

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Minutes

Monday, April 3, 2023

6:30 PM

2nd Floor Conference Room

Mayor and Council

Mayor Craig Newton

Mayor Pro Tem Bruce Gaynor

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Dr. Arlene Beckles

- A. Call to Order by Mayor Craig Newton
- B. Invocation
- C. Pledge of Allegiance to the Flag of the United States of America
- D. Roll Call (recorded)

Attendee Name	Title	Status	Arrived
Craig Newton	Mayor	Present	
Bruce Gaynor	Mayor Pro Tem	Present	
Andrew Hixson	Councilmember	Present	
Josh Bare	Councilmember	Present	
Matt Myers	Councilmember	Present	
Arlene Beckles	Councilmember	Present	

Regular Meeting was called to order at 6:30 PM by Mayor Craig Newton

- E. Presentation of previous meetings minutes for acceptance
 - a 23-6710: Approval of Previous Meeting Minutes

Motion

A motion to Approve the March 6th Regular Council Meeting Minutes and Executive Session and the March 20th Policy Work Session and Executive Session.

Mayor and Council - Regular Meeting - Mar 6, 2023, 6:30 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Matt Myers, Councilmember
SECONDER:	Arlene Beckles, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

Policy Work Session - Policy Work Session - Mar 20, 2023, 6:30 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Matt Myers, Councilmember
SECONDER:	Arlene Beckles, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

- F. Set agenda as presented for scheduled meeting.
 - 1. 23-6711: Acceptance of the Agenda and Consent Agenda

Motion

A motion to Accept the Agenda and Consent Agenda with the following items being moved to discussion:

23-6693: Funding Request from Norcross Library Founders Club

23-6694: Public Safety Building Timeline Options

23-6697: Johnson Dean Forest Preserve Direction

23-6695: FY22 Final Budget Adjustment

23-6705: Non-Profit Funding Request - Norcross High School Football Team

23-6700: Norcross Electric Vehicle (Trolley)

23-6706: City Manager Contract

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Josh Bare, Councilmember
SECONDER:	Matt Myers, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

Motion

A motion to add the following item from the floor:

23-6716: Discussion of the City of Norcross Cultural Assessment Proposal

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Josh Bare, Councilmember
SECONDER:	Bruce Gaynor, Mayor Pro Tem
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

G. Ceremonial Presentations, Recognitions, and Swearing in Ceremonies

23-6712: Proclamation Recognizing Bob Evelyn

RESULT:	ACKNOWLEDGED AND READ BY MAYOR CRAIG NEWTON
----------------	--

H. Floor Open to Citizens Desiring to Address the Governing Authority

a. Comments by Citizens

Faye McFarland - Comments regarding City Manager's Contract, City-wide Pipe Relining, School Zone Cameras

Charlotte Osborne- Comments regarding Johnson Dean Preserve and PGT Master Plan Award

Mike McGinnis - Comments regarding Norcross Library Founder's Club and City Manager's Contract

b. Comments by Council

c. Comments by City Manager

Board Updates Postponed from March 20, 2023, Policy Work Session:
Parks, Green Spaces, & Trails - Tixie Fowler
Planning & Zoning Board - Jim Poteete (**POSTPONED**)

PH. Public Hearings

J. Reports of the Mayor and Councilmembers

a. General Announcements

APRIL CALENDAR OF EVENTS**First Friday Concert: Xtreme Party Band**

Friday, April 7 | 7:00 - 9:00 p.m. | Cultural Arts & Community Center

Traditional Easter Egg Hunt

Saturday, April 8 | 10:00 a.m. | Rossie Brundage Park

Shop Hop Eggs-travaganza

Saturday, April 8 | 11:00 a.m. - 3:00 p.m. | Downtown Norcross

Comprehensive Plan Pop-Up Event

Saturday, April 8 | 12:00 - 3:00 p.m. | Social Fox Brewing

Eggs-tra Special Needs Easter Egg Hunt

Saturday, April 8 | 1:00 p.m. | Rossie Brundage Park

Movie Monday: Courageous Legacy

Monday, April 10 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Coffee With Council

Saturday, April 15 | 8:00 a.m. | 45 South Cafe

Planting for Pollinators Workshop

Saturday, April 15 | 10:00 a.m. - 1:00 p.m. | City Hall Pollinator Garden

Policy Work Session

Monday, April 17 | 6:30 p.m. | City Hall 2nd Floor Conference Room

Neighborhood Cleanup & Recycling Day

Saturday, April 22 | 8:00 a.m. - 12:00 p.m. | Norcross Public Works

Movie Monday: Redeeming Love

Monday, April 24 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Coming Up in May:

May 8 | Movie Monday: Wakanda Forever

May 13 | Planting for Pollinators Workshop

May 22 | Movie Monday: God Bless the Broken Road

May 26 | Summer Concert Series: Creedence Revived

May 29 | City Hall Closed: Memorial Day Observance

May 29 | Memorial Day Remembrance

K. Board Appointments**23-6713: Board Appointment - Historic Preservation Commission**

Motion

A motion to Approve the appointment of the following candidate and terms as presented:

Historic Preservation Commission

Chuck Kays 12/1/2026

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bruce Gaynor, Mayor Pro Tem
SECONDER:	Matt Myers, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

23-6714: Board Appointment - Sustainable Norcross Commission

Motion

A motion to Approve the appointment of the following applicants and terms as presented:

Sustainable Norcross Commission

Scott O'Donnell 12/1/2025

Henry Wischusen 12/1/2025

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Arlene Beckles, Councilmember
SECONDER:	Josh Bare, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

23-6715: Board Appointment - Norcross Housing Authority

Motion

A motion to Approve the re-appointment of the following applicants and terms as presented:

Norcross Housing Authority

Gail Newton 12/1/2028

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Arlene Beckles, Councilmember
SECONDER:	Josh Bare, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

L. Approval of Consent Agenda

RESULT:	ADOPTED ON CONSENT AGENDA [UNANIMOUS]
MOVER:	Josh Bare, Councilmember
SECONDER:	Matt Myers, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

1. 23-6698: Abandonment of Garner Street

Motion

A motion to Approve a resolution to formally abandon Garner Street and to authorize the Mayor to execute such instruments necessary to perfect the chain of title.

2. 23-6699: Employee Referral Program for City Staff

Motion

A motion to Approve the Employee Referral Program (ERP) through which current employees are compensated when someone they recommend for employment joins the City of Norcross.

3. 23-6702: Stormwater Pipe Replacement ITB

Motion

A motion to Approve the solicitation for an Invitation to Bid (ITB) for stormwater pipe replacement.

4. 23-6707: RFP for Auditing Services

Motion

A motion to Approve the release of a Request for Proposals (RFP) for audit services.

5. 23-6701: Affordable Housing Developer Recommendation

Motion

A motion Authorizing city staff to draft a letter of support for Walton Communities, the development team that the Norcross Housing Authority is partnering with to redevelop its property off Mitchell Road.

6. 23-6680: City of Ethics Recertification

Motion

A motion to Approve the re-adoption of a resolution establishing the six ethics principles to achieve re-certification as a City of Ethics by the Georgia Municipal Association and authorize the Mayor to request re-certification.

7. 23-6703: Other Postemployment Benefits (OPEB)

Motion

A motion to Approve the appropriation of a \$1 million drawdown of the \$8.95 million unassigned fund balance in the General Fund to facilitate a \$1 million contribution to the City's Other Postemployment Benefits (OPEB) irrevocable trust fund established through GMA.

M. Items for Discussion**1. 23-6693: Funding Request from Norcross Library Founders Club**

Motion

A motion to Table this item to the April 17, 2023 Policy Work Session.

RESULT:	TABLED SENT TO [UNANIMOUS]
TO:	Next: 4/17/2023 6:30 PM
MOVER:	Policy Work Session
SECONDER:	Matt Myers, Councilmember
AYES:	Arlene Beckles, Councilmember
	Gaynor, Hixson, Bare, Myers, Beckles

2. 23-6694: Public Safety Building Timeline Options

Motion

A motion to Approve option 3 as stated:

Option No. 3 - Construction Manager at Risk (CMAR)

Option No. 3 entails advertising first for the design professional services and a second advertisement for the CMAR.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bruce Gaynor, Mayor Pro Tem
SECONDER:	Matt Myers, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

3. 23-6697: Johnson Dean Forest Preserve Direction

Motion

A motion to Approve the creation of a capital project for improvements to Johnson Dean Forest Preserve in the amount of \$308,499 from the 2017 SPLOST Recreation line item and to authorize any necessary budget amendments."

RESULT:	APPROVED [3 TO 2]
MOVER:	Josh Bare, Councilmember
SECONDER:	Arlene Beckles, Councilmember
AYES:	Andrew Hixson, Josh Bare, Arlene Beckles
NAYS:	Bruce Gaynor, Matt Myers

A motion to Approve the creation of a capital project for the placement of a permanent bridge to replace the eroded foot crossing at a maximum of \$25,000 with funding to come from the 2017 SPLOST Recreation line item and to authorize any necessary budget amendments."

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Josh Bare, Councilmember
SECONDER:	Matt Myers, Councilmember
AYES:	Andrew Hixson, Matt Myers, Arlene Beckles, Bruce Gaynor, Josh Bare

4. 23-6695: FY22 Final Budget Adjustment

Motion

A motion to Approve a final adjustment to the FY22 budget to ensure compliance with state regulations and the city charter.

RESULT:	ADOPTED [4 TO 0]
MOVER:	Josh Bare, Councilmember
SECONDER:	Arlene Beckles, Councilmember
AYES:	Bruce Gaynor, Andrew Hixson, Josh Bare, Arlene Beckles
NON-VOTING:	Matt Myers

5. 23-6705: Non-Profit Funding Request - Norcross High School Football Team

Motion

A motion to Authorize \$5,000 in funding from the Mayor and Council's budgeted contingency for reimbursement of expenditures on behalf of the Norcross High School football team by the Touchdown Club, or for direct expenditures on behalf of the football team

RESULT:	APPROVED [3 TO 2]
MOVER:	Matt Myers, Councilmember
SECONDER:	Arlene Beckles, Councilmember
AYES:	Andrew Hixson, Matt Myers, Arlene Beckles
NAYS:	Bruce Gaynor, Josh Bare

6. 23-6700: Norcross Electric Vehicle (Trolley)

Motion

A motion to Approve the repair and sale of the Norcross Electric Vehicle (Trolley).

RESULT:	APPROVED [4 TO 1]
MOVER:	Josh Bare, Councilmember
SECONDER:	Arlene Beckles, Councilmember
AYES:	Andrew Hixson, Josh Bare, Matt Myers, Arlene Beckles
NAYS:	Bruce Gaynor

7. 23-6696: Parks, Green Spaces, and Trail Master Plan Award

Motion

A motion to Approve the award of the RFP for the Parks, Green Spaces, Trails Master plan to Perez Planning + Design, LLC.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Matt Myers, Councilmember
SECONDER:	Bruce Gaynor, Mayor Pro Tem
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

8. 23-6706: City Manager Contract

Motion

A motion to Approve the attached revised city manager employment contract, which currently expires October 31, 2023.

RESULT:	APPROVED [3 TO 2]
MOVER:	Bruce Gaynor, Mayor Pro Tem
SECONDER:	Matt Myers, Councilmember
AYES:	Bruce Gaynor, Josh Bare, Matt Myers
NAYS:	Arlene Beckles, Councilmember
ABSTAIN:	Andrew Hixson, Councilmember

9. 23-6716: Discussion of the City of Norcross Cultural Assessment Proposal**Motion**

A motion to Approve the attached proposal, to authorize the Mayor to execute all necessary documents, and to approve funding from the Mayor and Council Contingency fund in the amount of \$12, 800.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Josh Bare, Councilmember
SECONDER:	Matt Myers, Councilmember
AYES:	Gaynor, Hixson, Bare, Myers, Beckles

N. Adjourn in memory of**O. Adjourn to Executive Session for Personnel, Real Estate or Legal**

The meeting adjourned at 8:54PM with a motion by Councilmember Beckles, seconded by Councilmember Myers.

P. Signed by_____ **Mayor Craig Newton**

Q. Attest: _____ **Monique Philip, City Clerk**