



City of Holly Springs

Date: Wednesday, July 21, 2021
Location: 3235 Holly Springs Parkway

Downtown Development Authority Meeting Agenda 6:00 p.m.

I. CALL TO ORDER

II. NEW BUSINESS

- A. Discuss and approve/deny awarding the Mixed-Use Sitework and Infrastructure Project (RFB #2021-02) bids to Vertical Earth in an amount not to exceed \$6,6645,848.92 and authorize the Chairman to execute the contract documents
Presented By: Robert H. Logan, City Manager
- B. Discuss and approve/deny a Proposal No. 0259 from Alliance Engineering + Planning, LLC in an amount not to exceed \$112,300 and authorize the Chairman to execute the documents
Presented By: Robert H. Logan, City Manager
- C. Discuss and approve/deny maintenance proposal #21390 for Pond B-2 maintenance from Twin Oaks Landscape Group, Inc. in an amount not to exceed \$1,400 and authorize the Chairman to execute the document
Presented By: Robert H. Logan, City Manager
- D. Approve/deny May 19, 2021 Downtown Development Authority meeting minutes

III. REPORTS

IV. ADJOURNMENT

EXECUTIVE SESSION

- Real Estate



June 25, 2021

City of Holly Springs
Downtown Development Authority of Holly Springs
PO Box 990
Holly Springs, Ga. 30142

**RE: Bid Acceptance Recommendation
Mixed-Use Sitework and Infrastructure Project
RFB #2021-02**

Dear Mr. Logan,

In reference to this Invitation to Bid, three qualified bids were received and publicly announced on June 17, 2021. Below is the bid tabulation:

• Vertical Earth	\$6,691,191.92
• Magnum Contracting	\$6,744,994.00
• Georgia Development Partners	\$7,515,577.34

Upon review of the bid received, we hereby recommend Vertical Earth ("Contractor") be awarded this bid. As well, we would like to recommend that the line items for "Survey and Layout" be excluded from the Contractor's scope. Below are the amounts for each section of the Project.

• Town Center	\$19,780.00
• City Homes	\$10,645.00
• Townhomes and Depot parking	<u>\$14,918.00</u>
Net Contract Reduction	(\$45,343.00)

This results in an adjusted contract price of: \$6,645,848.92

We recommend that these Survey and Layout services be awarded to Alliance Surveying, Inc. for the sum of \$57,250.00 as part of its overall scope to provide survey and layout, asbuilt and final plat services for the Project for better project continuity.

Regards,

A handwritten signature in blue ink, appearing to read "CDH", is written over a blue circular stamp.

Charles D. Heiser, Jr.
Manager
Stonecrest Homes GA, LLC

TOWN CENTER

Item No.	Description	1 Vertical Earth	2 Magnum Contracting	3 Ga Development Partners
1	General Conditions	\$ 207,087.49	\$ 145,493.00	\$ 167,523.29
	Demolition, Clearing, Grubbing and			
2	Hauling Offsite	\$ 71,024.25	\$ 145,393.00	\$ 29,941.15
3	Site Walls Complete	\$ 1,151,139.15	\$ 981,268.00	\$ 1,364,092.60
4	Grading Complete	\$ 595,215.94	\$ 630,625.00	\$ 1,039,789.64
5	Sanitary Sewer	\$ 587,704.00	\$ 554,940.00	\$ 430,464.77
6	Storm System	\$ 556,082.05	\$ 573,650.00	\$ 523,795.56
7	Water System	\$ 304,396.41	\$ 300,234.00	\$ 442,143.85
8	Erosion Control and Maintenance	\$ 189,142.44	\$ 279,532.00	\$ 208,440.32
9	Curb, Handicap Ramps and Flatwork	\$ 356,790.16	\$ 187,927.00	\$ 374,018.83
10	Paving, Markings and Signage	\$ 778,087.32	\$ 683,863.00	\$ 727,665.66
11	Survey and Layout	\$ 19,780.00	\$ 35,593.00	\$ 50,292.47
	Subtotal - Town Center	\$ 4,816,449.21	\$ 4,518,518.00	\$ 5,358,168.14

CITY HOMES

1	General Conditions	\$ 34,514.59	\$ 53,797.00	\$ 64,427.54
	Demolition, Clearing, Grubbing and			
2	Hauling Offsite	\$ 31,221.67	\$ 47,760.00	\$ 55,583.43
3	Site Walls Complete			
4	Grading Complete	\$ 72,303.74	\$ 178,672.00	\$ 241,359.12
5	Sanitary Sewer	\$ 127,176.00	\$ 127,702.00	\$ 212,238.09
6	Storm System	\$ 188,177.74	\$ 68,912.00	\$ 94,864.67
7	Water System	\$ 85,156.96	\$ 72,173.00	\$ 80,162.90
8	Erosion Control and Maintenance	\$ 61,312.27	\$ 98,407.00	\$ 93,275.90
9	Curb, Handicap Ramps and Flatwork	\$ 46,697.17	\$ 40,041.00	\$ 96,585.99
10	Paving, Markings and Signage	\$ 166,563.00	\$ 137,085.00	\$ 281,156.63
11	Survey and Layout	\$ 10,645.00	\$ 18,963.00	\$ 22,567.50
	Subtotal - City Homes	\$ 823,768.14	\$ 843,512.00	\$ 1,242,221.77

TOWNHOMES AND DEPOT PARKING

1	General Conditions	\$ 34,514.59	\$ 57,571.00	\$ 63,914.51
	Demolition, Clearing, Grubbing and			
2	Hauling Offsite	\$ 47,576.72	\$ 61,890.00	\$ 56,875.07
3	Site Walls Complete	\$ 20,079.56	\$ 23,957.00	
4	Grading Complete	\$ 115,054.05	\$ 346,878.00	\$ 231,020.73
5	Sanitary Sewer	\$ 183,904.00	\$ 249,455.00	\$ 98,066.21
6	Storm System	\$ 108,213.08	\$ 92,538.00	\$ 69,152.96
7	Water System	\$ 89,634.72	\$ 85,979.00	\$ 79,036.34
8	Erosion Control and Maintenance	\$ 63,607.65	\$ 126,036.00	\$ 87,298.33
9	Curb, Handicap Ramps and Flatwork	\$ 65,694.82	\$ 73,243.00	\$ 52,186.10
10	Paving, Markings and Signage	\$ 307,777.38	\$ 246,454.00	\$ 154,213.52
11	Survey and Layout	\$ 14,918.00	\$ 18,963.00	\$ 23,423.66
	Subtotal Townhomes	\$ 1,050,974.57	\$ 1,382,964.00	\$ 915,187.43

GRAND TOTAL	\$	6,691,191.92	\$	6,744,994.00	\$	7,515,577.34
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Town Center	Survey and Layout	\$ (19,780.00)	\$ (35,593.00)	\$ (50,292.47)
City Homes	Survey and Layout	\$ (10,645.00)	\$ (18,963.00)	\$ (22,567.50)
Townhomes and Depot Parking	Survey and Layout	\$ (14,918.00)	\$ (18,963.00)	\$ (23,423.66)
	Net Total	\$ 6,645,848.92	\$ 6,671,475.00	\$ 7,466,141.03

**Alliance Surveying**

299 S Main Street, Suite A

Alpharetta Georgia 30009

Proposal 0259

Proposal Date : 6/29/2021

SITE: Holy Springs Mixed-Use Project

Mr. David Edwards,

Alliance Surveying, LLC ("AEP") appreciates the opportunity to provide this proposal to you ("client"). AEP proposes the following scope of services.

#	Item & Description	Amount
1.	Control/Setup.....	\$ 8,500
	If control is not provided Alliance will establish control/benchmarks around the subject property to be the basis of the staking for the tasks below. This will include verifying boundary and elevation data as shown on the plans.	
2.	Construction Staking Services (Town Center Tract)	\$ 32,500
	Alliance will stake:	
	LOD-2 Back of Curb offsets w/ grades-6 Stake Amphitheater-2 Parking Deck-2 Storm Structures-5 Rough Grade Stakes (3 trips to site) Stake Retail building pads for grade-1 Retaining Walls-5 Water Structures-3 Stake Outparcel Corners-1 Stake City Hall Corners for Grade-1	
3.	Pond As-builts (Town Center Tract)	\$ 3,500
	Alliance will perform an as-built survey of the ponds once construction of said ponds are complete. This price includes two trips for ponds due to any necessary cleanup required during the as-built process.	
4.	Utility As-builts and Plat Creation and Submittal (Town Center Tract)	\$ 14,500
	Alliance will provide the Storm, Sewer, and Water As-builts that will be required by the Municipality for approval. Alliance will also produce one plat that created the proposed parkway right of way along with the outparcels as shown on the site plan provided for proposals. This task includes the setting of all corners along with time required for the submittal and recording of said plat. This task does not include and application/permit/or recording fees. Those shall be billed at cost +20% unless paid directly by the client prior to submittal.	
5.	Construction Staking Services (City Homes).....	\$ 12,500
	Alliance will stake:	
	LOD Water Structures Stake Retail building pads for grade Retaining Walls Sewer Structures and Laterals Back of Curb offsets w/ grades Stake City Hall Corners for Grade Paint Lot Lines on Curb Storm Structures Rough Grade Stakes (1 trip to site) Parking Deck Set Corners	
6.	Pond As-builts (Townhomes)	\$ 3,500
	Alliance will perform an as-built survey of the ponds once construction of said ponds are complete. This price includes two trips for ponds due to any necessary cleanup required during the as-built process.	

7. Utility Asbuilts and Final Plat (City Homes- 30 units) \$ 9,000

Alliance will locate and create the necessary Storm, Sewer, and Water Asbuilts to be approved by the governing municipality and will also produce the required final plat. This task includes submittal and revisions as required for approval. This task does not include and application/permit/or recording fees. Those shall be billed at cost +20% unless paid directly by the client prior to submittal.

8. Construction Staking Services (Townhomes- 35 units) \$ 12,250

Alliance will stake:

LOD	Sewer Structures and Laterals	Storm Structures
Water Structures	Back of Curb offsets w/ grades	Rough Grade Stakes (1 trip to site)
Stake Retail building pads for grade	Stake City Hall Corners for Grade	Parking Deck
Retaining Walls		

9. Utility Asbuilts and Final Plat (Townhomes- 35 units) \$ 8,050

Alliance will locate and create the necessary Storm, Sewer, and Water Asbuilts to be approved by the governing municipality and will also produce the required final plat. This task includes submittal and revisions as required for approval. This task does not include and application/permit/or recording fees. Those shall be billed at cost +20% unless paid directly by the client prior to submittal.

10. Assorted Exhibits and Legal Descriptions/Additional Services..... \$ 8,000 T&M

TOTAL FIXED FEE \$104,300
TIME AND MATERIALS \$8,000

Notes

If this proposal is found to be acceptable, please sign and date the last page and return to AEP. Please note that if any of the above items are not desired that they may be stricken from this proposal without penalty.

Reimbursable expenses will be billed as shown in Attachment B. AEP will give notice if additional services are required and obtain the client's authorization before proceeding. AEP will submit invoices for services performed and reimbursable expenses as incurred. Payment in full is due upon receipt of the invoice and is past due thirty (30) days from the invoice date.

FUNDAMENTAL ASSUMPTIONS

This Agreement and the fees are subject to the following fundamental assumption:

- a) The client is assumed to have permission to grant access to the property. By signing this proposal the client is granting AEP permission to access the property.

Terms & Conditions

ATTACHMENT "A"

PARTIES AND SCOPE OF WORK: Alliance Engineering + Planning, LLC (hereafter referred to as "AEP") shall include said company or affiliate performing the work. "Work" means the specific architectural, civil engineering, land planning, land surveying or other service to be performed by AEP as set forth in AEP's proposal, the client's acceptance thereof and these General Conditions. "Client" refers to the person or business entity ordering the work to be done by AEP. If the client is ordering the work on behalf of another, the client represents and warrants that the client is the duly authorized agent of said party for the purpose of ordering and directing said work. Unless otherwise stated in writing, the client assumes sole responsibility for determining whether the quantity and the nature of the work ordered by the client are adequate and sufficient for the clients' intended purpose. Client shall communicate these General Conditions to each and every third party to whom the client transmits any part of AEP's work. AEP shall have no duty or obligation to any third party greater than that set forth in AEP's proposal, Client's acceptance thereof and these General Conditions. The ordering of work from AEP shall constitute acceptance of the terms of AEP's proposal and these General Conditions.

ACCESS TO SITE: Client will arrange and provide such access to the site as is necessary for AEP to perform the work. AEP shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its work or the use of its equipment; however, AEP has not included in its fee the cost of restoration of damage which may occur. If client desires or requires AEP to restore the site to its former condition, upon written request AEP will perform such additional work as is necessary to do so and client agrees to pay to AEP the cost thereof.

CLIENT'S DUTY TO NOTIFY ARCHITECT/ENGINEER: Client represents and warrants that he has advised AEP of any known or suspected hazardous materials, utility lines and pollutants at any site at which AEP is to do work hereunder, and unless AEP has assumed in writing the responsibility of locating subsurface or latent conditions, client agrees to indemnify and save AEP harmless from all claims, suits, losses, costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to AEP's performance of its work and arising from subsurface or latent conditions or damage to subsurface or latent objects, structures, lines or conduits where the actual or potential presence and location thereof was not revealed to AEP by client.

PAYMENT: Client shall be invoiced once each month for work performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. The client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law, whichever is the lesser) until paid. Client agrees to pay AEP's cost of collection of all amounts due and unpaid after sixty (60) days, including court costs and reasonable attorney's fees. Failure to make payments within 30 days of invoice shall constitute a release of AEP from any and all claims which client may have, either in tort or contract, and whether known or unknown at the time.

CLIENT agrees to pay all permitting and submittal fees for project.

TERMINATION: This agreement may be terminated by either party upon seven day's prior written notice in the event of termination. AEP shall be compensated by client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services and records as are necessary to place AEP's files in order and/or protect its professional reputation.

INDEMNITY: Subject to the foregoing limitations, AEP agrees to indemnify and hold client harmless from and against any and all claims suits costs and expenses including reasonable attorney's fees and court costs arising out of AEP's negligence to the extent of AEP's negligence. Client shall provide the same protection to the extent of its negligence. In the event that client or client's principal shall bring any suit, cause of action, claim or counterclaim against AEP, the party initiating such action shall pay to AEP the costs and expenses incurred by AEP to investigate, answer and defend it, including reasonable attorney's and witness fees and court costs to the extent that AEP shall prevail in such suit.

WITNESS FEES: AEP's employees shall not be retained as expert witnesses except by separate, written agreement. Client agrees to pay AEP's legal expenses, administrative costs and fees pursuant to AEP's then current fee schedule for AEP to respond to any subpoena.

LIMIT OF LIABILITY: The CLIENT agrees to limit AEP's liability to the CLIENT and to all construction Contractors and Subcontractors on the project, arising from AEP'S negligent acts, errors or omissions, such that the total aggregate liability of AEP to all those names shall not exceed the AEP'S total fee for services rendered on this project. AEP will not be liable for past deficiencies or violations that may have occurred onsite. The CLIENT further agrees to require the contractor and his subcontractors an identical limitation of AEP liability for damages suffered by the contractor or subcontractor arising from the AEP'S negligent acts, errors or omissions.

OWNERSHIP OF MATERIALS: All drawings, plans, maps, photographs, data, and copies thereof remaining in AEP's possession are the property of AEP and subject to its sole discretionary control. AEP reserves all of its rights in any drawings, plans, photographs, and data and copies thereof furnished to Client or to others and may preserve its rights under Federal Copy Right Law. Any further use of this data is subject to separate renegotiation and fee. Any special requirements as to form or content of the instruments of service (including, plans drawings, and specifications) must be agreed to in advance and specified in this Contract.

DELAYS BEYOND THE CONTROL OF AEP: It is agreed that events which are beyond the control of AEP may occur which may delay the performance of the Scope of Services. In the event that the performance of the Scope of Services by AEP is delayed beyond their control, AEP shall notify the Client of such delay and the reasons therefore, and the Client shall extend the time of performance appropriately. AEP is not

6095 Atlanta Hwy, Suite 100 Flowery Branch, Georgia 30009

(M) 334.360.4197 info@aepatl.com

liable for damages caused by delays in performance of the services which arise from events beyond its reasonable control.

ABANDONED OR SUSPENDED WORK: Nothing in this Contract or in any document, report or opinion of AEP shall infer or imply that AEP's services will be furnished on a contingent basis. If the Project or any part thereof is abandoned or suspended in whole or in part by the Client for any reason other than for default by AEP, AEP shall be paid for all services performed prior to receipt of written notice from the Client of such abandonment or suspension. This document and attachments represent the entire Contract between the parties. If fully executed and Contract is delivered to AEP more than Thirty(30)days after date first appearing hereon, terms are subject to revision or acceptance by AEP.

INWITNESS WHEREOF the parties hereto have made and executed this Contract as of the date first above written. The invalidity of any portion of this Contract shall not affect the validity or enforceability of any other portion.

ENTIRE AGREEMENT: In the event any of the provisions of these general conditions would be found unenforceable, it shall be stricken and the remaining provisions shall be enforceable. This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be modified in writing, signed by each of the parties hereto.

ATTACHMENT "B"

HOURLY BILLING RATES

Category

Principal:	\$175 Hourly Rate
Sr. Land Surveyor (PLS):	\$150 Hourly Rate
1 Man Survey Crew:	\$103 Hourly Rate
2 Man Survey Crew :	\$150 Hourly Rate
Sr. CADD Technician :	\$100 Hourly Rate
CADD Technician :	\$75 Hourly Rate
Mileage:	IRS rate <i>currently \$0.58 per mile</i>

Reimbursable Expenses (additional 20% covers administrative and financing expenses incurred)

Courier and Delivery	Cost plus 20%
Other out-of-pocket expenses	Cost plus 20%

(Plan Review and Permitting Fees are to be paid directly by the Client unless other arrangements are made in writing)

Other Services

Large format Printing, Copies, And Reprographics	\$0.35 per square foot
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All of the above rates are subject to change after December 31 of this calendar year.

Authorized by

Date

Respectfully submitted,
Alliance Surveying, LLC



David L. Anderson, P.L.S., P.S.M.
Principal

Maintenance Proposal

Date	6/28/2021
Proposal #	21390

Customer
City of Holly Springs Downtown Dev Authority of Holly Springs PO Box 990 Holly Springs, GA 30115

Phone #	Fax #	E-mail
770-591-3300	770-591-3398	tlandscape@twinoaksga.com

Subdivision/Lot
Detention Pond B-2

Months	Frequency	Description	Price	Total
1	Quartley	Weedeat Detention Pond and Chemical Treat Pinestraw at pond near 351 Walnut Street	350.00	1,400.00

Total	\$1,400.00
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If accepted, please sign and return a copy to Twin Oaks Landscape

SIGNATURE: _____



**Main Street Board
Budget To Actual Comparison Report
As of May 31, 2021**

Revenues	May 2021 Transactions	2021 Budget	YTD Transactions	% of Annual Budget
Business & Occupation Licenses	5,105	54,567	54,567	100.00%
Alcohol Beverage Licenses	-	25,000	2,500	10.00%
Alcohol Pouring Permits	480	5,000	2,245	44.90%
Donations From Private Sources	-	20,000	-	0.00%
Miscellaneous/Registrations/Booth Fees	-	5,000	-	0.00%
Rents and Royalties	-	5,000	5,000	100.00%
Interest Revenue	-	50	5	10.04%
TOTAL REVENUES	\$ 5,585	\$ 114,617	\$ 64,317	56.11%

Expenditures				
Salaries & Wages	5,927	52,189	21,793	41.76%
Overtime	-	1,000	-	0.00%
Employee Benefits - Medical	1,248	16,715	7,449	44.57%
Employee Benefits- Dental	70	368	420	114.02%
Employee Benefits-Add Life	12	147	74	50.00%
Employee Benefits-Disability	50	598	299	50.04%
FICA	350	3,298	1,285	38.97%
Medicare	82	771	301	38.99%
Employee Benefits-Retirement	393	5,661	1,966	34.73%
Unemployment	-	27	32	120.19%
Workers Comp Insurance	2	230	185	80.62%
Communications	42	600	184	30.61%
Travel	-	600	-	0.00%
Dues and Fees	-	1,000	631	63.13%
Education and Training	-	500	650	129.90%
Contract Labor	-	5,000	-	0.00%
Supplies-Special Events	-	15,000	292	1.94%
Payments to Other Agencies	-	2,500	-	0.00%
TOTAL EXPENDITURES	\$ 8,175	\$ 106,204	\$ 35,560	33.48%



**Main Street Board
Budget To Actual Comparison Report
As of June 30, 2021**

Revenues	June 2021 Transactions	2021 Budget	YTD Transactions	% of Annual Budget
Business & Occupation Licenses	-	54,567	54,567	100.00%
Alcohol Beverage Licenses	-	25,000	2,500	10.00%
Alcohol Pouring Permits	-	5,000	2,245	44.90%
Donations From Private Sources	-	20,000	-	0.00%
Miscellaneous/Registrations/Booth Fees	-	5,000	-	0.00%
Rents and Royalties	-	5,000	5,000	100.00%
Interest Revenue	-	50	5	10.04%
TOTAL REVENUES	\$ -	\$ 114,617	\$ 64,317	56.11%

Expenditures				
Salaries & Wages	3,951	52,189	25,744	49.33%
Overtime	-	1,000	-	0.00%
Employee Benefits - Medical	1,235	16,715	8,684	51.96%
Employee Benefits- Dental	70	368	490	133.02%
Employee Benefits-Add Life	12	147	86	58.33%
Employee Benefits-Disability	50	598	349	58.38%
FICA	233	3,298	1,518	46.04%
Medicare	55	771	355	46.06%
Employee Benefits-Retirement	393	5,661	2,359	41.67%
Unemployment	-	27	32	120.19%
Workers Comp Insurance	-	230	185	80.62%
Communications	42	600	225	37.56%
Travel	-	600	-	0.00%
Dues and Fees	174	1,000	805	80.49%
Education and Training	-	500	650	129.90%
Contract Labor	-	5,000	-	0.00%
Supplies-Special Events	-	15,000	292	1.94%
Payments to Other Agencies	-	2,500	-	0.00%
TOTAL EXPENDITURES	\$ 6,214	\$ 106,204	\$ 41,774	39.33%



**Downtown Development Authority
As of May 31, 2021**

Revenues	May 2021 Transactions	2021 Budget	YTD Transactions	% of Annual Budget
Prior Year Fund Balance	-	4,650	-	0.00%
Interest Revenue	-	350	-	0.00%
TOTAL REVENUES	\$ -	\$ 5,000	\$ -	0.00%

Expenditures				
Dues & Fees	-	500	290	58.00%
Training	-	250	75	30.00%
General Supplies & Materials	46	-	46	100.00%
Other Expenditures	-	250	-	0.00%
Stormwater Fees	-	2,500	-	0.00%
Sponsorships	-	1,500	-	0.00%
TOTAL EXPENDITURES	\$ 46	\$ 5,000	\$ 411	8.23%

Holly Springs Downtown Development Authority

Treasurer's Report

May 2021

Opening Balance: \$ 79,310.45

Less: Cash Disbursements

DATE	CHECK #	VENDOR	AMOUNT	DESCRIPTION
5/3/2021	1410	Kyle Whitaker	\$ (75.00)	Education & Training
5/26/2021	1411	Name Tag Country	\$ (46.45)	Name plate
Total			\$ (121.45)	

Add: Deposits & Other Credits

Total \$ -

Ending Bank Balance \$ 79,189.00

Plus Certificate of Deposit \$ 36,348.83

Total Funds \$ 115,537.83



**Downtown Development Authority
As of June 30, 2021**

Revenues	June 2021 Transactions	2021 Budget	YTD Transactions	% of Annual Budget
Prior Year Fund Balance	-	4,650	-	0.00%
Interest Revenue	-	350	-	0.00%
TOTAL REVENUES	\$ -	\$ 5,000	\$ -	0.00%

Expenditures				
Dues & Fees	-	500	290	58.00%
Training	375	250	450	180.00%
General Supplies & Materials	22	-	69	100.00%
Other Expenditures	-	250	-	0.00%
Stormwater Fees	-	2,500	-	0.00%
Sponsorships	-	1,500	-	0.00%
TOTAL EXPENDITURES	\$ 397	\$ 5,000	\$ 809	16.17%

Holly Springs Downtown Development Authority

Treasurer's Report

June 2021

Opening Balance: \$ 79,189.00

Less: Cash Disbursements

DATE	CHECK #	VENDOR	AMOUNT	DESCRIPTION
6/24/2021	1412	Publix	\$ (22.12)	Training
6/24/2021	1412	Georgia Main Street Program	\$ (375.00)	Training
Total			\$ (397.12)	

Add: Deposits & Other Credits

Total \$ -

Ending Bank Balance \$ 78,791.88

Plus Certificate of Deposit \$ 36,348.83

Total Funds \$ 115,140.71

Holly Springs Downtown Development Authority
Meeting Minutes
May 19, 2021

Members Present: Vice Chairman Ollie Evans, Chairman Kevin Moore, Phyllis Long, Secretary Scott Owen, Treasurer Guillermo Sanabia, and Ryan Smith.

Members Absent: Councilman Kyle Whitaker.

Staff Present: City Manager Robert H. Logan, Economic Development Director/Assistant City Clerk Erin Honea, and Lt. Greg Clyburn.

Kevin Moore called the meeting to order.

Ollie Evans made a motion to approve the 2021/2022 Memorandum of Understanding among the Holly Springs Downtown Development Authority, the Economic Development Director, and the City of Holly Springs, Georgia and authorize and ratify the Chairman's execution of the Memorandum of Understanding. Phyllis Long seconded the motion. Motion carried 6-0.

Scott Owen made a motion to approve the April 21, 2021 Downtown Development Authority meeting minutes. Ollie Evans seconded the motion. Motion carried 6-0.

City Manager Robert H. Logan gave an update on the Town Center Project. He announced that bids for the mixed-use and site infrastructure project were due June 17, 2021.

Ollie Evans made a motion to adjourn. Phyllis Long seconded the motion. Motion carried 6-0.

Meeting adjourned.

Respectfully Submitted.

Kevin Moore, Chairman

Attest:

Erin Honea, Economic Development Director/Assistant City Clerk