

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Minutes

Monday, July 6, 2020

6:30 PM

Council Chambers

Mayor and Council

Mayor Pro Tem Josh Bare

Councilmember Andrew Hixson

Councilmember Elaine Puckett

Councilmember Matt Myers

Councilmember Bruce Gaynor

Mayor Craig Newton

- 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	
Josh Bare	Mayor Pro Tem	Present	
Andrew Hixson	Councilmember	Present	
Elaine Puckett	Councilmember	Present	
Matt Myers	Councilmember	Present	
Bruce Gaynor	Councilmember	Present	

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

- E. Presentation of previous meetings minutes for acceptance
- 20-5772: Approval of Previous Meeting Minutes**

Motion

A motion to Approve the Minutes for the June 1st Regular Council Meeting, the June 15th Special Called Meeting, the June 15th Policy Work Session, the June 22nd Special Called Meeting Executive Session, the June 30th Special Called Meeting Executive Session.

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

Mayor and Council - Regular Meeting - Jun 1, 2020 6:30 PM

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

Special Called Meeting - Special Meeting - Jun 15, 2020 3:00 PM

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

Policy Work Session - Regular Meeting - Jun 15, 2020 6:30 PM

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

Special Called Meeting - Executive Session - Jun 22, 2020 6:30 PM

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

Special Called Meeting - Executive Session - Jun 30, 2020 6:30 PM

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

F. Set agenda as presented for scheduled meeting.**20-5761: Acceptance of the Agenda****Motion**

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

20-5730: Cemetery Master Plan

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

G. Ceremonial Presentations, Recognitions, and Swearing in Ceremonies**H. Floor Open to Citizens Desiring to Address the Governing Authority****a. Comments by Citizens****b. Comments by Council****PH. Public Hearings****J. Reports of the Mayor and Council Members****a. General Announcements****July Calendar of Events**

All City events have been canceled due to precautionary measures for COVID-19.

K. Board Appointments**20-5773: Board Appointment - Downtown Development Authority (DDA)**

Motion

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

Downtown Development Authority (DDA)

Councilmember Josh Bare 7/5/2024

RESULT:	APPROVED [4 TO 0]
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Elaine Puckett, Councilmember
AYES:	Andrew Hixson, Elaine Puckett, Matt Myers, Bruce Gaynor
ABSTAIN:	Josh Bare

20-5786: Board Appointment - Downtown Development Authority (DDA)

Motion

A motion to Approve the reappointment of the following board members and terms as presented:

Downtown Development Authority (DDA)

Norwood Davis 7/5/2024

Brandon Frazier 7/5/2024

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Bruce Gaynor, Councilmember
AYES:	Bare, Hixson, Puckett, Myers, Gaynor

L. Approval of Consent Agenda

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

1. 20-5731: Architectural Design Agreement for Police Administration Building

Motion

A motion to Approve the selection of CROFT & Associates for architectural services to design the renovation of the existing Norcross Branch Public Library into a new Police Administration Building at a proposed cost of \$153,700. The design phase of the project is funded through 2014 SPLOST.

2. 20-5734: Preliminary Engineering Agreement for Pedestrian Crossings Over Railroad

Motion

A motion to Approve a preliminary engineering service agreement between the City of Norcross

Georgia and Norfolk Southern Railway Company, for the review of pedestrian crossing designs at Jones, Holcomb Bridge, Autry, and Rowan/Stevens Roads.

3. **20-5732: Resolution to Accept CDBG FFY2020 Award**

Motion

A motion to Accept the FFY 2020 Community Development Block Grant [CDBG] Program award of \$15,000.00 from the Gwinnett County Board of Commissioners, for Infrastructure Improvements: Safe Sidewalks Trip Hazard Mitigation, and authorize the Mayor to execute the Community Development Block Grant [CDBG] Program Subrecipient Agreement.

4. **20-5733: Modifications to the PRD Process Discussion**

Motion

A motion to Approve the following fee schedule for the PRD application:

PRD with single family units: Base fee of \$1,500 + \$150/unit proposed not to exceed a total cost of \$3,000

PRD with multifamily units: Base fee of \$1,500 + \$150/unit proposed not to exceed a total cost of \$5,000

M. **Items for Discussion**

1. **20-5730: Cemetery Master Plan**

Motion

A motion to Approve the implementation of the Cemetery Master Plan directives in the attached Cemetery Master Plan compiled by L.F. Sloan Consulting.

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

2. **20-5784: Buford Highway Comp Plan**

Motion

A motion to Approve the selection of the Sizemore Group, LLC for services to conduct an in depth study and develop a plan for the Buford Highway Corridor at a proposed cost of \$91,000 to be funded by the Electric Fund as an Economic Development Contribution.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bruce Gaynor, Councilmember
SECONDER:	Andrew Hixson, Councilmember
AYES:	Bare, Hixson, Puckett, Myers, Gaynor

3. **20-5785: Norfolk Southern Railway Company (NFS) Lease Contract**

Motion

A motion to Renew the attached lease agreement between Norfolk Southern Railway Company and City of Norcross for real property located at Milepost 618.31, having an area of 12,583 square feet.

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

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

The meeting was closed at 7:24 PM

Signed by _____ **Mayor, Craig Newton**

Attest _____ **Monique Lang, City Clerk**