



City of Holly Springs

Date: Wednesday, September 16, 2020
Location: 3235 Holly Springs Parkway

Downtown Development Authority Meeting Agenda 6:30 p.m.

I. CALL TO ORDER

II. NEW BUSINESS

- A. Approve/deny an agreement among Gunnin Land Surveying, the City of Holly Springs, and the Holly Springs Downtown Development Authority for Land Surveying Services for a boundary survey at 251 Walnut Street, Holly Springs, Georgia and authorize and ratify the City's Manager's execution of the agreement

Presented By: Robert H. Logan, City Manager

- B. Discuss and approve/deny appointment of Downtown Development Authority Secretary

Presented By: Robert H. Logan, City Manager

- C. Discuss 2021 Downtown Development Authority recommendations to City Council

Presented By: Robert H. Logan, City Manager

- D. Discuss 2020-2022 Main Street Work Plan

Presented By: Erin Honea, Main Street Director

- E. Approve/deny August 19, 2020 Downtown Development Authority meeting minutes

III. REPORTS

IV. ADJOURNMENT

107 Mountain Brook Dr., Ste. 104
Canton, GA 30115



www.gunninsurvey.com
678.880.7502

SURVEY PROPOSAL

August 28, 2020

This Agreement for Land Surveying Services is made by and between **Gunnin Land Surveying, LLC** (the Surveyor), and

City of Holly Springs (the Client)
Holly Springs Downtown Development Authority
P.O. Box 990
Holly Springs, GA 30142
Attn: Mr. Rob Logan
Phone: 770.721.7503
Email: rlogan@hollyspringsga.us

Gunnin Land Surveying appreciates the opportunity to submit this proposal for furnishing professional surveying services for this project.

PROJECT UNDERSTANDING

The Client requires a boundary survey at the approximate 1.9-acre parcel (Parcel#93N00 020) located at 251 Walnut Street, Canton, Georgia 30115 and highlighted red on the attached Exhibit A.

RESPONSIBILITIES OF THE CLIENT

- Provide the Surveyor with site access in performing the survey

SCOPE OF SERVICES

- Research property records and coordinate with client all necessary plats/ deeds relative to the survey area
- Locate all significant visible improvements within and immediately adjacent to the site
- Prepare the survey in accordance with the rules set by the Georgia Board of Registration for Professional Engineers and Land Surveyors, Chapter 180-7; Technical Standards for Property Surveys in Georgia
- Find or set all property corners

EXCLUSIONS

- Staking property lines
- Easement exhibits and associated written descriptions
- Topographic/Tree Survey
- Determination of jurisdictional waters
- ALTA/NSPS Survey

DELIVERABLES

A pdf of the survey will be sent via email and six sealed copies of the survey will be delivered to a single address upon request.

FEES

Our total fees for the above described services are as follows:

Boundary Survey.....\$1,900.00

Services that are beyond the scope of this contract, including any re-staking, will be billed according to the hourly rate schedule as follows:

Land surveyor	\$125.00 per hour
Field crew	\$155.00 per hour
Survey technician	\$95.00 per hour

REIMBURSABLES

Fees paid on behalf of the Client, reproduction costs, couriers, etc. will be invoiced as follows:

Fees totaling less than \$200.00	Cost
Fees totaling greater than \$200.00	Cost + 10%
Copies	\$2 per sheet

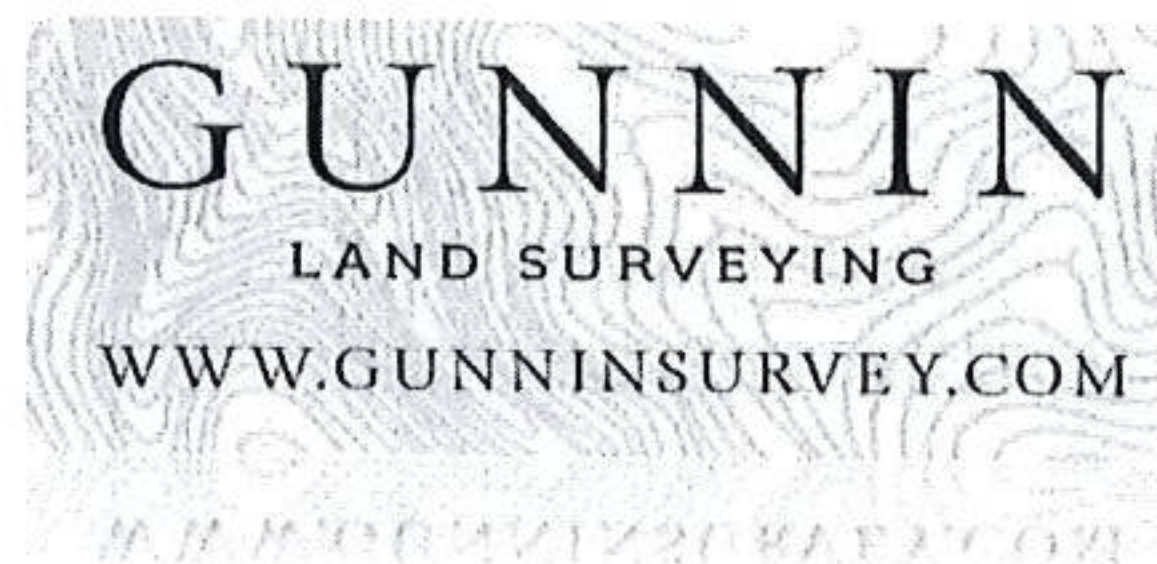
PAYMENT TERMS

Invoices are due and payable within 30 days of the invoice date. Invoices not paid within 60 days will result in Gunnin Land Surveying, LLC stopping work until such invoices are rendered paid in full. The undersigned warrants that he/she or the firm he/she represents is the Client and acknowledges that the Client is fully responsible for payment of all services relative to this contract. The Client further acknowledges by signing below that payment for work provided by the Surveyor is not contingent on a real estate closing or any payments due or payable to the Client by the owner of the property or any other 3rd party not bound by this contract.

SCHEDULE

Upon receipt of signed proposal, the survey will be completed within 5 weeks.

The Client shall not be required to be present on the property to indicate to the survey party all known property corners and other landmarks. The Client acknowledges that if in the judgment of the Surveyor, insufficient evidence exists to accurately locate the boundaries of the property, this agreement may be re-negotiated prior to the completion of the work, or may be cancelled without penalty to either party. Any services beyond the scope of the services written here will incur additional fees.

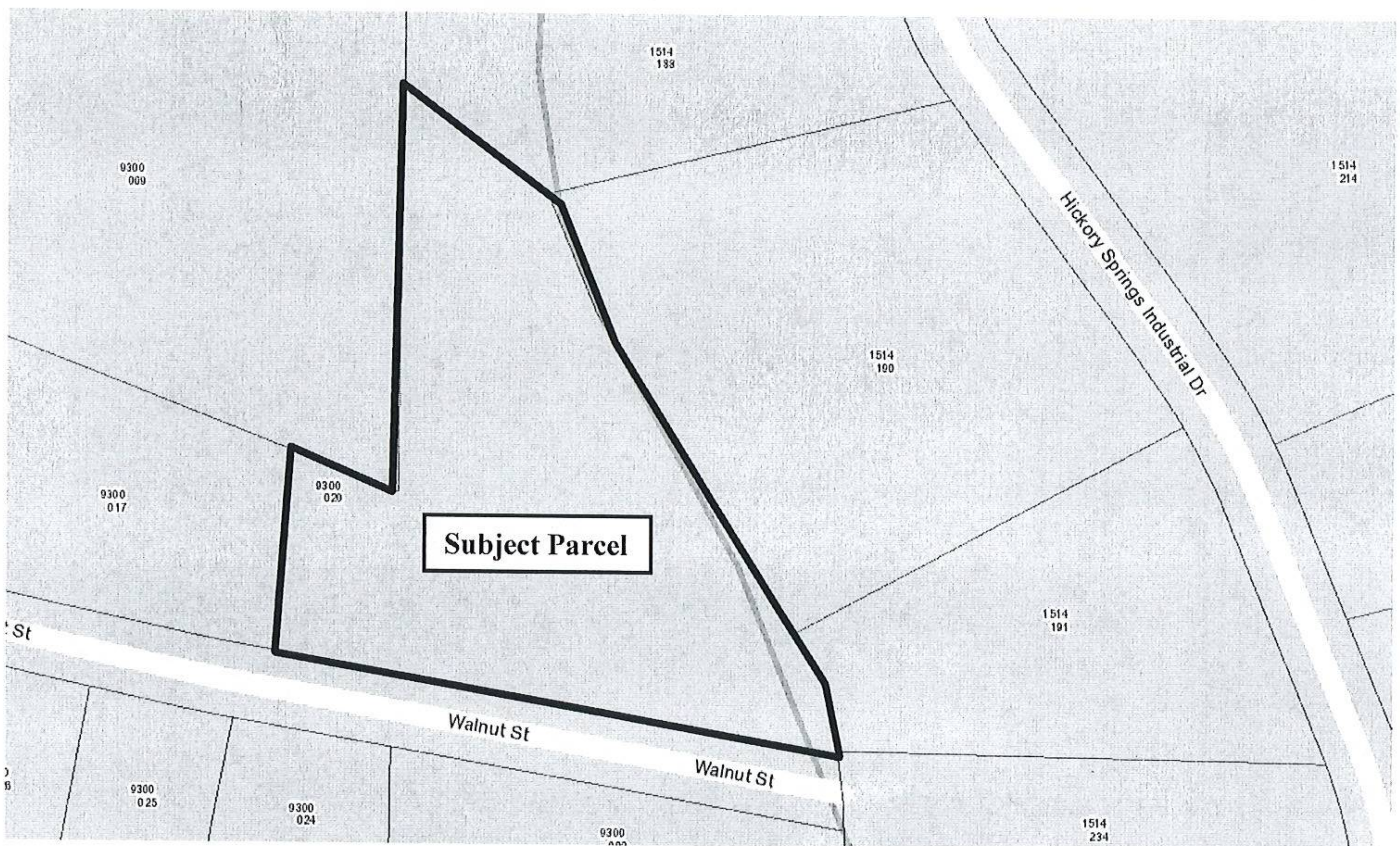


Should this proposal meet with your approval, please so indicate by signing in the space below and returning one copy to us. The terms listed in the proposal are good for 30 days.

Reviewed, accepted and agreed by:
City of Holly Springs (the Client)
Holly Springs Downtown Development Authority

Signature: Robert H Logan Date: 8/28/2020

Exhibit A





BOARD AND COMMUNITY ORGANIZATION APPLICATION

On which Board or Community Group would you like to serve? Please indicate and label your first and second choice.

- 1st* ☐ Cherokee County Library Board of Trustees
☒ Downtown Development Authority/Urban Redevelopment Agency
☐ Holly Springs Tree Commission
☐ Parks & Recreation Authority
2nd ☒ Planning & Zoning Commission

Name Ryan Smith

Home Address 204 Cryder Lane

City Canton State GA Zip Code 30115

Home Phone _____ Unlisted? ☐ Yes ☐ No

Cell Phone _____ Email _____

Employer Inco Services Occupation Project Manager

Employer's Address

City Alpharetta State GA Zip Code 30004

Business Phone _____ Website _____

- 1) Are you a registered voter in the City of Holly Springs? ☒ Yes ☐ No
Cherokee County? ☒ Yes ☐ No
- 2) How did you hear about the Board or Commission to which you are applying? Kevin Moore
- 3) Were you recommended or nominated by a sitting Commission/Board/City Council Member, or the Mayor? If so, please indicate who (not mandatory for consideration). Kevin Moore
- 4) Please indicate any information (experience, education, community activities, organizations, etc) that you think should be considered for your appointment to a Board or Commission. Use additional paper and include a resume. Background / Education in Construction
- 5) Are there any reasons you may have a conflict of interest if you were appointed to Board or Commission listed above? Use additional paper in necessary. If yes, please explain. No conflicts

Signature Ry Smith Date 2/4/2020



BOARD AND COMMUNITY ORGANIZATION APPLICATION

On which Board or Community Group would you like to serve? Please indicate and label your first and second choice.

- ☐ Cherokee County Library Board of Trustees
- ☒ Downtown Development Authority/Urban Redevelopment Agency
- ☐ Holly Springs Tree Commission
- ☐ Parks & Recreation Authority
- ☐ Planning & Zoning Commission

Name David Konwick

Home Address 108 Cedar Valley Dr.

City Canton State GA Zip Code 30115

Home Phone _____ Unlisted? ☐ Yes ☐ No

Cell Phone _____ Email _____

Employer Retired Occupation _____

Employer's Address _____

City _____ State _____ Zip Code _____

Business Phone _____ Website _____

- 1) Are you a registered voter in the City of Holly Springs? ☒ Yes ☐ No
Cherokee County? ☒ Yes ☐ No

- 2) How did you hear about the Board or Commission to which you are applying?

from attending meetings

- 3) Were you recommended or nominated by a sitting Commission/Board/City Council Member, or the Mayor? If so, please indicate who (not mandatory for consideration).

Mayor

- 4) Please indicate any information (experience, education, community activities, organizations, etc) that you think should be considered for your appointment to a Board or Commission. Use additional paper and include a resume. City Resident active in community
Veteran USMC VFW officer Retired, have time to
commit

- 5) Are there any reasons you may have a conflict of interest if you were appointed to Board or Commission listed above? Use additional paper in necessary. If yes, please explain. No

Signature David Konwick Date 9-4-20

Holly Springs Main Street 2020-2022 Work Plan



Strategy #1: Design and create a true Town Center in Holly Springs, anchored by civic amenities, to encourage a commercially successful downtown that includes personal services, retail and dining opportunities, and housing.

TASK	LEADER	TIMELINE	COMPLETED
Final Design of Town Center	City Mgr.		In Progress
Town Center Project – Pad Ready	City Mgr.	2021	
Town Center Project Road Network	City Mgr.		Complete

Strategy #2: Preserve and promote the historic character of Holly Springs.

TASK	LEADER	TIMELINE	COMPLETED
City preservation project: continue to conduct interviews with past mayors & other prominent residents of Holly Springs - \$0	MSD		In progress
Create web content containing information from interviews. - \$0	MSD		
Continue application process for adding Train Depot to the National Register of Historic Places. - \$0	MSD		In progress

Last Amended:

Strategy #3: Continue to engage residents and current business owners, while attracting visitors and encouraging future business development.

TASK	LEADER	TIMELINE	COMPLETED
Easter Egg Hunt	MSD	Annually-weekend before Easter	2020-CANCELLED
Great American Clean-Up	MSD	Annually-May	2020-CANCELLED
City of Holly Springs Job Fair-\$0	MSD	Annually-May	2020-CANCELLED
Holly Springs 5K	MSD	Annually-Memorial Day Weekend	2020-CANCELLED
Autumn Fest	MSD	Annually-October	2020-CANCELLED
Tree Lighting & Christmas Parade	MSD	Annually-December	
Create online inventory of vacant buildings within the Main Street District - \$0	MSD	December 2022	In Progress
Incentive packages to attract businesses - \$0: 1.) Research surrounding cities' business incentive packages 2.) If viable for Holly Springs, create packages tailored to attract businesses desired.	MSD	December 2022	
Research and create information package detailing how to open a business in the City. - \$0 (Breakdown into retail, restaurant, and service-based businesses.)	MSD	December 2022	
Explore a marketing assistance program for businesses.	MSD	December 2019	

Last Amended:

Holly Springs Downtown Development Authority
Meeting Minutes
August 19, 2020

Members Present: Ollie Evans, Jimmy Long, Kevin Moore, and Councilman Kyle Whitaker.

Members Absent: Joe Brywczyński, Tim Downing, and Phyllis Long.

Staff Present: City Manager Robert H. Logan, Community Development Director Nancy Moon, Lieutenant Michael Hales, and Main Street Director/Assistant City Clerk Erin Honea.

Kevin Moore called the meeting to order.

New Business

Ollie Evans made a motion to approve a proposal from OnSite Monitoring & Management, LLC for the activities associated with the National Pollutant Discharge Elimination System (NPDES) general permit GAR100001 for the Holly Springs Mixed-Use Work and Infrastructure Project in an amount not to exceed \$350 per month. Jimmy Long seconded the motion. Motion carried 4-0.

Jimmy Long made a motion to approve a Storm Easement Agreement for property located at 251 Walnut Street, tax parcel 020 of tax plat 93N00, as described and shown on the attached Exhibit A among Dana L. Weaver, the City of Holly Springs, and the Holly Springs Downtown Development Authority and authorize the Chairman to execute the Agreement. Ollie Evans seconded the motion. Motion carried 4-0.

Ollie Evans made a motion to approve/deny a proposal for Pre-Demolition Suspect Asbestos Containing Building Materials Surveys at the Public Works Facility located at 100 Hickory Circle from Environmental Associates, Inc. in an amount not to exceed \$620. Jimmy Long seconded the motion. Motion carried 4-0.

Jimmy Long made a motion to approve a proposal for Pre-Demolition Suspect Asbestos Containing Building Materials Surveys for the Industrial Building at Railroad Track located at 164 Hickory Road from Environmental Associates, Inc. in an amount not to exceed \$520. Ollie Evans seconded the motion. Motion carried 4-0.

Jimmy Long made a motion to approve Change Order Revised B #1 from Weaver Grading for the stormwater infrastructure project for the Master Detention Pond B-1 in an amount not to exceed \$5,300 and authorize the Chairman to execute the Change Order. Ollie Evans seconded the motion. Motion carried 4-0.

Ollie Evans made a motion to approve the June 17, 2020 Downtown Development Authority meeting minutes. Jimmy Long seconded the motion. Motion carried 4-0.

City Manager Robert H. Logan announced that the April and May financial reports were in the agenda packets and gave updates regarding the Town Center Project site work requests for proposals and the roundabout on Hickory Road.

Community Development Director Nancy Moon gave an overview of the Holly Springs Parkway Widening Project Phase II, which will receive funding from a grant and loan from the State Road and Tollway Authority.

Main Street Director/Assistant City Clerk Erin Honea reminded the Authority that they would need to complete Downtown Development Authority training and Main Street 101 training.

Ollie Evans made a motion to adjourn. Jimmy Long seconded the motion. Motion carried 4-0.

Meeting adjourned.

Respectfully Submitted.

Kevin Moore, Chairman

Attest:

Erin Honea, Assistant City Clerk



Main Street Board
Budget To Actual Comparison Report
As of July 31, 2020

Revenues	July 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Business & Occupation Licenses	2,087	50,586	50,586	100.00%
Alcohol Beverage Licenses	1,500	25,000	9,750	39.00%
Alcohol Pouring Permits	160	5,000	1,245	24.90%
Donations From Private Sources	-	20,000	-	0.00%
Miscellaneous/Registrations/Booth Fees	-	8,825	1,806	20.46%
Rents and Royalties	-	2,500	2,500	100.00%
Interest Revenue	2	50	11	22.12%
TOTAL REVENUES	\$ 3,749	\$ 111,961	\$ 65,898	58.86%

Expenditures				
Salaries & Wages	8,340	50,665	43,966	86.78%
Overtime	-	1,000	-	0.00%
Employee Benefits - Medical	918	13,649	8,410	61.62%
Employee Benefits- Dental	29	377	234	62.01%
Employee Benefits-Add Life	12	147	86	58.33%
Employee Benefits-Disability	50	405	349	86.18%
FICA	501	2,640	2,640	100.00%
Medicare	117	749	617	82.44%
Employee Benefits-Retirement	396	4,688	2,771	59.11%
Unemployment	-	27	35	130.19%
Workers Comp Insurance	-	223	41	18.61%
Communications	26	750	270	35.93%
Advertising	-	500	-	0.00%
Travel	-	1,000	-	0.00%
Dues and Fees	-	1,600	815	50.94%
Education and Training	-	1,000	150	15.00%
Contract Labor	-	7,500	1,685	22.47%
Supplies-Special Events	-	15,000	4,798	31.99%
Software	-	1,000	-	0.00%
Payments to Other Agencies	-	5,000	-	0.00%
TOTAL EXPENDITURES	\$ 10,390	\$ 107,920	\$ 66,867	61.96%



**Main Street Board
Budget To Actual Comparison Report
As of August 31, 2020**

Revenues	August 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Business & Occupation Licenses	-	50,586	50,586	100.00%
Alcohol Beverage Licenses	1,250	25,000	11,000	44.00%
Alcohol Pouring Permits	100	5,000	1,345	26.90%
Donations From Private Sources	-	20,000	11,500	57.50%
Miscellaneous/Registrations/Booth Fees	-	8,825	1,806	20.46%
Rents and Royalties	-	2,500	2,500	100.00%
Interest Revenue	2	50	13	25.60%
TOTAL REVENUES	\$ 1,352	\$ 111,961	\$ 78,750	70.34%

Expenditures				
Salaries & Wages	5,480	50,665	49,446	97.59%
Overtime	-	1,000	-	0.00%
Employee Benefits - Medical	1,083	13,649	9,493	69.55%
Employee Benefits- Dental	29	377	263	69.76%
Employee Benefits-Add Life	25	147	110	75.00%
Employee Benefits-Disability	100	405	449	110.80%
FICA	329	2,640	2,969	112.46%
Medicare	77	749	694	92.72%
Employee Benefits-Retirement	396	4,688	3,167	67.56%
Unemployment	9	27	44	161.89%
Workers Comp Insurance	(9)	223	32	14.48%
Communications	-	750	270	35.93%
Advertising	-	500	-	0.00%
Travel	-	1,000	-	0.00%
Dues and Fees	144	1,600	959	59.95%
Education and Training	-	1,000	150	15.00%
Contract Labor	-	7,500	1,685	22.47%
Supplies-Special Events	-	15,000	4,798	31.99%
Small Equipment	426	-	426	100.00%
Software	-	1,000	-	0.00%
Payments to Other Agencies	-	5,000	-	0.00%
TOTAL EXPENDITURES	\$ 8,089	\$ 107,920	\$ 74,955	69.45%



**Downtown Development Authority
As of June 30, 2020**

Revenues	June 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Prior Year Fund Balance	-	4,900	-	0.00%
Interest Revenue	-	100	-	0.00%
TOTAL REVENUES	\$ -	\$ 5,000	\$ -	0.00%

Expenditures				
Dues & Fees	290	500	290	58.00%
Training	-	250	-	0.00%
Other Expenditures	-	250	-	0.00%
Stormwater Fees	-	2,500	-	0.00%
Sponsorships	-	1,500	-	0.00%
TOTAL EXPENDITURES	\$ 290	\$ 5,000	\$ 290	5.80%

Holly Springs Downtown Development Authority

Treasurer's Report

June 2020

Opening Balance: \$ 83,839.89

Less: Cash Disbursements

DATE	CHECK #	VENDOR	AMOUNT	DESCRIPTION
6/1/2020	1407	Cherokee County Chamber	\$ (290.00)	Annual membership dues

Total \$ (290.00)

Add: Deposits & Other Credits

Total \$ -

Ending Bank Balance \$ 83,549.89

Plus Certificate of Deposit \$ 35,971.74

Total Funds \$ 119,521.63



**Downtown Development Authority
As of July 31, 2020**

Revenues	July 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Prior Year Fund Balance	-	4,900	-	0.00%
Interest Revenue	-	100	-	0.00%
TOTAL REVENUES	\$ -	\$ 5,000	\$ -	0.00%

Expenditures				
Dues & Fees	-	500	290	58.00%
Training	-	250	-	0.00%
Other Expenditures	-	250	-	0.00%
Stormwater Fees	-	2,500	-	0.00%
Sponsorships	-	1,500	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 5,000	\$ 290	5.80%

Holly Springs Downtown Development Authority

Treasurer's Report

July 2020

Opening Balance: \$ 83,549.89

Less: Cash Disbursements

DATE	CHECK #	VENDOR	AMOUNT	DESCRIPTION
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Total \$ -

Add: Deposits & Other Credits

Total \$ -

Ending Bank Balance \$ 83,549.89

Plus Certificate of Deposit \$ 35,971.74

Total Funds \$ 119,521.63



**Downtown Development Authority
As of August 31, 2020**

Revenues	August 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Prior Year Fund Balance	-	4,900	-	0.00%
Interest Revenue	-	100	-	0.00%
TOTAL REVENUES	\$ -	\$ 5,000	\$ -	0.00%

Expenditures				
Dues & Fees	-	500	290	58.00%
Training	-	250	-	0.00%
Other Expenditures	-	250	-	0.00%
Stormwater Fees	-	2,500	-	0.00%
Sponsorships	-	1,500	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 5,000	\$ 290	5.80%

Holly Springs Downtown Development Authority

Treasurer's Report

August 2020

Opening Balance: \$ 83,549.89

Less: Cash Disbursements

DATE	CHECK #	VENDOR	AMOUNT	DESCRIPTION
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Total \$ -

Add: Deposits & Other Credits

Total \$ -

Ending Bank Balance \$ 83,549.89

Plus Certificate of Deposit \$ 35,971.74

Total Funds \$ 119,521.63