



City of Holly Springs

Date: Wednesday, December 21, 2022
Location: 3235 Holly Springs Parkway

Urban Redevelopment Agency Business Meeting Agenda 6:15 p.m.

- I. CALL TO ORDER
- II. NEW BUSINESS
 - A. Discuss and approve/deny the resignation of Chris Adams
Presented By: Robert H. Logan, City Manager
 - B. Discuss and approve/deny the appointment of Maggie Grayeski to the Urban Redevelopment Agency by the City Council
Presented By: Robert H. Logan, City Manager
 - C. Approve/deny November 16, 2022 meeting minutes
- III. REPORTS
- IV. ADJOURNMENT



BOARD AND COMMUNITY ORGANIZATION APPLICATION

On which Board or Community Group would you like to serve? Please indicate and label your first and second choice.

- Cherokee County Library Board of Trustees
- Downtown Development Authority/Urban Redevelopment Agency
- Holly Springs Tree Commission
- Parks & Recreation Authority
- Planning & Zoning Commission

Name Maggie Grayneski

Home Address 1584 Rock Springs Lane

City Woodstock State Ga Zip Code 30184

Home Phone _____ Unlisted? Yes No

Cell Phone [REDACTED] Email mcgrayneski@servicewiseelectrical.com

Employer Service Wise Electric Occupation owner

Employer's Address _____

City Holly Springs State Ga Zip Code 30115

Business Phone 404.704.4903 Website Service wise electrical.com

1) Are you a registered voter in the City of Holly Springs? Yes No
Cherokee County? Yes No

2) How did you hear about the Board or Commission to which you are applying?

Erin Home

3) Were you recommended or nominated by a sitting Commission/Board/City Council Member, or the Mayor? If so, please indicate who (not mandatory for consideration).

Erin Home

4) Please indicate any information (experience, education, community activities, organizations, etc) that you think should be considered for your appointment to a Board or Commission. Use additional paper and include a resume.

Please see attached resume

5) Are there any reasons you may have a conflict of interest if you were appointed to Board or Commission listed above? Use additional paper in necessary. If yes, please explain.

Signature [Signature] Date 11/30/2022

Maggie Grayeski

Owner of ServiceWise Electric | Georgia Real Estate Agent

mcgrayeski@servicewiseelectrical.com

Work Experience

Owner and Chief Operating Officer

ServiceWise Electric – Canton

January 2018 to Present

- Coordinate everyday business operations in the company
- Implementing operations strategies
- Communicating policy to the staff
- Ensuring that company goals are attained
- Managing human resources
- Liaise with client to identify and define project requirements, scope and objectives
- Make certain that all clients' needs are met as project evolves
- Assist in proposals, timeframes, schedules and budget
- Monitor and track project's progress and handle any issues that arise
- Act as point of contact and communicate project status adequately to all participants
- Issue appropriate legal paperwork
- Create reports, analyze and interpret data
- Monitor operating costs, budgets and resources
- Communicate with the client and evaluate their needs and specifications

Purchasing and Permit Coordinator

Reliable Heating and Air - Kennesaw

January 2017 to September 2017

- Research and Evaluate Suppliers
- Negotiate and renegotiate Contracts with Suppliers
- Create and send purchase orders
- Monitor purchases through the delivery process
- Evaluate supplier performance
- Liaison with the accounting department to reconcile invoices and PO's
- Review and issue permit applications for various cities/counties for mechanical, plumbing, electrical, and building permits
- Act as primary contact for cities/counties, answering any questions
- Coordinate daily inspections with inspectors as needed

Senior Assistant to Director of Operations

DD Construction Company - Alpharetta, GA

January 2015 to January 2017

- Coordinate operations
- Liaise with client to identify and define project requirements, scope and objectives

- Make certain that all clients' needs are met as project evolves
- Assist in proposals, timeframes, schedules and budget
- Monitor and track project's progress and handle any issues that arise
- Act as point of contact and communicate project status adequately to all participants
- Issue appropriate legal paperwork
- Create reports, analyze and interpret data
- Monitor operating costs, budgets and resources
- Communicate with the client and evaluate their needs and specifications
- Approve invoices
- Ensure the accounting department requests are resolved and communicated in a timely manner
- Monitor and control expenses according to allotted budget
- Generate operational reports for management as needed

Medical Administrative Assistant

Tolson Center for Cosmetic Surgery - Cumming, GA

July 2013 to January 2015

- Efficient handling of administrative duties (e.g., answering phones, scheduling appointments, maintaining medical records, billing and bookkeeping)
- Demonstrates proficiency in taking patient vital signs, assisting in clinical injections and various cosmetic procedures (e.g., Botox, Belotero, Juvederm, Voluma XC, Kenalog, glycerin injections, and laser procedures)
- Assists M.D. in scrubbing and surgical procedures in cosmetic surgery
- Ensure the decontamination of instruments and equipment and properly dispose of contaminate material
- Provide a sterile field in accordance to aseptic techniques
- Interface with all medical personal in proficient manner
- Ensure the cleanliness, sanitation, and maintenance of all facilities, OR, exam rooms and equipment

Education

- **Georgia Real Estate License Holder #387616**
- **Diploma in Medical Administration**
Chattahoochee Technical College - Acworth, GA 2014
- **Certified Nursing Assistant**
Chattahoochee Technical College - Acworth, GA 2011

City of Holly Springs
Urban Redevelopment Agency
Special Called Meeting Minutes
November 16, 2022

Members Present: Chris Adams, Chairman Ollie Evans, Vice Chairman Scott Owen and Treasurer Ryan Smith.

Members Absent: Andrea Johnston and Kyle Whitaker.

Staff Present: City Manager Robert H. Logan, Communications & External Affairs Director Erin Honea, Community Development Director Nancy Moon, and Deputy Chief Greg Clyburn.

Ollie Evans called the meeting to order.

Chris Adams made a motion to approve a recommendation to the City Council to appoint Abbey Gray to the Urban Redevelopment Agency. Scott Owen seconded the motion. Motion carried 4-0.

Scott Owen made a motion to approve the September 28, 2022 Meeting Minutes. Chris Adams seconded the motion. Motion carried 4-0.

Chris Adams made a motion to adjourn. Ryan Smith seconded the motion. Motion carried 4-0.

Meeting adjourned.

Respectfully Submitted.

Ollie Evans, Chairman

Attest:

Erin Honea, Communications & External Affairs Director