

City of Norcross

*65 Lawrenceville Street
Norcross, GA 30071*



Meeting Minutes

Monday, November 4, 2024

6:30 PM

Council Chambers

Mayor and Council

Mayor Craig Newton

Mayor Pro Tem Bruce Gaynor

Councilmember Andrew Hixson

Councilmember Josh Bare

Councilmember Matt Myers

Councilmember Marshall Cheek

- 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	Absent	
Matt Myers	Councilmember	Absent	
Marshall Cheek	Councilmember	Present	

Regular Meeting was called to order at 6:36 PM by Mayor Craig Newton

- E. Presentation of previous meeting minutes for acceptance

24-7166: Approval of Previous Meeting Minutes

Motion

A motion to Approve the October 7 Regular Council Meeting minutes.

Mayor and Council - Regular Meeting - Oct 7, 2024, 6:30 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Marshall Cheek, Councilmember
SECONDER:	Bruce Gaynor, Mayor Pro Tem
AYES:	Bruce Gaynor, Andrew Hixson, Marshall Cheek
ABSENT:	Josh Bare, Matt Myers

Policy Work Session - Policy Work Session - Oct 21, 2024, 6:30 PM

RESULT:	POSTPONED TO DECEMBER REGULAR MEETING FOR APPROVAL
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- F. Set agenda as presented for the scheduled meeting.

24-7167: Acceptance of the Agenda and Approval of the Consent Agenda

Motion

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

24-7149: Resolution to Update Authorized Users for Georgia Fund 1
 24-7150: Selection of Commissioning Agent for Public Safety Building Project
 24-7153: Award of Contract for Johnson Dean Preserve Improvements
 24-7122: Homestead Exemptions and First-Time Homebuyers Incentive
 24-7158: Recommended Rebate Amount for Norcross Power Residential Customers

RESULT:	WITHDRAWN TO ADD ITEM FROM FLOOR (NO VOTE)
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Marshall Cheek, Councilmember

RESULT:	ACCEPTANCE OF AGENDA & APPROVAL OF CONSENT AGENDA
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Marshall Cheek, Councilmember
AYES:	Bruce Gaynor, Andrew Hixson, Marshall Cheek
ABSENT:	Josh Bare, Matt Myers

Motion

A motion to add the following item from the floor:

24-7169: Emergency Authorization to Purchase up to \$75,000 in Replacement IT Equipment

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bruce Gaynor, Mayor Pro Tem
SECONDER:	Andrew Hixson, Councilmember
AYES:	Bruce Gaynor, Andrew Hixson, Marshall Cheek
ABSENT:	Josh Bare, Matt Myers

G. Ceremonial Presentations, Recognitions, and Swearing in Ceremonies

24-7138: Swearing in of Officer Cinthya Alvarez

RESULT:	SWORN IN BY MAYOR NEWTON
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24-7165: Swearing in of Officer Cinthya Alvarez

RESULT:	SWORN IN BY MAYOR NEWTON
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H. Floor Open to Citizens Desiring to Address the Governing Authority**a. Comments by Citizens**

- Larry Hall - Updates on Norcross Annual Photography Contest and upcoming "A Century of Service" Veterans Exhibit
- Pierre Levy - Comment pertaining to item 24-7157: Purchase and Financing of 80 Wingo Street and 94 Wingo Street and suggested that Council consider not tearing down more historic homes.
- Martie Henley - Comments pertaining to item 24-7153: Award of Contract for Johnson Dean Preserve Improvements.
- Faye McFarland - Reported that she'd heard a discussion on the radio stating that Norcross has the highest amount of fees with 29% of budget coming from said fees.
- Jeff Allen - Comments pertaining to item 24-7153: Award of Contract for Johnson Dean Preserve Improvements.
- Jim Eyre - Comments pertaining to item 24-7148: Jain Society Revised Site Plan, item 24-7150 : Selection of Commissioning Agent for Public Safety Building Project, item 24-7070 : Pocket Parks/Outdoor Dining Areas on Jones Street, and thanks to Council for the approval of item 24-7157 : Purchase and Financing of 80 Wingo Street and 94 Wingo Street.

b. Comments by Council**c. Comments by City Manager**

PH. Public Hearings

PH1. 24-7115: Changes to the Unified Development Ordinance

Motion

A motion to Approve an amendment to Chapter 100, Sec.102-2, 104-3, 104-4, 104-6, Chapter 400, Sec. 407-1, -20, of the Unified Development Ordinance, with the following enacting clause:

The Mayor and City Council of the City of Norcross, Georgia hereby ordains 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 all following provisions shall become and be made part of the Code of the City of Norcross.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bruce Gaynor, Mayor Pro Tem
SECONDER:	Andrew Hixson, Councilmember
AYES:	Bruce Gaynor, Andrew Hixson, Marshall Cheek
ABSENT:	Josh Bare, Matt Myers

PH2. 24-7144: Recommendation to Mayor and Council to Include the Norcross Women's Club Library at 65 N. Peachtree Street in the Norcross Local Historic District

Motion

A motion to Approve the inclusion of the Norcross Women's Club Library at 65 N. Peachtree Street in the Norcross Local Historic District.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Marshall Cheek, Councilmember
AYES:	Bruce Gaynor, Andrew Hixson, Marshall Cheek
ABSENT:	Josh Bare, Matt Myers

J. Reports of the Mayor and Councilmembers

a. General Announcements

NOVEMBER CALENDAR OF EVENTS

Historic Walking Tour

Saturday, November 9 | 10:00 a.m. | Thrasher Park Pavilion

Veterans Day Observance

Monday, November 11 | Sanitation & Recycling Will Be Not Be Affected

Veterans Day Ceremony

Monday, November 11 | 10:00 a.m. | Veterans Park

'A Century Of Service' Veterans Exhibit

Monday, November 11 | 5:00 – 8:00 p.m. | The Rectory and Cultural Arts & Community Center

Movie Monday: The Color Purple

Tuesday, November 12 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Mayor's Angel Giving Tree

Wednesday, November 13 | City Hall Lobby

Coffee With Council

Saturday, November 16 | 8:00 a.m. | 45 South Café

Historic Norcross Holiday Open House

Saturday, November 16 | 11:00 a.m. - 7:00 p.m. | Downtown Norcross

Policy Work Session

Monday, November 18 | 6:30 p.m. | City Hall, 2nd Floor Conference Room

Movie Monday: Hunger Games: The Ballad Of Songbirds & Snakes

Monday, November 25 | 1:30 & 6:30 p.m. | Cultural Arts & Community Center

Thanksgiving Day Observance

Thursday, November 28 & Friday, November 29 | Sanitation & Recycling Will Be Delayed

K. Board Appointments

There are no Board, Commission, or Authority appointments or re-appointments for the Mayor and Council to consider at this time.

L. Consent Agenda**1. 24-7148: Jain Society Revised Site Plan**

Motion

A motion to Approve Jain Society's revised site plan.

2. 24-7151: Demolition & Abatement – Stevens Rd Properties for Public Safety Building

Motion

A motion to Approve Reeves Young to proceed with demolition and abatement of the Stevens Road structures as early release work, ahead of an agreed upon Guaranteed Maximum Price (GMP) for the construction of the public safety building.

3. 24-7152: Award of Contract for Atlantic Boulevard Road Resurfacing

Motion

A motion to Approve the attached contract between the City of Norcross and Sunbelt Asphalt Surfaces, Inc. for Atlantic Boulevard Road Resurfacing.

4. 24-7154: Hazard Mitigation Plan

Motion

A motion to Approve the City of Norcross Hazard Mitigation Plan as an annex to Gwinnett County's Emergency Management Plan and Hazard Mitigation Plan and authorize the Mayor to sign the attached Resolution.

5. 24-7157: Purchase and Financing of 80 Wingo Street and 94 Wingo Street

Motion

A motion to Approve the attached Resolution, approving and authorizing the issuance of a revenue bond of the Development Authority of the City of Norcross and the terms thereof; and approving certain documents in that connection, including an Intergovernmental Agreement and related matters.

6. 24-7070: Pocket Parks/Outdoor Dining Areas on Jones Street

Motion

A motion to table this item to the November Policy Work Session for further discussion.

M. Items for Discussion**1. 24-7149: Resolution to Update Authorized Users for Georgia Fund 1**

Modified Backup:

[Agenda Report – Resolution to update Authorized Users for Georgia Fund 1](#)
[GF1 Sample Resolution](#)

Motion

A motion to Approve a resolution authorizing the Mayor, City Manager, and Assistant City Manager to access the Georgia Fund 1 investment account managed by the Georgia Office of the State Treasurer.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Bruce Gaynor, Mayor Pro Tem
AYES:	Bruce Gaynor, Andrew Hixson, Marshall Cheek
ABSENT:	Josh Bare, Matt Myers

2. 24-7150: Selection of Commissioning Agent for Public Safety Building Project

Motion

A motion to Deny the selection of Dewberry Engineers, Inc. as the Commissioning Agent for the Public Safety Building project.

RESULT:	DENY [UNANIMOUS]
MOVER:	Marshall Cheek, Councilmember
SECONDER:	Andrew Hixson, Councilmember
AYES:	Bruce Gaynor, Andrew Hixson, Marshall Cheek
ABSENT:	Josh Bare, Matt Myers

3. 24-7153: Award of Contract for Johnson Dean Preserve Improvements

Motion

A motion to Reject the submitted proposals and allow Public Works to provide a phased approach at the November Policy Work Session.

RESULT:	WITHDRAWN TO REVISE MOTION (NO VOTE)
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Marshall Cheek, Councilmember

Motion

A motion to Reject the submitted proposal for the award of the Contract for Johnson Dean Preserve improvements.

RESULT:	APPROVED THE REJECTION OF PROPOSALS [UNANIMOUS]
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Marshall Cheek, Councilmember
AYES:	Bruce Gaynor, Andrew Hixson, Marshall Cheek
ABSENT:	Josh Bare, Matt Myers

Motion

A motion to Approve City staff to move forward with parking pad, driveway, signage, and retaining wall at Johnson Dean Park given the approved funding.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Marshall Cheek, Councilmember
AYES:	Bruce Gaynor, Andrew Hixson, Marshall Cheek
ABSENT:	Josh Bare, Matt Myers

4. 24-7122: Homestead Exemptions and First-Time Homebuyers Incentive

Motion

A motion to table this item to the November 18 Policy Work Session.

RESULT:	TABLED SENT TO [UNANIMOUS]
	Next: 11/18/2024 6:30 PM
TO:	Policy Work Session
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Marshall Cheek, Councilmember
AYES:	Bruce Gaynor, Andrew Hixson, Marshall Cheek
ABSENT:	Josh Bare, Matt Myers

5. 24-7158: Recommended Rebate Amount for Norcross Power Residential Customers

Motion

A motion Authorizing Norcross Power to issue a residential rebate to residential customers in the amount of \$30 each.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bruce Gaynor, Mayor Pro Tem
SECONDER:	Andrew Hixson, Councilmember
AYES:	Bruce Gaynor, Andrew Hixson, Marshall Cheek
ABSENT:	Josh Bare, Matt Myers

6. 24-7169: Emergency Authorization to Purchase Up to \$75,000 in Replacement IT Equipment (ITEM ADDED FROM FLOOR)

Backup Material for Item Added from Floor:

[Agenda Report – Emergency Authorization to Purchase up to \\$75,000 in Replacement IT Equipment](#)

Motion

A motion to Authorize purchase of up to \$75,000 in IT equipment from the Technology Sur-charges Fund for time-sensitive replacement of switches and associated equipment to improve network connectivity.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Andrew Hixson, Councilmember
SECONDER:	Marshall Cheek, Councilmember
AYES:	Bruce Gaynor, Andrew Hixson, Marshall Cheek
ABSENT:	Josh Bare, Matt Myers

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

The meeting adjourned to Executive Session for Legal at 7:50 PM with a motion to adjourn made by Mayor Pro Tem Gaynor, seconded by Councilmember Cheek.

P. Signed by _____ Mayor Craig Newton

Q. Attest: _____ Monique Philip, City Clerk



Mayor: Craig Newton • **Mayor Pro Tem:** Bruce Gaynor • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Marshall Cheek • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

Agenda Report

To: Mayor and Council

From: Toni Jo Howard, Finance Director

Meeting Date: November 4, 2024 - Regular Council Meeting

Item No.: 24-7149

Title: Resolution to Update Authorized Users for Georgia Fund 1

CC: Eric Johnson, City Manager

Recommendation

Approve a resolution authorizing the Mayor, City Manager, and Assistant City Manager to access the Georgia Fund 1 investment account managed by the Georgia Office of the State Treasurer.

Background

The City currently has an account with the Office of the State Treasurer, however, the authorized contact list has not been updated with recent staff changes. Staff recommends authorizing the Mayor, City Manager, and Assistant City Manager to transfer funds between this account and the local pooled cash account.

Financial Impact:

With a current favorable interest rate, continued use of Georgia Fund 1 allows the City to optimize interest earnings.

Consistent with Comprehensive Plan?

6. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments

GF1 Sample Resolution

Next Steps

If the Council chooses to approve this item, the Mayor and city staff will complete an electronic resolution similar to the attached sample resolution.

For Customer Use:

I have an existing Acct. #

This resolution is for:

New Account

Change to Existing Acct. #

For OTFS Use Only:

Acct Approved

Auth Entered.

Audit

Wire Instructions

Addr Entered

Wire Templates

Approval:

AD1

AD2

Res. form 2000A

GEORGIA FUND 1

(local government investment pool)

RESOLUTION TO AUTHORIZE INVESTMENT

WHEREAS, Ga. Code Ann. §§36-83-1 to 36-83-8 authorizes Georgia local governments and other authorized entities to invest funds through the local government investment pool, and

WHEREAS, from time to time it may be advantageous to the City of Norcross

to deposit funds available for

(Name of Local Government, Political Subdivision or State Agency)

investment in Georgia Fund 1 (hereinafter referred to as the local government investment pool) as it may deem appropriate; and

WHEREAS, to provide for the safety of such funds deposited in the local government investment pool, investments are restricted to those enumerated by Ga. Code Ann. §36-83-8 under the direction of the State Depository Board, considering first the probable safety of capital and then the probable income to be derived; and

WHEREAS, such deposits must first be duly authorized by the governing body of the local government or authorized entity and a certified copy of the resolution authorizing such investment filed with the Treasurer of the Office of the State Treasurer; and

WHEREAS, such resolution must name the official(s) authorized to make deposits or withdrawals of funds in the local government investment pool; and

WHEREAS, Ga. Code Ann. §36-83-8 requires a statement of the approximate cash flow requirements of the participating government pertaining to the funds to accompany the authorization to invest such funds at the time such deposits are duly authorized;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Norcross

(Board, Council or other Governing Body)

that funds of the City of Norcross may be deposited from time to

(Local Government, Political Subdivision, or State Agency)

time in the manner prescribed by law and the applicable policies and procedures for the local government investment pool.

BE IT FURTHER RESOLVED THAT:

1. Any one of the following individuals shall be authorized to deposit and/or withdraw funds from the local government investment pool on behalf of such government or other authorized entity (if a listed individual is employed by an entity other than the depositor, indicate employer):

Craig Newton, Mayor

Name, Title, (Employer, if applicable)

(Area Code)

Phone Number

Email:

Tracy Rye, Assistant City Manager

Email:

Eric Johnson, City Manager

Email:

2. Any one of the following individuals shall be authorized to read-only access of the Georgia Fund 1 Account:

All withdrawals from the local government investment pool shall be wired to the following participant's demand deposit account: **(Many banks have separate instructions for wires and ACH deposits. Please verify both sets of instructions with your bank and provide them below. This will ensure accurate delivery of your funds to the designated bank account).**

(For ACH)

TRUIST

Pooled Cash Account

(Local Bank Name)

(Account Title)

(ABA Number)

(Account Number)

(City, State)

(For WIRE)

(Local Bank Name)

(Account Title)

(ABA Number)

(Account Number)

(City, State)

(If applicable) Our local bank prefers to receive credit for wire transfers at the following **Correspondent Bank**:

_____	_____	_____	_____
(Bank Name)	(City)	(ABA Number)	(Account Number)
Additional Bank Account (if applicable):			
(For ACH) _____			
(Local Bank Name)		(Account Title)	
_____	_____	_____	
(ABA Number)	(Account Number)	(City, State)	
(For WIRE) _____			
(Local Bank Name)		(Account Title)	
_____	_____	_____	
(ABA Number)	(Account Number)	(City, State)	

Correspondent Bank (if applicable):

_____	_____	_____	_____
(Bank Name)	(City)	(ABA Number)	(Account Number)

3. The local government investment pool shall mail the monthly statements of account to:

<u>Eric Johnson, City Manager</u>	
_____	(Attention)
<u>65 Lawrenceville St.</u>	
(Address)	

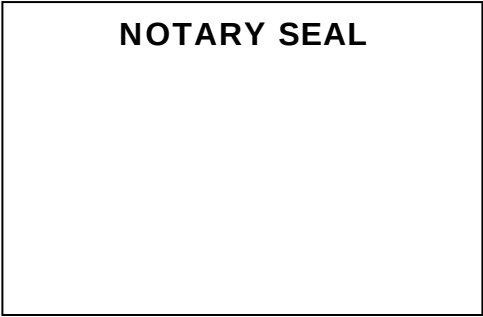
(Address)	
<u>Norcross, GA 30071</u>	
(City, State & Zip)	

4. Changes in the above authorization shall be made by cancellation or replacement resolution delivered to the Office of the State Treasurer. Until such a replacement resolution is received by the Office of the State Treasurer, the above authorized individuals, local government demand account instructions and statement mailing address(es) shall remain in full force and effect.

5. The following schedule represents the period in which existing balances are currently expected to remain invested in the local government investment pool:

_____ % 30 days or less;
_____ % more than 30 days but less than 90 days;
100 % 90 days or longer.
100 %

Entered at _____ , Georgia this _____ day of _____ 20__.



(Signature of Head of Governing Authority)

(Please Print or Type - Head of Governing Authority)

(Title)

Sworn to and subscribed before me this _____ day of _____ 20__.

(Notary Public)

Please complete and return an original copy to:

**Georgia Fund 1
Office of the State Treasurer
200 Piedmont Avenue
Suite 1204, West Tower
Atlanta, GA 30334-5527**

**Telephone: (404) 651-8964 or (404) 656-2993
Toll Free: (800) 222-6748
Fax: (404) 656-9048**

Georgia Fund 1 (local government investment pool) deposits are not guaranteed or insured by any bank, the Federal Deposit Insurance Corporation (FDIC), the Federal Reserve Board, the State of Georgia or any other agency.



Office of the State Treasurer
200 Piedmont Ave, Suite 1202, West Tower
Atlanta, Georgia 30334-5527

Steve McCoy
State Treasurer

(404) 656-2168
Fax (404) 656-9048

ACH TRANSFER AUTHORIZATION FORM

CUSTOMER NAME:

	Georgia Fund 1 Account #	Bank Account Title	Bank ABA #	Bank Account Number
1				
2				
3				
4				
5				
6				
7				
8				
9				

If you wish to be included in the ACH funds transfer program, please complete the bank information for each of the accounts that appear on the resolution for each Georgia Fund 1 account. This form authorizes the Office of the State Treasurer (OST) to **DEBIT** the bank accounts listed for **LGIP contributions**.

Please verify ACH instructions with your financial institution before completing this form and verify that an ACH Debit Block is NOT placed on your account. If there is a block on the account, please provide your bank our two Company IDs: 1581125844 & 2581125844. This will allow OST to debit the account. If you have any questions, please email accounting@treasury.ga.gov.

☐ We **DO NOT** wish to participate in the ACH funds transfer program for ☐ all of our accounts or ☐ for the following accounts: _____. We understand that we will be responsible for sending a wire for any contributions made to a Georgia Fund 1 account not included in the ACH funds transfer program.

This form does not need to be notarized, but the authorizing signature must be someone on the current resolution. Any changes to this form can be faxed to 404-657-9066 or emailed to accounting@treasury.ga.gov. The original form does not need to be mailed.

Authorizing Signature

Print Name

Date



Mayor: Craig Newton • **Mayor Pro Tem:** Bruce Gaynor • **Councilmember:** Andrew Hixson • **Councilmember:** Josh Bare
Councilmember: Matt Myers • **Councilmember:** Marshall Cheek • **City Manager:** Eric Johnson • **City Clerk:** Monique Philip

Agenda Report

To: Mayor and Council

From: Eric Johnson, City Manager

Meeting Date: November 4, 2024 – Council Meeting

Item No.: 24-7169

Title: Emergency authorization to purchase up to \$75,000 in replacement IT equipment

CC: Toni Jo Howard, Director of Finance

Recommendation Authorize purchase of up to \$75,000 in IT equipment from the Technology Sur-charges Fund for time-sensitive replacement of switches and associated equipment to improve network connectivity.

Background City employees are experiencing service interruptions that appear associated with equipment at, or nearing, end-of-life. Due to the performance issues, equipment associated with those issues is being requested now. Other equipment needs are being identified but can be considered through a normal approval process.

Financial Impact Existing funds are being prioritized to facilitate purchase of equipment. Additional equipment will likely be needed during FY 25 as equipment approaches end-of-life. An added appropriation will likely be necessary during FY 25 for these equipment replacements not anticipated in the FY 25 budget.

Consistent with Comprehensive Plan? Yes.

Next Steps

Attachments None.