

**City of Holly Springs
City Council Retreat Minutes
April 5, 2025**

Elected Officials Present: Mayor Ryan P. Shirley, Councilwoman Dee Phillips, Councilman Kevin Moore, and Councilman Jeff Wilbur.

Elected Officials Not Present: Mayor Pro Tem Michael Roy Zenchuk II, and Councilman Kyle Whitaker.

Staff Present: City Manager Robert H. Logan, Assistant City Manager/City Clerk Karen Norred, Chief Tommy Keheley, Deputy Chief Greg Clyburn, Community Development Director Nancy Moon, Finance Director Denise Lamazares, Court Administrator Donna Sanders, Communications & External Affairs Director Erin Honea, and Public Works Director Alex Gray.

I. CALL TO ORDER

City Manager Robert H. Logan started the retreat by welcoming Elected Officials and City staff.

II. DISCUSSION ITEMS

A. Community Development

Community Development Director Nancy Moon gave a brief overview of the functions of the Community Development Department, and presented an update on the department's accomplishments, building permits, zoning and future development maps, current residential developments as well as commercial developments. Future projects for the Community Development Department include providing public access to zoning information for property within the City limits, completing the Unified Development Ordinance and codifying ordinances, completing the implementation of Cloudpermit - Planning and Code Enforcement modules, and updating the Comprehensive Plan.

B. Court Services

Court Administrator Donna Sanders gave a brief overview of the functions of the Municipal Court department as well as an overview of recent department accomplishments and court statistics. Future needs include hiring an additional court clerk, adjusting the court calendar to better accommodate customers, and purchasing new chairs for the lobby, new rolling carts for dockets, and a walk-through scanner.

C. Communications & External Affairs

Communications & External Affairs Director Erin Honea gave an update of the department's accomplishments, including implementation of the City-wide rebranding and website refresh. Future needs and goals include launching an electronic newsletter, implementation of a social media policy, and the need for additional personnel in a two (2) to five (5) year timeframe.

D. Public Safety

Chief Tommy Kehleley gave a brief overview of the police department's structure and recent accomplishments as well as departmental statistics. Future needs and goals include a minimum of three additional officers per year, continued supervisor training, filling current officer vacancies, upgrading the weapons platform, and policy reviews.

E. Finance

Finance Director Denise Lamazares gave an overview of the finance department's fund structure and budget calendar. She presented recent accomplishments and future needs to include hiring a Purchasing Manager and implementing software for purchase requisitions and parks & recreation reservations.

F. Administration & Human Resources

Assistant City Manager/City Clerk Karen Norred gave an overview of her role as the Assistant City Manager, the responsibilities of the City Clerk's office, and the ward map. She presented department accomplishments and presented future needs and goals to include the creation of a succession plan, employee development program, implementation of open records management software, implementation of open records and records retention policies, City code updates, and additional personnel.

G. Facilities & Information Technology

Assistant City Manager/City Clerk Karen Norred presented recent renovation updates of the Public Safety building, City Hall, Public Works facility, Holly Springs Community Center (Depot), and Hardin House. Proposed for the Public Safety building include remodeling the locker rooms, removing wallpaper and painting of the interior of the building, replacing floor covering, and upgrading the parking lot and constructing a loop road to the median break at Childers Road; City Hall proposed projects include painting the interior and exterior of the building and installation of gutter guards on the front of the building; proposed projects for the Public Works facility include extending the underground drainage from gutter downspouts, adding gravel to the parking lot and installing additional landscape screening along the fence line; Depot proposed projects include expansion and resurfacing of the parking lot, upgrading landscaping and replacement/repair of HVAC; proposed projects for the Hardin House include extension of the parking lot. She also stated there is a need to hire a dedicated Facilities Manager. She also presented accomplishments from the Information Technology division and stated needs and goals include implementation of a service desk solution, surplus equipment that has reached end of life, reorganizing and archiving data in SharePoint, implementation of new phone service, Encore-CloudVoice, continuing migration from on-site hardware to cloud-based infrastructure, deploy new interview room equipment and software for Public Safety, conducting a third party security audit, and refreshing the on-site record management system hardware and operating system.

H. Parks & Recreation

City Manager Robert H. Logan presented accomplishments for the Parks and Recreation department. He stated that proposed projects for Parks and Recreation are as follows: J.C. Mullins Field – install security cameras, resurface parking lot, repair concession stand and dugouts, address drainage issues on soft surface trail, and replace the pedestrian bridge; J.B. Owens Park - install security cameras, expand soft-surface trails, address stormwater issues, change out landscaping at monument sign; Timothy B. Downing Park - paint interior and exterior of David Cagle house, remove vines from silo and paint the silo; Karen Johnson Barnett Park - add small covered pavilion; Barrett Memorial Park - add gravel to soft surface trail, add trees and landscaping. Future needs also include updating the City-Wide Trail Plan.

I. Public Works & Stormwater

City Manager Robert H. Logan gave an overview of the Stormwater division. He also presented Stormwater accomplishments and gave a status update for ongoing City projects including the Holly Springs Parkway Widening Project, Hickory Road/Hickory Springs Industrial/Hickory Springs Parkway Project, Holly Springs Parkway Sidewalk and Drainage Project, Fill-in-the-Gaps Project along Hickory Road, the Holly Street Livable Centers Initiative Project and the Palm Street/Holly Springs Parkway/River Park Realignment Project. He then presented Public Works statistics.

J. Town Center Project

City Manager Robert H. Logan gave an update regarding the Town Center Project including updated renderings and schematics with project timelines.

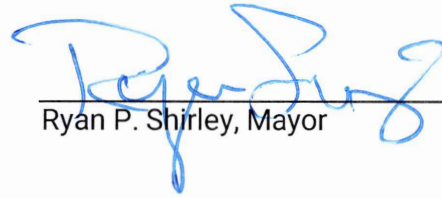
Wrap-Up Focus Items to Consider Include:

1. Expansion of the City-wide trail system
2. Installation of Flock cameras in the City of Holly Springs
3. Addition of a package store district
4. Installation of a restroom at Barrett Memorial Park
5. Discussion of allowing residents of Walton Holly Springs, LLC to have per month paid parking spaces in the Town Center Parking Deck at a cost of \$100 dollars monthly – (vehicle may be left overnight.)
6. Reinstitution of City-wide special events

III. ADJOURNMENT


Mayor Shirley asked for a motion to adjourn the retreat, Councilman Wilbur seconded the motion. Motion carried 3/0.

Respectfully submitted.



Ryan P. Shirley, Mayor

Attest:



Karen Norred, City Clerk
(Seal)

