agreement by and between 8A Translation, LLC, a Georgia limited liability company and the City of Holly Springs, Georgia.

Councilman Whitaker made a motion to approve Item A under New Business.  
Councilman Wilbur seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

- B. Award the Holly Springs Parkway @ Fox Creek Drive Intersection Improvement & Sidewalk Project (RFB #2024-03) to Ohmshiv Construction, LLC, in an amount not to exceed \$1,957,093.50.

Councilman Whitaker made a motion to approve Item B under New Business. Councilman Moore seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

- C. A resolution authorizing condemnation by Declaration of Taking method pursuant to the Provisions of O.C.G.A § 32-3-4 et seq. of a tract of land comprised 0.009 acres of land; and certain easement rights; and Appendix "A" - Annex 1 - Legal Description Annex 1-A - Plat, being parcel 37 of the Holly Springs Parkway Widening, Phase III project.

Councilman Whitaker made a motion to approve Item C under New Business. Councilman Moore seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

- D. A resolution authorizing condemnation by Declaration of Taking method pursuant to the Provisions of O.C.G.A § 32-3-4 et seq. of a tract of land comprised 0.053 acres of land; and certain easement rights; and Appendix "A" – Annex 1 – Legal Description Annex 1-A – Plat, being parcel 40 of the Holly Springs Parkway Widening, Phase III project.

Councilman Whitaker made a motion to approve Item D under New Business. Councilman Moore seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

- E. Ordinance and Adoption Agreement for the Georgia Municipal Employees Benefit System (GMEBS) Defined Benefit Retirement Plan Restatement.

Councilman Moore made a motion to approve Item E under New Business. Councilman Wilbur seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

- F. A resolution to call the 2024 General Election, which will be held on November 5th, and to set the qualifying dates as August 19-21, 2024.

Councilman Moore made a motion to approve Item F under New Business. Councilman Wilbur seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

- G. Amend the job description for the Administrative Assistant position in the Police Department to the Records Specialist Terminal Agency Coordinator.

Councilman Moore made a motion to approve Item G under New Business.  
Councilman Wilbur seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

**IX. REPORTS**

No reports were given.

**X. ADJOURNMENT**

Councilman Wilbur made a motion to adjourn the meeting. Councilman Moore seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

Respectfully submitted.

Attest:

  
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Steven W. Miller, Mayor  
*Michael R. Zenchuk II, Mayor Pro Tem*

  
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Karen Norred, City Clerk  
(Seal)

