

City of Holly Springs
City Council Work Session Minutes
October 16, 2023

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

Staff Present: Jeff Rusbridge from the City Attorney's Office, City Manager Robert H. Logan, City Clerk/Human Resources Director Karen Norred, Chief Tommy Keheley, Deputy Chief Greg Clyburn and Information Technology Manager/Facilities Manager Ron Carter, Detective Estan Holloway and Sergeant John Burns.

I. Call to Order

Mayor Miller called the Work Session to order.

Mayor Pro Tem Zenchuk made a motion to amend the October 16, 2023 Work Session agenda to include Item L under New Business, Discuss a request from the Canton Police Department for the donation of 18 Watch Guard BWC cameras and 21 Watch Guard In-Car camera systems and to amend the October 16, 2023 Business Meeting agenda to include Item L under New Business, Approve/deny a request from the Canton Police Department for the donation of 18 Watch Guard BWC cameras and 21 Watch Guard In-Car camera systems. Councilman Whitaker seconded the motion. Motion carried 5-0.

II. Public Comments

No public comments were made.

III. Unfinished Business

- A. Discussed awarding the City of Holly Springs Depot Renovation Project to The Yanover Company DBA Yanover Construction

IV. New Business

- A. Discussed quote from Douglas Outdoors, LLC for sidewalk repair and tree removal services
- B. Discussed designation of City of Holly Springs staff members for a Review Team concerning the Intergovernmental Agreement for the I-575 and Sixes Road Area Transportation Plan
- C. Discussed a resolution of the City of Holly Springs, Georgia to amend the Municipal Services Master Fee Schedule
- D. Discussed a resolution of the City of Holly Springs, Georgia declaring certain property as surplus

- E. Discussed renewal of the medical, dental and vision insurance plans with Cigna Healthcare
- F. Discussed renewal of the Basic Life and AD&D Insurance, the voluntary life, the short-term and long-term disability, voluntary accident and critical illness insurance plans
- G. Discussed renewal of the Health Reimbursement Arrangement (HRA), the Medical Flexible Spending Account (FSA), and contracting the COBRA administration with Medcom
- H. Discussed quote from CivicPlus for an Agenda and Meeting Management Software
- I. Discussed quote from CivicPlus for a new website design, hosting and security implementation
- J. Discussed quote from Fire Systems, Inc. for the sprinkler system repairs at the Public Safety Building
- K. Discussed quote from ServiceWise Electric for electrical labor and materials at the Public Works Building
- L. Discussed the request from the Canton Police Department for the donation of eighteen (18) Watch Guard BWC cameras and twenty-one (21) Watch Guard In-Car camera systems

V. Adjournment

Mayor Pro Tem Zenchuk made a motion to adjourn. Councilman Moore seconded the motion. Motion carried 5-0.

City of Holly Springs
City Council Business Meeting Minutes
October 16, 2023

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

Staff Present: Jeff Rusbridge from the City Attorney's Office, City Manager Robert H. Logan, City Clerk/Human Resources Director Karen Norred, Chief Tommy Keheley, Deputy Chief Greg Clyburn and Information Technology Manager/Facilities Manager Ron Carter, Detective Estan Holloway and Sergeant John Burns.

I. Call to Order

Mayor Steven W. Miller called the Business Meeting to order.

II. Pledge of Allegiance

Mayor Steven W. Miller led the Pledge of Allegiance.

III. Invocation

Mayor Pro Tem Zenchuk gave the invocation.

IV. Presentations

Yard of the Month – James W. Jones, III

Employee Recognitions

Estan Holloway – One Year of Service

Innovation in Planning Award

Councilman Wilbur made a motion to amend the agenda to move Unfinished Business item A and New Business items A-C and E-K to the consent agenda. Councilman Whitaker seconded the motion. Motion carried 5-0.

V. Consent Agenda

- A. September 7, 2023 City Council Work Session and Special Called Meeting Minutes
- B. September 7, 2023 – 11:00 a.m. City Council Public Hearing Minutes
- C. September 7, 2023 – 6:30 p.m. City Council Public Hearing Minutes
- D. September 25, 2023 City Council Work Session and Business Meeting Minutes

Unfinished Business Item

- A. Awarding the City of Holly Springs Depot Renovation Project – RFB #2023-03 to The Yanover Company DBA Yanover Construction with the qualifying low bid, in an amount not to exceed \$156,555

New Business Items

- A. Quote #6 from Douglas Outdoors, LLC for sidewalk repair and tree removal services, in an amount not to exceed \$8,375
- B. Designation of City of Holly Springs staff members for a Review Team concerning the Intergovernmental Agreement for the I-575 and Sixes Road Area Transportation Plan, and to ratify the City Manager's signature
- C. Resolution of the City of Holly Springs, Georgia to amend the Municipal Services Master Fee Schedule for Public Right-of-Way Use Applications
- E. Resolution of the City of Holly Springs, Georgia authorizing the renewal of Health Insurance effective January 1, 2024 with Cigna Healthcare for the medical, dental and vision lines of coverage and to renew the Open Access Plus Plan OAP base as the medical base plan, and to renew the Open Access Plus Plan OAP buy-up as the buy-up option; to renew the Q5 DPPO \$1000/Ortho dental plan; to renew the C1-Standard PPO Comprehensive vision plan; and to authorize the City Clerk/HR Director to execute all documents pertaining to these matters
- F. Resolution of the City of Holly Springs, Georgia authorizing the renewal of the Basic Life and AD&D Insurance, the voluntary life insurance, the short-term disability, the renewal of the long-term disability, the voluntary accident insurance, the voluntary critical illness insurance with the Standard Insurance Company; and to authorize the City Clerk/HR Director to execute all documents pertaining to these matters for plan year January 1, 2024 through December 31, 2024
- G. Resolution of the City of Holly Springs, Georgia authorizing the renewal of the Health Reimbursement Arrangement (HRA) with Medcom to reimburse the last \$250 of the eligible participant's deductible; authorizing the renewal of the Medical Flexible Spending Account (FSA) with Medcom and to allow eligible participants to set aside up to the annual maximum of \$3,050 and to carry over up to \$610; the renewal of contracting the COBRA administration; and to authorize the City Clerk/HR Director to execute all documents pertaining to these matters for plan year January 1, 2024 through December 31, 2024
- H. Quote #Q-44382-1 from CivicPlus for the Agenda and Meeting Management Select Premium Software, in an amount not to exceed \$9,353
- I. Quote #Q-46067-1 from CivicPlus for the CivicEngage Central website design, hosting and security implementation, in an amount not to exceed \$26,912

- J. Quote #Q00013766 from Fire Systems, Inc. for the sprinkler system repairs at the Public Safety Building, in an amount not to exceed \$3,770
- K. Quote #7714 from ServiceWise Electric for electrical labor and materials at the Public Works Building, in an amount not to exceed \$26,541

VI. Unfinished Business

Item A was moved to the consent agenda

VII. New Business

Items A-C and E-K were moved to the consent agenda.

- D. Mayor Pro Tem Zenchuk made a motion to approve a resolution of the City of Holly Springs, Georgia declaring certain property as surplus and authorizing its sale or disposal. Councilwoman Phillips seconded the motion. Motion carried 5-0.
- L. Mayor Pro Tem Zenchuk made a motion to approve the request from the Canton Police Department for the donation of eighteen (18) Watch Guard BWC cameras and twenty-one (21) Watch Guard In-Car camera systems. Councilman Wilbur seconded the motion. Motion carried 5-0.

VIII. Reports

IX. Adjournment

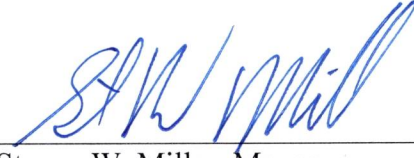
Councilman Wilbur made a motion to adjourn the meeting to move into Executive Session for the purpose of Real Estate. Mayor Pro Tem Zenchuk seconded the motion. Motion carried 5-0.

Executive Session

- Real Estate

Meeting adjourned.

Respectfully submitted.



Steven W. Miller, Mayor

Attest:



Karen Norred, City Clerk
(Seal)

