



City of Holly Springs

Date: Wednesday, August 19, 2020
Location: 3235 Holly Springs Parkway

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

I. CALL TO ORDER

II. NEW BUSINESS

- A. Discuss and approve/deny 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

Presented By: Robert H. Logan, City Manager

- B. Discuss and approve/deny 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

Presented By: Robert H. Logan, City Manager

- C. Discuss and 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

Presented By: Robert H. Logan, City Manager

- D. Discuss and approve/deny 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

Presented By: Robert H. Logan, City Manager

- E. Approve/deny a 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

Presented By: Robert H. Logan, City Manager

- F. Approve/deny June 17, 2020 Downtown Development Authority meeting minutes

III. REPORTS

IV. ADJOURNMENT

OnSITE
MONITORING & MANAGEMENT, LLC
NPDES STORMWATER MONITORING, SOIL & EROSION CONTROL INSPECTIONS
EROSION MANAGEMENT & REMEDIATION CONSULTANTS
NPDES CERTIFICATION TRAINING
P.O. Box 1228 STATHAM, GEORGIA 30666
PHONE 770.725.8271 FAX 770.725.2880

21 July 2020

City of Holly Springs
Downtown Development Authority of Holly Springs
3237 Holly Springs Pkwy
Holly Springs, GA 30115

RE: Proposal for activities associated with NPDES general permit GAR100001
Holly Springs Mixed-Use Site Work and Infrastructure Project

OnSite Monitoring & Management, LLC is pleased to present the following proposal for the various activities associated with the above referenced project.

Monitoring Services:

Tier 2	\$350.00 per month
NPDES Paperwork for primary & secondary NOI, NOT, & NOI Transfer	<i>included</i>
Weekly Inspection Services for Primary and Secondary*	<i>included</i>
2 Sampling Activities (sample/location/event)*	<i>included</i>
Reporting Services	<i>included</i>
Manual Rain Gauge and Installation	<i>included</i>
OnSite Records Storage Box	<i>included</i>

The above proposal, including any attachments, has been read and understood and is hereby agreed to and accepted, as evidenced by my signature below.

By _____ Date _____

Name _____ Title _____

If you have any questions concerning the information above, please contact us at 770-725-8271.

Sincerely,

Mason Goodman

Mason Goodman
Operations Manager

NOTE: Invoices received by the 10th of each month will be paid by the 15th of the following month.

Authorized By: City of Holly Springs

By: _____ Date _____

Authorized By: Holly Springs Downtown Development Authority

By: _____ Date _____

PLEASE NOTE THAT IT IS THE RESPONSIBILITY OF THE CLIENT TO NOTIFY IN WRITING TO THE APPROPRIATE AUTHORITIES (THE ENVIRONMENTAL PROTECTION DIVISION) WHEN A VIOLATION HAS OCCURRED AND TO TAKE THE APPROPRIATE MEASURES TO COMPLY WITH THE GENERAL PERMIT. THE CLIENT MUST NOTIFY ONSITE MONITORING AND MANAGEMENT LLC IF A QUALIFYING RAIN EVENT OCCURS TO CONDUCT POST RAIN FALL INSPECTIONS IF TIER 2 IS SELECTED. THE PRECEDING PROPOSAL IS INTENDED FOR THE SOLE USE OF CITY OF HOLLY SPRINGS AS PERTAINING TO THE ABOVE REFERENCED PROJECT(S). IT MAY NOT BE USED FOR ANY PURPOSES OTHER THAN THOSE APPROVED BY ONSITE MONITORING AND MANAGEMENT WITHOUT THE PRIOR CONSENT OF ONSITE MONITORING AND MANAGEMENT, LLC. THE PAYMENT OF EACH SERVICE IS DUE UPON RECEIPT OF INVOICE. THESE SERVICES WILL CONTINUE UNTIL A NOTICE OF TERMINATION (NOT) HAS BEEN SATISFIED OR NON-PAYMENT OF SERVICE RENDERED.

STORM EASEMENT AGREEMENT

State of Georgia
County of Cherokee

This Storm Easement Agreement (the "**Agreement**") is dated August 3rd, 2020, and is between Dana L. Weaver ("**Grantor**") and the City of Holly Springs and the Holly Springs Downtown Development Authority ("**Grantee**").

WITNESSETH

1. Subject to the terms of this Agreement, Grantor for and in consideration of the sum of **One Dollar (\$1.00)** and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, does hereby grant, bargain, sell, and convey to Grantee, two perpetual public storm sewer easements ("**Easement 1**" and "**Easement 2**" and collectively "**Easements**") over and under the property that is located at 251 Walnut Street, Holly Springs, GA, TIN 93N00 020 and PIN 15-0342-0012 and depicted in **Exhibit "A"** attached hereto (the "**Grantor Property**"). The Easements are each twenty (20) feet wide and include the right to use up to a thirty (30) foot wide area for the construction and installation of the storm sewer line and structures as depicted in **Exhibit "B"** ("**Easement 1 Area and Improvement**") within the Grantor Property. The center line of Easement 1 will be the center line of the storm sewer line installed in the Grantor Property. Easement 2 will as be depicted and described in **Exhibit "C"** ("**Easement 2 Area**"). Grantor agrees that if the Grantee requires that the legal description of the Easement 1 be adjusted to conform to the centerline of the storm line as built, Grantor will, upon reasonable request, sign and deliver a recordable amendment to this Agreement that re-locates the Easement 1 Area to be the 20-foot wide along the centerline of the storm line.

2. The Easements are for the purpose of perpetual public storm water drainage and includes the rights to enter upon Grantor Property to inspect, maintain, replace and repair the same, as may from time to time be necessary, or whenever Grantee deems fit, with all rights, members and appurtenances to the Easements and right-of-way in anywise appertaining or belonging thereto.

3. Grantor for both itself and its heirs and assigns, agrees that all construction, digging, grubbing, clearing, filling or other earth moving or construction activities in the Easement Areas are prohibited by this Agreement.

4. Grantor hereby covenants with Grantee that it is lawfully seized and possessed of the real estate described herein and that it has good and lawful right to convey the Easements covered by this Agreement. The Easements and this Agreement run with the land and bind Grantor's heirs and assigns and inure to the benefit of Grantee and their successors and assigns. Grantee shall have the right to assign this Agreement and upon any assignment and the assignee's assumption of this Agreement, Grantee will be relieved of its obligations and liabilities under this Agreement. The person signing this Agreement warrants he or she has the authority to sign on behalf of and bind Grantor.

5. Grantee shall pay to Grantor the sum of \$1.00 upon the execution and delivery of this Agreement by Grantee and Grantor.

6. Grantor represents and warrants to Grantee that there is no security deed, mortgage, deed of trust or other security interest that encumbers the Easements, and that Grantor needs no consents or approvals to sign and deliver this Storm Easement Agreement except for _____. Grantor agrees to deliver to Grantee, together with this Storm Easement Agreement, the consent and subordination of its lender on the form in **Exhibit "D"** or Grantor agrees to obtain and deliver to Grantee all such consents within 60 days of the date of this Agreement.

7. Upon execution of this Agreement, Grantee will pay Grantor an additional sum as mutually agreed upon as compensation for the Easements, and upon making that payment, Grantee and the Municipality will be entitled to record this Agreement and to install, inspect, maintain, use, repair, and replace the sewer line in the Grantor Property in accordance with this Agreement.

8. Grantee agrees to indemnify and hold Grantor harmless from and against loss or damage Grantor incurs, and any and all liens that may arise, as a result of Grantee's activities or the activities of Grantee's agents, representatives or designees on Grantor Property and against any and all claims for death or injury to persons or properties arising out of or connected with Grantee's (or its agents, representatives or designees) going upon Grantor Property pursuant to this Agreement, and against all costs, expenses and liability occurring in or in connection with any such claim or proceeding brought thereon, including, without limitation, court costs and reasonable attorney's fees.

9. Grantee agrees to restore the Grantor Property after the storm line is installed to as near the condition as the property existed immediately before the storm line was installed, reasonably consistent with similar storm installations and to comply with all governmental requirements.

Witness my hand and seal, this 4 day of August, 2020.

Sahib Keserdy

Witness

Dana L. Weaver
GRANTOR: Dana L. Weaver

Sworn to and subscribed before me
this 4 day of Aug 2020

Notary Public

[Signature]

My Commission Expires:

Notary Seal

12/21/2023

Holly Springs Downtown Development Authority

By: _____

Witness

Sworn to and subscribed before me
this ____ day of _____ 2020
Notary Public

My Commission Expires:
Notary Seal

City of Holly Springs

By: _____

Witness

Sworn to and subscribed before me
this ____ day of _____ 2020
Notary Public

My Commission Expires:
Notary Seal

Exhibit “A”

Grantor Property

(attached)

LEGEND

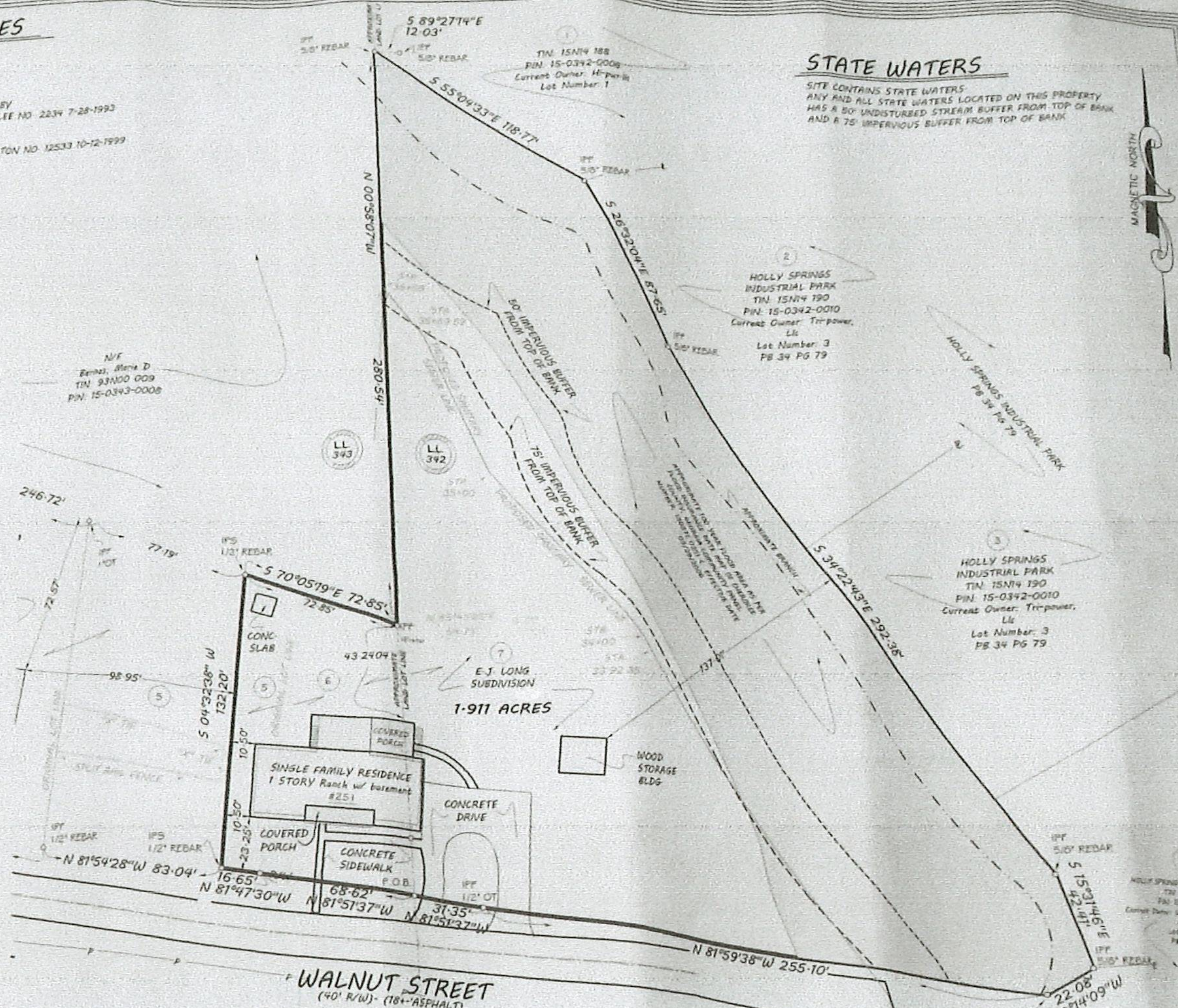
1. BE - BACK OF CURB
2. BL - BUILDING SETBACK LINE
3. CL - CENTER LINE
4. CR - CONC. FOUNDATION FLOOR
5. CRP - CORRUGATED METAL PIPE
6. CT - CRIMP TOP
7. EL - ELEVATION (FT)
8. EP - EDGE OF PAVEMENT
9. FEEL - FINISHED FLOOR ELEV.
10. FH - FIRE HYDRANT
11. IP - IRON PIN FOUND
12. IPF - IRON PIN SET NO. 4 REBAR
13. LL - LAND LOT
14. LL - LAND LOT LINE
15. N/A - NOW OR FORMERLY
16. NTS - NOT TO SCALE
17. OT - OPEN TOP
18. P - PROPERTY LINE
19. P/B - POINT OF BEGINNING
20. PP - POWER POLE
21. R/B - REBAR
22. RCP - REINFORCED CONC. PIPE
23. R/W - RIGHT OF WAY
24. - - - GAS LINE
25. - - - POWER LINE
26. - - - SEWER LINE
27. - - - TELEPHONE LINE
28. - - - WATER LINE
29. - - - FENCE
30. - - - STREET ADDRESS

SURVEY REFERENCES

- 1 - DEED BOOK 193 PAGE 135
- 2 - DEED BOOK 322 PAGE 681
- 3 - DEED BOOK 3897 PAGE 20 & 81
- 4 - PLAT BOOK 2 PAGE 191
- 5 - SURVEY FOR RAYMOND E. & ELAINE H. BOGAN BY REGISTERED GEORGIA LAND SURVEYOR ROGER S. LEE NO. 2234 7-28-1993
- 6 - PLAT BOOK 6 PAGE 63
- 7 - SURVEY FOR ED. BOGAN BY REGISTERED GEORGIA LAND SURVEYOR DAVID BARTON NO. 12533 10-12-1999

STATE WATERS

SITE CONTAINS STATE WATERS. ANY AND ALL STATE WATERS LOCATED ON THIS PROPERTY HAS A 50' UNDISTURBED STRIP FROM TOP OF BANK AND A 75' IMPERVIOUS BUFFER FROM TOP OF BANK.



SURVEY NOTES

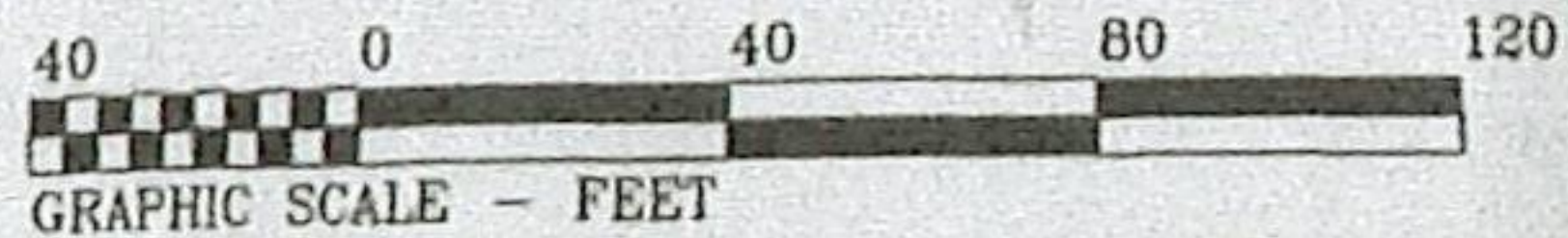
UTILITIES SHOWN ARE LOCATIONS OF GROUND IDENTIFIABLE ITEMS. ADDITIONAL UTILITIES MAY EXIST ABOVE OR BELOW GROUND. THE SURVEYOR ACCEPTS NO RESPONSIBILITY FOR THE COMPLETENESS OF THIS DATA.

THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 28,987 FEET, AND AN ANGULAR ERROR OF 03" PER ANGLE. IT WAS A CLOSED LOOP TRAVERSE AND WAS ADJUSTED USING THE COMPOUND RULE. THE PLAT HAS BEEN CALCULATED FOR CLOSURE AND TRACT IS FOUND TO BE ACCURATE TO WITHIN 1 FOOT IN 1,561,274 FEET.

UTILITIES SHOWN ARE LOCATIONS OF GROUND IDENTIFIABLE ITEMS. ADDITIONAL UTILITIES MAY EXIST ABOVE OR BELOW GROUND. THE SURVEYOR ACCEPTS NO RESPONSIBILITY FOR THE COMPLETENESS OF THIS DATA.

THIS PROPERTY IS SUBJECT TO ALL RIGHT OF WAYS AND EASEMENTS SHOWN OR NOT SHOWN, RECORDED OR UNRECORDED.

LINEAR AND ANGULAR MEASUREMENTS WERE OBTAINED USING A SOKKIA SET 630R TOTAL STATION. THE FIELDWORK WAS COMPLETED 12/4/2013 ON THIS PROJECT.



F.E.M.A. NOTE:

AS SHOWN ON FLOOD INSURANCE RATE MAP OF CHEROKEE COUNTY, GEORGIA COMMUNITY PANEL NUMBER: 13057C 0251 C. EFFECTIVE DATE 09/29/2006, A PORTION OF THIS PROPERTY IS LOCATED IN A FLOOD HAZARD ZONE.

THIS SURVEY AND ITS FINDINGS DOES NOT CONSTITUTE A TITLE SEARCH OR TITLE OPINION BY BAGWELL & ASSOC. AS LAND SURVEYORS. ALL DATA USED FOR THE LOCATION OF PROPERTY LINES, EASEMENTS, ADJOINING OWNERS, ETC. WAS OBTAINED FROM PUBLIC RECORDS, THE CLIENT, OR OTHER SOURCES AS REFERENCED. NO ABSTRACT OF TITLE OR TITLE COMMITMENT, NOR RESULTS OF TITLE SEARCHES WERE PROVIDED TO THE SURVEYOR. OTHER DOCUMENTS OR SITUATIONS MAY EXIST THAT WOULD AFFECT THIS PROPERTY. AS WITH ANY LAND TRANSACTION A TITLE SEARCH AND CERTIFICATE IS RECOMMENDED IN CONJUNCTION WITH THIS SURVEY. FOR YOU MUST CONSULT WITH A COMPETENT TITLE ATTORNEY.

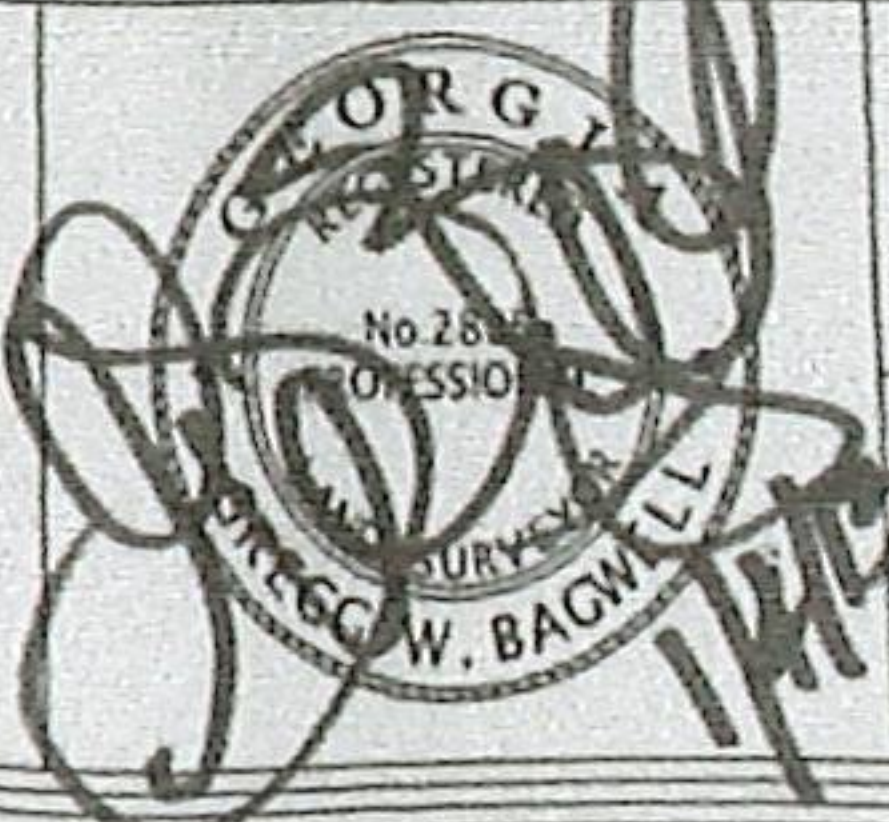
REVISIONS

REV	DESCRIPTION
REV1	
REV2	
REV3	
REV4	
REV5	
REV6	

GWB
& ASSOCIATES, INC.
gwb@gbwassociates.com
FAX NO. 678-771-5575

The Drawings, Specifications and other documents prepared by G.W. Bagwell & Associates, Inc. (GWB) for this Project are instruments of GWB for use solely with respect to this Project and, unless otherwise provided, GWB shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright.

PLAT OF SURVEY FOR
JAMES M. NEAL
Lot 6 & 7 & A Portion of Lot 5 E.J. Long Sub-
Land Lots 343 & 342
15TH District
2nd Section
CHEROKEE COUNTY, GEORGIA
Dec 12, 2013 - Scale: 1"=40'



PROJECT
Notes: 53 N 00 020
LAND ID
PIN: 466501
TIN: 104383433400 020
15-0342-0072
PROPERTY ADDRESS
251 WALNUT ST
HOLLY SPRINGS, GA

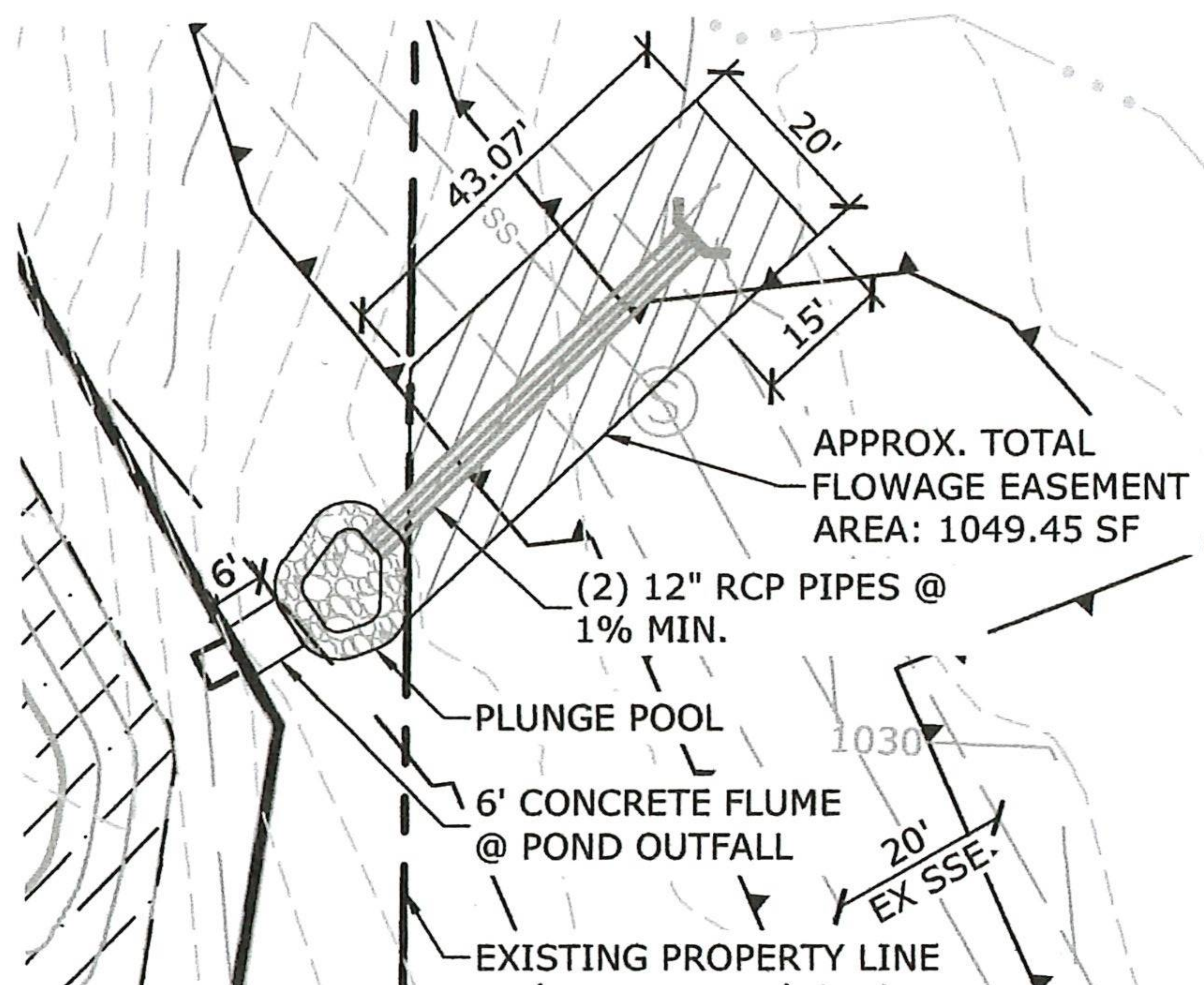
LAND SURVEYING CONSULTANTS
G.W. BAGWELL & ASSOCIATES, INC.
12 HIGHLAND POINTE CIRCLE WEST
DAWSONVILLE GA 30534 - PHONE: (678)-771-5575

SHEET
1
OF
1

Exhibit “B”

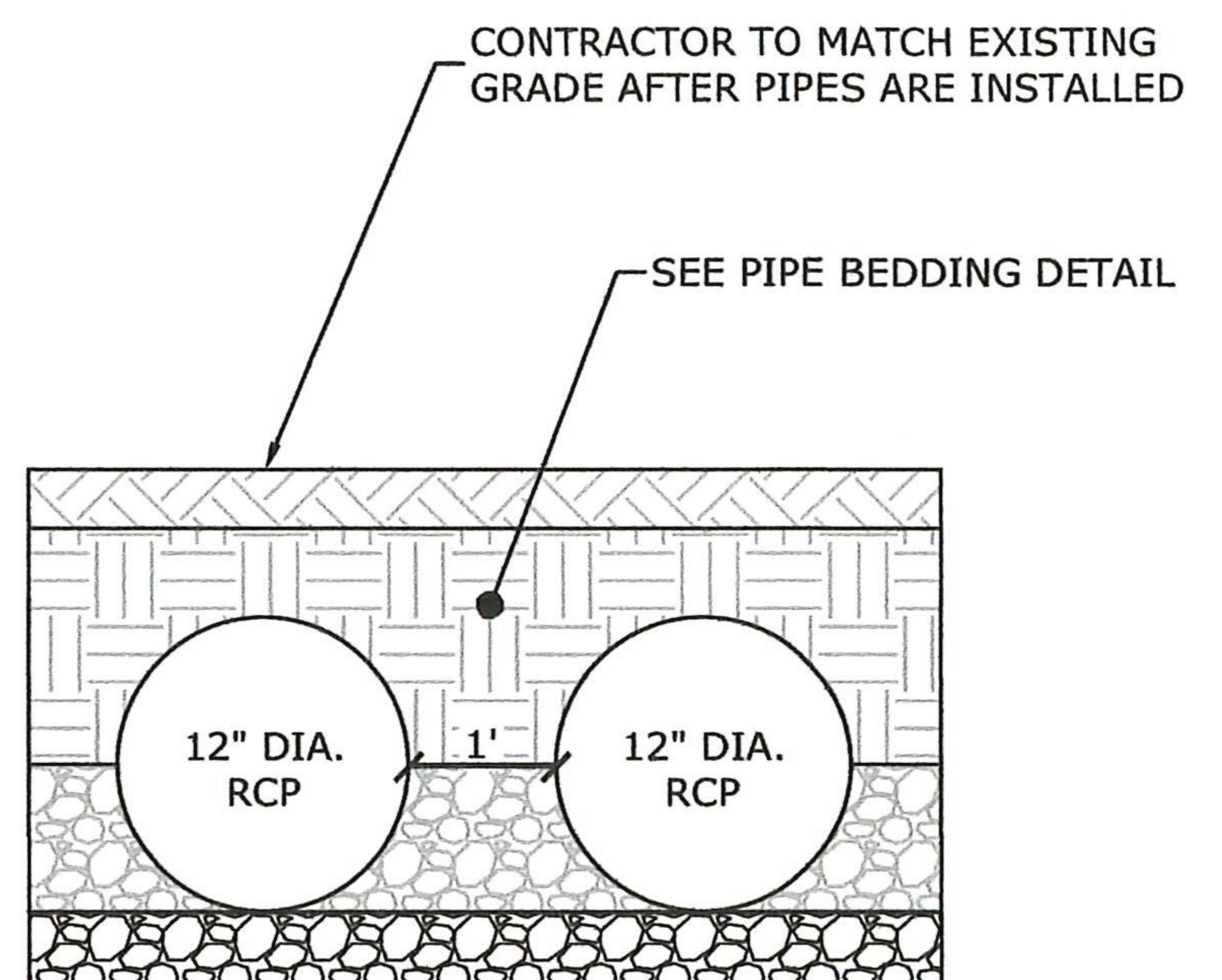
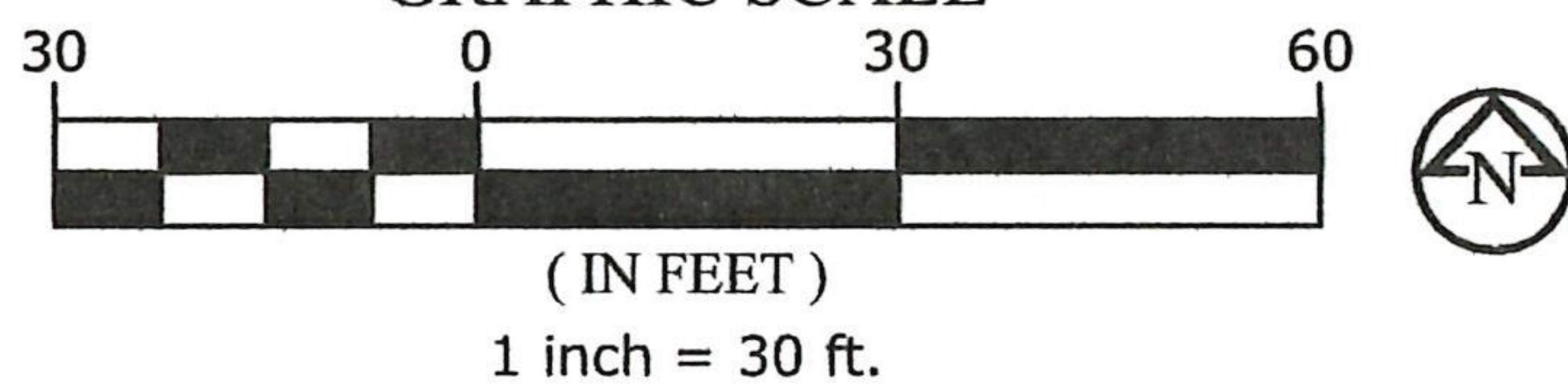
Easement 1 Area and Improvement

(attached)



POND B1 OUTFALL PLAN VIEW

GRAPHIC SCALE



POND B1 OUTFALL SECTION VIEW

N.T.S.

Scale: 1"=30'
Designed By: BDG
Proj. No.: 1076-17-210
Issue Date: 04.23.2020

1

EXHIBIT A

HOLLY SPRINGS MIXED-USE LDP
POND B1 OUTFALL EXHIBIT
LAND LOT 306 & 343, 15 DISTRICT
CITY OF HOLLY SPRINGS, GA

HOLLY SPRINGS DOWNTOWN
DEVELOPMENT AUTHORITY
CHEISERJR@STONECRESTHOMESGA.COM
24 HR CONTACT INFO: DAVID EDWARDS
404.518.2750

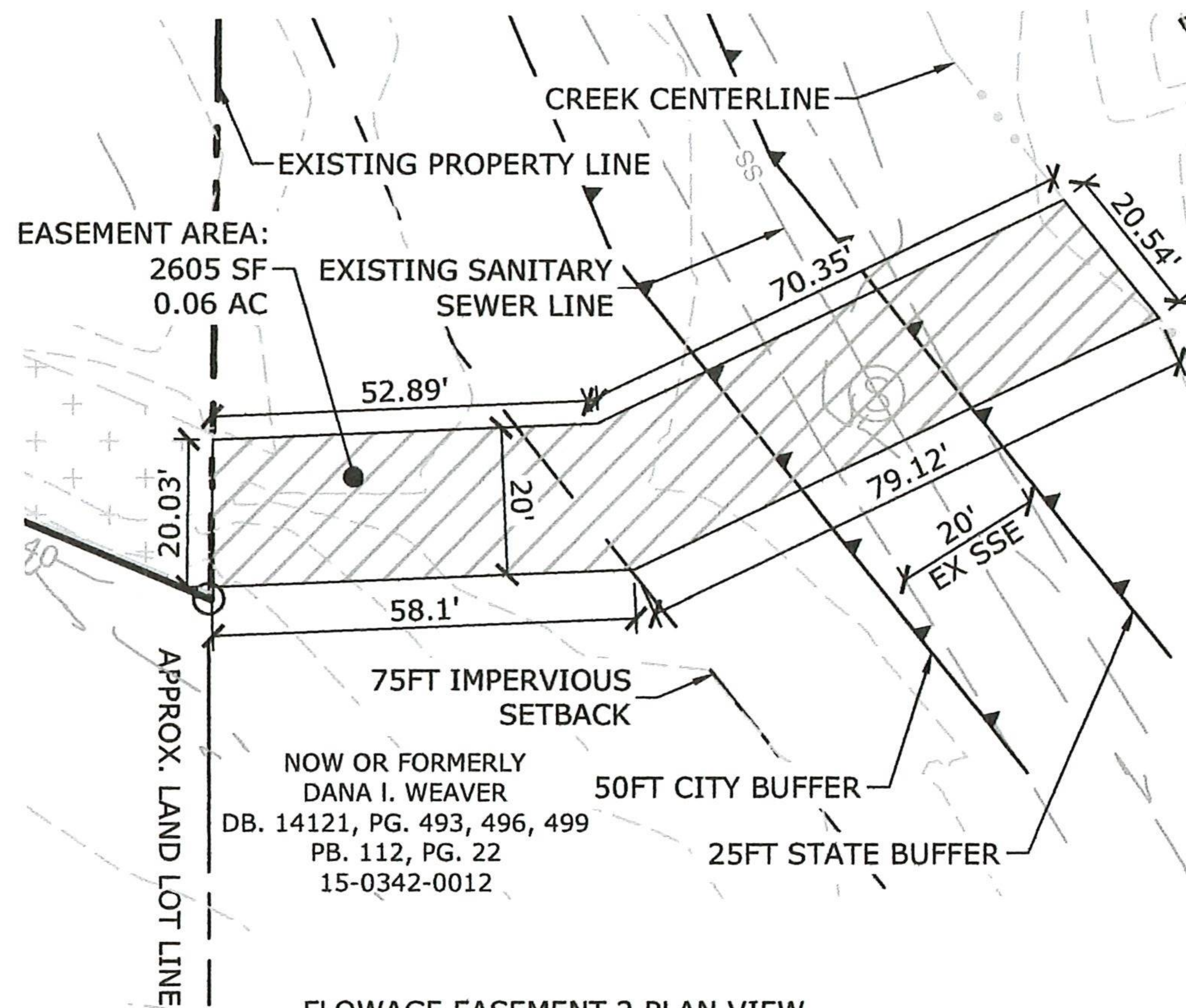
 **SEI**
SOUTHEASTERN ENGINEERING, INC.
2470 Sandy Plains Road Marietta, Georgia 30066
tel: 770-321-3936 fax: 770-321-3935
www.seengineering.com
ISF NO. 000913

© COPYRIGHT 2020

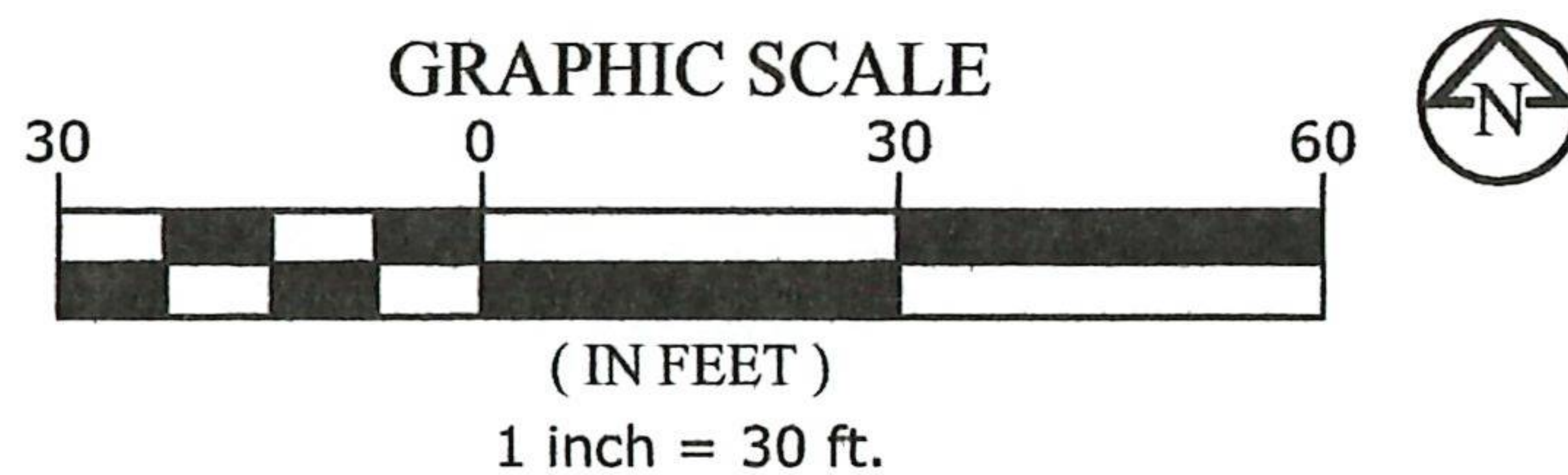
Exhibit “C”

Easement 2 Area

(attached)



FLOWAGE EASEMENT 2 PLAN VIEW



Scale: 1"=30'
Designed By: BDG
Proj. No.: 1076-17-210
Issue Date: 07.29.2020
1

EXHIBIT C

HOLLY SPRINGS MIXED-USE LDP
FLOWAGE EASEMENT EXHIBIT
LAND LOT 306 & 343, 15 DISTRICT
CITY OF HOLLY SPRINGS, GA

HOLLY SPRINGS DOWNTOWN
DEVELOPMENT AUTHORITY
CHEISERJR@STONECRESTHOMESGA.COM
24 HR CONTACT INFO: DAVID EDWARDS
404.518.2750

SEI
SOUTHEASTERN ENGINEERING, INC.
2470 Sandy Plains Road Marietta, Georgia 30066
tel: 770-321-3936 fax: 770-321-3935
www.seengineering.com
LSE NO. 000913

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Exhibit "D"

Lender Consent and Subordination

The undersigned is the holder of that certain (i) Commercial Deed to Secure Debt and Security Agreement from _____, dated _____, recorded in Deed Book _____, page _____, in the Office of the Clerk of the Superior Court of _____ County, Georgia, and (ii) Assignment of Rents and Leases from _____, dated _____, recorded in Deed Book _____, page _____, in said Clerk's Office (the "Security Instruments"). The undersigned does hereby consent to and approve the within and foregoing Easement Agreement between Dana L. Weaver, Grantor, and the City of Holly Springs and the Holly Springs Downtown Development Authority dated July, 2020 (the "Storm Easement Agreement"), to which this Consent and Subordination is attached and hereby acknowledges and agrees that its right, title, interest and estate by virtue of the Security Instruments in and to the "Burdened Property" in the Storm Easement Agreement shall be subject and subordinate to the Storm Easement Agreement. The undersigned hereby evidences its consent, approval, agreement and subordination by causing its duly authorized officers to execute and deliver this Consent and Subordination which is given for the sole purpose of consenting and subordinating the undersigned's interest in and to the Burdened Property by virtue of the Security Instruments. Except for such consent and subordination, no real or personal property encumbered by the Security Instruments shall be affected hereby, and all real or personal property encumbered by the Security Instruments shall remain as security for the indebtedness secured in the Security Instruments.

Signed, sealed and delivered in the
presence of:

Witness

Notary Public

[NOTARY SEAL]

By: _____

Name: _____

Title: _____

Attest: _____

Name: _____

Title: _____

[BANK SEAL]

Environmental Associates, Inc.
Industrial Hygiene Testing & Consulting Services
270 Hollyridge Drive
Roswell GA, 30076
770-891-0484

Holly Springs Downtown Development Authority
City of Holly Springs
3235 Holly Springs Parkway
Holly Springs, GA. 30115

July 30, 2020

REF: Pre-Demolition Suspect Asbestos Containing Building Materials Surveys
SUBJECT SITE: Public Works Facility

Thank you for the opportunity to submit a proposal concerning the pre-demolition screening for suspect asbestos containing materials at above-mentioned subject site.

Environmental Associates, Inc. (EAI) will complete the field work and sample collection from the subject site in compliance with all applicable regulations and protocols.

All collected samples will be submitted to a 3rd party accredited laboratory for analysis. Samples will be processed using normal turnaround time of 2 days.

Our cost to complete the proposed work & reporting is:

Not to Exceed Cost\$ 620.00

A complete report of finding will be submitted within 3 days after the field work has been completed. All services related to this project will be performed in compliance with all applicable Federal, State and Local regulations and codes.

If you have any questions concerning this proposal or any other matter in which we may be of assistance, please feel free to contact me directly at 770-891-0484.

Respectfully,



Jeff Giles
Senior Industrial Hygienist
770 891 0484
gilesjeff@live.com

Authorized By: City of Holly Springs

By: _____

Date _____

Authorized By: Holly Springs Downtown Development Authority

By: _____

Date _____

Environmental Associates, Inc.
Industrial Hygiene Testing & Consulting Services
270 Hollyridge Drive
Roswell GA, 30076
770-891-0484

Holly Springs Downtown Development Authority
City of Holly Springs
3235 Holly Springs Parkway
Holly Springs, GA. 30115

July 30, 2020

REF: Pre-Demolition Suspect Asbestos Containing Building Materials Surveys
SUBJECT SITE: Industrial Building at Railroad Track

Thank you for the opportunity to submit a proposal concerning the pre-demolition screening for suspect asbestos containing materials at above-mentioned subject site.

Environmental Associates, Inc. (EAI) will complete the field work and sample collection from the subject site in compliance with all applicable regulations and protocols.

All collected samples will be submitted to a 3rd party accredited laboratory for analysis. Samples will be processed using normal turnaround time of 2 days.

Our cost to complete the proposed work & reporting is:

Not to Exceed Cost \$ 520.00

A complete report of finding will be submitted within 3 days after the field work has been completed. All services related to this project will be performed in compliance with all applicable Federal, State and Local regulations and codes.

If you have any questions concerning this proposal or any other matter in which we may be of assistance, please feel free to contact me directly at 770-891-0484.

Respectfully,



Jeff Giles
Senior Industrial Hygienist
770 891 0484
gilesjeff@live.com

Authorized By: City of Holly Springs

By: _____

Date _____

Authorized By: Holly Springs Downtown Development Authority

By: _____

Date _____



CHANGE ORDER PROPOSAL

PROJECT: HOLLY SPRINGS POND B-1 COP # REVISED B #1
OWNER (AGENT): CITY OF HOLLY SPRINGS
DEVELOPER: STONECREST HOMES GA, LLC DATE: 07.15.2020
ENGINEER: SOUTHEASTERN ENGINEERING, INC.

DESCRIPTION OF WORK:

OUTFALL STORM REVISIONS - PIPED OUTFALL CHANGE

CHANGE ORDER BREAKDOWN

DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTALS
12" HDPE - DUAL CHAMBERS FOR PIPING OUTLET WATER FROM POND	100.00	LF	\$27.38	\$2,738.00
PLUNGE POOL @ OUTLET (RIP RAP)	1.00	EA	\$650.00	\$650.00
24" HEADWALL (ACCOMMODATE 12" PIPE x 2)	1.00	EA	\$1,220.00	\$1,220.00
			SUBTOTAL	\$4,608.00
			10% OH	\$460.80
			5% PROFIT	\$230.40
			OH & PROFIT SUBTOTAL	\$691.20
			TOTAL AMOUNT	\$5,299.20

Total Proposed Change Order Amount: \$5,300.00

The Date of Substantial Completion will be (Increased, Decreased, Unchanged) by tbd workable days as a result of this change order.

*Note: 6' LF Concrete flume by others.

*Note: Pricing does not include stone bedding for this low impact scenario and rushing waters.

Submitted By:
Weaver Grading, Inc.

Contractor

By: Jesse Haygood

07.15.2020

Authorization:
City of Holly Springs

By:

Date:

Holly Springs Downtown Development Authority

By:

Date:

Holly Springs Downtown Development Authority
Meeting Minutes
June 17, 2020

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

Members Absent: Tim Downing.

Staff Present: City Manager Robert H. Logan, Community Development Director Nancy Moon, Deputy Chief Tommy Keheley, and Main Street Director/Assistant City Clerk Erin Honea.

New Business

Joe Brywczyński made a motion to approve the April 15, 2020 meeting minutes. Ollie Evans seconded the motion. Motion carried 6-0.

Ollie Evans made a motion to approve the 2020-2021 Classic Main Street Memorandum of Understanding among the Georgia Department of Community Affairs Office of Downtown Development Georgia Main Street Program, the Downtown Development Authority, the Main Street Director, and the City of Holly Springs, Georgia and authorize the Main Street Director to electronically execute the agreement. Jimmy Long seconded the motion. Motion carried 6-0.

Joe Brywczyński made a motion to approve a Letter of Agreement for Professional Design Services, Holly Springs Town Center Project, Task 1 – Audio-Visual System Design, Task 2 – Site Electrical & Low Voltage Lighting Design, Task 3 – Tree Mitigation Plans, Task 4 – Memorial Park Design, and Task 5 – Memorial Park Bidding Assistance & Construction Administration Assistance among Foresite Group, LLC, the Downtown Development Authority, and the City of Holly Springs, Georgia. Ollie Evans seconded the motion. Motion carried 6-0.

Jimmy Long 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 Land Disturbance Permit in an amount not to exceed \$300 per month and authorize and ratify the City Manager's execution of the agreement. Ollie Evans seconded the motion.

City Manager Robert H. Logan announced that the April and May financial reports were in the agenda packets.

Main Street Director/Assistant City Clerk Erin Honea announced that the January-May Main Street financial reports were in the agenda packets, gave an update regarding the Main Street Work Plan, and announced that the Board would need to complete DDA and Main Street training before the end of the year.

Ollie Evans made a motion to adjourn. Joe Brywczyński seconded the motion. Motion carried 6-0.

Meeting adjourned.

Respectfully Submitted.

Kevin Moore, Chairman

Attest:

Erin Honea, Assistant City Clerk

DRAFT



**Main Street Board
Budget To Actual Comparison Report
As of June 30, 2020**

Revenues	June 2020 Transactions	2020 Annual Budget	YTD Transactions	% of Annual Budget
Business & Occupation Licenses	2,545	50,586	48,499	95.87%
Alcohol Beverage Licenses	1,000	25,000	8,250	33.00%
Alcohol Pouring Permits	225	5,000	1,085	21.70%
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	9	18.62%
TOTAL REVENUES	\$ 3,772	\$ 111,961	\$ 62,149	55.51%

Expenditures				
Salaries & Wages	5,489	50,163	35,626	71.02%
Overtime	-	1,000	-	0.00%
Employee Benefits - Medical	1,083	17,663	7,492	42.41%
Employee Benefits- Dental	29	377	205	54.25%
Employee Benefits-Add Life	-	147	74	50.00%
Employee Benefits-Disability	-	405	299	73.87%
FICA	330	3,172	2,139	67.44%
Medicare	77	742	500	67.43%
Employee Benefits-Retirement	396	4,694	2,375	50.60%
Unemployment	-	27	35	130.19%
Workers Comp Insurance	-	221	41	18.77%
Communications	41	750	243	32.45%
Advertising	-	500	-	0.00%
Travel	-	1,000	-	0.00%
Dues and Fees	-	1,600	815	50.94%
Education and Training	150	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	\$ 7,595	\$ 111,961	\$ 56,477	50.44%