

**City of Holly Springs
City Council Meeting Minutes
December 5, 2024**

Elected Officials Present: Mayor Steven Miller, Mayor Pro Tem Michael Roy Zenchuk II, Councilwoman Dee Phillips, Councilman Kyle Whitaker, Councilman Kevin Moore, and Councilman Jeff Wilbur.

Elected Officials Not Present: None.

Staff Present: Laura Rollins 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, Chief Building Official Jon Page, Chief Tommy Keheley, Deputy Chief Greg Clyburn, IT/Facilities Manager Ron Carter, and Officer Riley Landry.

I. CALL TO ORDER

Mayor Miller called the City Council Meeting to order.

II. PLEDGE OF ALLEGIANCE

Mayor Miller led the Pledge of Allegiance.

III. INVOCATION

Mayor Pro Tem Zenchuk gave the invocation.

IV. PRESENTATIONS

V. PUBLIC COMMENTS

VI. CONSENT AGENDA

- A. November 18, 2024 City Council Meeting minutes

Mayor Pro Tem Zenchuk made a motion to approve the consent agenda.
Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

VII. OLD BUSINESS

VIII. NEW BUSINESS

- A. Consideration of the City Manager Agreement between Robert H. Logan and the City of Holly Springs for the period January 1, 2025, through December 31, 2028.

Mayor Pro Tem Zenchuk made a motion to approve Item A. Councilwoman Phillips seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.
- B. **A-04-2024**, City of Holly Springs requests annexation of 0.38 +/- acres located at the intersection of Marble Quarry Road and Crestmont Drive, Cherokee County, GA, tax parcel 080A of tax plat 15N09.

Mayor Pro Tem Zenchuk made a motion to approve Item B. Councilman Wilbur seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- C. **MA-07-2024**, City of Holly Springs requests rezoning of 0.38 +/- acres located at the intersection of Marble Quarry Road and Crestmont Drive, Holly Springs, GA, tax parcel 080A of tax plat 15N09, from R-20, Single Family Residential (County), to GV, Governmental (City).

Mayor Pro Tem Zenchuk made a motion to approve Item C. Councilman Wilbur seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- D. Resolution for the City of Holly Springs Mayor and City Council to appoint the Mayor Pro Tem and the Standing Committees of the City Council.

Councilwoman Phillips made a motion to approve Item D. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- E. Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Holly Springs Parks and Recreation Authority.

Mayor Pro Tem Zenchuk made a motion to approve Item E. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- F. Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Downtown Development Authority of Holly Springs.

Mayor Pro Tem Zenchuk made a motion to approve Item F. Councilwoman Phillips seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- G. Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Urban Redevelopment Agency of the City of Holly Springs, Georgia

Councilman Wilbur made a motion to approve Item G. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- H. Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Holly Springs Planning and Zoning Commission.

Councilman Moore made a motion to approve Item H. Councilwoman Phillips seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- I. Resolution of the City of Holly Springs Mayor and City Council to provide compensation for members of the Holly Springs Planning and Zoning Commission.

Councilwoman Phillips made a motion to approve Item I. Mayor Pro Tem Zenchuk seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- J. Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Holly Springs Tree Commission.

Mayor Pro Tem Zenchuk made a motion to approve Item J. Councilwoman Phillips seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- K. Resolution of the City of Holly Springs Mayor and City Council to provide compensation for members of the Holly Springs Tree Commission.

Councilwoman Phillips made a motion to approve Item K. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- L. Resolution for the City of Holly Springs Mayor and City Council to appoint the City of Holly Springs Municipal Court Judge and Municipal Court Judge Pro Tem.

Councilman Wilbur made a motion to approve Item L. Councilwoman Phillips seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- M. Resolution for the City of Holly Springs Mayor and City Council to appoint the City of Holly Springs Municipal Prosecuting Attorney and Assistant Prosecuting Attorneys.

Councilman Wilbur made a motion to approve Item M. Councilwoman Phillips seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- N. Proposal dated November 13, 2024, for engineering services from BM&K for Hickory Springs Parkway, Hickory Road, Holly Springs Parkway, and Hickory Springs Industrial Drive.

Councilman Moore made a motion to approve Item N. Mayor Pro Tem Zenchuk seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- O. Quote dated November 11, 2024, from Darrell C. Dinsmore Grading, Inc. for backfill and rough grade at the Holly Springs Town Center Parking Deck, in an amount not to exceed \$96,656.25.

Councilwoman Phillips made a motion to approve Item O. Councilman Wilbur seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- P. Quote # 2299 from Ecu Builders, Inc. for roof framing labor and crane rental for the Holly Springs Town Center Parking Deck stair and elevator towers, in an amount not to exceed \$7,775.

Councilman Moore made a motion to approve Item P. Councilwoman Phillips seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- Q. Bond Release for Performance Bonds #LICX1978516, #LICX1216531, #LICX1216533 for Province Subdivision.

Councilwoman Phillips made a motion to approve Item Q. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- R. Bond Release for Maintenance Bonds #107292269 and #107472211 for Avery Creek Subdivision, Phases 1 and 2, subject to final approval of the City Engineer and City Building Official.

Councilwoman Phillips made a motion to approve Item R. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- S. Resolution to accept and authorize streets to become publicly maintained streets in Avery Creek Subdivision, Phases 1 and 2 upon final approval by the City Engineer and City Building Official.

Councilman Moore made a motion to approve Item S. Councilman Wilbur seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- T. To Amend the City Clerk/Human Resource Directors Job Description to the Assistant City Manager/City Clerk Job Description.

Mayor Pro Tem Zenchuk made a motion to approve Item T. Councilwoman Phillips seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- U. Resolution of the City of Holly Springs, Georgia authorizing the renewal of the Health Reimbursement Arrangement (HRA) with Medcom to reimburse the last \$250 of the eligible participant's deductible; authorizing the renewal of the Medical Flexible Spending Account (FSA) with Medcom and to allow eligible participants to set aside up to the annual maximum of \$3,300 and to carry over up to \$660; the renewal of contracting the COBRA administration; and to authorize the City Clerk/HR Director to execute the documents pertaining to the these matters for plan year January 1, 2025 through December 31, 2025.

Councilwoman Phillips made a motion to approve Item U. Mayor Pro Tem Zenchuk seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- V. Resolution to add membership in the Georgia Interlocal Risk Management Agency (GIRMA) fund, as identified in the Election Form attached as Appendix A, and by executing the Application and Participation Agreement and to authorize the City Clerk to execute all documents pertaining to these matters.

Mayor Pro Tem Zenchuk made a motion to approve Item V. Councilwoman Phillips seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- W. Statement of Work Number 1 to Client Service Agreement between WellnessIQ, Inc., and the City of Holly Springs, Georgia to provide various professional services for the health and wellness program.

Councilwoman Phillips made a motion to approve Item W. Mayor Pro Tem Zenchuk seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- X. Update to the City's Employee Compensation Plan

Councilwoman Phillips made a motion to approve Item X. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

Y. 2025 Meetings Calendar

Councilwoman Phillips made a motion to approve Item Y. Councilman Wilbur seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

Z. A resolution of the City of Holly Springs Mayor and Council to open a certificate of deposit.

Councilman Wilbur made a motion to approve Item Z. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

AA. Resolution of the City of Holly Springs, Georgia to amend the Municipal Services Master Fee Schedule for Building, Fire, and Development Fees.

Councilman Moore made a motion to approve Item AA. Councilman Wilbur seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

BB. Quote # Q-1227180 between the City of Holly Springs, Georgia and KnowBe4 for the annual renewal of KnowBe4 Security Awareness Training Subscription Platinum, in an amount not to exceed \$1,356.08.

Councilman Wilbur made a motion to approve Item BB. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

CC. Policy amendments to Section 1.5 Performance Evaluations of the City of Holly Springs Police Department Operations Manual.

Councilwoman Phillips made a motion to approve Item CC. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

DD. Policy amendment to Section 8.4 Taking Suspects Into Custody of the City of Holly Springs Police Department Operations Manual.

Councilman Wilbur made a motion to approve Item DD. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

EE. Policy amendments to Section 10.1 Firearms of the City of Holly Springs Police Department Operations Manual.

Councilman Wilbur made a motion to approve Item EE. Councilwoman Phillips seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

FF. Policy amendment to Section 12.3 Emergency Operations of the City of Holly Springs Police Department Operations Manual.

Councilman Moore made a motion to approve Item FF. Councilman Wilbur seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

IX. REPORTS

A. Monthly Departmental Reports

Mayor Pro Tem Zenchuk informed everyone that he had the pleasure of representing the City at the North Central Georgia Habitat for Humanity luncheon today, and they recognized the city's project on East Cherokee Street.

X. ADJOURNMENT

Councilwoman Phillips made a motion to adjourn the meeting and move into executive session for the purpose of litigation. Mayor Pro Tem Zenchuk seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

XI. EXECUTIVE SESSION

A. Litigation

Respectfully submitted.



Steven W. Miller, Mayor

Attest:



Karen Norred, City Clerk
(Seal)

