City Council Meeting

Holly Springs Public Safety Building, Council Chambers
3235 Holly Springs Pkwy. Holly Springs, GA 30115
Monday, March 17, 2025 | 6:30 PM

Ryan P. Shirley, Mayor

Michael Roy Zenchuk II, Mayor Pro Tem, Ward 3

Kyle Whitaker, Ward 1 | Dee Phillips, Ward 2 | Kevin Moore, Ward 4 | Jeff Wilbur, Ward 5

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

"Veterans of U.S. military services may proudly salute the flag while not in uniform based on a change in the governing law on 25 July 2007."

III. INVOCATION

IV. PRESENTATIONS

A. Employee Recognition - One Year of Service
Officer Brandon Cantrell

B. Proclamation
Georgia Agriculture Awareness Week

V. PUBLIC COMMENTS

VI. CONSENT AGENDA

A. March 3, 2025 City Council Meeting minutes

VII. OLD BUSINESS

A. Resolution of the City of Holly Springs, Georgia to support the creation of the Cherokee Regional Land Bank Authority.

VIII. NEW BUSINESS

A. Change order #2 from Ohmshiv Construction, LLC for the Holly Springs Parkway at Fox Creek Drive Intersection Improvements and Sidewalk Project RFB #2024-03, in an amount not to exceed $40,252.15.

B. Quote dated March 6, 2025, from North Cherokee Electrical for the installation of loop detector infrastructure at the intersection of Holly Springs Parkway and Rabbit Hill Road, in an amount not to exceed $17,967.50.

C. Subcontract between Cherokee Focus and the City of Holly Springs, Georgia for the performance of certain activities identified in the proposal for the Workforce Innovation and Opportunity Act, and to ratify the City Manager's signature.

D. Policy on Public Participation in City Council Meetings.

E. Resolution declaring certain property as surplus and authorizing its sale or disposal as described in Exhibit “A”.

F. Resolution for the City of Holly Springs Mayor and City Council to appoint Bridget Hanney to the Holly Springs Tree Commission to fill the unexpired term of Alex Gray.

IX. REPORTS

X. ADJOURNMENT

XI. EXECUTIVE SESSION

A. Litigation

BY THE MAYOR OF THE CITY OF HOLLY SPRINGS

A PROCLAMATION

GEORGIA AGRICULTURE AWARENESS WEEK

WHEREAS, American farmers and ranchers help feed the world by producing a bounty of agricultural products. To do this, they rely on essential partnerships with urban and suburban communities to supply, sell and deliver finished products across the country and around the world. Rural and urban communities working together have made the most of our nation's rich agricultural resources as they contribute to the health and well-being of our state, our country and to the strength of our economy; and

WHEREAS, we recognize the importance of this cooperative network. Nationwide, agriculture employs more than 21 million workers including farmers and ranchers, shippers, processors, marketers, retailers, truckdrivers, inspectors, and others who annually contribute more than $1 trillion to our gross domestic project. In 2024, agriculture and related industries contributed $783.6 billion and 323,000 jobs to Georgia's economy; and

WHEREAS, the agricultural industry provides us with food, clothing and shelter as well as fuel for our energy needs. As we welcome new opportunities for trade, the hard work and successful cooperation between farmers and city works will continue to play a vital role in our state and nation's future; and

WHEREAS, farm to city collaborations help maintain and improve our food and fiber supply and contribute to a better quality of life for countless citizens. We commend the many Americans whose hard work and ingenuity reflect the true spirit of America and help to ensure a prosperous future for all; and

NOW THEREFORE, the Mayor and Council of the City of Holly Springs, Georgia do hereby proclaim March 17, through March 23, 2025 as Georgia Agriculture Awareness Week. We encourage all citizens of Holly Springs to participate this week by recognizing the vital role of agriculture in Americans' daily lives.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Seal of the City of Holly Springs to be affixed this 17th day of March, 2025.

____

Ryan P. Shirley
Mayor

Attest:

____

Karen Norred, City Clerk
(Seal)

City of Holly Springs
City Council Meeting Minutes
March 3, 2025

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

Elected Officials Not Present: Mayor Ryan P. Shirley.

Staff Present: Alicia Argo from the City Attorney's Office, Assistant City Manager/City Clerk Karen Norred, Finance Director Denise Lamazares, Community Development Director Nancy Moon, Chief Tommy Keheley, Deputy Chief Greg Clyburn, Assistant City Clerk/Records Manager Lou Stewart, IT/Facilities Manager Ron Carter, Officer James Wood, and Officer Brandon Cantrell.

I. CALL TO ORDER

Mayor Pro Tem Zenchuk called the City Council meeting to order.

II. PLEDGE OF ALLEGIANCE

Mayor Pro Tem Zenchuk led the Pledge of Allegiance.

III. INVOCATION

Mayor Pro Tem Zenchuk gave the invocation.

IV. PRESENTATIONS

A. Employee Recognitions - General Instructor Certification
Corporal Billy Greer
Officer James Hood
Detective Annie Maryska

V. PUBLIC COMMENTS

No public comments were made.

VI. CONSENT AGENDA

A. February 24, 2025 City Council Meeting minutes

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

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Intergovernmental Agreement between the City of Holly Springs, Georgia and Cherokee County to provide resurfacing and road repairs for various roads in the City of Holly Springs.

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

B. Change order #3 from Ohmshiv Construction, LLC for the Holly Springs Parkway @ Fox Creek Dr. Intersection Improvements and Sidewalk Project (RFB # 2024-03), in an amount not to exceed $3,250.00.

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

C. Resolution of the City of Holly Springs, Georgia to support the creation of the Cherokee Regional Land Bank Authority.

Councilman Whitaker made a motion to table Item C. Councilman Wilbur seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

D. Adoption of the Georgia Department of Transportation (GDOT) Procurement Policy for the Procurement, Management and Administration of Engineering and Design-Related Consultant Services.

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

E. Confirmation of Understanding and Agreement to follow all policies and procedures related to the procurement of engineering and design as per 23 CFR 172.

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

F. Addendum between T-Mobile USA, Inc. and the City of Holly Springs, Georgia, for Ooma Airdial to provide products and services for seven (7) POTS (plain old telephone service) lines and to include the Sourcewell Enrollment Agreement.

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

IX. REPORTS

A. Monthly Departmental Reports

Mayor Pro Tem Zenchuk thanked the Boy Scouts Pack 37 for attending the meeting and presented each member with a gift bag from the City.

X. ADJOURNMENT

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

XI. EXECUTIVE SESSION

A. Litigation

Respectfully submitted.

Ryan P. Shirley, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VII.A.

FROM: Robert H. Logan, City Manager

MEETING DATE: March 17, 2025

AGENDA ITEM: Resolution of the City of Holly Springs, Georgia to support the creation of the Cherokee Regional Land Bank Authority.

EXECUTIVE SUMMARY:

Resolution of the City of Holly Springs, Georgia to support the creation of the Cherokee Regional Land Bank Authority.

FISCAL IMPACT:

ATTACHMENTS:

1. Resolution - Cherokee Land Bank Authority
2. Cherokee County Resolution 2025-R-018 - Authorizing Land Bank February 18, 2025
3. 2025 Cherokee Regional Land Bank Info Sheet

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

Finance and Administration

A RESOLUTION OF THE CITY OF HOLLY SPRINGS, GEORGIA MAYOR AND COUNCIL TO SUPPORT THE CREATION OF THE CHEROKEE REGIONAL LAND BANK AUTHORITY; TO DIRECT STAFF TO WORK WITH COOPERATING GOVERNMENTAL AGENCIES TOWARD AN INTERGOVERNMENTAL AGREEMENT PERTAINING TO THE CREATION AND OPERATION OF THE CHEROKEE REGIONAL LAND BANK AUTHORITY; AND FOR OTHER PURPOSES

WHEREAS, in enacting the Georgia Land Bank Act, O.C.G.A. § 48-4-100, *et seq.* (hereinafter "Act"), the Georgia General Assembly found that there exists in the State of Georgia a continuing need to strengthen and revitalize the economy of the State of Georgia and local units of government in this State; and

WHEREAS, further, the Act establishes that it is in the best interests of the State of Georgia and local units of government in this State to assemble or dispose of public property, including dilapidated, abandoned and tax delinquent property, in a coordinated manner to foster the development of that property and to promote economic growth in the State of Georgia; and

WHEREAS, the Act permits a county and one or more municipal corporations located wholly or partially within the county to establish a land bank, the purpose of which would be to acquire tax delinquent and other properties in order to foster the public purpose of returning property which is non-revenue generating and non-tax producing to an effective utilization status in order to provide housing, new industry and jobs for the citizens of the State of Georgia; and

WHEREAS, Cherokee County (hereinafter "County") is a duly formed political subdivision of the State of Georgia and have expressed interest to the City in forming a land bank authority; and

WHEREAS, the City of Holly Springs, Mayor and Council have determined that the establishment of a land bank is in the best interest of the citizens of the City; and

WHEREAS, the City, in conjunction with the Cherokee County Board of Commissioners and other participating municipalities, desire to work collaboratively in order to form the Cherokee Regional Land Bank Authority; and

WHEREAS, the Parties have collectively met on several occasions and entered preliminary discussions regarding the formation, organization, and funding of the same; and

WHEREAS, staff now desires to seek the input of the Mayor and Council in order to move forward with these discussions; and

WHEREAS, this resolution shall solidify the intent of the City of Holly Springs Mayor and Council to move forward with the creation of the Cherokee Regional Land Bank Authority and directs staff to work with the County and cooperating municipalities on draft documents to bring forward at a later date for Council consideration and implementation.

NOW, THEREFORE, BE IT RESOLVED by the City of Holly Springs Mayor and Council, and it is hereby so resolved by the authority of the same, that the City hereby supports the creation of the Cherokee Regional Land Bank Authority and directs staff to continue working toward implementation of the same.

This resolution is adopted this 3rd day of March 2025.

CITY OF HOLLY SPRINGS

____
Ryan P. Shirley, Mayor

Attest:

____
Karen Norred, City Clerk
(Seal)

STATE OF GEORGIA
COUNTY OF CHEROKEE

RESOLUTION NO. 2025-R-018

A RESOLUTION OF THE CHEROKEE COUNTY BOARD OF COMMISSIONERS TO SUPPORT THE CREATION OF THE CHEROKEE REGIONAL LAND BANK AUTHORITY; TO DIRECT STAFF TO WORK WITH COOPERATING MUNICIPALITIES TOWARD AN INTERGOVERNMENTAL AGREEMENT PERTAINING TO THE CREATION AND OPERATION OF THE CHEROKEE REGIONAL LAND BANK AUTHORITY; AND FOR OTHER PURPOSES.

WHEREAS, in enacting the Georgia Land Bank Act, O.C.G.A. § 48-4-100, *et seq.* (hereinafter "Act"), the Georgia General Assembly found that there exists in the State of Georgia a continuing need to strengthen and revitalize the economy of the State of Georgia and local units of government in this State; and

WHEREAS, further, the Act establishes that it is in the best interests of the State of Georgia and local units of government in this State to assemble or dispose of public property, including dilapidated, abandoned and tax delinquent property, in a coordinated manner to foster the development of that property and to promote economic growth in the State of Georgia; and

WHEREAS, the Act permits a county and one or more municipal corporations located wholly or partially within the county to establish a land bank, the purpose of which would be to acquire tax delinquent and other properties in order to foster the public purpose of returning property which is non-revenue generating and non-tax producing to an effective utilization status in order to provide housing, new industry and jobs for the citizens of the State of Georgia; and

WHEREAS, Cherokee County (hereinafter "County") is a duly formed political subdivision of the State of Georgia; and

WHEREAS, the Board of Commissioners of Cherokee County, Georgia has determined that the establishment of a land bank is in the best interest of the citizens of the County; and

WHEREAS, the Board of Commissioners, in conjunction with the City of Ball Ground, the City of Canton, the City of Holly Springs, the City of Nelson, the City of Waleska, and the City of Woodstock (collectively hereinafter "the Parties"), desire to work collaboratively in order to form the Cherokee Regional Land Bank Authority; and

WHEREAS, the Parties have collectively met on several occasions and entered preliminary discussions regarding the formation, organization, and funding of the same; and

WHEREAS, staff now desires to seek the input of the Board in order to move forward with these discussions; and

WHEREAS, this resolution shall solidify the intent of the Cherokee County Board of Commissioners to move forward with the creation of the Cherokee Regional Land Bank Authority and directs staff to work with cooperating municipalities on draft documents to bring forward at a later date for Board consideration and implementation.

NOW, THEREFORE, BE IT RESOLVED by the Cherokee County Board of Commissioners, and it is hereby so resolved by the authority of the same, that the Board of Commissioners hereby supports the creation of the Cherokee Regional Land Bank Authority and directs staff to continue working toward implementation of the same.

SO RESOLVED, APPROVED, AND ADOPTED this 18th day of February, 2025.

By: ______________________
HARRY B. JOHNSTON., Chairman

Attest: ______________________
CHRISTY BLACK, County Clerk

(SEAL)

CHEROKEE COUNTY
CHARTERED DECEMBER 26, 1831
GEORGIA

Cherokee Regional Land Bank

Information Sheet

1. **What is a Land Bank?**
   Land banks are public authorities, governed by a board of directors appointed by the member jurisdictions (county and cities), to acquire and receive property, often facilitating the redevelopment of blighted and delinquent properties into productive uses, meeting the priorities set forth by the land bank, including for housing and economic development purposes. Land banks are provided by Georgia law, dating back to 1991, with an update to the statute in 2012. About 23 land banks operate throughout the state, a nearby example is the Bartow-Cartersville Land Bank.

2. **How are Land Banks formed?**
   It takes the County and <u>at least one city</u> to form, but all cities can participate.

3. **Why form a land bank?**
   It's a tool to assist with housing and economic development goals. Land banks can receive donated property and acquire tax delinquent property to repurpose into productive uses completed by the private sector. The land bank has the ability to bring housing costs down, working with non-profit and private sector partners.

4. **When and how did Land Bank discussions start?**
   In late 2022/early 2023, Cherokee County and the City of Canton began exploring land banks as a tool to assist with providing more workforce housing. During 2023, the County and cities met periodically to discuss and explore the land bank concept. Through this time, the land bank governing documents were drafted.

5. **How would a Cherokee County Regional Land Bank operate?**
   It would be governed by a nine (9) member board with the County and each municipality receiving one (1) appointment. COED would receive one (1) appointment with an additional at-large appointment, both of which requiring approval of the jurisdictional members. Once the land bank is formed, in the early years, staffs from the County and cities would assist the land bank with operations, however, eventually it would possess its own staff.

6. **How is the land bank funded?**
   From proceeds of property sales with potential donations of property and funds conveyed by the jurisdictions, should they choose to contribute.

7. **What if a city chooses not to participate at this time?**
   As the governing documents are currently drafted, for any city not participating with the formation of the land bank, a board seat will be reserved for that city as an "at-large" seat. In the future, should the city choose to enter into the IGA and join the land bank, the city would be able to replace the at-large seat with its representative at the end of the at-large seat term. All at-large seats require approval by the jurisdictional members.

8. **Can the land bank complete a project within a non-participating city?**
   As the governing documents are currently drafted, whether a city is a member of the land bank or not, when a land bank project is proposed, the jurisdiction where the project is located, including if in the unincorporated County, is required to approve the project before it can proceed.

9. **What's the current resolution proposed and the 2025 timeline for the land bank?**
   The resolution proposed for adoption by the County and cities, gauges the interest in forming a land bank. The prospective 2025 timeline is as follows:

<u>Feb. – April 1:</u> A resolution is circulated to the cities, gauging interest;
<u>April/May:</u> If the cities and the County adopt the resolution, proceed to final review of the governing documents;
<u>April/May:</u> Concurrently, Board Members are nominated;
<u>May - July:</u> Land Bank governing and operating documents are finalized and adopted, land bank is created;
<u>August – Sept:</u> Land Bank Board is seated, and the first land bank meeting occurs;
<u>September – Dec:</u> Land Bank operations begin. **Ver 2.19.2025**

ITEM REPORT

AGENDA ITEM NUMBER: VIII.A.

FROM: Robert H. Logan, City Manager

MEETING DATE: March 17, 2025

AGENDA ITEM: Change order #2 from Ohmshiv Construction, LLC for the Holly Springs Parkway at Fox Creek Drive Intersection Improvements and Sidewalk Project RFB #2024-03, in an amount not to exceed $40,252.15.

EXECUTIVE SUMMARY:

On November 8, 2024, officials from BM&K and Ohmshiv identified additional quantities in the project for grading to remove an existing catch basin, curb, sidewalk and ramp, addition of one new catch basin (Group 1), 33.50 cubic yards of dyed concrete, 11.50 cubic yards of concrete base for pavement widening, 34.29 cubic yards of sidewalk, and one storm sewer manhole (Group 2). The proposed change order also includes the deletion of 158.33 square yards of concrete sidewalk and one storm sewer manhole (Group 1).

FISCAL IMPACT:

The net effect of the additions and deletions in change order #2 is $40,252.15 and will be paid from Special Purpose Local Option Sales Tax VI (SPLOST VI) Fund.

ATTACHMENTS:

1. Ohmshiv Construction Change Order #2

RECOMMENDATION:

The staff recommendation is approval of the change order.

CONCURRENCES:

Administration and Finance.

805 Progress Court, Suite A, Lawrenceville, GA 30043.

CHEROKEE COUNTY		**CONTRACTOR:**	
PROJECT #:	2024-03	OHMSHIV CONSTRUCTION, LLC	
PROJECT:	HOLLY SPRINGS PKWY @ FOX CREEK DR INTERSECTION IMPS & SIDEWALK PROJECT	805 PROGRESS CT, ST A	
LOCATION	AT DIFFERENT LOCATIONS	LAWRENCEVILLE, GA 30043	
CONTACT:	MR. JACOB HUGHES, PE	P: 678-832-9351	FAX: 404 410 4936

RE: COST OF ALL THE ADDITIONAL WORK PERFORMED ON THE ABOVE PROJECT

11/19/24

Item #	Description	Unit	Qty	Price per unit	Amount
	ADDITION				
210-0100	GRADING (INCL. REMOVAL OF EXT. CB, CURB, SIDEWALK, RAMPS)	LS	1.00	$ 11,500.00	$ 11,500.00
668-1100	CATCH BASIN, GP 1	EA	1.00	$ 6,200.00	$ 6,200.00
	DYED CONCRETE	CY	33.50	$ 115.00	$ 3,852.50
500-9999	CLASS B CONC, BASE OR PVMT WIDENING	CY	11.5	$ 310.00	$ 3,565.00
500-3800	TURNUP SIDEWALK	CY	34.29	$ 550.00	$ 18,859.50
668-4400	STORM SEWER MANHOLE, GP 2	EA	1.00	$ 9,500.00	$ 9,500.00
				SUBTOTAL	$ 53,477.00
	SUBTRACTION				
441-0104	CONC SIDEWALK, 4 IN	SY	158.33	$ 45.00	$ 7,124.85
668-4300	STORM SEWER MANHOLE, TP 1	EA	1.00	$ 6,100.00	$ 6,100.00
				SUBTOTAL	$ 13,224.85
	NET CHANGE IN THE CONTRACT AMOUNT				$ 40,252.15

GENERAL NOTES:

1	THIS CHANGE ORDER IS BASED ON MEETING 11/8/2024
2	GRADING INCLUDES REMOVAL OF THE CB AT 1+75 RT, REMOVAL OF C&G AT 16+00 LT,17+00 TO 20+15 LT, VARIOUS SECTION FROM 106+00 TO 109+00 RT, SIDEWALK AT 15+57 TO 16+25 RT
3	GRADING ALSO INCLUDES C&G AND SIDEWALK DEMOLITION FOR CHANGES TO DRIVEWAY LOCATIONS AT PARCEL#4.
4	PAYMENT WILL BE MADE UPON FINAL MEASUREMENTS

Ryan P. Shirley, Mayor

Attest: ______________________

Karen Norred, City Clerk
(Seal)

Date: March 17, 2025

ITEM REPORT

AGENDA ITEM NUMBER: VIII.B.

FROM: Robert H. Logan, City Manager

MEETING DATE: March 17, 2025

AGENDA ITEM: Quote dated March 6, 2025, from North Cherokee Electrical for the installation of loop detector infrastructure at the intersection of Holly Springs Parkway and Rabbit Hill Road, in an amount not to exceed $17,967.50.

EXECUTIVE SUMMARY:

BM&K requested proposals for the installation of loop detector infrastructure at the intersection of Holly Springs Parkway and Rabbit Hill Road.

FISCAL IMPACT:

The fiscal impact of the project is $17,967.50 and will be funded by Special Purpose Local Option Sales Tax VI (SPLOST VI).

ATTACHMENTS:

1. Quote - North Cherokee Electrical
2. Quote - C. W. Matthews
3. Quote - Brooks-Berry-Haynie

RECOMMENDATION:

The staff recommendation is approval of the quote from North Cherokee Electrical.

CONCURRENCES:

Finance and Administration

TRAFFIC SIGNAL PROPOSAL

3/6/2025
To: Jacob Huges BM&K

Re: Holly Springs Pkwy at Rabbit Hill Rd Revised

SCOPE OF WORK

North Cherokee Electrical, Inc. proposes to furnish and install the listed bid items in accordance with plans, and specifications unless amended or stated in detail below:

Items to be Furnished, Install and Connected by NCE

1. Cut 2 – 6x6 loops.
2. Directional Bore 3" with one 2" TP 3 2" conduit
3. Two type 2 pull boxes
4. Loop leading in cable
5. Temporary Traffic Control for our work only

Items to be furnished by others or excluded.

1. General Traffic control
2. Replacement of asphalt or concrete cut
3. Power service and consumption fees are associated with new or existing electrically operated systems.
4. Surveying (Station location by others)
5. Relocation of existing utilities
6. Rock removal is not included, if required it shall be done at cost plus 10%.
7. Price does not include temporary signals, temporary Loops, or repair of signal infrastructure damaged due to construction.

Item	GDOT Item	Item Description	Qty	Unit	Unit Price	Bid Total
1	647-6300	Loop Detector 6x6	2	EA	$ 1,800.00	$ 3,600.00
2		3" Directional Bore	400	LF	$ 22.00	$ 8,800.00
3	150-1500	Traffic Control	1	LS	$ 2,100.00	$ 2,100.00
4		loop leading cable to cabinet	650	LF	$ 2.65	$ 1,722.50
5		Type 3 2" HDPE Conduit	400	LF	$ 3.45	$ 1,380.00
6		Induction Loop detection cards	1	EA	$ 365.00	$ 365.00
					Total	$ 17,967.50

General Terms:
Price good for 30 days
Sales tax included.
Bond not included (Add 1.5% if required)
Should you have any questions please give me a call.

Sincerely,

David Jordan

From: Jacob Hughes <jahughes@bmandkinc.com>
Sent: Wednesday, March 12, 2025 3:51 PM
To: Oma Lou Stewart <ostewart@hollyspringsga.us>
Cc: Rob Logan <rlogan@hollyspringsga.us>
Subject: RE: Holly Springs Revised

Rob,

I have attached the revised quote from North Cherokee to reflect the correct date. I 've also included another quote from BBH. The email below is an excerpt from CW Matthews and their sub Stelson Signal for additional costs to put in the loops. CW Matthews costs were $6250 in the original contract and the below subtotals to $18,952 plus the original $6250 equals $25,202.

In summary:
North Cherokee Electrical $17,967.50
CW Matthews $25,202.00
Brooks Berry Haynie $52,575.00

Hopefully, that satisfies your 3 quotes for the purchasing policy requirement.

Pay Item	Quantity	Unit Cost	Total Cost
Loop Detector – 6x6	2	$1,000.00	$2,000.00
Loop Detector – 6x40	1	$1,900.00	$1,900.00
Pull Box Type 2	2	$350.00	$700.00
Conduit Non-Metal TP@, 2in, w/ Loop Lead In	400	$35.88	$14,352.00
Original Contract Prices	1	$6,250.00	$6,250.00
TOTAL			$25,202.00

Thank you,

Brian Johnson
General Superintendent
C. W. Matthews Contracting Company
P.O. Drawer 970
Marietta, GA 30061
Cell: 770-235-9992
Office: 770-422-7520

From:	Jacob Hughes
To:	Denise Lamazares
Subject:	FW: 2815 - Holly Springs Parkway Closeout
Date:	Wednesday, March 12, 2025 5:21:19 PM
Attachments:	2815 - Signal Loops.pdf

Here is the original email from Brian.

From: Brian Johnson <Bjohnson@cwmatthews.com>
Sent: Friday, January 31, 2025 12:39 PM
To: Frank Green <fgreen@bmandkinc.com>; Jacob Hughes <jahughes@bmandkinc.com>
Cc: James Kelly <Jkelly@cwmatthews.com>; Jeff Bell <Jeffb@cwmatthews.com>; Andrew Shropshire <Ashropshire@cwmatthews.com>
Subject: 2815 - Holly Springs Parkway Closeout

[EXTERNAL EMAIL]

Jacob,

We have been in discussions with Stelson Signal Services regarding the loop installation. Based on Stelson's interpretation of the design drawings for the loop installation was that the existing boxes were to be used, and the wire needed would only be to the loops and the loops themselves. This is indicated in the attached file in blue. When the actual installation would be what is shown in red of the attached file. Based on the change in the scope Stelson is requesting the pay items to be revised as shown below:

Pay Item	Quantity	Unit Cost	Total Cost
Loop Detector – 6x6	2	$1,000.00	$2,000.00
Loop Detector – 6x40	1	$1,900.00	$1,900.00
Pull Box Type 2	2	$350.00	$700.00
Conduit Non-Metal TP@, 2in, w/ Loop Lead In	400	$35.88	$14,352.00

Except for the signal loops, CWM has completed the items that were on the Punchlist that was sent on October 30, 2024. CWM would like to request a partial maintenance acceptance on the project excluding the signal loops. Please let us know if the City would be agreeable to this.

Thank you,

Brian Johnson
General Superintendent
C. W. Matthews Contracting Company
P.O. Drawer 970
Marietta, GA 30061

Cell: 770-235-9992
Office: 770-422-7520

BROOKS-BERRY-HAYNIE & ASSOCIATES, INC.

Date: March 7, 2025

RE: City of Holly Springs – Holly Springs Pkwy & Rabbit Hill Rd

To Whom It May Concern:

Brooks-Berry-Haynie & Associates respectfully submits the following Quote for the Installation of (2) setback loops, conduit, and wire.

Pricing

Holly Springs Pkwy & Rabbit Hill Rd - Loops and Conduit				
6'X6' DIPOLE LOOP	**EA**	**2**	$ 2,200.00	$ 4,400.00
3-PAIR LOOP/PEDESTRIAN WIRE	**LF**	**650**	$ 6.00	$ 3,900.00
DIRECTIONAL BORE, UP TO 5"	**LF**	**400**	$ 95.00	$ 38,000.00
CONDUIT, NONMETAL, TP3 2IN	**LF**	**400**	$ 9.00	$ 3,600.00
PULL BOX, TYPE 2	**EA**	**2**	$ 600.00	$ 1,200.00
2-CHANNEL DETECTOR CARD	**EA**	**1**	$ 225.00	$ 225.00
TRAFFIC CONTROL	**LS**	**1.00**	$ 1,250.00	$ 1,250.00
			Total:	$ 52,575.00

Specific Project Scope

1. Our proposal is based on Information Provided by BM&K.
2. We acknowledge that this project is a Lump Sum price bid. Individual unit prices cannot be deemed as stand-alone prices without our prior consent.

General Conditions

600 DISCOVERY PLACE • MABLETON, GA 30126
PHONE (770) 874-1162 • FAX (770) 874-1171

1. Adequate time must be given for installation prior to all paving and concrete work. The project schedule and any modification shall allow BBH a reasonable time to complete its work in an efficient manner considering the contract completion date or time limits set forth in the contract documents.
2. BBH shall not be required to commence or continue work unless sufficient areas are ready to insure continuous work.
3. We exclude construction layout or survey; the Prime Contractor will notify BBH in writing whenever there is design or survey change that could impact BBH's work. BBH assumes no liability for delays or damages caused by incorrect or incomplete survey.
4. Engineering, engineering fees, geotechnical engineering, plan check fees, permits are excluded.
5. Saw cutting and removal/replacement of asphalt or concrete paving and sidewalks is excluded.
6. We exclude damage to any private or **<u>unmarked</u>** utility lines or utility company make-ready work. Any repairs that BBH is directed to make is payable by the <u>Prime Contractor</u> to BBH.
7. Damage to existing facilities and completed work by third parties is excluded. Any repair to existing facilities or completed work will be repaired by BBH and payable by the <u>Prime Contractor</u> to BBH.
8. This quote is contingent upon the negotiation of mutually agreeable subcontract terms. This quote is valid for a period of <u>60</u> days.
9. This proposal shall become a part of any subcontract awarded to Brooks-Berry-Haynie.
10. BBH shall be entitled to an equitable adjustment in the price of the work, including but not limited to any increased costs of labor, including overtime, or materials, resulting from any change of schedule, acceleration, out of sequence work or delay caused by others for whom BBH is not responsible.
11. BBH assumes no responsibility and shall not be held liable for any items not specifically or clearly shown on the above listed bid document drawings or not directly or specifically indicated within the bid documents listed above.
12. Should this project's bid documents contain any provision for Liquidated Damages, BBH shall only be responsible for liquidated damages for failure to meet the project schedule to the extent its work is on the critical path and its failure to meet the project schedule was caused by its own acts or omission. Furthermore, our liability for liquidated damages is limited to the amount assessed by the Owner against the Prime Contractor.

Respectfully,

Jason Lewis

Jason Lewis
Project Manager
Brooks-Berry-Haynie & Associates
(770) 874-1162 Office
(678) 492-8779 Cell
jasonlewis@bbhelectric.com

ITEM REPORT

AGENDA ITEM NUMBER: VIII.C.

FROM: Robert H. Logan, City Manager

MEETING DATE: March 17, 2025

AGENDA ITEM: Subcontract between Cherokee Focus and the City of Holly Springs, Georgia for the performance of certain activities identified in the proposal for the Workforce Innovation and Opportunity Act, and to ratify the City Manager's signature.

EXECUTIVE SUMMARY:

Subcontract between Cherokee Focus and the City of Holly Springs, Georgia for the performance of certain activities identified in the proposal for the Workforce Innovation and Opportunity Act, and to ratify the City Manager's signature.

FISCAL IMPACT:

Subcontract shall not exceed $125,000 as allotted by ARC/ARWDB WIOA Grant. The WIOA is a pass-through grant from the Atlanta Regional Commission (ARC).

ATTACHMENTS:

1. WIOA Subcontract Holly Springs - Cherokee FOCUS 2025

RECOMMENDATION:

The staff recommendation is approval of the subcontract.

CONCURRENCES:

City Manager

SUBCONTRACT

between

City of Holly Springs

and

Cherokee FOCUS

This agreement between the City of Holly Springs (hereinafter, "City") and Cherokee FOCUS (hereinafter, "Subcontractor") for the performance of certain activities identified in the proposal for the ARWB/ARC WIA RFP and in accordance with the terms and conditions set forth herein.

SUBCONTRACT SCHEDULE

ARTICLE I - PERFORMANCE AND DELIVERY

A. Statement of Work and Key Investigator - The statement of work for this subcontract is attached hereto as ARC/ARWBD WIOA RFP. The Subcontractor's key program for this effort shall be Cherokee Youth Works. No change in scope of work, or absence or change in the Subcontractor's key program may be made without written permission of the City.

B. Period of Performance - The period of performance of this subcontract shall be July 1, 2021, through June 30, 2025.

C. Total Cost - The total cost to the City for full performance of this subcontract shall not exceed $125,000 as allotted by ARC/ARWDB WIOA Grant.

ARTICLE II - COSTS, PAYMENT, AND BILLING

A. Allowable Cost - Allowable costs and fees eligible for reimbursement to the Subcontractor for performance of this subcontract shall be determine in accordance with:

1. The budget attached and incorporated herein as *Proposed Youth Out-of-School Services Detailed Budget & Proposed Youth In-School Services Detailed Budget* of ARC/ARWBD WIOA proposal.

2. The terms of this Subcontract.

B. Payment - Payment will be made by the City to the Subcontractor on a quarterly basis, consistent with the provisions of the ARC/ARWBD WIOA Contract, upon presentation of the Subcontractor's certified invoice. The City shall not pay any invoice where total payments would result in a cumulative payment in excess of the limitations imposed by the ARC/ARWBD WIOA Contract.

The City, at its option, may elect to pay any invoice in accordance with the ARC/ARWBD WIOA Contract Grant if the invoice is at variance with the aforementioned article or may return the invoice unpaid to the Subcontractor for correction and re-submittal.

C. Billing - Invoices shall be submitted as follows:

1. On a monthly basis.

2. In an original, referencing the project title.

3. Providing detail of expenditure in accordance with the budget categories listed in *Proposed Youth Out-of-School Services Detailed Budget & Proposed Youth In-School Services Detailed Budget.*

5. Invoices to be addressed to:

City of Holly Springs
P.O. Box 990
Holly Springs, GA 30142

ARTICLE III - REBUDGETING

Subcontractor shall not amend budget without approval of City. Budget amendment requests should be directed to the City's Administrative Contact to determine if changes are in accordance with contract guidelines.

ARTICLE IV - INSPECTION, ACCEPTANCE, AND REPORTS

A. Inspection and Acceptance - All work performed under this subcontract is subject to review and acceptance by the City through its authorized representative as indicated below or in Article IX.

B. Technical Reports and Documents - Any technical reports required by ARWB/ARC WIA Guidelines of this subcontract shall be submitted upon request. Review and acceptance for all technical reports and documents called for under this subcontract shall be under the direction of the City Manager.

C. Access to Financial Records - Financial records, supporting documents, and all other records pertinent to this agreement shall be retained for a period of four (4) years from the date of termination of this agreement. Records that are the subject matter of audits, appeals, litigation, or the settlement of claims arising out of the performance of this agreement shall be retained until such audits, appeals, litigations, or claims have been disposed of. Unless court actions or audit proceedings have been initiated, Subcontractor may substitute copies made by microfilming, photocopying or similar methods for the original records.

The City, or any of their duly authorized representatives, shall have access to any books, documents, paper and records of Subcontractor which are directly pertinent to this agreement for the purpose of making audits, examinations, excerpts and transcriptions.

ARTICLE V - CONDITIONS OF SUBCONTRACT AWARD

A. Administrative Considerations - This subcontract shall be administered in accordance with the ARWB/ARC WIA Contract Guidelines. In the event of conflict between policies of the Subcontractor and the terms of the Contract, the terms of the Contract shall prevail.

B. Standards of Work - In the performing services under this agreement, the Subcontractor is acting as an independent subcontractor and not as an agent, joint-venturer, or partner of the City. The subcontractor agrees that all work will be performed in accordance with the highest professional standards.

C. Indemnification - Each party will be responsible for its own acts and will be responsible, to the extent permitted by law, for all damages, costs, and expenses which arise out of the performance of this Agreement and which are due to that party's own negligence, tortious acts and other unlawful conduct and the negligence, tortious acts and other unlawful conduct of its agents, officers and employees.

ARTICLE VI - TERMINATION

This subcontract may be terminated by either party upon thirty (30) days written notice to the other party except that the termination of the ARWB/ARC WIA Contract concurrently terminates this subcontract. In the event of termination, the Subcontractor shall not incur any new obligations and shall cancel as many outstanding obligations as possible. The City shall allow full credit to the Subcontractor for any non-cancelable obligations properly incurred by the Subcontractor prior to termination.

ARTICLE VII - ASSURANCES

Subcontractor in executing this Agreement is certifying adherence to public policy requirements and objectives required by the City.

ARTICLE VIII - SCOPE OF THE AGREEMENT

This Subcontract contains the entire agreement of the parties and cancels and supersedes any previous understanding or agreement related to this Program whether written or oral. All changes or modifications to this Subcontract must be agreed to in writing between the parties.

ARTICLE IX - NOTICES

Unless specified elsewhere in this subcontract, notices or communications pertaining to this agreement shall be addressed to the appropriate party as given below, or such other individual as may hereafter be designated by notice in writing:

For City:
Mr. Robert Logan
City Manager
City of Holly Springs
P.O. Box 990
Holly Springs, GA 30142

For Subcontractor:
Sonia Carruthers
Executive Director & CEO
Cherokee FOCUS
P.O. 1191
Holly Springs, GA 30142

ARTICLE X - ASSIGNMENT
Neither party shall assign this subcontract, in whole or in part, without the written approval of the other party.

ARTICLE XI - GOVERNING LAW
This subcontract shall be governed by the laws of the State of Georgia.

ARTICLE XII - SIGNATURES
IN WITNESS THEREOF, The parties hereto have caused this Subcontract to be executed in duplicate, each of which shall be considered an original, by their respective signatory officials thereunto duly authorized, as of the day and year indicated below.

Cherokee FOCUS	City of Holly Springs
Sonia Carruthers	Robert H Logan
By: Sonia Carruthers	Robert Logan
Title: Executive Director	City Manager
Date: March 12, 2025	Date: March 12, 2025

ITEM REPORT

AGENDA ITEM NUMBER: VIII.D.

FROM: Alicia Argo, City Attorney

MEETING DATE: March 17, 2025

AGENDA ITEM: Policy on Public Participation in City Council Meetings.

EXECUTIVE SUMMARY:

The City of Holly Springs welcomes guests to its City Council meetings and invites anyone wishing to speak before the Council to provide public comments. This policy outlines the process for public comments.

FISCAL IMPACT:

ATTACHMENTS:

1. Public Comment Policy

RECOMMENDATION:

CONCURRENCES:

City Attorney

CITY OF HOLLY SPRINGS
POLICY ON PUBLIC PARTICIPATION IN CITY COUNCIL MEETINGS

The City of Holly Springs welcomes guests to its City Council meetings and invites public comments from any person desiring to speak before the City Council. The following rules shall govern any public comments portion of the agenda and shall be read aloud by the Mayor at the beginning of the public comments portion of the agenda:

1. At each regular City Council meeting, the Agenda allocates a fifteen (15) minute period for public comments. If you wish to address the City Council, we encourage you to sign up using the designated sign-up sheet provided prior to the meeting. Please include your name and the specific topic you wish to discuss.
2. At the discretion of the Mayor, only those who have signed up to speak and have been recognized by the Mayor will be allowed to provide public comments. When it's your turn, please approach the podium and clearly state your name and address before delivering your comments.
3. Speakers shall not be an announced candidate for public office or a salaried member of the city.
4. Public comments shall be limited to City issues and directed to the City Council, not the audience.
5. The public comment period is generally not a time for dialogue. The Mayor may, but is not required to, recognize any City Council Member or the City Manager for the limited purpose of providing a brief response, comment, or summary of expected action.
6. The topic of public comments shall not include pending zoning cases (such as annexations, rezonings, conditional use permits, design waivers, etc.). Public comments on pending zoning cases may be heard during Planning & Zoning Commission Public Hearings.
7. All electronic devices, including cell phones, shall be silenced.
8. Individuals who are intoxicated or under the influence of drugs or alcohol will be removed from the meeting at the discretion of the Mayor.
9. All public comments shall avoid personal attacks, abusive language, and redundancy.
10. Clapping, whistling, heckling, gesturing, speaking out of turn, defamation, intimidation, threats of violence, profanity, or other disruptive behavior is prohibited.
11. Any member of the public whose behavior is disruptive and violates these rules may be removed from the meeting at the discretion of the Mayor.

ITEM REPORT

AGENDA ITEM NUMBER: VIII.E.

FROM: Greg Clyburn, Deputy Chief

MEETING DATE: March 17, 2025

AGENDA ITEM: Resolution declaring certain property as surplus and authorizing its sale or disposal as described in Exhibit "A".

EXECUTIVE SUMMARY:

Resolution declaring certain property as surplus and authorizing its sale or disposal as described in Exhibit "A".

FISCAL IMPACT:

ATTACHMENTS:

1. Surplus Property Resolution

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

City Manager
Finance and Administration

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLLY SPRINGS, GEORGIA, DECLARING CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS SALE OR DISPOSAL

WHEREAS, it has been determined that the City has no further use of these certain items; and,

WHEREAS, the City Council may determine that these items are surplus property; and,

WHEREAS, the fair market value, if any, is determined for the surplus property and its disposal will be for the common benefit; and,

WHEREAS, the City Manager or his designee will oversee the sale or disposal of this item; and,

NOW THEREFORE, IT IS HEREBY RESOLVED that the Mayor and City Council of the City of Holly Springs hereby approve the surplus and authorize the sale or disposal of the items described in attached Exhibit “A”.

This Resolution is adopted this 17th day of March 2025.

CITY OF HOLLY SPRINGS

____
Ryan P. Shirley, Mayor

Attest:

____
Karen Norred, City Clerk
(Seal)

Exhibit "A"

Unit #	Year	Make	Model	Color	VIN #
719	2019	Dodge	Charger	Black and White	2C3CDXKT8KH726953
819	2019	Dodge	Charger	Black and White	2C3CDXKTXKH726954
319	2019	Dodge	Charger	Black and White	2C3CDXAT9KH594609

ITEM REPORT

AGENDA ITEM NUMBER: VIII.F.

FROM: Robert H. Logan, City Manager

MEETING DATE: March 17, 2025

AGENDA ITEM: Resolution for the City of Holly Springs Mayor and City Council to appoint Bridget Hanney to the Holly Springs Tree Commission to fill the unexpired term of Alex Gray.

EXECUTIVE SUMMARY:

Resolution for the City of Holly Springs Mayor and City Council to appoint Bridget Hanney to the Holly Springs Tree Commission to fill the unexpired term of Alex Gray, which is 12/2025.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Resolution - Tree Commission Appointment

RECOMMENDATION:

The Tree Commission and staff recommendation is to approve the resolution.

CONCURRENCES:

N/A

**A RESOLUTION OF THE
CITY OF HOLLY SPRINGS MAYOR AND CITY COUNCIL
TO APPOINT MEMBERS TO THE
HOLLY SPRINGS TREE COMMISSION; AND FOR OTHER PURPOSES**

WHEREAS, section 3.02 of the City Charter provides for the creation of Boards, Commissions and Authorities by ordinance to fulfill any investigative, quasi-judicial, or quasi-legislative function the city council deems necessary and shall by ordinance establish the composition, period of existence, duties and powers thereof; and

WHEREAS, all members of Boards, Commissions, and Authorities of the City shall be appointed by the City Council for such terms of office and in such manner as shall be provided by ordinance, except where other appointing authority, term of office, or manner of appointment is prescribed by the charter or general state law; and

WHEREAS, the City Council by ordinance may provide for the compensation and reimbursement for actual and necessary expenses of the members of any Board, Commission, or Authority; and

WHEREAS, the qualifications required of members of Boards, Commissions, or Authorities shall be as prescribed by the City Council; and

WHEREAS, any vacancy on a Board, Commission, or Authority of the City shall be filled for the unexpired term in the manner prescribed herein for original appointment, except as otherwise provided by the charter or general state law; and

WHEREAS, the following Commission nominees have agreed to be appointed to the Holly Springs Tree Commission:

Member	Board/Commission	Term Length	Term Expiration
Bridget Hanney	Tree Commission	Unexpired	12/25

WHEREAS, the terms of the members were designated to be one year, unless otherwise noted; and

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Holly Springs, the aforementioned Holly Springs Tree Commission members are hereby appointed.

SO RESOLVED THIS 17th DAY OF MARCH 2025.

CITY OF HOLLY SPRINGS

____
Ryan P. Shirley, Mayor

Attest:

____
Karen Norred, City Clerk
(Seal)