

**City of Holly Springs
City Council Work Session Minutes
November 20, 2023**

Elected Officials Present: Mayor Steven W. Miller, Mayor Pro Tem Michael Roy Zenchuk II, Councilman Jeff Wilbur, Councilwoman Dee Phillips, and Councilman Kyle Whitaker.

Elected Officials Absent: Councilman Kevin Moore

Staff Present: City Attorney Bobby Dyer, City Manager Robert H. Logan, City Clerk/Human Resources Director Karen Norred, Finance Director Denise Lamazares, Community Development Director Nancy Moon, Chief Tommy Keheley, Deputy Chief Greg Clyburn and Information Technology Manager/Facilities Manager Ron Carter.

I. Call to Order

Mayor Miller called the Work Session to order.

II. Public Comments

No public comments were made.

III. Unfinished Business

- A. Discussed a resolution authorizing the renewal of the Medical Flexible Spending Account with Medcom

IV. New Business

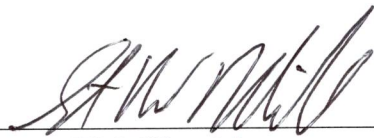
- A. Discussed a request for No Parking signs to be installed in the right-of-way on Ash Street
- B. Discussed a rental agreement between the City of Holly Springs, Georgia and Prime Storage Holly Springs, LLC
- C. Discussed granting a utility easement from the City of Holly Springs, Georgia to Idletown Development, Inc.
- D. Discussed change order #001 from Magnum Contracting, LLC for Barrett Memorial & Taylors Farm/Barrett Springs Parks Improvement Project
- E. Discussed a resolution authorizing the submittal of the Georgia Department of Transportation Local Maintenance & Improvement Grant (LMIG) application for the Fiscal Year 2024

- F. Discussed a job description for the position of Training Assistant in the Police Department
- G. Discussed a quote for the annual subscription for Guardian Tracking provided by TargetSolutions Learning, LLC, d/b/a Vector Solutions
- H. Discussed a proposal from Place Maker Design for professional services related to the Holly Springs Town Center District
- I. Discussed the release of Performance Bonds for Charlotte's Ridge

V. Adjournment

Mayor Pro Tem Zenchuk made a motion to adjourn. Councilwoman Phillips seconded the motion. Motion carried 4-0.

Respectfully submitted.



Steven W. Miller, Mayor

Attest:



Karen Norred, City Clerk
(Seal)



**City of Holly Springs
City Council Business Meeting Minutes
November 20, 2023**

Elected Officials Present: Mayor Steven W. Miller, Mayor Pro Tem Michael Roy Zenchuk II, Councilman Jeff Wilbur, Councilwoman Dee Phillips, and Councilman Kyle Whitaker.

Elected Officials Absent: Councilman Kevin Moore

Staff Present: City Attorney Bobby Dyer, City Manager Robert H. Logan, City Clerk/Human Resources Director Karen Norred, Finance Director Denise Lamazares, Community Development Director Nancy Moon, Chief Tommy Keheley, Deputy Chief Greg Clyburn and Information Technology Manager/Facilities Manager Ron Carter.

I. Call To Order

Mayor Miller called the Business Meeting to order.

II. Pledge Of Allegiance

Mayor Miller led the Pledge of Allegiance.

III. Invocation

Mayor Pro Tem Zenchuk gave the invocation.

Mayor Pro Tem Zenchuk made a motion to amend the agenda to move Unfinished Business items A through P to the Consent Agenda. Councilman Wilbur seconded the motion. Motion carried 4-0.

IV. Consent Agenda

- A. October 2, 2023 City Council Work Session and Special Called Meeting Minutes
- B. October 16, 2023 City Council Work Session and Business Meeting Minutes

Unfinished Business Items

- A. Lease agreement for Suite A in the Train Depot among the City of Holly Springs, the Downtown Development Authority and Stonecrest Homes, GA, LLC
- B. Statement of Credit Availability Application and quote for Cochrans Creek Mitigation Bank concerning the Holly Springs Industrial Connector between the City of Holly Springs, Georgia and Dawsonville Bluffs, LLC, in an amount not to exceed \$698,517

- C. Statement of Credit Availability Application and quote for Conasauga Bend Mitigation Bank concerning the Holly Springs Industrial Connector between the City of Holly Springs, Georgia and Conasauga Bend Mitigation, LLC, in an amount not to exceed \$384,000
- D. An ordinance for the 2024 Budget Appropriation for the Year Ending December 31, 2024
- E. An ordinance for the 2024-2028 Capital Improvement Plan
- F. A 2% increase to the Employee Compensation Plan
- G. An ordinance to amend portions of Chapter 50 – Peddlers and Solicitors Article II – Solicitors, Peddlers and Itenerant Merchants
- H. The Andrews Technology Master Customer Agreement and UKG Time & Attendance Project Statement of Work, in an amount not to exceed \$3,890
- I. The release of a bond for Edgewater Phase 4A, Maintenance Bond #1001019805
- J. The release of a bond for Spring Meadows Phase 2A Maintenance Bond #SU1168536
- K. The release of agreements for Turner Village; Performance and Maintenance Escrow Agreements, and Stormwater Maintenance Cash Guarantee Agreement
- L. A resolution to accept and authorize streets to become publicly maintained streets, to include Fieldbrook Crossing and Stoneview Drive in Edgewater Phase 4A
- M. A resolution to accept and authorize streets to become publicly maintained streets, to include Ellenton Place and Treeline Trail in Spring Meadows Phase 2A
- N. A resolution to accept and authorize streets to become publicly maintained streets, to include Ruths Drive, Ruths Boulevard and Turner Lane in Turner Village
- O. Comfort Zone Heating & Cooling HVAC quote for the Public Works building, in an amount not to exceed \$12,456
- P. Quote #006627 from Interdev for data protection services provided by Barracuda Networks, Inc., in an amount not to exceed \$3,357

Mayor Pro Tem Zenchuk made a motion to approve the Consent Agenda. Councilwoman Phillips seconded the motion. Motion carried 4-0.

V. Unfinished Business

Items A through P were moved to the Consent Agenda.

VI. New Business

- A. Councilman Whitaker made a motion to approve a request for No Parking signs to be installed in the right-of-way on Ash Street. Councilman Wilbur seconded the motion. Motion carried 4-0.
- B. Councilman Whitaker made a motion to approve a rental agreement between the City of Holly Springs, Georgia and Prime Storage Holly Springs, LLC. Councilman Wilbur seconded the motion. Motion carried 4-0.
- C. Councilman Whitaker made a motion to approve granting a utility easement and perpetual right-of-way from the City of Holly Springs, Georgia to Idletown Development, Inc., and assigned to Cherokee County Water & Sewerage Authority for public use; for property located in Land Lot 592 of 15th District, 2nd Section, and being a strip of land described and shown on Exhibit A. Councilman Wilbur seconded the motion. Motion carried 4-0.
- D. Councilman Whitaker made a motion to approve change order #001 from Magnum Contracting, LLC for Barrett Memorial & Taylors Farm/Barrett Springs Parks Improvement Project, in an amount not to exceed \$27,745. Councilwoman Phillips seconded the motion. Motion carried 4-0.
- E. Mayor Pro Tem Zenchuk made a motion to approve a resolution authorizing the submittal of the Georgia Department of Transportation Local Maintenance & Improvement Grant (LMIG) application for the Fiscal Year 2024. Councilwoman Phillips seconded the motion. Motion carried 4-0.
- F. Councilwoman Phillips made a motion to approve a job description for the position of Training Assistant in the Police Department. Councilman Wilbur seconded the motion. Motion carried 4-0.
- G. Mayor Pro Tem Zenchuk made a motion to approve quote #Q-298178 for the annual subscription for the Employee Performance Management Software Guardian Tracking, provided by TargetSolutions Learning, LLC, d/b/a Vector Solutions, in an amount not to exceed \$3,419. Councilwoman Phillips seconded the motion. Motion carried 4-0.
- H. Councilwoman Phillips made a motion to approve a proposal from Place Maker Design for professional services related to the Holly Springs Town Center District. Mayor Pro Tem Zenchuk seconded the motion. Motion carried 4-0.
- I. Councilwoman Phillips made a motion to approve the release of bonds for Charlotte's Ridge to include Performance Bonds #PB02129600033 and #PB01129600030. Mayor Pro Tem Zenchuk seconded the motion. Motion carried 4-0.

J. Councilwoman Phillips made a motion to approve a resolution authorizing the renewal of the Medical Flexible Spending Account with Medcom for Plan Year January 1, 2024 through December 31, 2024. Councilman Wilbur seconded the motion. Motion carried 4-0.

V. Reports

Finance Director Denise Lamazares informed Mayor and Council that the October monthly financial report was included in the packet.

VI. Adjournment

Mayor Pro Tem Zenchuk made a motion to adjourn. Councilwoman Phillips seconded the motion. Motion carried 4-0.

Respectfully submitted.



Steven W. Miller, Mayor

Attest:



Karen Norred, City Clerk
(Seal)

