

**City of Holly Springs
City Council Meeting Minutes
July 7, 2025**

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

Elected Officials Not Present: None.

Staff Present: City Attorney Robert M. "Bobby" Dyer, Assistant City Manager/City Clerk Karen Norred, Community Development Director Nancy Moon, Assistant City Clerk/Records Manager Lou Stewart, IT/Facilities Manager Ron Carter, Chief Tommy Keheley, Deputy Chief Greg Clyburn, Captain Mike Hales, Lieutenant Scott Ryder, Sergeant Brandon Boyce, Corporal Riley Landry, Officer Berry Wash, Officer Michael Adams, Officer Michael Stearnes, Officer Jake Tirado, and Officer Rogelio Fernandez.

I. CALL TO ORDER

Mayor Shirley called the City Council Meeting to order.

II. PLEDGE OF ALLEGIANCE

Mayor Shirley led the Pledge of Allegiance.

III. INVOCATION

Mayor Pro Tem Zenchuk gave the invocation.

IV. PRESENTATIONS

- A. Recognition of Promotion
Corporal Riley Landry

V. PUBLIC COMMENTS

No public comments were made.

VI. OLD BUSINESS

VII. CONSENT AGENDA

- A. June 19, 2025 City Council Meeting minutes

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

VIII. NEW BUSINESS

- A. **MA-04-2025**, applicant, Idletown Development, Inc., requests an amendment to the stipulations of rezoning case MA-07-2020 for 15.72 +/- acres located off of Palm Street, Holly Springs, GA, tax parcels 094 and 095 of tax plat 15N15 and tax parcel 082A of tax plat 15N15A.

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

- B. **CUP-01-2025**, applicant requests a conditional use permit for a CBD and/or Tobacco Specialty Store for property located at 2271 Holly Springs Pkwy, Suite 105, Holly Springs, GA, tax parcel 026A of tax plat 15N14C.

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

- C. **ORD-4-2025**, amendment to the Holly Springs Zoning Ordinance, Article 2: Interpretations and Definitions to amend definitions and Article 5: District Uses and Regulations to amend permitted uses and conditional uses.

Mayor Pro Tem Zenchuk made a motion to approve Item C. Councilman Moore 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 a Member to the Cherokee County Library Board of Trustees.

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

- E. Seventh Amendment of Workforce Innovation and Opportunity Act (WIOA) Contract (WD2210.7) between the City of Holly Springs, Georgia and the Atlanta Regional Commission (ARC).

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

- F. Statement of Work Quote #Q-103183-1 for the implementation of the NextRequest Standard Plan, between CivicPlus, LLC and the City of Holly Springs, Georgia, in an amount not to exceed \$6,704.35.

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

- G. Amendment to the job description for the Assistant City Clerk of the City of Holly Springs, Georgia.

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

- H. Create a job description for the Records Manager of the City of Holly Springs, Georgia.

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

- I. Quote #1092 dated June 24, 2025, from NeSmith Electric, Inc., for performing electrical installation and repairs located at 220 Stringer Road, Canton, GA 30115, in an amount not to exceed \$5,200.00 and to ratify the City Manager's signature.

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

- J. Proposal dated June 25, 2025, from Green Heating & Cooling, Inc., for installing a new HVAC system in the Public Safety building located at 3235 Holly Springs Parkway, Holly Springs, GA 30115, in an amount not to exceed \$10,300.00 and to ratify the City Manager's signature.

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

- K. Proposals dated June 23, 2025 and June 20, 2025, from Green Heating & Cooling, Inc., for installing two (2) new HVAC systems in the David Cagle house located at 220 Stringer Road, Holly Springs, GA 30115, in an amount not to exceed \$14,868.00.

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

- L. Proposal #Q00017927, dated June 26, 2025, from Fire Systems, Inc., for repairing the fire suppression system in the Public Safety building located at 3235 Holly Springs Parkway, Holly Springs, GA 30115, in an amount not to exceed \$3,829.22 and to ratify the City Manager's signature.

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

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

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

IX. REPORTS

- A. Monthly Departmental Reports

X. ADJOURNMENT

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

Respectfully submitted.



Ryan P. Shirley, Mayor

Attest:



Karen Norred, City Clerk
(Seal)

