

**City of Holly Springs
City Council Work Session Meeting Minutes
June 5, 2023**

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

Elected Officials Not Present: Councilman Kevin Moore, and Councilwoman Dee Phillips.

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk/Human Resources Director Karen Norred, Assistant City Clerk/Records Manager Lou Stewart, Communications & External Affairs Director Erin Honea, Chief Tommy Keheley, Deputy Chief Greg Clyburn, Community Development Director Nancy Moon, Finance Director Denise Lamazares, Information Technology Manager/Facilities Manager Ron Carter, Court Administrator Donna Sanders, Senior Court Clerk Christine Davidson, Court Clerk Kaitlyn Smykun and Captain Casey Barton.

I. Call to Order

Mayor Miller called the Work Session to order.

II. Pledge of Allegiance

Mayor Miller led the Pledge of Allegiance.

III. Invocation

Mayor Pro Tem Zenchuk gave the invocation.

IV. Special Presentations

Mayor Miller presented a Municipal Court Clerk Week Proclamation to Court Administrator Donna Sanders, Senior Court Clerk Christine Davidson and Court Clerk Kaitlyn Smykun.

V. Public Comments

No public comments were made.

VI. Unfinished Business

- A. Discussed **D-01-2023**, applicant requests deannexation of 1.71 +/- acres located off of 722 Peardon Court, Holly Springs, GA, tax parcel 120A of tax plat 15N20

VII. New Business

- A. Discussed an ordinance to amend the Code of the City of Holly Springs, Georgia; to Repeal Article I. – In General of Chapter 2 – Administration
- B. Discussed a resolution of the City of Holly Springs Mayor and Council to appoint a member to the Cherokee County Development Authority for a four (4) year term

- C. Discussed the declaration of covenants, conditions, restrictions, and easements for the City of Holly Springs Town Center Town Homes West
- D. Discussed Vertical Earth change order #7b for additional site work in the Town Center on the former site of 411 Hickory Road
- E. Discussed Vertical Earth change order #8 for the Cotton Barn concrete apron demo and haul off
- F. Discussed the 2023-2024 Affiliate Main Streets Memorandum of Understanding between the Georgia Department of Community Affairs Office of Downtown Development and the City of Holly Springs, Georgia
- G. Discussed the Trademark Sublicense Agreement between the Georgia Department of Community Affairs and the City of Holly Springs, Georgia
- H. Discussed the job description for an Administrative/Probation Assistant for the City of Holly Springs, Georgia
- I. Discussed the Lighthouse Health and Wellness Virtual Engagement Plan for confidential wellness resources for the City of Holly Springs, Georgia

VIII. Adjournment

Councilman Wilbur made a motion to adjourn. Councilman Whitaker seconded the motion. Motion carried 3-0.

City of Holly Springs
City Council Special Called Meeting Minutes
June 5, 2023

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

Elected Officials Not Present: Councilman Kevin Moore, and Councilwoman Dee Phillips.

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk/Human Resources Director Karen Norred, Assistant City Clerk/Records Manager Lou Stewart, Communications & External Affairs Director Erin Honea, Chief Tommy Keheley, Deputy Chief Greg Clyburn, Community Development Director Nancy Moon, Finance Director Denise Lamazares, Information Technology Manager/Facilities Manager Ron Carter, Court Administrator Donna Sanders, Senior Court Clerk Christine Davidson, Court Clerk Kaitlyn Smykun and Captain Casey Barton.

I. Call to Order

Mayor Miller called the Work Session to order.

II. New Business

Mayor Pro Tem Zenchuk made a motion to amend the agenda to add Items A through I under New Business to a consent agenda. Councilman Wilbur seconded the motion. Motion carried 3-0.

Consent Agenda

- A. An ordinance to amend the Code of the City of Holly Springs, Georgia; to Repeal Article I. – In General of Chapter 2 – Administration
- B. A resolution of the City of Holly Springs Mayor and Council to appoint a member to the Cherokee County Development Authority for a four (4) year term
- C. The declaration of covenants, conditions, restrictions, and easements for the City of Holly Springs Town Center Town Homes West and the ratification of the Mayor's signature
- D. Vertical Earth change order #7b for additional site work in the Town Center on the former site of 411 Hickory Road, in an amount not to exceed \$2,043,027
- E. Vertical Earth change order #8 for the Cotton Barn concrete apron demo and haul off, in an amount not to exceed \$1,725 and the ratification of the City Manager's signature

- F. The 2023-2024 Affiliate Main Streets Memorandum of Understanding between the Georgia Department of Community Affairs office of Downtown Development and the City of Holly Springs, Georgia and authorizing the ratification of signatures
- G. The Trademark Sublicense Agreement between the Georgia Department of Community Affairs and the City of Holly Springs, Georgia and authorize the Communications & External Affairs Director to execute the document
- H. The job description for an Administrative/Probation Assistant for the City of Holly Springs, Georgia
- I. The Lighthouse Health and Wellness Virtual Engagement Plan for confidential wellness resources for the City of Holly Springs, Georgia in an amount not to exceed \$2,620

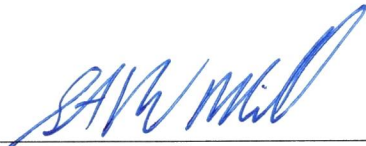
Mayor Pro Tem Zenchuk made a motion to approve the consent agenda. Councilman Wilbur seconded the motion. Motion carried 3-0.

III. Adjournment

Councilman Wilbur made a motion to adjourn. Councilman Whitaker seconded the motion. Motion approved 3-0.

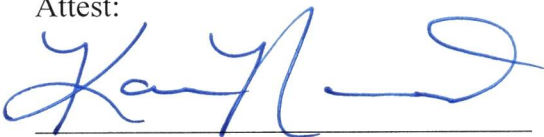
Meeting adjourned.

Respectfully Submitted.



Steven W. Miller, Mayor

Attest:



Karen Norred, City Clerk

(Seal)

