

City of Holly Springs
Retreat Minutes
April 23, 2022
9:00 a.m.

Elected Officials Present: Mayor Steve Miller, Councilman Kevin Moore, Councilwoman Dee Phillips, Councilman Kyle Whitaker, Councilman Jeff Wilbur, and Mayor Pro Tem Michael Zenchuk.

Staff Present: City Manager Robert H. Logan, City Clerk Karen Norred, Community Development Director Nancy Moon, Chief Tommy Keheley, Finance Director Denise Lamazares, Communications & External Affairs Director Erin Honea, Court Administrator Donna Sanders, Chief Building Official Derron Brown, and The Honorable Judge Darrell Caudill (arrived at approximately 11:00 a.m. and left at approximately 12:30 p.m.).

Mayor Steven W. Miller called the City Council Retreat to order.

Opening comments by the City Manager, Robert H. Logan, regarding the retreat framework.

Heath Tippens presented the Cherokee Office of Economic Development's Cherokee by Choice 2.0, a five-year economic development strategic plan. Mr. Tippens left the retreat following his presentation at approximately 9:20 a.m.

Charles Heiser, Stonecrest Homes, Master Developer of the Town Center Project, gave an update regarding the Project's layout, schematic drawings, marketing, and timeline. The master timeline presented stated that horizontal development would continue throughout 2022, vertical construction would take place during 2023 as well as Q1 and Q2 of 2024, with opening projected for Q3 in 2024. Mr. Heiser left the retreat following his presentation at approximately 11:10 a.m.

Municipal Court Judge, The Honorable Darrell Caudill, arrived at approximately 11:00 a.m.

Community Development Director, Nancy Moon, gave an update on the Community Development Department's accomplishments, building permits, zoning map, growth boundary map, new residential developments, new commercial development and improvements, Comprehensive Plan update, stormwater update, and future projects to include: online access to City GIS data, a complete update of the Zoning Ordinance and Development Regulations, codification of the revised Zoning Ordinance, the "Fill-in-the-Gaps" Sidewalk Project, Palm Street Sidewalk/Drainage Project, replacement of culverts on Hickory Road west of Hickory Springs Industrial Park, Holly Street Pedestrian Project, 2022 Stormwater Project, and National Pollution Discharge Elimination System Permit. Future needs include hiring a Stormwater Coordinator.

Court Administrator, Donna Sanders, gave an overview of Court Service's accomplishments, court statistics and future needs to include hiring part-time court security, in-house fingerprinting, purchasing a walk-through body scanner, and purchasing a ballistic shield.

Judge Caudill left the retreat following the presentation of Donna Sanders at approximately 12:30 p.m.

Communications & External Affairs Director, Erin Honea, gave an overview of the Main Street Program, special events, and projected departmental personnel growth. Future goals include bringing the Whistle Stop newsletter design in-house in 2022, completing Crisis Coordinator training from the Georgia Municipal Association in 2022, launching a City Instagram account in 2022, implementing a Marketing Grant Program through the Downtown Development Authority in 2022, and to complete Georgia Certified Economic Developer Certification Program through Carl Vinson Institute for Government by 2025. She also proposed a City and downtown rebranding with the Carl Vinson Institute for Government. The rebranding would take approximately 9-12 months to complete, and the process includes analysis, design, and brand launch. Council consensus was to begin pursuit of this goal.

City Manager, Robert H. Logan, gave an update on the Parks and Recreation division's accomplishments. Future needs include installation of security cameras and expansion of soft surface trails at J. B. Owens Park, development of Timothy B. Downing Park, replacing playground equipment, installation of security cameras and signage at Taylors Farm playground and Barrett Farms playground, and updating the City-wide trail plan.

City Manager, Robert H. Logan, gave an update of the Facilities division's accomplishments. Future needs include replacing roof and worn carpeting as well as repainting the Public Safety Building, completing a new Public Works facility, transitioning City's information technology systems to a third party provider, and remodeling the Train Depot and Hardin House.

City Manager, Robert H. Logan, gave an update of Public Works' accomplishments. Future needs include Holly Springs Parkway/Fox Creek Intersection Project, Holly Springs Parkway Widening Project Phases 2, 3, 4 and 5, Hickory Springs Parkway Phases 1, 2, 3, and 4 & Hickory Road Improvements, Holly Street Livable Centers Initiative Project-Preliminary Engineering & Construction, Palm Street Sidewalk & Drainage Project Ph. 2, Hickory Road & Fill-in-the-Gaps Project, Stringer Road, Palm Street/Hickory Road Sidewalk Project Phases 2 and 3, and the Holly Springs Parkway Sidewalk & Drainage Project at Riverside subdivision.

Finance Director, Denise Lamazares, gave an overview of the Finance division's accomplishments, and future needs to include hiring an accountant, procurement of Dashboard and budget preparation software, and establishing a credit rating for the City.

City Clerk, Karen Norred, gave an update on the Administration Department's accomplishments, records management, municipal elections, GMEBS pension contributions, human resources & risk management. Future goals include completing a classification and compensation study, completing a needs assessment for personnel, succession planning, employee recruiting and retention, leadership program, implementing DocuSign, and implementing open records request software. She presented elected officials with several options for an updated ward map. Council consensus was to proceed with implementing a five ward system, to be voted on by Council at its May meeting.

Police Chief, Tommy Keheley, gave an overview of the Police Department's accomplishments, and statistics. Future goals include acquisition of a building or storage space for equipment, hiring an additional three officers per year after filling the five current vacancies, creating a Special Operations Unit to respond to and investigate fatality accidents, and maintaining State certification. Future needs include supervisor training, body cam replacements & upgraded software for cars, two additional car systems, \$500/year for small repairs, continue Toughbook upgrades, uniforms for new officers, vest carrier replacements, drying cabinet for investigations, metal detector for crime scenes, cubical walls for investigators, and a civilian IT position.

In conclusion, action items to consider include:

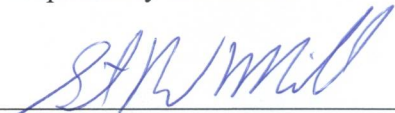
- Add Georgia and City of Holly Springs flags to Hickory Road roundabout
- Parking deck sign indicating available spaces
- Reevaluate Parkway Corridor in future
- Acquire scanner/in-house fingerprinting for court and security gate at dais
- Proceed with rebranding proposal
- Ward map update

No action was taken.

Mayor Pro Tem made a motion to adjourn. Councilman Whitaker seconded the motion. Motion carried 5-0.

Meeting adjourned.

Respectfully Submitted


Steven W. Miller, Mayor

Attest:


Karen Norred, City Clerk
(Seal)

