



City of Holly Springs

Date: Wednesday, February 27, 2019

Location: 3235 Holly Springs Parkway

Downtown Development Authority Meeting Agenda 6:30pm

- I. CALL TO ORDER
- II. ROLL CALL – Steve Adcock, Sonia Carruthers, Christopher DeLuca, Tim Downing, Phyllis Long, Kevin Moore, Kyle Whitaker
- III. TREASURER’S REPORT – January 2019
- IV. UNFINISHED BUSINESS
- V. NEW BUSINESS
 1. Discuss the 2019 Special Events Sponsorship Request
Presented By: Robert H. Logan, City Manager
 2. Approve/deny the January 16, 2019 meeting minutes
- VI. EXECUTIVE SESSION
 - Real Estate
- VII. ADJOURNMENT



Downtown Development Authority
As of January 31, 2019

Revenues	January 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Prior Year Fund Balance	-	4,900	-	0.00%
Interest Revenue	-	100	-	0.00%
TOTAL REVENUES	\$ -	\$ 5,000	\$ -	0.00%

Expenditures				
Dues & Fees	-	500	-	0.00%
Training	-	250	-	0.00%
Other Expenditures	-	250	-	0.00%
Stormwater Fees	-	2,500	-	0.00%
Sponsorships	-	1,500	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 5,000	\$ -	0.00%

Mayor
Steven W. Miller

Council Members
Karen Barnett
Dee Phillips
Jeremy Smith
Kyle Whitaker
Michael Roy Zenchuk II



City of Holly Springs

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City Attorney
Robert M. Dyer

City Clerk
Karen Norred

City Manager
Robert H. Logan

February 27, 2019

RE: Request for 2019 Special Events Sponsorship

In 2018, the Downtown Development Authority generously donated \$500 to support the 16th Annual Easter Egg Hunt, \$500 to support the 14th annual Autumn Fest, and \$500 to support the 13th Annual Holly Springs Christmas Parade.

Your donations helped to provide free local events for families to enjoy. During the Easter Egg Hunt, over 2,000 guests gathered to hunt over 13,000 eggs, while children had their faces painted, spent some time at the petting zoo, and had their picture taken with the Easter Bunny. Autumn Fest was in incredible success, with over 3,000 guests visiting Barrett Park for live entertainment, craft vendors, food trucks, and kids' zone. Although rain greatly impacted the Christmas Parade in 2018, Santa still stopped at the Depot to take pictures with families while they enjoyed cupcakes, hot chocolate, and warm apple cider, from Smallcakes food truck, compliments of the City. I hope that we can count on your \$500 sponsorship for each of these events again in 2019.

As our events continue to grow, it is important that the City continue to provide high-quality activities for Holly Springs' families and strive to attract visitors to Holly Springs. **Your \$1,500 sponsorship will allow the City to continue to raise the bar for special events.**

Thank you for your consideration and continued support of special events in Holly Springs.

Sincerely,

Erin Honea
Main Street Director

Holly Springs Downtown Development Authority
Meeting Minutes
January 16, 2019

Members Present: Vice Chairman Kevin Moore, Treasurer Sonia Carruthers, Secretary Christopher DeLuca, Phyllis Long, and Councilman Kyle Whitaker.

Staff Present: City Manager Robert H. Logan, Deputy Chief Tommy Keheley, Officer Arthur Gibford, and Assistant City Clerk Donna Sanders.

Roll Call – Chairman Steve Adcock and Tim Downing were absent.

Vice Chairman Moore called the meeting to order at approximately 6:30p.m.

Treasurer's Report

Treasurer Sonia Carruthers presented the Treasurer's Report for December 2018.

Secretary DeLuca made a motion to approve the December 2018 financial report. Councilmember Whitaker seconded the motion. Motion carried 5-0.

Unfinished Business

None to discuss.

New Business

City Manager Robert H. Logan gave an update on the Amendment Number 01 to the agreement with Tunnell-Spangler & Associates, Inc. d/b/a TSW. Mr. Logan said the amendment is for land planning for the parcel adjacent to the Train Depot. Mr. Logan said the long-range plan is to relocate Brackett Plaza, provide access to Palm Street from the Train Depot and additional parking for the Depot.

City Manager Robert H. Logan discussed the proposal from Kimley-Horn for the Town Center Parking Deck. Mr. Logan said City Council approved Task 1 of the proposal to initiate design as grading begins on the Town Center Project.

City Manager Robert H. Logan gave an update on the Addendum No. 7 to the Professional Services Agreement with Southeastern Engineering, Inc. (SEI). Mr. Logan said the addendum is for additional surveying of the road plan for the intersection at Palm Street and Hickory Road. Mr. Logan said the City is looking at relocating water and sewer lines in the area to serve the new development and existing area. Mr. Logan said once we get approval from Cherokee County Water and Sewerage Authority, we will get final approval from the City Engineers to move forward.

City Manager Robert H. Logan gave an update on the asbestos surveys. Mr. Logan said asbestos was found in the Barrett house on Palm Street and will be torn down once the asbestos abatement is complete. Mr. Logan said no asbestos was found in the Heritage Roof Truss building.

City Manager Robert H. Logan gave an update on the LCI Phase II Project. Mr. Logan said construction has started on the second phase of the sidewalk project. Mr. Logan said the second phase will include streetscapes, sidewalk, curb and gutter, and intersection improvements at Pinecrest to include mast arm installation.

No action taken.

Phyllis Long made a motion to approve the December 19, 2018 meeting minutes. Secretary DeLuca seconded the motion. Motion carried 5-0.

City Manager Robert H. Logan suggested an Executive Session for the purpose of real estate.

Councilmember Whitaker made a motion to enter into Executive Session for the purpose of real estate. Phyllis Long seconded the motion. Motion carried 5-0.

Councilmember Whitaker made a motion to return from Executive Session. Vice Chairman Moore seconded the motion. Motion carried 5-0.

Phyllis Long made a motion to adjourn. Treasurer Carruthers seconded the motion. Motion carried 5-0.

Meeting adjourned.

Respectfully Submitted,

Steven Adcock, Chairman

Date

Attest:

Donna Sanders, Assistant City Clerk