

**City of Holly Springs
City Council Meeting Minutes
December 15, 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, Community Development Director Nancy Moon, IT/Facilities Manager Ron Carter, Communications and External Affairs Director Erin Honea, Court Administrator Donna Sanders, Accounting Specialist Becky Bruce, Public Works Director Alex Gray, Chief Tommy Keheley, and Deputy Chief Greg Clyburn.

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. Cherokee Regional Land Bank Authority Presentation
Brantley Day

B. Ron Carter Day Proclamation

V. PUBLIC COMMENTS

None.

VI. CONSENT AGENDA

A. December 4, 2025 City Council Meeting Minutes.

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

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

- A. Ordinance of the City of Holly Springs approving appropriations for the year 2026 General Fund, Operating Grant Fund, Parks and Recreation Fund, Tax Allocation District Fund, Hotel/Motel Tax Fund, Special Purpose Local Option Sales Tax (SPLOST) VI Fund, Transportation Special Local Option Sales Tax (TSPLOST) Fund, Town Center Fund, Urban Redevelopment Agency, Debt Service Fund, and Stormwater Fund.

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

- B. Ordinance of the City of Holly Springs approving appropriations for the five-year Capital Improvement Plan (CIP) 2026-2030.

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

- C. 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.

Councilwoman Phillips made a motion to approve Item C. Councilman Wilbur 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 members to the Downtown Development Authority of Holly Springs.

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

- E. 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.

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

- F. Intergovernmental Agreement (IGA) among Cherokee County, Georgia and the cities of Canton, Holly Springs, and Woodstock, for the establishment of the Cherokee Regional Land Bank Authority and authorize the Mayor to execute the agreement upon approval of the City Attorney.

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

- G. Resolution for the City of Holly Springs Mayor and City Council to appoint a member to the Cherokee Regional Land Bank Authority.

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

- H. Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Holly Springs Parks and Recreation Authority.

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

- I. Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Holly Springs Planning and Zoning Commission.

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

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

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

- K. Resolution for the City of Holly Springs Mayor and City Council to appoint the City of Holly Springs Municipal Court Judge.

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

- L. 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.

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

- M. Resolution for the City of Holly Springs Mayor and City Council to appoint a member to the Cherokee County Development Authority.

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

- N. Amend The Code of the City of Holly Springs, Georgia, Article I, In General, Section 74-5, Enforcement of posted parking time limitations in city-designated parking areas.

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

- O. Amend The Code of the City of Holly Springs, Georgia, Article V, Parking, Section 74-121, Parking Decks and Other Covered Parking Structures.

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

- P. Underground Easement between the City of Holly Springs, Georgia and Georgia Power Company concerning an easement area to construct the Holly Springs Town Center Commercial (Cherokee County) underground power cable, transformers, service pedestals, and other necessary equipment in the approximate locations shown on Exhibit A, and to ratify the Mayor's signature.

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. Time extension request from Crown Service Contractors for the Holly Springs Town Center Parking Deck Electrical Project, RFB #2024-06.

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

- R. Master Agreement between i3 - Software Services, LLC and the City of Holly Springs, Georgia, for professional services for the recovery of payments for delinquent court fines, fees, court costs, restitution, and other obligations owed to the City of Holly Springs Municipal Court pursuant to the Official Code of Georgia Annotated (OCGA) 15-21-12.

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

- S. Information Technology and Facility Maintenance Agreement between the City of Holly Springs, Georgia and Black Sands Technical Services, LLC.

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

- T. Renewal of the 2026 Alcohol License for 7 Tequilas Mexican Restaurant Inc. DBA 7 Tequilas Mexican Restaurant.

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

- U. 2026 Georgia Municipal Association Worker's Compensation Self Insurance Fund Renewal.

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

- V. 2026 Meetings Calendar.

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

- W. Resolution to set qualifying fees for the City of Holly Springs, Georgia Municipal Election to be held on November 3, 2026.

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

- X. Quote # Q-01879067 between DocuSign, Inc. and the City of Holly Springs, Georgia concerning an annual renewal subscription for an eSignature Business Product for State and Local Government, in the amount of \$3,369.60.

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

- Y. Resolution to declare the property described in Exhibit "A" as surplus and authorize its sale or disposal.

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

- Z. Quote #1138 dated November 3, 2025, from NeSmith Electric, Inc., for an electrical panel removal and replacement located at JC Mullins Field, 150 Childers Academic Circle, Holly Springs, GA 30115, in an amount not to exceed \$3,157.00.

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

IX. REPORTS

A. 2025 Annual Stormwater Report

Public Works Director Alex Gray presented the 2025 Annual Stormwater Report.

X. ADJOURNMENT

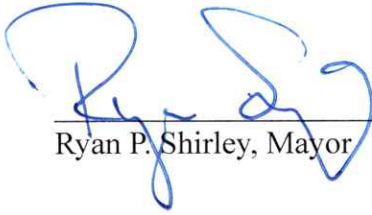
Mayor Pro Tem Zenchuk made a motion to adjourn the meeting and go into Executive Session for the purposes of Real Estate and Litigation. Councilwoman Phillips seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

X. EXECUTIVE SESSION

A. Real Estate

B. Litigation

Respectfully submitted.



Ryan P. Shirley, Mayor

Attest:



Karen Norred, City Clerk
(Seal)

