

City of Holly Springs
Finance and Administration Committee
Meeting Minutes
May 15, 2023

Committee Members Present: Chair Dee Phillips, Co-Chair Michael Roy Zenchuk II.

Elected Officials Present: Mayor Steven W. Miller, Councilman Jeff Wilbur, and Councilman Kevin Moore.

Staff Present: City Clerk Karen Norred, Finance Director Denise Lamazares, Chief Tommy Keheley, and Information Technology Manager/Facilities Manager Ron Carter.

I. Call to Order

Chair Phillips called the meeting to order and asked for a motion to amend the agenda to add discussion concerning a Summer Hours Program. Mayor Pro Tem Zenchuk made a motion to amend the agenda to add an item to discuss the Summer Hours Program. Mayor Miller seconded the motion. Motion carried 3/0.

II. New Business

A. Discussed the process of employee recognition based on years of service

There was a brief discussion regarding the process of employee recognition based on years of service. Mayor Pro Tem Zenchuk made a motion to recognize employees at one year of service and in increments of five, ten, fifteen and twenty, with corresponding bonus starting at \$500 dollars with recognition starting at ten years and increasing \$250 dollars every five years of service. Mayor Miller seconded the motion. Motion carried 3-0.

B. Discussed Summer Hours Program

There was a brief discussion regarding the Summer Hours Program. Mayor Pro Tem Zenchuk made a motion to allow department heads to participate in the program and allow/authorize City Manager Mr. Logan and City Clerk/HR Director Ms. Norred to determine what best fits each department's schedule on a going forward basis for summer hours. Mayor Miller seconded the motion. Motion carried 3-0.

III. Adjournment

Chair Phillips adjourned the meeting.

Meeting adjourned.

Respectfully submitted.

Ms. Dee Phillips, Chair

Attest:

Karen Norred, City Clerk

(Seal)