

City of Holly Springs
Finance and Administration Committee Special Called Meeting Minutes
November 4, 2025
5:00 PM

Committee Members Present: Chair Dee Phillips, Co-Chair Michael Zenchuk II, and Mayor Ryan Shirley.

Committee Members Not Present: None.

Elected Officials Present: None.

Staff Present: City Manager Robert H. Logan, and Assistant City Manager/City Clerk Karen Norred.

I. CALL TO ORDER

Chair Dee Phillips called the Finance and Administration Committee Special Called Meeting to order.

II. OLD BUSINESS

A. 2026 Budget Appropriations for the Year Ending December 31, 2026.

Mayor Shirley made a motion to recommend the budget as presented. Co-Chair Zenchuk seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

III. NEW BUSINESS

A. Temporary Advance for Intergovernmental Receivable from the Atlanta Regional Commission (ARC) Workforce Innovation and Opportunity Act (WIOA) Youth Services Contract (042527).

Co-Chair Zenchuk made a motion to approve the temporary advance from the General Fund. Mayor Shirley seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

B. Renewal of Health Insurance effective January 1, 2026, with Cigna Healthcare for the medical, dental, and vision lines of coverage.

Co-Chair Zenchuk made a motion to approve the renewal and the proposed increase in employee contributions as presented.

	Base Plan	Buy-Up Plan
	Bi-Weekly \$ Increase	Bi-Weekly \$ Increase
Employee	\$5.08	\$21.72
Employee + Spouse	\$32.99	\$63.54
Employee + Child(ren)	\$29.18	\$57.83
Family	\$57.10	\$99.65

Mayor Shirley seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

- C. Renewal of Supplemental Insurance effective January 1, 2026, with the Standard Insurance Company for the Basic Life and AD&D Insurance, the voluntary life insurance, the short-term disability, the long-term disability, the voluntary accident insurance, and the voluntary critical illness insurance lines of coverage.

Co-Chair Zenchuk made a motion to approve. Mayor Shirley seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

- D. Renewal of the Health Reimbursement Arrangement (HRA); Medical Flexible Spending Account (FSA); COBRA administration effective January 1, 2026, with Medcom.

Co-Chair Zenchuk made a motion to approve. Mayor Shirley seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

IV. REPORTS

Mr. Logan stated that he had received a request from Kendall Jones to consider appointing him as the City of Holly Springs' representative to the Cherokee Regional Land Bank Authority. The Cherokee Regional Land Bank Authority Intergovernmental Contract will be on the December 15th agenda for City Council consideration.

Mr. Logan also mentioned that a proposed change to the Financial Management Policy will be on the November 17th agenda for City Council consideration.

V. ADJOURNMENT

Co-Chair Zenchuk made a motion to adjourn the meeting. Mayor Shirley seconded the motion. Motion carried. Yes 3, No 0, Abstained 0.

Respectfully submitted.

Dee Phillips, Chair

Attest:

Karen Norred, City Clerk (Seal)