

# **City of Norcross**

*65 Lawrenceville Street*

*Norcross, GA 30071*



## **Meeting Minutes**

**Tuesday, February 24, 2026**

**6:30 PM**

**2nd Floor Conference Room**

### **Norcross Public Arts Commission**

**Chair Elizabeth Simpson**  
**Board Member Samantha Spitzner**  
**Board Member Robert Forro**  
**Board Member Jacques Murphy**  
**Board Member Nicole Morgan**  
**Board Member Michael MacManus**

**A. Call to Order at 6:30 pm by Chair Elizabeth Simpson (Roll Call)**

Please silence cell phones and electronic devices.

Attendee Name	Title	Status	Arrived
Elizabeth Simpson	Chair	Present	
Jacques Murphy	Vice Chair	Present	
Michael MacManus	Board member	Present	
Nicole Morgan	Board member	Present	
Robert Foro	Board member	Present	
Samantha Spitzner	Board member	Present	

**B. Approval of Minutes:**

A motion to approve the Norcross Public Arts Commission January 27, 2026, meeting minutes

*RESULT: APPROVED [UNANIMOUS] 6-0*

*MOVER: Nicole Morgan, Board Member*

*SECONDER: Jacques Murphy, Board Member*

*AYES: Simpson, Foro, MacManus, Morgan, Murphy, Spitzner*

**C. Citizen Input:**

2 citizens attended but did not comment.

**D. Treasurer's Report – Mike/Jacques**

Limited update: the current total is \$1,600, with three squirrels sold. A more detailed update is expected next month, including a separate line item for donations. Additionally, \$20 is owed to Liz for a resident's donation.

**E. Board Updates**

**Bylaws Adoption** – The bylaws are currently under review by Eric and Tracy. A redlined version will be shared once finalized. They have also recommended the March policy for presentation to the Mayor and Council.

**Social Media, Newsletter & Valentine Engagement (Samantha)** – NPAC has 13 Instagram followers and received positive publicity from Liz's interview. The team should plan to connect quarterly to share updates with outlets such as ATL Best Media, My Norcross, and Rough Draft. Short video recordings could be used for social media engagement. Consider posting content for St. Patrick's Day. Valentine's cards were distributed in FLAG (Free Little Art Gallery) boxes, as well as at 45 South and Savage.

**Grant Submission (Jacques)** – The grant submission has been completed. There are no updates yet regarding the "Welcome to Norcross" mural placemats or postcards.

**Tree Board Update (Liz)** – NPAC has been invited to participate in the Arbor Day tree craft event at Pinnacle Park around April 24 and is interested in learning more. Clarification is needed on whether the event is geared toward adults or children. Potential activity ideas include a leaf collection project or tree branch painting.

**Discovery Gardens (Liz)** – Plans are underway for the 10th anniversary celebration. A mosaic installation is being considered, and NPAC has been asked to help identify an artist for the fall event. Mike may be able to assist with this process.

**F. Council Updates:**

**Sales Tax** – Per Eric, sales tax must be applied to fundraiser items. Liz will coordinate with Eric to determine the appropriate rate. The tax will be included in the overall cost, and donation amounts for purchasing a squirrel or an acorn will remain unchanged.

**G. New Agenda Items:**

**1. 2026-75: Norcross Forever Stamp books - 10 minutes**

Cost estimates for the stickers are still needed. Samantha and Nicole are developing the booklet narrative and are considering adding trivia questions to make it more engaging and interactive. Robert suggested exploring whether restaurants might participate by offering vouchers or coupons. The team should also consider how to sustain the “stamp collecting program” and whether it could be integrated into the White Squirrel project.

**2. 2026-78: PT&G Board update – City Hall parking design and Heritage Park 10 minutes**

This is a \$1.5 million project, and the City has requested NPAC’s involvement. NPAC will collaborate with the Parks, Trails, and Greenspace Commission and is seeking approximately 4–5% of the total budget for art-related elements.

The goal is to increase foot traffic, with Heritage Park identified as a key location for an art installation—potentially an archway. Placement will need to be determined, particularly as parking designs have not yet been finalized. Thoughtful art installations can also contribute to a greater sense of safety in the space.

**3. 2026-79: Gwinnett Placemaking Grant Opportunity 10 minutes Jacques  
- Project ideation kick off**

Now is the time to generate ideas. The application deadline is May 15, with funding decisions expected around June 15. The project must be completed by November 26, so having the details pre-approved would be ideal.

**H. Returning Agenda Items:**

**1. 2025-295: Porchfest 2025 15 minutes - Nicole**

NPAC is unable to participate in Porchfest. As a City of Norcross–commissioned group, it cannot be formally involved; however, individual NPAC members may volunteer. Care should be taken to avoid having too many members participate in the same volunteer

activity. Norcross Porchfest is currently seeking individuals to help judge the Porch Decorating Contest.

**2. 25-7251: Norcross Forever Stamp Program 15 minutes - Mike**

o The 2025 Gwinnett Creativity Grant has been extended to March 31, 2026. NPAC will provide final results once the project is completed.

- Vinyl wrap modifications have been completed by Accent Creative
- Installation is in the planning phase and will require 4–5 consecutive days of warm weather
  - o First box: Holcomb Bridge and West Peachtree
  - o Second box: Holcomb Bridge and Atlantic

**3. 2025-346: Framed Art Display in City Hall, 10 minutes - Mike**

Quotes are being developed based on the following sizes: Skinny (24"W x 48"L) and Wide (30"W x 48"L). Norcross Public Works will handle both the installation of the hanging kit and the final hanging. The team is working with Accent Creative, and Mike is carefully considering how the artwork size aligns with the design. A total of 12 pieces are planned for display.

**4. 25-7252: White Squirrels of Norcross 15 minutes - Liz**

Marty has been connected with Len Housley regarding the NGS pole. Installations are scheduled for April 6–10. A ribbon-cutting event still needs to be discussed, including how many installations can be completed in a single day. A potential reception at the Norcross Gallery is also being considered. White Squirrel names will be featured on social media in March.

**5. 25-7369: White Squirrels of Norcross Fundraiser - 10 minutes**

- Acorn (marble composite): \$200
- Squirrel (marble composite): \$800

Three items have been sold. NPAC needs a sample piece to present to potential supporters, and production of a squirrel takes approximately four weeks.

**6. 2025-345: Gwinnett Creativity Fund Grant Opportunity - 5 minutes**

Previously discussed during the Norcross Forever Stamp Program discussion.

**I. Additional Input/Discussion Not Otherwise Addressed By This Agenda:**

None

**J. Adjourn Motion**

Jacques Murphy motioned to adjourn the meeting to executive session at 8:30 for personnel seconded by Mike McManus. The vote was unanimous, 6-0.