

**City of Holly Springs
City Council Meeting Minutes
November 17, 2025
6:30 PM**

Elected Officials Present: Mayor Ryan P. Shirley, Mayor Pro Tem Michael Zenchuk II, Councilwoman Dee Phillips, Councilman Kyle Whitaker, Councilman Kevin Moore, and 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, Finance Director Denise Lamazares, Community Development Director Nancy Moon, IT/Facilities Manager Ron Carter, Senior Building Inspector Elliot Robinson, Senior Building Inspector Joe Worthington, Chief Tommy Keheley, Deputy Chief Greg Clyburn, Captain Jeff Lance, Lieutenant Naveed Babar, Sergeant Megan Yeager, and Officer Eric Bastress.

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. Presentation by Cherokee County School District Superintendent
Dr. Mary Elizabeth Davis
- B. Employee Service Recognition - Five Years of Service
Joe Worthington
- C. Annual Comprehensive Financial Report - Denise Lamazares
- D. State Certification Renewal

V. PUBLIC COMMENTS

None.

VI. CONSENT AGENDA

- A. October 20, 2025 City Council Meeting Minutes.

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

VII. OLD BUSINESS

VIII. NEW BUSINESS

- A. Proposed amendment to the City of Holly Springs Financial Management Policy, Purchasing Policies, Section I, Centralized Purchasing System, Items D, E, and F pursuant to House Bill 137 passed by the Georgia General Assembly and effective July 1, 2025.

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

- B. Change Order dated October 26, 2025, from Summit Construction & Development, LLC to relocate the water meter vault for the Holly Springs Municipal Building in an amount not to exceed \$32,500.

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

- C. Professional Services Agreement between Southeastern Engineering, Inc. (SEI) and the City of Holly Springs to update the parking report for the Holly Springs Town Center in an amount not to exceed \$5,000.

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

- D. Proposal dated October 22, 2025, from Foresite Group, LLC for Professional Design Services to Add Service #7 Parking Deck Landscape Design as shown in Exhibit "A", in an amount not to exceed \$7,800.

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

- E. Change Order #1, dated November 3, 2025, from Triad Building Solutions, LLC, for the installation of 26-gauge pre-finished color standing-seam metal roofing with ice and water shields, 6" box style gutters, and 4" box style downspouts for Towers A and B in the Holly Springs Town Center Parking Deck, in an amount not to exceed \$4,556.25.

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

- F. Change Order #1, dated November 6, 2025, from Ecu Builders, Inc. for the replacement of oriented strand board (OSB) on Towers A and B in the Holly Springs Town Center Parking Deck, in an amount not to exceed \$3,500.

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

- G. Change Order #2, dated November 6, 2025, from Ecu Builders, Inc. for the installation of fascia, soffit, and decorative brackets on Towers A and B in the Holly Springs Parking Deck, in an amount not to exceed \$4,142.69.

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

- H. Agreement, dated October 28, 2025, from Kimley-Horn for structural special inspections, mechanical, electrical, and plumbing (MEP) observations, and material testing for the City of Holly Springs Amphitheater in an amount not to exceed \$95,000, and authorize the Mayor to execute the agreement upon approval of the City Attorney.

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

- I. Agreement, dated November 13, 2025, from Kimley-Horn for structural special inspections, mechanical, electrical, and plumbing (MEP) observations, and material testing for the City of Holly Springs City Hall in an amount not to exceed \$226,600, and authorize the Mayor to execute the agreement upon approval of the City Attorney.

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

- J. Award the City of Holly Springs Annual Contract for Sidewalk Repair and Tree Removal Services (RFP #2025-01) to Douglas Outdoors, LLC and authorize the Mayor to execute the Agreement between the City of Holly Springs, Georgia and Douglas Outdoors, LLC upon approval of the City Attorney.

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

- K. Resolution authorizing the submittal of the Georgia Department of Transportation Local Maintenance and Improvement Grant (LMIG) application for the fiscal year 2026.

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

- L. Workforce Innovation and Opportunity Act (WIOA) Youth Services Contract (042527) between the City of Holly Springs, Georgia and the Atlanta Regional Commission (ARC).

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

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

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

- N. Special Event Permit Application from the Holly Springs Optimist Club for the Holly Jolly Christmas Parade.

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

- O. Agreement between Jolly Ole St. John LLC and the City of Holly Springs.

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

- P. Resolution of the City of Holly Springs, Georgia authorizing the renewal of the Health Insurance effective January 1, 2026 with Cigna Healthcare for the medical, dental, and vision coverage.

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

- Q. Resolution of the City of Holly Springs, Georgia authorizing the renewal of the Supplemental Insurance effective January 1, 2026 with The Standard Insurance Company for Basic Life and Accidental Death & Dismemberment (AD&D) Insurance, voluntary life insurance, short-term disability, long-term disability, voluntary accident insurance, and voluntary critical illness insurance plans.

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

- R. Resolution of the City of Holly Springs, Georgia, authorizing the renewal of the

coverage effective January 1, 2026, with Medcom for the Health Reimbursement Arrangement (HRA), Medical Flexible Spending Account (FSA), and the COBRA administration.

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

- S. Bond Release for Performance Bonds #1001028360, #1001028361, and #1001177722, and Maintenance Bonds #1001028358, #1001028359, and #1001177723 for Edgewater Subdivision Phase 5.

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

- T. Resolution to accept and authorize streets to become publicly maintained in Edgewater Subdivision-Phase 5.

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

- U. Bond Release for Maintenance Bonds #LICX1216532, #LICX1216534, and #LICX1978515 for Province Subdivision.

Councilman Whitaker made a motion to approve Item U upon approval of the city arborist. Mayor Pro Tem Zenchuk seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- V. Resolution to accept and authorize streets to become publicly maintained in Province Subdivision.

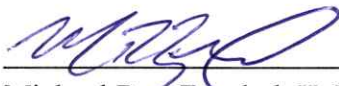
Councilman Whitaker made a motion to approve Item V upon approval of the city arborist. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

IX. 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.


Michael Roy Zenchuk II, Mayor Pro Tem

Attest:


Karen Norred, City Clerk (Seal)

