

**City of Holly Springs  
City Council Work Session Meeting Minutes  
December 18, 2023**

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

**Elected Officials Absent:** Councilman Kevin Moore.

**Staff Present:** City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk/Human Resources Director Karen Norred, Finance Director Denise Lamazares, Community Development Director Nancy Moon, Communications & External Affairs Director Erin Honea, Chief Building Official Jon Page, Community Development Coordinator Tracey Chambers, Chief Tommy Keheley, Deputy Chief Greg Clyburn and Information Technology Manager/Facilities Manager Ron Carter and Sergeant Scott Ryder.

**I. Call To Order**

Mayor Miller called the meeting to order.

**II. Unfinished Business**

- A. Discussed a resolution for the City of Holly Springs Mayor and City Council to appoint members to the Holly Springs Tree Commission

**III. New Business**

- A. Discussed a change order for RFB #2021-02 Holly Springs Parkway Phase II, from C. W. Matthews Contracting Co., Inc.
- B. Discussed a quote from Stephen Postell Tree Service
- C. Discussed the 2024 Georgia Municipal Association Worker's Compensation Self Insurance Fund Renewal
- D. Discussed an agreement with Cloudpermit, Inc. for building permit software
- E. Discussed the 2023 Annual National Pollutant Discharge Elimination Systems (NPDES) Report

**IV. Adjournment**

Mayor Pro Tem Zenchuk made a motion to adjourn. Councilman Wilbur seconded the motion. Motion carried 4-0.

**City of Holly Springs  
City Council Business Meeting Minutes  
December 18, 2023**

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

**Elected Officials Absent:** Councilman Kevin Moore.

**Staff Present:** City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk/Human Resources Director Karen Norred, Finance Director Denise Lamazares, Community Development Director Nancy Moon, Communications & External Affairs Director Erin Honea, Chief Building Official Jon Page, Community Development Coordinator Tracey Chambers, Chief Tommy Keheley, Deputy Chief Greg Clyburn, Information Technology Manager/Facilities Manager Ron Carter, Sergeant Scott Ryder, Corporal Patrick Davis, Sergeant Naveed Babar, Sergeant Mike Sheehan, Captain Casey Barton, Corporal James Lenahan, Officer Michael Adams and Officer Trey Frechette.

**I. Call To Order**

Mayor Miller called the meeting to order.

**II. Pledge Of Allegiance**

Mayor Miller led the Pledge of Allegiance.

**III. Invocation**

Mayor Pro Tem Zenchuk gave the invocation.

**IV. Public Comments**

No public comments were made.

**V. Special Presentations**

Employee Recognitions – Five Years of Service

Tracey Chambers

Patrick Davis

Travis Wood – Not in Attendance

Employee Promotion

Sergeant Scott Ryder

Mayor Pro Tem Zenchuk made a motion to include the agenda items under Unfinished Business and New Business to the Consent Agenda. Councilman Whitaker seconded the motion. Motion carried 4-0.

**VI. Consent Agenda**

- A. November 6, 2023 City Council Public Hearing Minutes
- B. November 6, 2023 City Council Work Session Minutes
- C. November 20, 2023 City Council Work Session and Business Meeting Minutes
- D. A 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
- E. A resolution for the City of Holly Springs Mayor and City Council to appoint members to the Downtown Development Authority of Holly Springs
- F. A resolution for the City of Holly Springs Mayor and City Council to appoint members to the Holly Springs Parks and Recreation Authority
- G. A resolution for the City of Holly Springs Mayor and City Council to appoint members to the Holly Springs Planning and Zoning Commission
- H. A 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
- I. A 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
- J. A 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
- K. Quote #7 from Douglas Outdoors for sidewalk repairs, in an amount not to exceed \$1,950
- L. Quote #8 from Douglas Outdoors for sidewalk repairs, in an amount not to exceed \$1,975
- M. Quote #9 from Douglas Outdoors for sidewalk repairs, in an amount not to exceed \$8,987
- N. Quote #10 from Douglas Outdoors for sidewalk repairs, in an amount not to exceed \$10,623
- O. Quote #11 from Douglas Outdoors for sidewalk repairs, in an amount not to exceed \$9,500
- P. A resolution to set qualifying fees for the City of Holly Springs, Georgia Municipal Election to be held on November 5, 2024

- Q. An addendum for the Memorandum of Agreement with the Systematic Alien Verification for Entitlements (SAVE) program
- R. A Training Reimbursement Acknowledgment for reimbursement of training expenses by subsequent employer of a Peace Officer
- S. The 2024 Meetings Calendar
- T. Invoice #94598689 from Environmental Systems Research Institute, Inc. (ESRI) for the annual maintenance of the ArcGIS software, in an amount not to exceed \$5,170
- U. The letter of agreement to transition procurement compliance from conditional approval to full approval for Locally Administered Projects (LAP) between the Georgia Department of Transportation and City of Holly Springs, Georgia
- V. An ordinance to amend portions of the City Code as amended to Chapter 18 – Building and Building Regulations Article II – Flow Rate Restrictions on Plumbing Fixtures
- W. Comcast Business Service Order Agreement #37001054 for the Public Works Building

**Unfinished Business Item**

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

**New Business Items**

- A. A change order for RFB #2021-02 Holly Springs Parkway Phase II, from C. W. Matthews Contracting Co., Inc. for the installation of a privacy gate and fences as declared by the plan revisions dated August 17, 2022, in an amount not to exceed \$13,830 and to ratify the signature of the City Manager
- B. Quote #1066 from Stephen Postell Tree Service to cut all trees and grind stumps along the Barrett Farms subdivision fence on Hickory Road from Park Lane east to the end of the subdivision, in an amount not to exceed \$6,000
- C. Invoice #342906 for the 2024 Georgia Municipal Association Worker's Compensation Self-Insurance Fund Renewal, in an amount not to exceed \$126,425
- D. An agreement between the City of Holly Springs, Georgia and Cloudpermit, Inc. for a software service agreement and order for the following; permits, licensing, code enforcement and planning software & implementation, subject to the review and approval of the City Attorney, in an amount not to exceed \$27,000

Councilwoman Phillips made a motion to approve the Consent Agenda. Mayor Pro Tem Zenchuk seconded the motion. Motion carried 4-0.

**VII. Unfinished Business**

Item A was moved to the Consent Agenda.

**VIII. New Business**

Items A through D were moved to the Consent Agenda.

**IX. Reports**

Finance Director Denise Lamazares informed Mayor and Council the November financials were submitted in the packet.

Mayor Pro Tem Zenchuk wished everyone a Merry Christmas and a Happy New Year.

Mayor Miller wished everyone a Merry Christmas and thanked everyone for the last seven years.

**X. Adjournment**

Mayor Pro Tem Zenchuk made a motion to adjourn. Councilman Wilbur seconded the motion. Motion carried 4-0.

Respectfully submitted.

  
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Steven W. Miller, Mayor

Attest:

  
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Karen Norred, City Clerk  
(Seal)