



City Council Meeting

Holly Springs Public Safety Building, Council Chambers
3235 Holly Springs Pkwy. Holly Springs, GA 30115
Monday, October 20, 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. Yard of the Month
Paulette B Kemp

V. PUBLIC COMMENTS

VI. CONSENT AGENDA

- A. October 6, 2025 City Council Meeting minutes.

VII. OLD BUSINESS

- A. Award the Holly Springs City Hall Construction Manager at Risk (CMAR) for Value Engineering/Guaranteed Maximum Price (GMP) and Construction Services Contract (RFQ #2025-02) to Gilbane, Inc., DBA Gilbane Building Company and authorize the Mayor to execute the Agreement between the City of Holly Springs, Georgia and Gilbane, Inc., DBA Gilbane Building Company upon approval of the City Attorney.
- B. Supplemental Agreement for Professional Architecture/Engineering (AE) Support Services for Value Engineering/Guaranteed Maximum Price (VE/GMP) Phase - City Hall at Holly Springs Town Center, Georgia between the CPL Architects, Engineers, Landscape Architect and Surveyor D.P.C. (P.C.) dba CPL and the City of Holly Springs, Georgia.

- C. Amend the Professional Services proposal from CPL Architects, Engineers, Landscape Architect, and Surveyor D.P.C. (P.C.) dba CPL for the 2025 Stated Cost Limitation Increase (SCL) from \$10,877,697 to \$19,250,000 for the City Hall at Holly Springs Town Center, Georgia, in an amount not to exceed \$243,700.

VIII. NEW BUSINESS

- A. Amend the Development and Management Agreement among the City of Holly Springs, Downtown Development Authority of Holly Springs, and Stonecrest Homes GA, LLC to include Exhibit B, Town Center Master Budget.
- B. Lighting Services Agreement for project # LP114368 between the City of Holly Springs, Georgia and Georgia Power for lighting in the Town Center.
- C. Proposal dated September 15, 2025, from Darrell C. Dinsmore Grading, Inc. for fine grading at the Holly Springs Parking Deck in an amount not to exceed \$88,895.
- D. Revised proposal dated October 13, 2025, from BM&K for appraisal services for the Hickory Springs Parkway Project Priority 1 and Priority 2, in an amount not to exceed \$53,600.
- E. Partnership Agreement between the Cherokee County Board of Education and the City of Holly Springs.
- F. Bond Release for Performance Bond #LICX1978521 and Maintenance Bond #LICX1978522 for Town Walk Subdivision.
- G. Resolution to accept and authorize streets to become publicly maintained in the Town Walk subdivision.
- H. Create a Job Description for Human Resources Generalist.

IX. REPORTS

X. ADJOURNMENT

**City of Holly Springs
City Council Meeting Minutes
October 6, 2025**

Elected Officials Present: Mayor Ryan Shirley, Mayor Pro Tem Michael 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, City Manager Robert H. Logan, Assistant City Manager/City Clerk Karen Norred, Police Chief Tommy Keheley, Deputy Chief Greg Clyburn, Community Development Director Nancy Moon, Finance Director Denise Lamazares, and IT/Facilities Manager Ron Carter.

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

V. PUBLIC COMMENTS

Mr. Wayne Nunez, representing the Georgia Motorcycle Safety Alliance and the Gena McLeod Memorial Foundation, spoke concerning the intersection of Sixes Road and North Rope Mill Road.

VI. CONSENT AGENDA

A. September 15, 2025 City Council Meeting minutes.

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

VII. OLD BUSINESS

A. **ORD-5-2025**, amendment to the Ordinance to extend the length of time for existing businesses selling THC and hemp products to either obtain a conditional use permit or cease the sale of these products.

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

VIII. NEW BUSINESS

- A. Award the City of Holly Springs 2025 Stormwater Maintenance Project (RFB #2025-02) to CSTE, Inc. in an amount not to exceed \$175,417.43 and authorize the Mayor to execute the agreement between the City of Holly Springs, Georgia and CSTE, Inc. upon approval of the City Attorney.

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

- B. Intergovernmental Agreement for Cherokee County to Conduct Elections for the City of Holly Springs, Georgia.

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

- C. Estimate # EST-202550194 from Stealth Security Services dba Stealth Video, for the equipment acquisition and installation of a new ProdataKey (PDK) access control system for the City Hall Annex, in an amount not to exceed \$9,667.85.

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

- D. Renewal of the semi-annual preventative maintenance service agreement from Energy Systems Southeast, LLC dated September 23, 2025 for the 150KW Generac generator at 3237 Holly Springs Parkway, Holly Springs, Georgia 30115.

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

- E. Quote #25810329.01 from GovConnection, Inc. for the renewal and change of vendor for 25 annual licenses of Adobe Acrobat Pro software, in an amount not to exceed \$2,476.50.

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

IX. REPORTS

- A. Monthly Departmental Reports
No monthly departmental reports.

X. ADJOURNMENT

Councilman Wilbur made a motion to adjourn the meeting and move into executive session for the purposes of Litigation and Real Estate. Mayor Pro Tem Zenchuk II seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

XI. EXECUTIVE SESSION

- A. Litigation
- B. Real Estate

Respectfully submitted.

Attest:

Ryan P. Shirley, Mayor

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VII.A.



FROM: Robert H. Logan, City Manager

MEETING DATE: October 20, 2025

AGENDA ITEM: Award the Holly Springs City Hall Construction Manager at Risk (CMAR) for Value Engineering/Guaranteed Maximum Price (GMP) and Construction Services Contract (RFQ #2025-02) to Gilbane, Inc., DBA Gilbane Building Company and authorize the Mayor to execute the Agreement between the City of Holly Springs, Georgia and Gilbane, Inc., DBA Gilbane Building Company upon approval of the City Attorney.

EXECUTIVE SUMMARY:

The City of Holly Springs issued a request for qualifications for the Holly Springs City Hall Construction Manager at Risk (CMAR) for Value Engineering/Guaranteed Maximum Price (GMP) and Construction Services (RFQ #2025-02) on April 30, 2025. The City received statements of qualifications (SOQs) from thirteen (13) companies on May 30, 2025. The City established a committee of five (5) staff members to rank the SOQs pursuant to the criteria outlined in the RFQ. The five (5) companies with the highest scores were interviewed by the committee on July 23, 2025. The City entered negotiations with the company with the highest cumulative score on August 6, 2025.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

Bond Revenue

FISCAL IMPACT:

The fiscal impact of this contract is to be paid from the proceeds of the Urban Redevelopment Agency of the City of Holly Springs, Georgia (URA) Series 2025 Bonds and Special Purpose Local Option Sales Tax Fund VI (SPLOST VI).

ATTACHMENTS:

None

RECOMMENDATION:

The staff recommendation is to award the contract to Gilbane, Inc., DBA Gilbane Building Company.

CONCURRENCES:

Finance and Administration

ITEM REPORT

AGENDA ITEM NUMBER: VII.B.



FROM: Robert H. Logan, City Manager

MEETING DATE: October 20, 2025

AGENDA ITEM: Supplemental Agreement for Professional Architecture/Engineering (AE) Support Services for Value Engineering/Guaranteed Maximum Price (VE/GMP) Phase - City Hall at Holly Springs Town Center, Georgia between the CPL Architects, Engineers, Landscape Architect and Surveyor D.P.C. (P.C.) dba CPL and the City of Holly Springs, Georgia.

EXECUTIVE SUMMARY:

Attached is CPL's Supplemental Agreement for Professional Architecture/Engineering (AE) Support Services for Value Engineering/Guarantee Maximum Price (VE/GMP) during the VE/GMP Phase of the City Hall project at Holly Springs Town Center, Georgia for the VE/GMP Phase scope indicated in the Holly Springs City Hall RFQ #2025-02, issued for solicitation of response on April 30, 2025, with GMP construction budget of \$19,250,000.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

Bond Revenue

FISCAL IMPACT:

Basic Services for Value Engineering/Guaranteed Maximum Price (VE/GMP) Phase \$Time & Material - Hourly

Reimbursable Allowance Value Engineering/Guaranteed Maximum Price (VE/GMP) \$500
Time & Tasks required to provide VE/GMP Phase AE support services during the VE/GMP Phase

ATTACHMENTS:

1. 250818_Holly Springs City Hall - Add Serv VE-GMP Services_CPL Signed (1)

RECOMMENDATION:

The staff recommendation is approval of the CPL Supplemental Agreement for Professional AE Support Services for VE/GMP Phase - City Hall at Holly Springs Town Center, Georgia.

CONCURRENCES:

Finance and Administration
City Attorney



August 18, 2025

Robert H. Logan, CPA, CGMA
City Manager
City of Holly Springs, P.O. Box 990
Holly Springs, GA 30142

Via Email: rlogan@hollyspringsga.us
770-721-7501 o | 770-825-3494 c

Re: Supplemental Agreement for Professional AE Support Services for Value Engineering /
GMP Phase - City Hall at Holly Springs Town Center, Georgia

Dear Rob,

CPL Architecture, Engineering, and Planning is pleased to continue to provide professional Architectural/Engineering support services with the goal of completing a successful City Hall project for the City of Holly Springs. Per Holly Spring's request, we are submitting a Supplemental Agreement for Additional Support Services for the project's VE / GMP Phase.

The purpose of these modifications is to increase CPL's agreement by the amount of additional services indicated in the section below. VE / GMP Phase fees are based on CPL providing VE / GMP Phase support services for the VE / GMP Phase scope indicated in Holly Springs City Hall RFQ #2025-02, issued for solicitation of responses on April 30, 2025, with a GMP construction budget of \$19,250,000.

Supplemental Agreement Services:

Basic Services for VE / GMP Phase	\$ Time & Materials - Hourly
Reimbursable Allowance (VE / GMP Phase)	\$ 500.00

- Time & Tasks required to provide **VE / GMP Phase** AE support services during the VE / GMP Phase.

SCOPE OF BASIC SERVICES:

CPL will work directly with Mr. Rob Logan, City Manager, City of Holly Springs, other City Staff (Client), and the CMaR, for the purpose of value engineering and GMP efforts of the above-referenced project. Specific Scope of Basic Services shall be as follows:

A. Basic Services VE / GMP Phase Scope of Work to include:

1. Submit / deliver completed Construction Documents (plans & specifications) to the Owner and CMaR.
2. Attend meetings, either in-person or virtual, as required.
3. Architectural/Structural Engineering "team-like" coordination with Owner and CMaR during VE / GMP Phase activities as follows:
 - a. CMaR cost estimating.
 - b. Value Engineering.



- c. CMAr maintenance and construction recommendations.
 - d. Assist the Owner and CMAr with facilitating/prioritization, refinement, and development of the design as required for the project to meet the GMP.
 - e. Provide Conformed Documents to the Owner and CMAr upon completion of value engineering and the CMAr's maintenance & constructability reviews.
 - f. Assist with the issuance of early release packages if needed to meet the project's schedule.
4. These services are based on the estimated Preliminary VE / GMP Phase Schedule indicated below.

B. Qualifications for Basic Services:

1. Architectural and Structural Engineering Professional Services for this agreement shall be performed under the State of Georgia's common law Standard of Care following reasonable industry standards.
2. CPL shall provide design intent only for the drawings and specifications; it is the sole responsibility of the CMAr Contractor to provide all means and methods of construction.
3. CPL will invoice monthly for CPL's VE / GMP Phase services performed each month. Invoices will include a "Monthly Schedule of CPL Tasks Performed", indicating a breakout of Tasks, Staff, Rates, and Fees for services rendered.
4. CPL's Basic Services for VE / GMP Phase are limited to the scope indicated above; services performed beyond the scope and durations indicated shall be provided and invoiced as additional time & material hourly services.
5. The CMAr Contractor shall schedule, manage, and lead VE / GMP Phase meetings, providing meeting agendas, logs, minutes, and other necessary documentation. CPL will attend VE / GMP Phase meetings with the Owner, review the CMAr's meeting documents, and provide written comments as necessary.
6. The CMAr Contractor shall schedule meetings and site visits to the job site with the Owner and CPL with a minimum of one (1) week advanced notification.
7. Civil, MEP&FP Engineering VE / GMP Phase services from the existing Engineers of Record, and the A/V/Security Systems consultant's VE / GMP Phase services, are excluded from CPL's VE / GMP Phase services; these shall be procured separately by the Client.

C. Additional Services (Not Included in Basic Services):

1. Architectural and Structural Engineering Professional Services requested by the Owner or CMAr that exceed the State of Georgia's common law Standard of Care and/or reasonable industry standards.
2. Interior Design and FF&E Services beyond those indicated in the previously approved agreement dated September 12, 2023, approved by the City of Holly Springs on September 25, 2023.
3. Efforts required for post-permit Zoning, Code and/or AHJ changes.
4. Architectural and Structural Engineering Professional Services requested by the Owner or CMAr that exceed the Basic Services scope and durations indicated above.



PRELIMINARY VE / GMP PHASE SCHEDULE:

The anticipated scope duration is indicated below, which is consistent with the effort anticipated to provide a quality work product.

- AE support services are based on the preliminary VE / GMP Phase task schedule indicated below.
- Actual VE / GMP Phase schedule durations are the responsibility of the CMAr; the preliminary schedule durations indicated below may vary and can be revised under the terms and conditions of this supplemental agreement.

<u>TASK DESCRIPTION</u>	<u>START</u>	<u>FINISH</u>
Approval of CMAr & CPL Proposals by Holly Springs	9/4/2025	9/5/2025
CMAr GMP Preliminary Pricing (6 weeks)	9/8/2025	10/20/2025
Permitting Review of Construction Docs (6 weeks)	9/8/2025	10/20/2025
Project Team Reviews of Construction Docs (6 weeks)	9/8/2025	10/20/2025
VE Phase (3 weeks)	10/21/2025	11/10/2025
CPL Conformed Documents (3 weeks)	11/11/2025	12/1/2025
CMAr GMP Finalization (3 weeks)	12/2/2025	12/22/2025
End of Year Holidays (13 days – no work assumed)	12/23/2025	1/4/2026
Final GMP Review & Approval by Holly Springs (2 weeks)	1/5/2026	1/19/2026
Start of Construction Phase	1/20/2026	1/20/2026

COMPENSATION:

Compensation for CPL's Scope of Basic Services shall be on a "Time & Material - Hourly" basis utilizing CPL Rates as listed in the original agreement dated January 11, 2004, approved by the City of Holly Springs on February 5, 2024.

TERMS AND CONDITIONS:

This Supplemental Agreement shall be a continuation of the Terms and Conditions set forth in the original agreement dated January 11, 2004, approved by the City of Holly Springs on February 5, 2024.

This document constitutes the entire understanding between the City of Holly Springs and CPL with respect to the work to be performed by CPL for the benefit of the City of Holly Springs and may only be modified in writing signed by both parties.

If this supplemental agreement satisfactorily sets forth your understanding of the arrangement, please sign one copy in the space provided below and return it for our records and our Notice to Proceed. This supplemental agreement will be open for acceptance for thirty (30) days from the date of the letter.



R. Logan, City of Holly Springs, GA
AE Support Services for VE / GMP Phase
City Hall at Holly Springs Town Center, Georgia
August 18, 2025
Page 4 of 4

Please do not hesitate to contact us if you have any questions or require any additional information. We are passionate about this project and look forward to working with you.

Sincerely,

The CPL Team

Cheryl Graeub, RID, NCIDQ, LEED AP, WELL AP
Principal

Timothy Pulver, AIA, ID, NCARB, LEED AP
Architect of Record

Client Approval

Authorized Signature

Printed Name, Title, Date

cc: Karen Norred, City of Holly Springs
Ken Mayer, FAIA, CPL
Lori Brothers, CPL
File

ITEM REPORT

AGENDA ITEM NUMBER: VII.C.



FROM: Robert H. Logan, City Manager

MEETING DATE: October 20, 2025

AGENDA ITEM: Amend the Professional Services proposal from CPL Architects, Engineers, Landscape Architect, and Surveyor D.P.C. (P.C.) dba CPL for the 2025 Stated Cost Limitation Increase (SCL) from \$10,877,697 to \$19,250,000 for the City Hall at Holly Springs Town Center, Georgia, in an amount not to exceed \$243,700.

EXECUTIVE SUMMARY:

On February 5, 2024, the Council approved a proposal from CPL Architects, Engineers, Landscape Architect, and Surveyor D.P.C. (P.C.) dba CPL to provide professional services for the new City Hall at Holly Springs Town Center. The estimated construction value was initially set at \$10,877,697, as outlined in RFQ #2025-02 Construction Manager at Risk (CMAR) Value Engineering/Guaranteed Maximum Price (GMP). However, the Stated Cost Limitation (SCL) has since increased from \$10,877,679 to \$19,250,000. This increase is attributed to the inclusion of a basement, market volatility, and the complexity of the architectural design.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

Bond Revenue
SPLOST

FISCAL IMPACT:

\$243,700

ATTACHMENTS:

1. 2025 CPL Stated Cost Limitation

RECOMMENDATION:

Staff recommends approval of the CPL Amended Proposal revising the SCL increase from \$10,877,679 to \$19,250,000 for the City Hall - Holly Springs Town Center, Georgia project.

CONCURRENCES:

City Manager



July 7, 2025 (Revised August 11 & September 22, 2025)

Robert H. Logan, CPA, CGMA
City Manager
City of Holly Springs, P.O. Box 990
Holly Springs, GA 30142
Email: rlogan@hollyspringsga.us
770-721-7501 o | 770-825-3494 c

Re: 2025 Stated Cost Limitation Increase (SCL) from \$10,877,697.00 to \$19,250,000.00
City Hall at Holly Springs Town Center, Georgia

Dear Rob,

The Holly Springs City Hall RFQ #2025-02 Construction Manager at Risk (CMAR) Value Engineering/Guaranteed Maximum Price (GMP) and Construction Services Contract was issued for solicitation of responses on April 30, 2025. Within the RFQ, the SCL for the project was increased from the January 2024 SCL of \$10,877,679.00 (as indicated in CPL's CD's Proposal approved by Holly Springs on February 5, 2024), to an increased SCL of \$19,250,000.00. As discussed with you during our RFQ preparation meeting, the SCL increase was impacted by the following:

1. Inclusion of a basement level in the City Hall design.
2. Substantial increases in construction costs due to market volatility, impacts of tariffs on supply chains, and previous high inflation impacts on material costs.
3. Quality and quantity of materials and high-level detailing to achieve the desired circa 1910 architectural character and aesthetics with the design of the City Hall.

As of June 30, 2025, CPL has completed the Construction Documents for the project. One set of full-size drawings and specifications were delivered to your office on July 1, 2025, for your final review prior to issuing them for permitting and to the CMaR contractor (upon selection).

Attached for your review and approval is a revised "Exhibit A Base Fee Compensation", adjusting CPL's Design Phase Base Fees to account for the increased \$19,250,000.00 SCL as allowed within CPL's CD's Proposal under Exclusions Item #1, to account for "changes in the project's size, quality, complexity, and schedule". Upon your approval of CPL's Base Fee adjustments, we will invoice for the scope of work completed to date.

Please do not hesitate to contact us if you have any questions.

Sincerely,

The CPL Team

Timothy W. Pulver, AIA, ID, NCARB, LEED AP
Senior Principal Architect

cc: Ken Mayer, FAIA, LEED AP, Chief Administrative Officer, CPL
Cheryl Greaub, RID, NCIDQ, LEED AP, WELL AP, Principal, CPL
File

Enclosures: Exhibit A, Revised Base Fee Compensation



EXHIBIT A
REVISED BASE FEE COMPENSATION

Phase	\$ 10,877,687 SCL Original Fees	\$ 19,250,000 SCL Revised Fees	Fee Change Per Phase
Schematic Design	\$ 27,800.00	\$ 27,800.00	+\$ 0.00
Design Development	\$ 62,000.00	\$ 103,200.00	+\$ 41,200.00
Construction Documents	\$ 233,000.00	\$ 410,000.00	+\$ 177,000.00
Permitting/Bidding	\$ 24,200.00	\$ 49,700.00	+\$ 25,500.00
Totals	\$ 347,000.00	\$ 590,700.00	+\$ 243,700.00

Reimbursable Expense Allowance: \$ 5,000.00 (no change)

Please consider all tasks and associated compensation estimates fully open to review, discussion, and adjustments, to meet your goals, needs and budget expectations.

Summary of SCL and CPL Base Fee Analysis:

\$ 10,877,687.00 SCL x **1.77 Increase** = \$ 19,250,000.00 SCL.

\$ 347,000.00 CPL Base Fee x **1.77 Increase** = \$ 614,190.00 CPL Base Fee (\$23,490.00 above fee requested).

Summary of CPL **Original** Design Phase Fees:

Original Base Fees:

		<u>Fees Spent-to-Date</u>	<u>Fees Remaining</u>
Schematic Design:	\$ 27,800.00	\$ 27,539.71	\$ 260.29
Design Development:	\$ 62,000.00	\$ 103,188.88	\$ 41,188.88
Construction Documents:	\$ 233,000.00	\$ 410,076.52	\$ 177,076.52
Permitting/Bidding:	\$ 24,200.00	\$ 34,072.56	\$ 9,872.56
Reimbursements:	\$ 5,000.00	\$ 202.50	\$ 4,797.50
Add Serv #1 (Plan Changes):	\$ 39,237.50	\$ 39,237.50	\$ 0.00
Add Serv #2 (Structural Eng.):	\$ 90,000.00	\$ 98,964.72	\$ 8,964.72
Total:	\$ 481,237.50	\$ 713,282.39	\$ 232,044.89

Summary of CPL **Revised** Design Phase Fees:

Revised Base Fees:

		<u>Fees Spent-to-Date</u>	<u>Fees Remaining</u>
Schematic Design:	\$ 27,800.00	\$ 27,539.71	\$ 260.29
Design Development:	\$ 103,200.00	\$ 103,188.88	\$ 11.12
Construction Documents:	\$ 410,000.00	\$ 410,076.52	\$ 76.52
Permitting/Bidding:	\$ 49,700.00	\$ 34,072.56	\$ 15,627.44
Reimbursements:	\$ 5,000.00	\$ 202.50	\$ 4,797.50
Add Serv #1 (Plan Changes):	\$ 39,237.50	\$ 39,237.50	\$ 0.00
Add Serv #2 (Structural Eng.):	\$ 90,000.00	\$ 98,964.72	\$ 8,964.72
Total:	\$ 724,937.50	\$ 713,282.39	\$ 11,655.11



Revised Compensation Approvals:

The CPL Team

Timothy W. Pulver, AIA
Senior Principal Architect

9.22.2025

Date

Client

Authorized Signature

Printed Name and Title

Date

ITEM REPORT

AGENDA ITEM NUMBER: VIII.A.



FROM: Robert H. Logan, City Manager

MEETING DATE: October 20, 2025

AGENDA ITEM: Amend the Development and Management Agreement among the City of Holly Springs, Downtown Development Authority of Holly Springs, and Stonecrest Homes GA, LLC to include Exhibit B, Town Center Master Budget.

EXECUTIVE SUMMARY:

Pursuant to Article III, Compensation, Section B, the Development and Management Agreement among the City of Holly Springs (City), Downtown Development Authority of Holly Springs (DDA), and Stonecrest Homes GA, LLC (Stonecrest) requires the adoption of an approved budget for the City of Holly Springs Town Center Project from which the compensation for the master developer is calculated. The City of Holly Springs Town Center Master Budget has been updated through August 31, 2025, including the budgets for the Holly Springs Amphitheatre and City Hall. The updated City of Holly Springs Master Budget will be included in the agreement as Exhibit B.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

Town Center

FISCAL IMPACT:

Pursuant to the Development and Management Agreement, the compensation for the Master Developer is five percent (5%) of the project expenditures as shown in the Town Center Master Budget.

ATTACHMENTS:

1. Town Center Master Budget 2

RECOMMENDATION:

The staff recommends approval of the City of Holly Springs Master Budget.

CONCURRENCES:

Finance and Administration

**City of Holly Springs
Town Center Master Budget
8/31/2025**

Project	Budget	Cost to Date	Cost to Complete
Town Center Marketing	365,000	285,718	79,282
Hickory Road, Palm Street, Betty Barrett Way & Roundabout	4,302,363	4,302,363	-
Site Development (Mixed Use, Townhomes East, Townhomes West & City Homes)	14,418,000	12,883,335	1,534,665
Hardscapes & Softscapes	5,500,000	324,561	5,175,439
Depot Renovation/Cotton Barn	750,000	227,011	522,989
Hardin House Renovation	150,000	112,000	38,000
City Hall	23,000,000	699,192	22,300,808
Parking Deck	8,500,000	7,347,794	1,152,207
Amphitheatre	2,500,000	42,442	2,457,558
	<u>59,485,363</u>	<u>26,224,415</u>	<u>33,260,948</u>
 Master Developer Fees	 <u>2,974,268</u>	 <u>2,260,000</u>	 <u>714,268</u>
 Total:	 <u>62,459,631</u>	 <u>28,484,415</u>	 <u>33,975,216</u>

ITEM REPORT

AGENDA ITEM NUMBER: VIII.B.



FROM: Robert H. Logan, City Manager

MEETING DATE: October 20, 2025

AGENDA ITEM: Lighting Services Agreement for project # LP114368 between the City of Holly Springs, Georgia and Georgia Power for lighting in the Town Center.

EXECUTIVE SUMMARY:

Agreement for the installation of (64) 75w LED K445 black post top fixtures on 16ft mh black aluminum flushed base mounted poles, and 6,000ft+ of underground cable trench.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

Town Center

FISCAL IMPACT:

Installation \$246,101

Monthly Cost \$2,193.92

ATTACHMENTS:

1. Revised Photometric Study S29520C2 - Holly Springs Town Center
2. Georgia Power Streetlight Service Agreement

RECOMMENDATION:

The staff recommendation is approval of the agreement.

CONCURRENCES:

City Manager

EXISTING INFORMATION PROVIDED
THERS, AND NO IMPLIED ACCURACY
GIVEN (EXPRESSED OR IMPLIED) BY
IONS AT THE TIME OF PERMIT AND
ATION MAY BE DIFFERENT OR MAY
NFIRMED BY PROCUREMENT OF A

HEREIN RELIES UPON THE LAYOUT
CLIENT. SOME OF THE LAYOUT
STIBLE WITH THE LOCAL COUNTY
RISDICTIONAL AUTHORITIES. THE
S SHOULD NOT BE RELIED UPON
WITHIN THIS PRELIMINARY CONCEPT

PT PLAN AND SHOULD NOT BE USED
IT SUBMITTALS. IT SHOULD NOT BE
CONTRACTOR FOR CONSTRUCTION
RED FOR OUR CLIENT AND SHOULD
N THE CLIENT FOR ANY PURPOSE.



Schedule						
Symbol	Label	QTY	Manufacturer	Catalog Number	Description	LLF Wattage
	A	49	King Luminaire	K445-T1GR-V-75(SSL)-4006-SRS	NVLP LOGO AND LAB ID NUMBER SHALL NOT BE USED BY THE CLIENT TO CLAIM THE PRODUCT CERTIFICATION, APPROVAL, OR ENDORSEMENT BY NVLP, NIST, OR ANY GOVERNMENT AGENCY. CALIBRATION LAMP #1000-50, NIST TRACEABLE THROUGH ITL REPORT #ITL81862.	0.912 75
	B	15	King Luminaire	K445-T1GR(SST)-IV-75(SSL)-4004-4K	NVLP LOGO AND LAB ID NUMBER SHALL NOT BE USED BY THE CLIENT TO CLAIM THE PRODUCT CERTIFICATION, APPROVAL, OR ENDORSEMENT BY NVLP, NIST, OR ANY GOVERNMENT AGENCY.	0.912 75

Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Parking and Drive Lanes	+	1.0 fc	3.1 fc	0.1 fc	31.0:1	10.0:1
Amphitheater walkway	+	1.3 fc	2.8 fc	0.2 fc	14.0:1	6.5:1

- Notes**
- Readings are shown in units of maintained footcandles.
 - Total Light Loss Factor (LLF) = .912 LLF for LED
 - Test Plane = 0' Above grade
 - Fixture Mounting Height = 14' Above grade
 - Fixture Spacing = See Plan view.
 - This photometric layout was calculated using specific criteria. Any deviation from stated parameters will affect actual performance.
 - These lighting calculations are not a substitute for independent engineering analysis of lighting system suitability and safety.

Lighting Services Agreement



Project # LP114368

Customer Legal Name City of Holly Springs DBA _____
Service Address 155 Hickory Rd Holly Springs GA 30142 County Cherokee County
Mailing Address P.O. BOX 990 HOLLY SPRINGS GA 30142
Email dme.odyssey@gmail.com Tel # 404-518-2750 Alt Tel # _____
Tax ID# 3652 Business Description Town Center
Existing Customer Yes ☐ No ☒ If Yes (and if possible), does customer want the Service added to an existing account? Yes ☐ No ☒ If Yes, which Account Number? _____

Selected Components				
Action	Qty	Wattage	Type	Description
INS	64	100	LED	Post Top

Service Cost (\$)	Regulated Cost (\$)*	Monthly Cost (\$)*	Term (Months)	1
\$1,884.80	\$309.12	\$2,193.92		

* The actual Regulated Cost will be calculated using the tariffs approved by Georgia Public Service Commission at the time of billing. The estimate is based on Summer Rates in effect at the time of this proposal. Excludes applicable sales tax.

Project Notes:
Installing (64) 75w LED K445 black post top fixtures on 16ft mh black aluminum flushed base mounted poles, and 6,000ft+ of underground cable trench.

Customer agrees to this Lighting Services Agreement with Georgia Power Company under the attached terms and conditions and authorizes all actions noted on this agreement.
Customer also agrees to allow removal of existing lights. Yes ☐ N/A ☒

Type	Customer	Tariff	Content	Pre-Payment (\$)
NESC	Gov	EOL	NLC	\$246,101.00

Customer recognizes that the individual signing this Agreement on its behalf has authority to do so.

Customer Authorization	Georgia Power Authorization
Signature _____	Signature _____
Print Name _____	Print Name <u>Brandon Jenkins</u>
Print Title _____	Print Title _____
Date _____	Date _____

TERMS and CONDITIONS (*Lighting – Governmental Service*)

1. **Agreement Scope.** This Lighting Services Agreement (“**Agreement**”) establishes the terms and conditions under which Georgia Power Company (“**GPC**”) will provide lighting and related service (collectively, the “**Service**”) to the customer identified on Page 1 (“**Customer**”) at the Service Address shown on Page 1 (the “**Premises**”). GPC may install, update, modify, or replace any GPC-owned pole, base, wiring, conduit, fixture, control, equipment, device, or related item at the Premises (collectively, “**GPC Assets**”) for any reason related to the Service or to use of GPC Assets.
2. **Term and Termination.** The initial Agreement term is stated on Page 1, calculated from the date of the first bill. After the initial term, this Agreement automatically renews on a month-to-month basis until terminated by either party by providing written notice of intent to terminate to the other party (in accordance with the notice provisions of the *Miscellaneous* section below) at least 30 days before the desired termination date. The initial term and any renewal term or terms are collectively the “**Term**.”
3. **Intent and Title.** This Agreement governs GPC’s provision of the Service to Customer and is not a sale, lease, or licensing of goods, equipment, property, or assets of any kind. GPC retains the sole and exclusive right, title, and interest in and to all GPC Assets. Customer acknowledges that GPC Assets, although attached to real property, always will remain the exclusive personal property of GPC and that GPC may remove GPC Assets upon Agreement termination. **GPC makes no representation or warranty regarding treatment of this transaction by the Internal Revenue Service or the status of this transaction under any federal or state tax law. Customer enters into this Agreement in sole reliance upon its own advisors.**
4. **Payment.** GPC will invoice Customer monthly for the Monthly Cost as described on Page 1. The Service Cost portion of the Monthly Cost will renew at the amount shown on Page 1, but the Regulated Cost portion will be determined by the applicable Georgia Public Service Commission-approved tariff at the time of billing. Customer agrees to pay the total amount billed in full by the invoice due date. If a balance is outstanding past the due date, Customer acknowledges that GPC may require Customer to pay a deposit of up to two times the Estimated Monthly Charge in order to continue Service. If applicable, Customer must provide a copy of its Georgia sales tax exemption certificate. Customer must pay costs associated with any Customer-initiated change to the Service after the date of this Agreement.
5. **Premises Activity.** Customer hereby grants to GPC and its contractors, agents, and representatives the right and license to enter the Premises at any time to perform any activity related to the Service or to GPC’s use of the GPC Assets, including the right to access the Premises with vehicles, GPC Assets, or other tools or equipment, and to survey, dig, or excavate, in order to: (i) install and connect GPC Assets, provide Service, or provide or install any other service; (ii) inspect, maintain, test, replace, repair, disconnect, or remove GPC Assets; (iii) install additional equipment or devices on GPC Assets; or (iv) conduct any other activity reasonably related to the Service or GPC Assets (collectively, “**GPC Activity**”). Customer represents or warrants that it has the right to permit GPC to provide the Service and to perform the GPC Activity upon the Premises and, if applicable, has obtained express written authority and required permission from all Premises owners, and any other person or entity with rights in the Premises, to enter into this Agreement and to authorize the GPC Activity and the Service.
6. **Installation and Underground Work.** Customer recognizes that the Service requires installation of GPC Assets. Customer warrants or covenants that: (i) the Premises’ final grade will vary no more than six inches from the grade existing at the time of installation; and (ii) if applicable and required for proper installation, Premises property lines will be clearly marked before installation.
 - A. **Customer Work.** If GPC, upon Customer’s request, allows Customer, itself or through a third party, to perform any activity related to installation of GPC Assets (including trenching), Customer warrants or covenants that the work will meet GPC’s installation specifications (which GPC will provide to Customer and which are incorporated by this reference). Customer must provide GPC at least 10 days’ prior written notice of its schedule for the work, so that GPC can schedule GPC’s installation work promptly thereafter. Customer will be responsible for any additional costs arising from non-compliance with GPC’s specifications, Customer’s failure to complete Customer’s work by the agreed completion date, or failure to provide GPC timely notice of any schedule change.
 - B. **Underground Facility/Obstruction Not Subject to Dig Law.** Because GPC Activity may require excavation not subject to the Georgia Utility Facility Protection Act (O.C.G.A. §§25-9-1 – 25-9-13) (“**Dig Law**”), Customer must mark any private utility or facility (e.g., gas/water/sewer line; irrigation facility; fiber/data/communication line) or other underground obstruction at the Premises that is not subject to the Dig Law. If GPC causes or incurs damage due to Customer’s failure to mark a private facility or obstruction before GPC commences GPC Activity, Customer is responsible for all damages and any loss or damage resulting from any such delay.
 - C. **Unforeseen Condition.** The estimated charges shown on Page 1 include no allowance for subsurface rock, wetland, underground stream, buried waste, unsuitable soil, underground obstruction, archeological artifact, burial ground, threatened or endangered species, hazardous substance, or similar condition (“**Unforeseen Condition**”). If GPC encounters an Unforeseen Condition in connection with any GPC Activity, GPC, in its sole discretion, may stop all GPC Activity until Customer either remedies the condition or agrees to reimburse all GPC costs arising from the condition. Customer is responsible for all costs of modification or change to GPC Assets requested by Customer or dictated by an Unforeseen Condition or circumstance outside GPC’s control.
7. **GPC Asset Protection and Damage.** Throughout the Term, in the event of any work or digging near GPC Assets, Customer (or any person or entity working on Customer’s behalf) must: (i) provide notices and locate requests to the Georgia Utilities Protection Center (“**UPC**”) and other utility owners or operators as required by the then-current Dig Law; (ii) coordinate with the UPC and any utility facility owner/operator as required by the Dig Law; and (iii) comply with the High-voltage Safety Act (O.C.G.A. §§46-3-30 – 46-3-40). As between Customer and GPC, Customer is responsible for any damage arising from failure to comply with applicable law or for damage to GPC Assets caused by anyone other than GPC or a GPC contractor, agent, or representative.
8. **Pole Attachments.** Nothing in this Agreement conveys to Customer any right to attach or affix anything to any GPC Asset. Customer agrees that it will not, and will not permit others to, rearrange, disconnect, remove, relocate, repair, alter, tamper with, or otherwise interfere with any GPC Asset. If Customer desires to attach or affix anything to GPC Assets, Customer must first obtain GPC’s written consent. Customer may call GPC Lighting and Smart Services business unit at 1-888-660-5890 to request consent.
9. **Interruption of Service.** Customer understands that Service is provided on an “as is” and “as available” basis and may be interrupted. If there is a Service interruption, Customer must notify GPC. Following notice, GPC will restore Service, at no cost to Customer. Customer may notify GPC by either calling 1-888-660-5890 or by reporting online at: <https://www.georgiapower.com/community/outages-and-stormcenter/power-outage-overview/street-light-outage.html>.
10. **Disclaimer; Damages.** GPC makes no covenant, warranty, or representation of any kind (including warranty of fitness for a particular purpose, merchantability, or non-infringement) regarding Service, GPC Assets, or any GPC Activity. Customer acknowledges that, due to the unique characteristics of the Premises, Customer’s needs, or selection of GPC Assets, the Service may not follow IESNA guidelines. **Customer waives any right to consequential, special, indirect, treble, exemplary, incidental, punitive, loss of business reputation, interruption of Service or loss of use (including loss of revenue, profits, or capital costs) damages in connection with the loss or interruption of Service, GPC Assets, or this Agreement, or arising from damage, hindrance, or delay involving the Service, GPC Assets, or this Agreement, whether or not reasonable, foreseeable, contemplated, or avoidable.** To the extent GPC is liable under this Agreement, and to the extent allowed by applicable law, GPC’s liability is expressly limited to: (i) with respect to the Service purchased by Customer, the annual amount paid by Customer for the Service; or (ii) with respect to any other liability, to proven direct damages in an amount not to exceed \$100.00. Customer is solely responsible for safety of the Premises; Customer agrees that GPC has no obligation to ensure safety of the Premises and that GPC has no liability for any personal injury, real or personal property damage or loss, or negative impact to Customer or any third party that occurs at the Premises.
11. **Risk Allocation.** Each party will be responsible for its own acts and the results of its acts, except as otherwise described in this Agreement.
12. **Georgia Security, Immigration, and Compliance Act.** Customer is a “public employer” as defined by O.C.G.A. § 13-10-91 and this is a contract for physical performance of services in Georgia. Compliance with O.C.G.A. § 13-10-91 is a condition of this Agreement and is mandatory. GPC will provide to Customer a contractor’s affidavit for installation services as required by O.C.G.A. § 13-10-91. If GPC employs any subcontractor in connection with installation under this Agreement, GPC also will secure from each subcontractor an affidavit attesting to compliance with O.C.G.A. § 13-10-91.
13. **Default.** Customer is in default if Customer: (i) does not pay the entire amount owed to GPC within 45 days after the due date; (ii) terminates this Agreement without proper notice and prior to the end of the then-current Term; or (iii) breaches any material term, warranty, covenant, or representation of this Agreement. GPC’s waiver of a past or concurrent default will not waive any other default. If a default occurs, GPC may: (a) immediately terminate this Agreement; (b) remove any GPC Asset from the Premises; or (c) seek any available remedy provided by law, including the right to collect any past due amount, or any amount due for the Service during the remaining Term.
14. **Miscellaneous.** This Agreement contains the parties’ entire agreement relating to the Service, GPC Assets, and GPC Activity and replaces any prior agreement, written or oral. Subject to applicable law, GPC may modify the terms of this Agreement by providing 30 days’ prior written notice of such modification to Customer. If Customer uses the Service or makes any payment for the Service on or after the modification effective date, Customer accepts the modification. GPC’s address for notice is 1790 Montreal Circle, Tucker, GA 30084-6801; Customer’s address for notice is stated on Page 1. Either party may update administrative or contact information (e.g., address, phone, website) at any time by written notice to the other. Customer will not assign, in whole or in part, this Agreement or any right or obligation it has under this Agreement; any such assignment without GPC’s prior written consent will be void and of no effect. In this Agreement: (i) “**include(ing)**” means “include, but are not limited to” or “including, without limitation”; (ii) “**or**” means “either or both” (“A or B” means “A or B or both A and B”); (iii) “**e.g.**” means “for example, including, without limitation”; and (iv) “**written**” or “**in writing**” includes email communication. Georgia law governs this Agreement. If a court rules an Agreement provision unenforceable to any extent, the rest of that provision and all other provisions remain effective.

ITEM REPORT

AGENDA ITEM NUMBER: VIII.C.



FROM: Robert H. Logan, City Manager

MEETING DATE: October 20, 2025

AGENDA ITEM: Proposal dated September 15, 2025, from Darrell C. Dinsmore Grading, Inc. for fine grading at the Holly Springs Parking Deck in an amount not to exceed \$88,895.

EXECUTIVE SUMMARY:

The City of Holly Springs received three quotes for the fine grading at the Holly Springs Parking Deck. The proposal from Darrell C. Dinsmore Grading, Inc. in the amount of \$88,895 was the lowest proposal received by the City.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

Bond Revenue

FISCAL IMPACT:

\$88,895

ATTACHMENTS:

1. Parking Deck Fine Grade

RECOMMENDATION:

The staff recommendation is approval of this proposal.

CONCURRENCES:

Darrell C Dinsmore Grading, Inc.

1995 Dr. Bramblett Road

Cumming, Ga 30028

Phone: 770-781-4347

Fax: 770-781-9696

Schedule of Values - Proposal Fine Grade at Parking Deck

Proj: Holly Springs Parking Deck

Plans: NA

To: City of Holly Springs

County: Cherokee

Attn: Mr. Keith Healy

Date: 9/15/2025

Item #	Work Description	Quantity	Unit	Unit Price	Total
1	Mobilization (Dingo)	1.00	L.S.	475.00	475.00
2	Fine Grading				66,025.00
A	953 Loader	95.00	HR	155.00	14,725.00
B	Mini Ex	95.00	HR	135.00	12,825.00
C	Bobcat	95.00	HR	130.00	12,350.00
D	Packer	95.00	HR	125.00	11,875.00
E	Dingo	95.00	HR	100.00	9,500.00
F	Laborer (Spot Checking Grades)	95.00	HR	50.00	4,750.00
3	Stone Base				15,675.00
A	57 Stone Base	285.00	Tons	55.00	15,675.00
4	Place and Fine Grade Stone Base				6,720.00
A	953 Loader	16.00	HR	155.00	2,480.00
B	Mini Ex	16.00	HR	135.00	2,160.00
C	Bobcat	16.00	HR	130.00	2,080.00

Total: 88,895.00



2100 Powers Ferry Rd SE, Ste 300

Atlanta GA 30339

CUSTOMER	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
CITY OF HOLLY SPRINGS				
ESTIMATE NO		COHS Parking Deck - Fine Grade		
AHN - 10732				
DATE	100	953 Loader	\$165 00	\$16,500.00
9/15/2025	100	Mini X	\$155 00	\$15,500.00
	100	Bobcat	\$135 00	\$13,500.00
ADDRESS	100	Packer	\$130 00	\$13,000.00
271 HICKORY RD	300	57 Stone (per load)	\$60.00	\$18,000.00
CITY/STATE/ZIP	100	Labor	\$55 00	\$5,500.00
HOLLY SPRINGS GA 30115	1	Mobilization	\$5,000 00	\$5,000.00
PHONE	1	Pump & Fuel	\$5,000 00	\$5,000.00
878-426-5300				
E MAIL				
blester@stonecreektho.ne.ug				
a.com				
CONTACT PERSON				
Thomas T Olson				
770-294 0897				
PROJECT				
COHS PARKING DECK				
PREPARED BY				
Thomas T Olson				
thomas@ahn-grading.com				
PAYMENT TERMS				
net 30				
DUE DATE				
upon billing				

\$92,000.00

THIS PROPOSAL INCLUDES THE CONDITIONS NOTED

OTHER
TOTAL \$92,000.00

Sign Here to Accept Quote.

Authorized Rep

Date

Thompson Grading, Inc.

D/B/A/ CALVIN THOMPSON CONSTRUCTION CO., Inc.

GRADING — RESIDENTIAL & COMMERCIAL

(OFFICE) 770-445-2995 (FAX) 770-445-5200

1086 INDUSTRIAL BLVD. NORTH

DALLAS, GA. 30132

Proposal - Fine Grade for Parking Deck

Proj: Holly Springs Parking Deck

To: City of Holly Springs

Attn: Ben Lester

Date: 09/12/2025

Item	Work Description	Quantity	Unit	Unit Price	Total
1	Mobilization of Equipment	1.00	LS	3,500.00	3,500.00
2	Fine Grade (Parking Deck)				66,000.00
	953 Loader	120.00	HR	160.00	19,200.00
	Mini Ex	120.00	HR	135.00	16,200.00
	Bobcat	120.00	HR	130.00	15,600.00
	Packer	120.00	HR	125.00	15,000.00
3	Stone Base				17,250.00
	57 Stone Base	300.00	Ton	57.50	17,250.00
4	Labor				6,600.00
	Labor	120.00	Each	55.00	4,400.00

Total: 93,350.00

THE FOLLOWING ITEM ARE NOT COVERED IN THE ABOVE ITEMIZED BID

MUCKING
RIP ROCK
DUG ROCK
BLAST ROCK
FRENCH ROCK
RIPPED FRENCH ROCK
BLAST FRENCH ROCK
ALL PERMITS / BONDS
ASBESTOS REMOVAL
AS BUILTS
SANITARY SEWER CONSTRUCTION
STORM SEWER CONSTRUCTION
BURNING OF ANY MATERIAL
GEO / STABILIZATION FABRIC
WORK OTHER THAN SHOWN ABOVE
EROSION MATTING / SILT FENCE

ANY ADDITIONAL STONE
STABILIZATION STONE
COMPACTION TESTS
POPS & THROATS
LANDSCAPING
WORK IN D.O.T. RIGHT OF WAY
PERMANENT / TEMP. GRASSING
HAZARDOUS MATERIALS
RE GRADING OF ANY AREA
OFFSITE IMPORT ANY MATERIAL
OFFSITE EXPORT ANY MATERIAL
WATERLINE CONSTRUCTION
SITE ENGINEERING
BACKFILLING OF RETAINING WALLS
DEMUCKING / DEWATERING / DRYING
ANY ADDITIONAL MOBILIZATION

ITEM REPORT

AGENDA ITEM NUMBER: VIII.D.



FROM: Robert H. Logan, City Manager

MEETING DATE: October 20, 2025

AGENDA ITEM: Revised proposal dated October 13, 2025, from BM&K for appraisal services for the Hickory Springs Parkway Project Priority 1 and Priority 2, in an amount not to exceed \$53,600.

EXECUTIVE SUMMARY:

The City of Holly Springs requested a revised proposal from BM&K for the performance of priority 1 and priority 2 appraisals for the Hickory Springs Parkway Project. The revised proposal from BM&K includes a detailed list of the affected parcels along with proposed appraisal fees, specialty reports, and specialty report fees. The City needs to have the appraisals completed prior to the negotiation of rights-of-way and easements for the construction of Hickory Springs Parkway. The revised proposal includes the addition of parcel eight (8) and the deletion of parcel seven (7) to and from the priority 2 table.

IS THIS A BUDGETED ITEM?

Yes

FUNDING SOURCE:

SPLOST

FISCAL IMPACT:

\$53,600

ATTACHMENTS:

1. BMK Proposal Revised

RECOMMENDATION:

The staff recommendation is approval of the revised proposal.

CONCURRENCES:

Finance and Administration



July 24, 2025; **REVISED October 13, 2025**

City of Holly Springs
Attn: Rob Logan
3234 Holly Springs Parkway
P. O. Box 990
Holly Springs, GA 30142

RE: Hickory Springs Parkway Project
City of Holly Springs
Cherokee County

Dear Rob:

This is to advise that we can provide the following **appraisal services** as outlined below:

PRIORITY 1:

Parcel / Tax ID	Comment	Appraisal Fee
1 – 15N14-140B	Total Take – Vacant	\$2,200
2 – 15N14-140	Strip Take – Need Area – Vacant	\$2,200
3 – 15N14-174	Strip Take – Need Area - Improvements (No Specialty Reports)	\$2,200
3 Reports	Appraisal Review (\$1,100 @ 3)	\$3,300
Total		\$9,900

PRIORITY 2:

Parcel / Tax ID	Comment	Appraisal Fee	Specialty Report	Specialty Report Fee
4 - 15N14-170	Total Take- Improved Res	\$3,400.00		
5 - 15N14-117	Total Take- Industrial	\$3,400.00	TF- Lg. Ind. Sign	\$6,500 \$800
6 - 15N14-113	Total Take- Industrial	\$3,400.00	TF- Lg. Ind. Sign	\$6,500 \$800
7 - 15N14-112 Cancelled	Total Take- Industrial	\$3,400.00	TF- Lg. Ind. Sign	\$6,500 \$800
8 – 15N14-107	Total Take – Industrial (2 Bldgs)	\$3,800	TF Lg. Ind. 4 Signs	\$6,500 \$1,500
4 Reports	Appraisal Review (\$1,100 @ 1, \$2,000 @ 3)	\$7,100		
Sub-Total		\$21,100		\$22,600
Total				\$43,700

PRIORITY 1 Total: **\$9,900**

PRIORITY 2 Total: **\$43,700**

Note: Acquisition fees and relocation fees are not included.

This is a request to proceed with the Hickory Springs Parkway widening on the above parcels included in Priority 1 and Priority 2. We have 2 appraisers available, so the work could start on both phases simultaneously.

Also, this is to request that we be allowed to proceed with title work.

Please advise. If you have questions, you may contact me at 706-215-0003 or Mickie McJunkin at 404-291-9577.

Sincerely,

Donald B. Clerici
Donald B. Clerici, P. E.
BM&K, an LJA Company

Cc: Mickie McJunkin

ITEM REPORT

AGENDA ITEM NUMBER: VIII.E.



FROM: Robert H. Logan, City Manager

MEETING DATE: October 20, 2025

AGENDA ITEM: Partnership Agreement between the Cherokee County Board of Education and the City of Holly Springs.

EXECUTIVE SUMMARY:

This is a renewal of the Partnership Agreement between the Cherokee County Board of Education and the City of Holly Springs last approved in October 2019. There have been no significant changes made to the agreement. Upon approval, the agreement will be in effect from October 2025 through October 2026, and will automatically renew for additional terms not to exceed five years unless either party notifies the other at least 60 days prior to the renewal date.

IS THIS A BUDGETED ITEM?

N/A

FUNDING SOURCE:

N/A

FISCAL IMPACT:

Not applicable.

ATTACHMENTS:

1. Renewal - Partnership Agreement

RECOMMENDATION:

The staff recommendation is approval of the Partnership Agreement.

CONCURRENCES:

City Manager

PARTNERSHIP AGREEMENT
BETWEEN
THE CHEROKEE COUNTY BOARD OF EDUCATION
AND
THE CITY OF HOLLY SPRINGS

This agreement entered into on this 17th day of October, 2019~~25~~ by and between the Cherokee County Board of Education, hereinafter referred to as the "School Board," and The City of Holly Springs hereinafter referred to as "Holly Springs."

WHEREAS, the School Board's mission is to educate the emerging generation through learning environments designed to increase the performance of all students; and,

~~WHEREAS, one of the School Board's Major System Priorities is to increase parental and community involvement through public engagement policies and practices that treat parents, businesses, community-based organizations and agencies, local institutions of higher learning and other public entities as true partners in the educational process; and,~~

WHEREAS, Holly Springs' mission is to provide efficient and effective municipal services to Holly Springs residents, recognize and collaborate on regional issues in order to maintain and improve the quality of life for the citizens of Holly Springs; and,

WHEREAS, Holly Springs is located in the heart of Cherokee County extending from the Little River to the south, to exit 14 of I-575 to the north, to Marble Quarry Road to the west to ~~Harmony on the Lake Drive~~ Hickory Flat Highway to the east; and,

WHEREAS, Holly Springs' current projections indicate continued growth for years to come and the city plans to take an aggressive and pro-active approach to deal with the anticipated growth.

Now therefore in consideration of the covenants and conditions set forth herein the parties agree as follows:

ARTICLE I

The parties agree that the foregoing recitals are true and correct and incorporated herein by reference:

ARTICLE II

The School Board will:

1. Assess no costs to the other party in cases of ~~easement~~ granting easements.

2. Share information and facilities in emergency situations, such as natural disasters and inclement weather; and share information concerning road conditions, especially in inclement weather.
3. Continue to allow the City use of school facilities upon request, waiving the rental fee as reflected in School Board Policy KG ~~including, but not limited to, use of the Holly Springs Elementary School parking lot for the City's annual Autumn Fest and Easter Egg Hunt events.~~
4. Evaluate and allow joint purchasing opportunities for goods and services on a case-by-case basis.
5. Evaluate and allow on a case-by-case basis alternate financing opportunities by the City and Downtown Development Authority of Holly Springs to construct infrastructure or acquire land for redevelopment opportunities such as community improvement districts, business improvement districts and tax allocation districts, ~~the City and the Holly Springs Downtown Development Authority.~~
6. Participate with the City's long-term planning effort and provide input as to school capacity, planning and construction efforts.
7. Promote ongoing coordinating efforts to assess the locations and types of future population growth. This includes the school system being directly involved in land use projections and discussions of such, so that future school sites will not adversely impact Holly Springs' plans for land usage. This initiative will include the sharing of database information, such as population trends, enrollment, zoning applications, etc.
8. Develop methods to work in conjunction with the City in its zoning process, so that developers are routinely expected to discuss mitigating the financial impact on the school system and Holly Springs.
9. Recognize and welcome input when initiated or requested by a City representative at School Board meetings, so that school system recommendations and decisions made in such meetings are routinely considered by the City in that forum, as need be.
10. Provide regular opportunities for City representatives to inspect surplus property in order to determine if there may be a need for such property (first right of refusal).
11. Pursue joint grant opportunities in both parties' best interests.
12. Promote the City's community special events through existing communication channels, as permitted by School Board policy.
13. Track developer contributions collected by the City on behalf of the School Board and provide the City with an annual report of capital improvement investments made at schools attended by students from the City.

ARTICLE III

Holly Springs will:

1. Assess no costs to the other party in cases of ~~easement~~ granting easements of City-controlled property.
2. Assess no costs to the other party in terms of storm water ~~impact~~ fees.
3. Share information and facilities in emergency situations, such as natural disasters and inclement weather; and share information concerning road conditions, especially in inclement weather
4. Coordinate needs determinations and future City construction projects with the School Board's Department of Planning and Forecasting.
5. Evaluate and allow joint purchasing opportunities for goods and services on a case by case basis.
6. Promote ongoing efforts to assess the locations and types of future population growth. This includes the school system being directly involved in land use projections and discussions of such, so that future school sites will not adversely impact City plans for land usage and vice versa. This initiative will include the sharing of database information, such as population trends, enrollment, zoning applications, etc.
7. Work in conjunction with the School Board in the City zoning process to request mitigation of the financial impact of residential developments on the school system.
8. Recognize and reserve time for input for a school system representative at public zoning meetings so that school system analysis and recommendations made in such meetings are routinely considered by the City in that forum. When requested by the School Board, the same courtesy shall be applicable to City Council meetings.
9. Include School Board system analysis documentation in zoning packets which are distributed to the Planning Commission and City Council in advance of all public meetings and incorporate a summary of the analysis within the City's zoning analysis.
10. Provide judges for the School System Science Fair, Young Authors Fair, Governors Honors, Speech Contests and other related functions.
11. Provide and establish a Speakers Bureau list, for City employees to serve as classroom speakers on requested topics.
12. Provide release time with pay to employees in order for them to work with and mentor principals, teachers and students to ensure that student achievement gains are recognized, particularly in the subject areas of science and math.
13. Provide internship opportunities for Cherokee County students as it relates to the School Board's ~~future~~ Career/Technical Education "~~Senior Project~~" requirements in all applicable fields.
14. Pursue joint grant opportunities in both parties' best interests.
15. Assess fees as each residential building permit is pulled and remit said fees to the School Board on a quarterly basis.

16. Allow the School Board to use the City-owned portion of J.C. Mullins Park upon request, waiving the rental fee and deposit as set forth in the City of Holly Springs Municipal Service Master Fee Schedule.

17. ~~Shall~~ Provide portable police radios in the front office of each school within the City to enhance security and communication in the event that the school needs assistance from the City of Holly Springs Police Department.

18. Provide opportunities for Senior Projects for high school students including service as project mentors when staff members and/or volunteers are available. 19. Accept all children/interested participants for participation within its programs without regard to their gender, race, political affiliation, age, national origin or handicapping condition or any other discrimination recognized and prohibited by State or Federal Law. Children/participants with handicaps must be provided all necessary levels of supervision and must be included within the activities of the partnering organization. As a result of this partnership agreement, Holly Springs must adhere to all local, State or Federal laws regarding education.

ARTICLE IV

The term of this contract is October ~~17~~6, 2019~~25~~25 through October ~~17~~6, 2020~~26~~26. This contract shall automatically renew for additional terms not to exceed five years unless either party notifies the other at least 60 days prior to renewal date.

ARTICLE V

This contract may be terminated by either party upon thirty (30) days written notice to the other party with or without cause. All notice of this contract shall be given to the Superintendent of Cherokee County Schools at PO Box 769, Canton, Georgia ~~30114~~ 30169, and to the City Manager of Holly Springs, at ~~100 Hickory Circle, P.O. Box 990~~ 3237 Holly Springs Parkway, Holly Springs, Georgia ~~30142~~ 30115.

IN WITNESS WHEREOF the parties have executed this document the first date referred to herein.

CITY OF HOLLY SPRINGS

THE CHEROKEE COUNTY BOARD
OF EDUCATION

By: Ryan P. Shirley, Mayor

By: Janet Read Welch, Chairman

By: Rob Logan, City Manager

By: Mary Elizabeth Davis, PhD
Superintendent of Schools

Approved as to form:

Abby Roach, Esquire

ITEM REPORT

AGENDA ITEM NUMBER: VIII.F.



FROM: Nancy Moon, Community Development Director

MEETING DATE: October 20, 2025

AGENDA ITEM: Bond Release for Performance Bond #LICX1978521 and Maintenance Bond #LICX1978522 for Town Walk Subdivision.

EXECUTIVE SUMMARY:

The applicant has requested release of the following bonds:

Development	Type	Number	Amount
Town Walk	Maintenance	LICX1216442	\$9,000
Town Walk	Performance	LICX1216443	\$56,250
Town Walk	Maintenance	LICX1216444	\$18,200
Town Walk	Performance	LICX1216444	\$113,750
Town Walk	Performance	LICX1978521	\$172,734
Town Walk	Maintenance	LICX1978522	\$83,973

IS THIS A BUDGETED ITEM?

N/A

FUNDING SOURCE:

N/A

FISCAL IMPACT:

N/A

ATTACHMENTS:

None

RECOMMENDATION:

The staff recommendation is approval of the release of the bonds.

CONCURRENCES:

City Engineer

City Manager

ITEM REPORT

AGENDA ITEM NUMBER: VIII.G.



FROM: Nancy Moon, Community Development Director

MEETING DATE: October 20, 2025

AGENDA ITEM: Resolution to accept and authorize streets to become publicly maintained in the Town Walk subdivision.

EXECUTIVE SUMMARY:

The following streets within Town Walk subdivision have been requested for acceptance by the City:

Subdivision	Street Name	Length (Linear ft.)
Town Walk	Town Walk Drive	537
Town Walk	Town Way	104

IS THIS A BUDGETED ITEM?

N/A

FUNDING SOURCE:

N/A

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Resolution and Exhibit A

RECOMMENDATION:

The staff recommendation is approval of the request to accept the streets.

CONCURRENCES:

City Manager

City Engineer

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLLY SPRINGS, GEORGIA, TO ACCEPT AND AUTHORIZE STREETS TO BECOME PUBLICLY MAINTAINED STREETS

WHEREAS, the City of Holly Springs has general authority and control over the streets within its jurisdiction, including the acceptance of streets for maintenance purposes; and

WHEREAS, the below mentioned streets are located within the corporate limits of the City of Holly Springs; and

WHEREAS, the below-mentioned streets have been constructed and inspected in accordance with the standard specification and details; and

WHEREAS, the below-mentioned streets, as shown on the attached map, Exhibit “A”, be placed upon the Municipal Street System as municipally-maintained streets; and

NOW THEREFORE, IT IS HEREBY RESOLVED that the Mayor and City Council of the City of Holly Springs hereby accept and authorize the following streets, substantially as set forth in Exhibit “A” attached hereto and located within Town Walk subdivision, to become publicly maintained streets:

Subdivision	Road	Linear Feet
Town Walk	Town Walk Drive	537
Town Walk	Town Way	104

This Resolution is adopted this 20th day of October, 2025.

CITY OF HOLLY SPRINGS

Ryan P. Shirley, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

Plot
Recorded 1/2/2024 1:45 PM
Party Buyer
Clerk of Superior Court
Cherokee County, GA
Book 120 Page 1092
Participant ISC 9822841399

Exhibit A

OWNER OF THE SURVEYED PROPERTY RECORDS
RECORDING

HATCHING LEGEND	
	EASEMENT
	EASEMENT
	EASEMENT
	EASEMENT
	EASEMENT

SURVEYOR'S CERTIFICATION

AS REQUIRED BY SUBSECTION 16-6-67 OF O.C.G.A.
SECTION 16-6-67, THIS PLAT HAS BEEN PREPARED BY
A LAND SURVEYOR AND APPROVED BY ALL
APPLICABLE LOCAL JURISDICTIONS FOR RECORDING
AS EVIDENCED BY APPROVAL CERTIFICATES
SIGNATURES, STAMPS, OR STATEMENTS HEREON.
SUCH APPROVALS OR AFFIRMATIONS SHOULD BE
CONFERRED WITH THE APPROPRIATE
GOVERNMENTAL BODIES BY ANY PURCHASER OR
USER OF THIS PLAT AS TO INTENDED USE OF ANY
PARCEL. FURTHERMORE, THE UNDERSIGNED LAND
SURVEYOR CERTIFIES THAT THIS PLAT COMES
WITH THE MINIMUM TECHNICAL STANDARDS FOR
PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN
THE RULES AND REGULATIONS OF THE GEORGIA
BOARD OF REGISTRATION FOR PROFESSIONAL
ENGINEERS AND LAND SURVEYORS AND AS SET
FORTH IN O.C.G.A. SECTION 16-6-67.

Clinton R. Coulter
CLINTON R. COULTER
GEORGIA REGISTERED LAND SURVEYOR NO. 3471

DATE: 10/26/2023

ABBREVIATION LEGEND	
100	100' WIDE EASEMENT
10	10' WIDE EASEMENT
15	15' WIDE EASEMENT
20	20' WIDE EASEMENT
25	25' WIDE EASEMENT
30	30' WIDE EASEMENT
35	35' WIDE EASEMENT
40	40' WIDE EASEMENT
45	45' WIDE EASEMENT
50	50' WIDE EASEMENT
55	55' WIDE EASEMENT
60	60' WIDE EASEMENT
65	65' WIDE EASEMENT
70	70' WIDE EASEMENT
75	75' WIDE EASEMENT
80	80' WIDE EASEMENT
85	85' WIDE EASEMENT
90	90' WIDE EASEMENT
95	95' WIDE EASEMENT
100	100' WIDE EASEMENT

SYMBOL LEGEND	
1	EXISTING MEASURED
2	EXISTING PLANNED EING SECTION
3	EXISTING TRUNK PUMP LIFTATION BASIN
4	EXISTING DOUBLE WING CATCH BASIN
5	EXISTING PESTICIDE INLET
6	EXISTING JUNCTION BOX
7	EXISTING CATCHMENT
8	EXISTING PESTICIDE INLET
9	EXISTING OUTLET CONTROL STRUCTURE
10	EXISTING PIPE
11	EXISTING VALVE
12	EXISTING WATER METER
13	EXISTING SANITARY SEWER MANHOLE
14	EXISTING SANITARY SEWER MANHOLE
15	EXISTING SANITARY SEWER MANHOLE
16	EXISTING SANITARY SEWER MANHOLE
17	EXISTING SANITARY SEWER MANHOLE
18	EXISTING SANITARY SEWER MANHOLE
19	EXISTING SANITARY SEWER MANHOLE
20	EXISTING SANITARY SEWER MANHOLE

LINE LEGEND	
1	EXISTING EASEMENT
2	EXISTING EASEMENT
3	EXISTING EASEMENT
4	EXISTING EASEMENT
5	EXISTING EASEMENT
6	EXISTING EASEMENT
7	EXISTING EASEMENT
8	EXISTING EASEMENT
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16	EXISTING EASEMENT
17	EXISTING EASEMENT
18	EXISTING EASEMENT
19	EXISTING EASEMENT
20	EXISTING EASEMENT

CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY CERTIFICATION

CERTIFICATE OF CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY "SUBSANT" TO ALL
REQUIREMENTS OF THE CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY HAVING BEEN FULFILLED.
THIS PLAN IS APPROVED FOR RECORDING.

John D. Dyer
CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY

DATE: 10-24-2023



GASKINS + LECRAW

1020 GASKINS + LECRAW, INC.
CANTON, GA 30114
PHONE: 770-875-2900
WWW.GASKINS-LECRAW.COM

REVISIONS	
1	10/26/2023
2	10/26/2023
3	10/26/2023
4	10/26/2023
5	10/26/2023
6	10/26/2023
7	10/26/2023
8	10/26/2023
9	10/26/2023
10	10/26/2023

TOWN WALK
LAND LOT 344
CITY OF HOLLY SPRINGS
CHEROKEE COUNTY, GA

811
Know what's below.
Call before you dig.

SCALE & NORTH ARROW

SCALE: 1" = 10'

NORTH ARROW

SURVEY INFO	
OWNER BY	ISC
REVIEWED BY	ISC
FIELD DATE	10/26/2023
OFFICE DATE	10/26/2023
APP	ISC

SHEET TITLE

3 OF 4

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ITEM REPORT

AGENDA ITEM NUMBER: VIII.H.



FROM: Karen Norred, Assistant City Manager/City Clerk

MEETING DATE: October 20, 2025

AGENDA ITEM: Create a Job Description for Human Resources Generalist.

EXECUTIVE SUMMARY:

The addition of a Human Resources Generalist would provide critical support in day-to-day operations, allowing to respond more efficiently to employee needs, and maintain compliance. This position would be responsible for a broad range of Human Resources (HR) duties including recruitment, employee relations, benefits administration, training, risk management, and policy implementation.

IS THIS A BUDGETED ITEM?

No

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

This position would be classified as a Grade 17, which starts at \$27.26 per hour.

ATTACHMENTS:

1. CC08 - Human Resources Generalist

RECOMMENDATION:

The staff recommends approving the creation of a job description for a Human Resources Generalist.

CONCURRENCES:

City Manager

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: Human Resources Generalist
2. Department: Finance and Administration Division: City Clerk's Office
3. FLSA Classification: Non-exempt Pay Grade: 17

B. INTRODUCTORY STATEMENT

This position is responsible for a broad range of Human Resources (HR) duties including recruitment, employee relations, benefits administration, training, risk management, and policy implementation.

C. ESSENTIAL JOB FUNCTIONS

1. Assists in administering day-to-day HR operations including onboarding, offboarding, and personnel file management.
2. Assists departments with recruitment efforts: posting jobs, screening applicants, coordinating interviews, and processing new hires.
3. Provides guidance to employees and supervisors on HR policies, procedures, and labor laws.
4. Supports benefits administration including enrollment, changes, and employee inquiries.
5. Develops and coordinates employee training and development programs.
6. Maintains Human Resources Information System and ensures data accuracy and confidentiality.
7. Prepares reports for compliance, audits, and internal analysis.
8. Assists in the development and revision of policies and procedures.
9. Participates in special projects and initiatives to improve services and employee engagement.
10. Assists in managing claims activity and processing various claims, including workers' compensation, property, casualty, general liability, and automobile liability.; coordinates safety policies and procedures.
11. Assists in managing risk initiatives to protect the City's assets and reduce losses from employee injuries, accidents, or liability exposures.

12. Assists in managing relationships with third-party services providers, including brokers and insurers.
13. Maintains organized and confidential digital and physical filing systems.
14. Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

1. Knowledge of risk management principles.
2. Knowledge of standard human resources management practices, and principles.
3. Knowledge of state and federal laws and regulations related to human resources and risk management.
4. Knowledge of records retention guidelines.
5. Proficiency in Microsoft Office (Word, Excel, Outlook); Human Resources Information System (HRIS) and records management software experience is a plus. Skill in the use of modern office principals and equipment.
6. Skill in the maintenance of files and records.
7. Skill in problem solving.
8. Skill in prioritizing and planning. Strong organizational and time management skills.
9. Strong interpersonal, communication, organizational, and time management skills.
10. Ability to handle sensitive information with discretion and professionalism
11. Skill in oral and written communication.

2. Responsibility

- a. This position has no supervision over any other employees.

3. Personal Work Relationships

- a. Contacts are typically with coworkers, other city employees, elected and appointed officials, representatives of other municipal governments, attorneys, vendors, representatives of community organizations, business leaders, insurance brokers, and the general public.

- b. Contacts are typically to exchange information, negotiate matters, resolve problems, and provide services.

4. Physical Effort and Work Environment

- a. The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping.
- b. The work is typically performed in an office.

5. Guidelines

- a. Guidelines include relevant state and federal laws, employment laws, the city charter and the city code. These guidelines require judgment, selection, and interpretation in application.

6. Complexity and Scope of Work

- a. The work consists of varied management and administrative duties. The variety of tasks to be performed contributes to the complexity of the work.
- b. The purpose of this position is to coordinate the city's risk management and human resources functions. Successful performance contributes to the efficiency, effectiveness and propriety of a variety of city functions and operations.

7. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- b. Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having two-four years of experience in Human Resources, Risk Management preferably in government or public sector.

PHR or SHRM-CP certification preferred

8. Supervisory Controls

- a. The Assistant City Manager/City Clerk assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Human Resources Generalist with the City of Holly Springs.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date