

The City of Snellville
2342 Oak Road
Snellville, Georgia 30078
(770) 985-3500 • FAX (770) 985-3525

AGENDA



WORK SESSION
OF MAYOR AND COUNCIL
CITY OF SNELLVILLE, GEORGIA
MONDAY, APRIL 8, 2024

Publication Date: April 4, 2024

TIME: 6:30 p.m.
DATE: April 8, 2024
PLACE: City Hall Conference Room 145

I. CALL TO ORDER

**II. REVIEW REGULAR BUSINESS MEETINGS AND PUBLIC HEARING
AGENDA ITEMS**

III. REVIEW CORRESPONDENCE

IV. CITY ATTORNEY'S REPORT

V. DISCUSSION ITEMS

a) Update of Ongoing Projects [Bender]

VI. EXECUTIVE SESSION

An Executive Session may be called:

- To discuss pending and/or potential litigation, settlement claims, administrative proceedings or other judicial actions, which is exempt from the Open Meetings Act pursuant to O.C.G.A. Section 50-14-2(1).
- To authorize negotiations to purchase, dispose of, or lease property; authorize the ordering of an appraisal related to the acquisition or disposal of real estate; enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote; or enter into an option to purchase, dispose of, or lease real estate subject to approval in subsequent public vote, which is excluded from the Open Meetings Act pursuant to Section 50-14-3(b)(1)(C).
- Upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, which is excluded pursuant to O.C.G.A. Section 50-14-3(b)(2).

VII. ADJOURNMENT

The City of Snellville
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AGENDA

PUBLIC HEARING & REGULAR BUSINESS MEETING
OF MAYOR AND COUNCIL
CITY OF SNELLVILLE, GEORGIA
MONDAY, APRIL 8, 2024

Publication Date: April 4, 2024

TIME: 7:30 p.m.
DATE: April 8, 2024
PLACE: Council Chambers

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGE TO THE FLAG
- IV. CEREMONIAL MATTERS
- V. MINUTES
Approve the Minutes of the March 25, 2024 Meetings
- VI. INVITED GUESTS
Gwinnett County Tax Commissioner, Denise Mitchell
- VII. COMMITTEE / DEPARTMENT REPORTS
- VIII. APPROVAL OF THE AGENDA
- IX. PUBLIC HEARING
- X. CONSENT AGENDA (Please see *Note)
- XI. OLD BUSINESS
- XII. NEW BUSINESS
 - a) Consideration and Action on Award of Bid (PW240221) Annual Contract For Lawn Care Maintenance for the City of Snellville [Bender]

XIII. COUNCIL REPORTS

XIV. MAYOR'S REPORT

XV. PUBLIC COMMENTS

• Section 2-53

Each member of the public who wishes to address the Mayor and City Council in public session must submit their name, address and the topic (be as specific as possible) of their comments to the City Clerk prior to making such comments. Individuals will be allotted five minutes to make their comments and such comments must be limited to the chosen topic. Members of the public shall not make inappropriate or offensive comments at a City Council meeting and are expected to comply with our adopted rules of decorum.

• Decorum

You must conduct yourself in a professional and respectful manner. All remarks should be directed to the Chairman and not to individual Council Members, staff or citizens in attendance. Personal remarks are inappropriate.

XVI. EXECUTIVE SESSION

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- Upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, which is excluded pursuant to O.C.G.A. Section 50-14-3(b)(2).

XVII. ADJOURNMENT

***Note: Items on the Consent Agenda may be read by title only. Upon the request of any Council Member, any item may be removed from the Consent Agenda and placed on the Regular Agenda prior to the adoption of the Regular Agenda. The Consent Agenda, or the remainder thereof omitting the challenged items, shall be adopted by unanimous consent.**

CITY OF SNELLVILLE
MEETINGS AND LOCAL EVENTS
APRIL 8, 2024

April 8

Council Meeting

Monday, April 8, 2024

6:30 pm Work Session – Conference Room 145, City Hall

7:30 pm Meeting - Council Chambers, City

April 9

Board Of Appeals Meeting - CANCELED

Tuesday, April 9, 2024

7:30 pm – Council Chambers, City Hall

April 14

Broadcast of 04/08/2024 Council Meeting

Sunday, April 14, 2024

Watch the broadcast of the 04/08/2024 Council Meeting on Comcast Channel 25 at 6:30 pm

April 17

DDA Meeting

Wednesday, April 17, 2024

4:00 pm – City Hall Room 259, Second Floor

April 18

DAD & URA Joint Meeting

Thursday, April 18, 2024

4:00 pm – City Hall Room 259, Second Floor

April 20

Extended Farmers' Market

Saturday, April 20, 2024

9:00 am to 12:00 pm

City Hall Parking Lot

April 20

Spring Car Show

Saturday, April 20, 2024

11:00 am to 3:00 pm – Briscoe Park

April 22

Council Meeting

Monday, April 22, 2024

6:30 pm Work Session – Conference Room 145, City Hall

7:30 pm Meeting - Council Chambers, City Hall



WORK SESSION
OF MAYOR AND COUNCIL
CITY OF SNELLVILLE, GEORGIA
MONDAY, MARCH 25, 2024

Present: Mayor Barbara Bender, Mayor Pro Tem Tod Warner, Council Members Norman A. Carter Jr., Kerry Hetherington, Cristy Lenski, and Gretchen Schulz. Also present City Manager Matthew Pepper, City Attorney Chuck Ross and Jay Crowley with Powell and Edwards Attorneys at Law, Assistant Chief of Police David Matson, Public Works Director David Mitchell, Planning and Development Director Jason Thompson, Public Information Officer Brian Arrington and City Clerk Melisa Arnold.

CALL TO ORDER

Mayor Bender called the meeting to order at 6:33 p.m.

REVIEW REGULAR BUSINESS MEETINGS AND PUBLIC HEARING AGENDA ITEMS

Mayor and Council reviewed the regular meeting agenda. During the review Mayor Bender announced that Planning Commission applicant Shaunte Pitt will work at T.W. Briscoe Park during the summer therefore she would be withdrawing her nomination since he will be an employee.

REVIEW CORRESPONDENCE

None

CITY ATTORNEY'S REPORT

Attorney Ross advised that a moratorium is needed on temporary special event licenses for the consumption of alcohol on premises so they can review the need for licensing specific to an event space. After discussion by the Mayor and Council the consensus was to move forward with a resolution for a moratorium.

DISCUSSION ITEMS

Update of Ongoing Projects [Bender]

City Manager Pepper gave an update on the Towne Center and other ongoing projects. During the review discussion was held about the abuse of yard and junk debris drop off at the Recycling Center. City Manager Pepper and Public Works Director Mitchell will discuss options to help curb this problem.

Formation of City Ribbon Cutting policy [Warner]

Mayor Pro Tem Warner said he would like to see a brief policy created on how ribbon cuttings will be handled.

City of Snellville Administration Department

WORK SESSION OF MAYOR AND COUNCIL
MONDAY, MARCH 25, 2024
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Business License Applications and Informational Handout to Applicants [Warner]

Mayor Pro Tem Warner said he would like to see information handed out to business owners on what type of services are allowed under each type of business license.

Planning Director Thompson said this information is included in the packet that the Planning Department hands out and said he would share that packet with Mayor Pro Tem Warner.

Towne Green Turf Maintenance [Schulz]

Council Member Schulz said that since it is too late in the year to start any type of maintenance on the Greene she asked about possibly using pine straw on rainy and wet days and expanding a section of brick pavers.

Veterans Memorial update by Memorial Foundation [Warner]

Mayor Pro Tem Warner asked that the City consider taking over ownership and the maintenance of the Veterans Memorial while letting the Foundation still handle the sale and installation of the tiles. Mayor Bender, who is a member of the Memorial Foundation, state they are almost out of funds and work still needs to be done on the lighting.

EXECUTIVE SESSION

Mayor Bender read the closed meeting notice into the record as follows:

- To authorize negotiations to purchase, dispose of, or lease property; authorize the ordering of an appraisal related to the acquisition or disposal of real estate; enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote; or enter into an option to purchase, dispose of, or lease real estate subject to approval in subsequent public vote, which is excluded from the Open Meetings Act pursuant to Section 50-14-3(b)(1)(C).

Upon a motion by Mayor Pro Tem Warner, 2nd by Council Member Schulz, the meeting was closed, with all Council Members and the Mayor present and voting in favor.

The meeting was closed at 7:20 p.m.

The meeting reconvened at 7:34 p.m.

ADJOURNMENT

Mayor Pro Tem Warner made a motion to adjourn, 2nd by Council Member Schulz; voted 6 in favor and 0 opposed, motion approved. The meeting adjourned at 7:34 p.m.

Barbara Bender, Mayor

Melisa Arnold, City Clerk



PUBLIC HEARING & REGULAR BUSINESS MEETING
OF MAYOR AND COUNCIL
CITY OF SNELLVILLE, GEORGIA
MONDAY, MARCH 25, 2024

Present: Mayor Barbara Bender, Mayor Pro Tem Tod Warner, Council Members Norman A. Carter Jr., Kerry Hetherington, Cristy Lenski, and Gretchen Schulz. Also present City Manager Matthew Pepper, City Attorney Chuck Ross and Jay Crowley with Powell and Edwards Attorneys at Law, Assistant Chief of Police David Matson, Public Works Director David Mitchell, Planning and Development Director Jason Thompson, Public Information Officer Brian Arrington and City Clerk Melisa Arnold.

CALL TO ORDER

Mayor Bender called the meeting to order at 7:40 p.m.

INVOCATION

Ms. Nesia Whitehead gave the invocation.

PLEDGE TO THE FLAG

Council Member Carter led the Pledge of Allegiance.

CEREMONIAL MATTERS

None

MINUTES

Approve the Minutes of the January 20, 2024 Work Retreat and the March 11, 2024 Meetings
Council Member Schulz made a motion to approve the minutes of the January 20, 2024 Work Retreat and the March 11, 2024 Meetings, 2nd by Council Member Carter; voted 6 in favor and 0 opposed, motion approved.

INVITED GUESTS

None

COMMITTEE / DEPARTMENT REPORTS

Police Department Update on Drone Program with Video [Warner]

Assistant Chief Matson showed some drone footage and talked about the number of officers who are certified pilots.

APPROVAL OF THE AGENDA

Council Member Lenski made a motion to approve the agenda with two additions, New Business item e) Consideration and Action on Approval of RES 2024-07 – Moratorium on Temporary Special Event Licenses for the Consumption of Alcohol on Premises and item f) Consideration and Action on Purchase of Property, 2nd by Mayor Pro Tem Warner; voted 6 in favor and 0 opposed, motion approved.

PUBLIC HEARING

None

CONSENT AGENDA

None

OLD BUSINESS

None

NEW BUSINESS

Consideration and Action on Award of Bid for the Demolition of 1000 East Park Drive - Old Public Works Building [Bender]

Mayor Bender explained that a new Park Maintenance building has been constructed in the back of the park and the old buildings will be demolished and the surrounding chain link fence will be removed. The existing granite wall will not be taken down.

Council Member Schulz made a motion to approve award of the bid to Complete Demolition Services, LLC in the amount of \$38,000, 2nd by Council Member Carter; voted 6 in favor and 0 opposed, motion approved.

Mayor's Nomination and Council Confirmation of Shaunt'e Pitt to Planning Commission Post 2 with an Expiration Date of June 30, 2024 [Bender]

Mayor Bender announced that Mr. Pitt will be working with the Parks and Recreation Department soon so she is withdrawing the nomination.

Mayor's Nomination and Council Confirmation of Rose Purdy to Planning Commission Post 4 with an Expiration Date of June 30, 2024 [Bender]

Mayor Bender nominated Rose Purdy to Post 4, confirmed by Council 6 in favor and 0 opposed, nomination confirmed.

Mayor's Nomination and Council Confirmation of Norman A. Carter Jr. to Post 7 of the Downtown Development Authority (DDA) [Bender]

Mayor Bender explained that this Post on the DDA is for a Council position. Mayor Bender nominated Council Member Carter to Post 7, confirmed by Council 6 in favor and 0 opposed, nomination confirmed.

Consideration and Action on Approval of RES 2024-07 – Moratorium on Temporary Special Event Licenses for the Consumption of Alcohol on Premises

PUBLIC HEARING & REGULAR BUSINESS OF MAYOR AND COUNCIL
MONDAY, MARCH 25, 2024
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Mayor Bender explained that the current ordinance is not clear in its coverage of event facilities and time is needed to study the ordinance for possible revisions.

Council Member Lenski made a motion to approve RES 2024-07 to provide for a study regarding the changes necessary to the Code of the City of Snellville, Georgia, related to the regulation of temporary special event licenses for the consumption of alcohol on premises, 2nd by Council Member Hetherington; voted 6 in favor and 0 opposed, motion approved. (A copy of RES 2024-07 is attached to and made a part of these minutes.)

Consideration and Action on Purchase of Property

Council Member Lenski made a motion to approve the purchase of 1662 Oak Road, Parcel R5026 282 and 2230 Scenic Highway, Parcel R5026 300 in the amount of \$3,000,000.00 and authorize Mayor Bender to execute the contract, 2nd by Mayor Pro Tem Warner.

Mayor Bender explained that this is the old BB&T bank property on Highway 124 that is made up of the 2 parcels. The City negotiated with the owners for the purchase for future development and stated that we have no set plans yet.

Mayor Bender recognized City Manager Matthew Pepper who gave an update on the increase in usage of the new Elizabeth Williams Library in the Towne Center.

COUNCIL REPORTS

Council Members Carter, Hetherington, Lenski, Schulz, and Mayor Pro Tem Warner each gave a report.

MAYOR'S REPORT

Mayor Bender gave a report.

PUBLIC COMMENTS

The following people came forward to speak:
Vickie Warren, 2242 Westridge Drive, Snellville.
CJ Pitt, 2704 Hickory Smoke Court, Snellville
Catherine Hardrick, 2280 Buckley Trail, Snellville.

EXECUTIVE SESSION

None

ADJOURNMENT

Mayor Pro Tem Warner made a motion to adjourn, 2nd by Council Member Carter; voted 6 in favor and 0 opposed, motion approved. The meeting adjourned at 8:38 p.m.

Barbara Bender, Mayor

Melisa Arnold, City Clerk



Agenda Item Summary

Date: April 8, 2024

Prepared by: David Mitchell, Director of Public Works

Agenda item: Consideration and Action on Award of Bid for the Annual Contract for Landscape/Lawncare PW240221.

Background: This is the bid for The City of Snellville landscape & lawncare. Locations to be included in this bid are as follows: City Hall/Senior Center/Towne Greene, Public Works & Recycle Center, Police Department, Right of Way Downtown Oak Rd/Clower St/Wisteria Dr. , and Hwy 124 Medians a copy of the bid registry is included.

Recommendation: We recommend acceptance of the lowest responsive bid received for the total of all locations listed in the RFP. The (3) bidders were Landscape Associates Inc., Visionscapes Inc., and Yellowstone Landscape.

Action requested: We would like to recommend **Landscape Associates, Inc.** be awarded all Locations out of the (3) submittals, they were the lowest responsive bidder for the total of all City of Snellville locations.

City Hall / Senior Center / Towne
Green
2342 & 2350 Oak Road
Snellville, GA 30078

Public Works and Recycle Center
2491 & 2531 Marigold Rd
Snellville, GA 30078

Police Department
2315 Wisteria Drive
Snellville, GA 30078

Right of Way Downtown
Oak Rd, Clower St, Wisteria Dr.

Hwy 124 Medians

Total of four (4) medians on Highway 124 beginning at Ronald Reagan Parkway and Highway 124 (Target) and heading north to the City limits (Sam's Club).

Contract for Lawn Care Maintenance for The City of Snellville**Potential Bidders PW 240221**

Company Submitting Bid	Total Bid Amount	
	Monthly	Yearly
Landscape Associates, Inc.	\$3,569.50	\$42,834.00
Visionscapes	\$3,735.00	\$44,820.00
Yellowstone	\$4,500.00	\$54,000.00