

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Minutes

Monday, April 4, 2022

6:30 PM

Council Chambers

Mayor and Council

Mayor Craig Newton

Mayor Pro Tem Matt Myers

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Bruce Gaynor

Councilmember 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	
Matt Myers	Mayor Pro Tem	Present	
Andrew Hixson	Councilmember	Present	
Josh Bare	Councilmember	Present	
Bruce Gaynor	Councilmember	Present	
Arlene Beckles	Councilmember	Present	

Regular Meeting was called to order at 6:35 PM by Mayor Craig Newton

- E. Presentation of previous meetings minutes for acceptance
- 22-6452: Approval of Previous Meeting Minutes**

Motion

A motion to Approve the January 27th Mayor and Council Visioning Session, the February 17th Mayor and Council Retreat, the March 7th Regular Council Meeting Minutes and Executive Session, the March 21st Policy Work Session and Executive Session, and the March 28th Special Called Meeting.

Mayor and Council Visioning Session - Visioning Session - Jan 27, 2022 8:00 AM

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

Mayor and Council Retreat - Mayor and Council Retreat - Feb 17, 2022 9:00 AM

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

Mayor and Council - Regular Meeting - Mar 7, 2022 6:30 PM

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

Policy Work Session - Policy Work Session - Mar 21, 2022 6:30 PM

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

Special Called Meeting - Special Meeting - Mar 28, 2022 6:30 PM

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

F. Set agenda as presented for scheduled meeting.**22-6446: Acceptance of the Agenda****Motion**

A motion to Accept the Agenda as Presented with the following items being moved to discussion:

21-6335: Bridge at Valley and Cochran

22-6441: Wi-Fi in the Public Parks (Lillian Webb, Thrasher & Pinnacle)

22-6434: Library Landscaping

22-6431: CDBG Application Proposal for FY23 Funds

22-6432: Speed & Traffic Calming Measures Studies Update on Selected City Roadways

22-6436: Sanitation Services RFP

21-6331: Norcross Letter Art Installation

22-6437: Adoption of Proposed 2023 SPLOST Allocations

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

G. Ceremonial Presentations, Recognitions, and Swearing in Ceremonies**22-6447: Important Announcements and Updates Regarding COVID-19**

The Mayor and Council was joined by Dr. Arona, District Health Director, and CEO of Gwinnett, Newton, and Rockdale County Health Departments who will present critical information and updates regarding COVID-19.

RESULT:	PRESENTED BY DR. AUDREY ARONA
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22-6448: Proclamation Recognizing Laura Hernandez

RESULT:	ACKNOWLEDGED AND READ BY MAYOR CRAIG NEWTON
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H. Floor Open to Citizens Desiring to Address the Governing Authority

- a. Comments by Citizens**
- b. Comments by Council**
- c. Comments by City Manager**

PH. Public Hearings**22-6428: RZ2022-004 Norcross Housing Authority****Motion**

A motion to approve RZ2022-004 with conditions based on this Enacting Clause; The Mayor and City Council of the City of Norcross, Georgia, after conducting a duly authorized and advertised public hearing, hereby ordains that:

A rezoning from PRD to PRD with conditions is granted for the parcel at 19 Garner Street NW, more fully described as parcel identification number 6242 066, and subject to all regulations and ordinances as adopted by the City of Norcross, and subject to the following conditions:

1. The PRD zoning designation shall be restricted to a multi-family apartment up to 180 units;
2. The applicant shall submit architectural drawings and details to the Architectural Review Board for a regular ARB meeting prior to applying for any permits;
3. The property shall be developed in general conformance with the site plan dated receipt 2/16/22 and shall include a 20-foot setback along Mitchel Road and 10-foot setback along Reeves Street and 10-foot setback along the interior property lines. Access to and improvements along Mitchell Road is limited to one point of access and subject to the review and approval of Gwinnett County and access to Reeves Street is limited to one point of access subject to the review and approval of the Norcross City Engineer;
4. A 10-foot landscape strip shall be provided within the 10-foot setback along the interior property lines and in accordance with the concept Tree Recompense Plan dated February 2, 2014, included in the Rezoning Application.
5. A traffic study shall be provided if building 150 or more units on the site and shall follow the Norcross UDO criteria for traffic studies during the permitting process;
6. If Garner Street is determined to be a public road, the formal City process of sale and abandonment will need to occur prior to applying for any permits.
7. The applicant shall provide a minimum of 1.5 parking spaces per unit in phase 1 and a minimum ratio of 1.25 spaces per unit in phase 2
8. A 2' landscape strip, a 10' sidewalk and an additional 8' landscape strip with streetlights shall be installed along Mitchell Road in conformance the Beaver Ruin Creek Greenway Plan.
9. A 2-foot sidewalk landscape strip, 5-foot sidewalk and 10-foot landscape strip with streetlights shall be installed along Reeves street, except where parallel parking is provided, in conformance with Section 205-4.f. of the UDO and subject to the approval of the Norcross City Engineer.
10. All common areas, including but not limited to streets and storm water systems, shall be maintained by the property manager/owner
11. It is acknowledged that the Gwinnett County Fire Marshal or another reviewing agency may require modifications to the site for oversized vehicles such as fire and garbage trucks;
12. The location of any and all crosswalks and traffic calming measures within the development are subject to the approval of the City Engineer;

13. Plant material use on site in landscape strips and buffers are subject to final approval of the City's landscape review professional;
14. Location of underground stormwater detention is subject to the approval of the City Engineer as feasible;
15. All utilities shall be buried;
16. The development shall comply with the Architectural Review Board's conditions of approval;
17. The applicant is reminded that this approval assumes general conformance with the adopted City of Norcross Architectural and Site Design Standards and Unified Development Ordinance (UDO). The applicant and/or builder are responsible for conforming with any specific design standard or UDO code section not addressed in the staff report;
18. Building 3, as part of phase 2, final approval is subject to the approval of Mayor and Council after review and recommendation of the Architectural Review Board;
19. The landscape plan for Building 3, as part of phase 2, is subject to approval of Mayor and Council after review and recommendation of the Architectural Review Board and City Arborist;
20. The recycling and dumpster screening for the site shall be enhanced with either landscaping or other solid screening.

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

J. Reports of the Mayor and Councilmembers

a. General Announcements

APRIL CALENDAR OF EVENTS

Neighborhood Cleanup and Recycling Day

Saturday, April 9th | 8:00 a.m. - 3:00 p.m. | Downtown Norcross

Movie Monday: The Lorax

Monday, April 11th | 1:30 p.m. | Norcross Cultural Arts & Community Center

Coffee with Council

Saturday, April 16th | 8:00 a.m. | 45 South

Easter Egg Hunt

Saturday, April 16th | 10:00 a.m. | Rossie Brundage Park

Special Needs Easter Egg Hunt

Saturday, April 16th | 1:00 p.m. | Rossie Brundage Park

Policy Work Session

Monday, April 18th | 6:30 p.m. | 2nd Floor Community Room

Queen Jubilee's Party

Saturday, April 23rd | All Day | Downtown Norcross

Movie Monday: American Underdog

Monday, April 25th | 1:30 p.m. | Norcross Cultural Arts and Community Center

Coming Up in May:

Viva Mexico – May 7

Summer Concert – May 27

Memorial Day – May 30

K. Board Appointments**22-6449: Board Appointment - Downtown Development Authority**

The following applicants satisfied all the requirements to be considered for appointment/reappointment to the to the Downtown Development Authority which currently has one vacancy:

John Bemis

Marshall Cheek

Robert Lawson Forro

William G McLees

Motion

A motion to Approve the reappointment of the following applicant to the Norcross Downtown Development Authority with a term expiration of December 1, 2026:

John Bemis

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

22-6450: Board Appointment - Planning & Zoning Board

The following applicants satisfied all the requirements to be considered for appointment/reappointment to the to the Planning & Zoning Board which currently has three vacancies:

Antonio Henson

Marshall Cheek

Robert Lawson Forro

Motion

A motion to Approve the appointment of the following applicants to the Planning & Zoning Board with a term expiration of June 1, 2026:

Antonio Henson

Marshall Cheek

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

22-6451: Board Appointment - Sustainable Norcross Commission

The following applicants satisfied all the requirements to be considered for appointment/reappointment to the Sustainable Norcross Commission which currently has three vacancies:

Jaquelyn Morgan

Stephanie Barksdale

Chelsea Youmans

Motion

A motion to Approve the reappointment and appointment of the following applicants to the Sustainable Norcross Commission with a term expiration of December 1, 2024:

Jaquelyn Morgan

Stephanie Barksdale

Chelsea Youmans

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

L. Approval of Consent Agenda

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

1. 22-6427: Budget Amendment to Reallocate Salaries

Motion

A motion to approve an increase to the Community Development and Information Technology FY2021-2022 Personnel Budget in the amount of \$63,240.00 and \$44,099.00, respectively, with funds to be allocated from Professional Services-Other.

2. 22-6440: Positions Reclassification

Motion

A motion to approve the reclassification of the budgeted positions by implementing the following Title changes, amended job duties, and/or position change:

Title Change - Admin Services Department

Accountant Manager changed to **Assistant Finance Director**

Title Change and amended job duties - Public Works, Utilities & Parks Department

Executive Coordinator - Capital Projects Admin changed to **Capital Projects Manager**

Position Change - Public Works, Utilities & Parks Department

ACM/Public Works, Utilities & Parks Director changed to - **Public Works, Utilities & Parks Director**

3. **22-6425: Revision to Norcross Code 34-59, Truck Parking City Wide**

Motion

A motion to amend Article III, entitled "Parking" of Chapter 34 of the Code of Ordinances of the City of Norcross entitled "Alcoholic Beverages" by deleting Section 34-59 of Chapter 44, Article III, and substituting a new Sections 34-59 in lieu thereof, with the following enacting clause:

The Mayor and City Council of the City of Norcross, Georgia, hereby ordain that the adopted Code of Ordinances is hereby amended as more particularly set forth below. It is the intention of the Mayor and City Council, and it is hereby ordained that the following provisions shall become and be made a part of the Code of the City of Norcross, and the Sections in the Code in the Ordinance be numbered to accomplish that intention.

4. **22-6426: Clean Agent Fire Suppression System – Server Room – 2nd Floor City Hall**

Motion

A motion to approve the Clean Agent Fire Suppression System installation in the server room located on the second floor of the city hall building with a cost of \$21,170.00, funded by the SPLOST fund.

5. **22-6429: ARPA Nonprofit Grant Program**

Motion

A motion to approve awards for the Norcross ARPA Nonprofit Grant Program and authorize city staff to coordinate disbursement of funds.

6. **22-6430: Service Contract with ACE for ARPA Small Business Grant Program**

Motion

A motion to approve the Norcross Business Relief Grant Program Services Contract Agreement with Access to Capital for Entrepreneurs, Inc.

7. **22-6433: Comprehensive Electric Inventory**

Motion

A motion to approve a system inventory to take place for future use with system coordination study & updated GIS use to include poles, transformers, other switches & apparatus, conductor sizes, lights, and their GPS coordinates.

8. **22-6435: Cured-In-Place Storm Pipe Relining Project Contracts**

Motion

A motion to approve the attached contract with IPR Southeast for the Cured-in-Place Storm Pipe Relining project, funded by ARPA and Stormwater funds, in the amount of \$4,996,056.00 and \$979,126.55, respectively.

9. **22-6438: Participation Agreement with the Georgia Municipal Employees Benefits System (GMEBS) Establishing a Tax-Exempt Irrevocable Trust to Prefund a Portion of The City's Other Post-Employment Benefits (OPEB) Liability**

Motion

A motion to approve a Participation Agreement with the Georgia Municipal Employees Benefits System (GMEBS) establishing a tax-exempt irrevocable trust to prefund a portion of the City's Other Post-Employment Benefits (OPEB) liability and authorize a payment of \$1 million to that trust from an

appropriation from the General Fund unassigned fund balance.

M. Items for Discussion

1. 21-6335: Bridge at Valley and Cochran

Motion

A motion to proceed with option 3.

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

2. 22-6441: Wi-Fi in the Public Parks (Lillian Webb, Thrasher & Pinnacle)

Motion

A motion to approve the IT Department to proceed with a Request for Proposals for suitable sealed bids to accomplish all the work needed to install Wi-Fi in three designated parks, Thrasher, Lillian Webb, and Pinnacle.

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

3. 22-6434: Library Landscaping

Motion

A motion to approve the removal of the existing plant material on the hillside between the library building and Buford Hwy/Britt Road corner and replace as shown on the attached plan with costs totaling \$77,000, partially funded by FY2022 budget (\$32,000), and a request to use Mayor & Council contingency to pay unfunded balance of \$45,000.

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

4. 22-6431: CDBG Application Proposal for FY23 Funds

Motion

A motion to approve the completion and submittal of the FY2023 online CDBG application for available funds awarded through the Community Development Block Grant (CDBG).

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

5. **22-6432: Speed & Traffic Calming Measures Studies Update on Selected City Roadways**

Motion

A motion to set speeds recommended by the traffic study and to move forward with listed recommendations, aside from traffic circles, adding stop signs at Oak Terrace with Pedestrian Crossing.

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

Amendment

Amend motion to add Georgetown Park and Holcomb Bridge stop sign, subject to approval by Gwinnett County and to add a stop sign at Mitchell Road and Everglades Trail.

RESULT:	APPROVED WITH CONDITIONS [UNANIMOUS]
MOVER:	Bruce Gaynor, Councilmember
SECONDER:	Josh Bare, Councilmember
AYES:	Bare, Gaynor, Beckles
NAYS:	Myers, Hixson

Amendment

Amend motion to have Peachtree Street remain the lower of the two speed limit options provided by study.

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

6. **22-6436: Sanitation Services RFP**

Motion

A motion to approve an amendment to the contract with Waste Management and grant a one year extension for services.

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

7. **21-6331: Norcross Letter Art Installation**

Motion

A motion to approve the placement of the Norcross Letter Art Installation at the proposed temporary or permanent location at Stevens and Buford Highway.

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

8. **22-6437: Adoption of Proposed 2023 SPLOST Allocations**

Motion

A motion to approve SPLOST allocations of 55% for transportation, 15% for parks, and 30% for administration.

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

N. **Adjourn in memory of**

O. **Adjourn to Executive Session for Personnel, Real Estate or Legal**

The meeting adjourned to Executive Session for Personnel, Real Estate, and Legal at 9:17 PM with a motion by Councilmember Bare and seconded by Mayor Pro Tem Matt Myers.

P. **Signed by**_____ **Mayor Craig Newton**

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