

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Agenda

Wednesday, December 17, 2025

6:00 PM

2nd Floor Conference Room

Norcross Public Arts Commission

Chair Elizabeth Simpson

Board Member Nicole Morgan

Board Member Robert Forro

Board Member Jacques Murphy

Board Member Michael MacManus

Board Member Samantha Spitzner

A. Call to Order by Chair Elizabeth Simpson (Roll Call)

Please silence cell phones and electronic devices.

B. Approval of Minutes:

NPAC Meeting Minutes - November 25, 2025

1. 2025-425: NPAC Meeting Minutes - November 25, 2025

Attachments:

1. NPAC Meeting Minutes - November 25, 2025

C. Citizen Input:**D. Treasurer's Report:****E. Board Updates**

- o Greetings from Norcross Mural – status
- o Open Board Seat Status
- o By Laws Adoption
- o Elections – Chair, Vice Chair, Secretary, Treasurer

F. Council Updates:

25-7442 Norcross Elementary Love Art Mural Funding

G. Returning Agenda Items:**1. 25-7442: Request for City Sponsorship for Paint Love Mural at Norcross Elementary**

Decide how to proceed with budget allocations

Attachments:

1. Agenda Report - Norcross Elementary – Seeking Sponsorship for Paint Love Mural
2. CON Community Request for Funding Form
3. Norcross Elementary Mural Project - Paint Love
4. Wall Photo View 1
5. Wall Photo View 2

2. 2025-295: Porchfest 2025

Consider approving funding for this placemaking project at the mid-tier sponsorship level.

Attachments:

1. Porchfest Overview
2. Porchfest Sponsor Levels

3. 25-7251: Norcross Forever Stamp Program

- Student Art permissions document – Status
- IGA – Status plus inventory of approved boxes DEC 9th
- Gwinnett Creativity grant extended to March 12th, 2026
- Vinyl wraps modifications
 - Pinnacle Park & Splash Pad
- 5x7 Cards – 10 light box locations and their themes (by Feb)
 - Finalize design with Accent Creative and get quotes/turnaround time

Attachments:

1. NHS Artwork Submission Release - Vinyl Wraps
2. Light Box Artwork Poster

4. 2025-346: Framed Art Display in City Hall

- Accent Creative getting quotes for canvas wrapped
- Norcross Public Works will install

Attachments:

1. NPAC Agenda Report - Framed Art Display in City Hall

5. 25-7252: White Squirrels of Norcross

- Names – next steps
- Update on social media campaigns

6. 25-7369: White Squirrels of Norcross Fundraiser

- Acorn (marble composite) - \$200, need to advertise these more
- Squirrel (marble composite) - emailed interested parties, priced at \$800
- Acorn decorating contest and exhibit at Savage
 - \$270 raised so far, break even

7. 2025-345: Gwinnett Creativity Fund Grant Opportunity

- Application for Grant – Due January 15, 2026 – Discuss potential project ideas and gather feedback.
 - White Squirrels Art Hunt
 - interactive app creation for iPhone & Android
 - Scavify
 - Additional squirrels for Pinnacle Park walking trail
 - Crosswalk painting at Skin Alley and Jones
 - Sponsor Improv class (or 2) at Women's Library

8. 25-7405: NPAC By-Laws

Update following December PWS.

Attachments:

Clean Draft - Proposed NPAC Bylaws

H. New Agenda Items:

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

J. Adjourn

City of Norcross

65 Lawrenceville Street

Norcross, GA 30071



Meeting Minutes

Tuesday, November 25, 2025

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 by Chair Elizabeth Simpson (Roll Call)

The meeting was called to order at 6:31 PM by Chair Liz Simpson.

Attendee Name	Title	Status	Arrived
Elizabeth Simpson	Chair	Present	
Nicole Morgan	Board Member	Present	
Jacques Murphy	Board Member	Present	
Robert Forro	Board Member	Absent	
Michael MacManus	Board Member	Present	
Samantha Spitzner	Board Member	Present	

B. Approval of Minutes

1. 2025-347: Norcross Public Arts Commission - Regular Meeting - October 28, 2025

A motion to Approve the November 25 Meeting Minutes.

RESULT: APPROVED [UNANIMOUS]

MOVER: Jacques Murphy, Board Member

SECONDER: Mike MacManus, Board Member

AYES: Simpson, Morgan, Murphy, MacManus

ABSENT: Robert Forro, Board Member

C. Citizen Input

D. Treasurer's Report

Jacques has worked closely with Jon Robinson to ensure the accuracy of financial reports. NPAC was given \$30,000 for the light box project. \$12,600 was added to the budget. Approximately \$8,600 remaining for the non-allocated budget for 2026 fiscal.

Still need \$1,650 for the squirrel project. Approximate fiscal 2026 budget is \$72,450.

E. Board Updates

* Greetings from Norcross Mural – status

- Accurate image not yet installed. Expected installation 5pm Wednesday.

* Open Board Seat Status – Social Media skill set

- Run posting longer, ending 12/31/25.

* By Laws Adoption – Status

- There are some mostly minor corrections to be made. Unlikely, the document needs to be reviewed by the legal department. The document will be part of the Norcross City Work Session on 12/15/25. The City Council vote will be 1/5/26.

* NPAC Elections

- Will vote in December. Liz is running as Chair. Asked Jacques to act as interim Vice Chair for the remainder of calendar year 2025.

G. Returning Agenda Items

1. 25-7442: Request for City Sponsorship for Paint Love Mural at Norcross Elementary

City Council approved \$2,000. There is confusion about who is providing the funds. The City or NPAC budget. The City Manager and Council Member (Matt) disagree on how to proceed. Bobbi (requester from the school) must make a decision to proceed with the project no later than 12/19/25.

Tasks: Liz – work with Council to determine the funds provider. Contact Bobbi for any update.

A motion to fund \$2,000 to the project providing the City does not provide the funds contingent upon the project having all necessary funds (\$8,000) in order to proceed with the project.

RESULT: APPROVED [UNANIMOUS]

MOVER: Mike MacManus, Board Member

SECONDER: Nicole Morgan, Board Member

AYES: Simpson, Morgan, Murphy, MacManus

ABSENT: Robert Forro, Board Member

2. 2025-295: Porchfest 2025

NPAC would like to be a financial sponsor of the event. At what level should we sponsor and what does NPAC want in exchange for sponsorship? \$2,500 (Platinum) or \$1,250 (Gold) sponsorship levels. NPAC would like to have t-shirts, prominent branding on all marketing materials and a banner as a sponsor to a particular stage. Task: Liz – contact Porchfest to get more data, intro Nicole who'd like to participate as NPAC representative.

3. 25-7369: White Squirrels of Norcross Fundraiser

No responses, yet.

Understand and communicate the squirrel is made of marble composite.

Squirrels are delayed in production due to employee turnover at the organization.

4. 25-7251: Norcross Forever Stamp Program

Student approval form is ready. Needs to be sent to students and their parents for review and signature.

IGA status is on the City's agenda.

Perhaps a March installation.

Jacques reminded the Board of our reporting obligation. We are unexpectedly far behind which could delay or prevent NPAC from receiving the remainder of the awarded funds.

City Council prefers the Pinnacle Park boxes are without goats.

Tasks: Robert – will be informed the document is ready and manage the connection with the teacher and students.

Liz – voicemail Madison about deadline extension.

Liz – Nicole Newson’s team has not yet acknowledged/completed an outstanding request regarding the coloring on the splash pad.

Mike – will work on making adjustments to the art to satisfy the ‘goat removal’

5. 25-7252: White Squirrels of Norcross

Squirrel Naming: There is a spreadsheet for us to review all the submissions.

H. New Agenda Items:

1. 2025-345: Gwinnett Creativity Fund Grant Opportunity

Discussion postponed to December NPAC meeting.

2. 2025-346: Framed Art Display in City Hall

Working with Nicole Newson. Desire to display 3 boxes in the Court House. Pictures permitted on canvas. Council Member Eric committed to pay for this display.

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

- Shayla will depart employment at Norcross City on 12/17/25.
- The Sponsorship threshold must be confirmed. NPAC needs to know the maximum funds we are permitted to commit.
- An article for the newsletter should promote the open Board seat and the Welcome to Norcross Mural with the Clara Nesbit update.
- There is a LOVE ‘sculpture’ on Buford Highway. NPAC was not involved in that installation so we don’t want to feature that.

J. Adjourn Motion

The meeting adjourned at 8:33 PM with a motion to adjourn made by Jacques, seconded by Samantha.



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

AGENDA REPORT

To: Mayor and Council

From: Bobbie Adamczyk – Art Teacher at Norcross Elementary School
Liz Simpson – Chair of Norcross Public Arts Commission

Meeting Date: October 7, 2025 – Regular Council Meeting (RCM)

Item No.: 25-7442

Title: Norcross Elementary – Seeking Sponsorship for Paint Love Mural

CC: Eric Johnson, City Manager

Recommendation

A recommendation that the City of Norcross contribute \$2,000 in sponsorship of the Paint Love mural at Norcross Elementary, supporting both the students' creativity and the city's legacy of community pride.

Background

Norcross Elementary, located in the heart of Historic Norcross and proudly carrying the city's name, plays a vital role in shaping the lives of our youngest residents. Yet, there is often a sense of distance between the school and the broader community, as many citizens are unaware of the important work taking place just next door.

To help bridge this gap, Norcross Elementary Art Teacher and former NPAC board member, Bobbie Adamczyk, is partnering with Paint Love to create a legacy mural designed and inspired by the students. The mural, prominently visible from Born Street, will not only stand as a bright and welcoming beacon to the community but will also provide the students with a daily source of pride, joy, and inspiration as they see their creativity reflected in their school environment.

Financial Impact

A contribution of \$2,000 from the City of Norcross will help make the student-designed mural a reality, ensuring the children of Norcross Elementary can enjoy their artwork for years to come. Beyond covering project costs, this investment will strengthen the bond between the city and its youngest residents, closing cultural and socioeconomic divides while showcasing the city's commitment to creativity, inclusivity, and community pride. The partnership with Paint Love will also bring positive visibility and recognition to the City of Norcross. <https://www.gopaintlove.org/projects>

Consistent with Comprehensive Plan? (If applicable, please select which goal applies)

1. Continues to define Norcross' sense of place
2. Continues to Strengthen Norcross as a Livable, Inclusive, and Safe Environment
4. Furthers the City's Tradition of Strong Leadership and High Level of Quality Services

Attachments

CON Community Request for Funding Form
Norcross Elementary Mural Project - Paint Love
Wall Photo View 1
Wall Photo View 2



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

City of Norcross Community Request for Funding Form

Please complete the following form, giving as much information as possible.

Section 1: Contact Information

Name of organization:	<input type="text"/>
Address:	<input type="text"/>
Main contact:	<input type="text"/>
Position in organization:	<input type="text"/>
Address (if different from above):	<input type="text"/>
Email:	<input type="text"/>
Daytime telephone number:	<input type="text"/>

Section 2: About your organization

- 2.1 Is this organization a registered non-profit organization? Yes ___ No ___
If not, does your organization have a constitution/rules that it follows? Yes* ___ No ___
If yes, please include a copy with your application.

2.2 Who does this organization support/benefit?

Note: The City of Norcross aims to support charities, non-profit organizations, and community groups.

2.3 What are the aims of this organization and what kind of activities/projects does it run?

2.4 Description of how the Donation Request Amount will be of benefit to the Norcross Community?

--

Section 3: The Need

3.1 How much funding is the organization requesting for the Donation?

--

3.2 Does this Funding from the City of Norcross include Sponsorship for the organization? Yes ___ No ___
If yes, please explain the current sponsorship display format:

--

Section 4: Confirmation

4.1 For our information, please specify where you heard about the City of Norcross funding initiative:

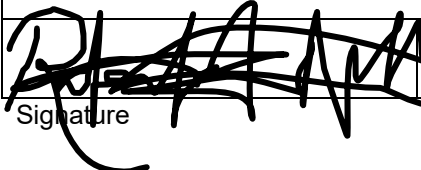
--

For us to process your application, please ensure you have:

- Answered all questions on this form
- Signed the form
- Enclosed a copy of your constitution/non-profit designation if necessary

By signing below, you are confirming:

- You have read and understood the City of Norcross Funding Request Guidelines.
- All the information supplied in this donation application is correct.
- The Management Committee (or equivalent) of the organization has agreed to the submission of this application.

	
Signature	Date

City of Norcross Administrator only: Verifies that a City of Norcross Admin has reviewed this application form.

Signature	Print Name	Date



PROJECT PROPOSAL OVERVIEW

Norcross Elementary School, a Title I public school in Gwinnett County serving over 800 students in grades Pre-K through 5, wishes to transform a 175-foot retaining wall near its bus port into a vibrant exterior mural that reflects the heart of its community. To bring this vision to life, Norcross Elementary hopes to partner with Paint Love, an Atlanta-based nonprofit that provides trauma-informed, accessible arts programming for youth facing poverty and adversity. Paint Love collaborates with schools and community organizations to design inclusive art experiences that center student voice, foster belonging, and build lasting impact.

Through this partnership, students will co-design the mural, sharing ideas, exploring themes, and contributing to the creative direction. Once the design is finalized, every student will have the opportunity to participate in painting the mural, transforming the wall into a living legacy of creativity, pride, and shared ownership.

As a Title I school with an incredibly diverse population, creativity and connection are vital. The final mural will feature uplifting messages and natural elements that celebrate the school's values and cultural richness. By engaging students in both the design and creation process, Norcross Elementary aims to cultivate a sense of belonging and empowerment that will echo far beyond the wall itself.

KEY PARTNERS

Norcross Elementary School art teacher Bobbie Adamczyk, Ed.S. will lead the project. She has made a lasting impact in Norcross through her leadership of the Mitchell Road Mosaic Mural project, which united over 1,000 students, families, and community members in a vibrant celebration of art and connection. Spanning 130 feet and featuring more than 125 mosaic disks, the mural showcases seasonal colors and local wildlife, with each piece created through inclusive workshops across schools and community spaces.

Paint Love is a nonprofit organization bringing extraordinary arts programming to schools and nonprofit partners, empowering kids through creative projects that are artist-led and shaped by trauma-informed standards. Since 2014, Paint Love has served more than 45,000 young people together with 150+ schools and community partners. While art is the vehicle, the soul of our work is showing children that their voice matters, their ideas are important, and their actions can make a difference in shaping the future.

PROPOSED TIMELINE

- Fundraising & Planning - Fall 2025
- Mural Installation & Celebration - Spring 2026

PROPOSED PROJECT BUDGET

\$10,000*

** Price estimate includes design concept, design mural execution, student involvement, facilitation and overall project management by Paint Love as well as all supplies, equipment and installation.*





NORCROSS PORCHFEST

Prepared for Norcross Council Policy Work Session: Oct. 20, 2025

NORCROSS PORCHFEST 2026

Proposed date: Saturday, May 2, 2026

Music window: 12PM to 7PM (sound checks 11AM to noon)

Footprint: Historic Norcross core within a half mile of Thrasher Park, clustered porches to reduce sound bleed and travel

Scale: Up to 15 host porches, 20 to 30 performers

Audience: 1,500 to 2,500 attendees with peak density mid afternoon

REQUEST

- Temporary waiver of the Norcross City noise ordinance to permit amplified music at designated porches from 11AM to 7PM. within the approved footprint
- City partnership on policing, public works, sanitation, and traffic plans
- Fallback date (weather cancellation) of Sunday, May 3, 2026

BENEFITS

Economic impact

- Projected attendance: 1,500 to 2,500 people estimated
- Average spend per attendee: \$20-\$25 downtown (food, beverage, retail)
- Direct revenue: About \$30,000 local business spend
- Additional lift from regional visitors, first-time exposure, and media placement

Placemaking and Community value

- Highlight walkability: A clear porch-to-park route links Sunset Drive to beyond West Peachtree, encouraging people to explore Historic Downtown on foot.
- Create shared street life: Porches and front yards open up, giving neighbors natural points to pause and connect as they move through town.
- Showcase local character: Music framed by historic homes and trees draws attention to the unique look and feel of Norcross.
- Unify key areas: Continuous foot traffic ties homes, parks, and businesses together, revealing the town as one connected place.
- Foster community ownership: Residents participate as hosts and helpers, strengthening pride and shared responsibility for public spaces.

PLANNING COMPLETED

- Core organizing team formed formed with leads for Music/Artists, Logistics, Sponsorships
- Volunteer kickoff hosted in August at Cultivation Brewing (25+ attendees)
- Policies drafted for hosts, artists, sound, safety, and weather
- Draft footprint, porch clusters, schedule templates, and load-in/out guides
- Initial alignment with City and pending Police alignment
- Sponsorship prospectus drafted; digital forms live for hosts, artists, and volunteers
- Sponsors steadily flowing, primarily resident sponsors

NORCROSS PORCHFEST

SUPPORT LOCAL MUSIC.

BUILD COMMUNITY.

SPONSOR PORCHFEST.

LEARN MORE

NORCROSSPORCHFEST.COM/SPONSOR

NORCROSSPORCHFEST@GMAIL.COM

PLATINUM SPONSOR

LIMITED TO 2

\$2,500

PREMIER BOOTH OR TABLE PLACEMENT

**TOP LOGO PLACEMENT ON POSTERS,
BANNERS, T-SHIRTS, AND WEBSITE**

**INCLUSION IN PRESS MATERIALS AND
THANKED PUBLICLY AT OPENING
CEREMONY**

FOUR EVENT T-SHIRTS

DEDICATED SOCIAL MEDIA SPOTLIGHTS

NORCROSSPORCHFEST

@GMAIL.COM

GOLD SPONSOR

\$1,250

**RESERVED BOOTH OR TABLE AT THE
EVENT**

**MID-SIZED LOGO ON POSTERS,
T-SHIRTS, WEBSITE**

**TWO EVENT T-SHIRTS AND
COMMEMORATIVE STICKERS**

DEDICATED SOCIAL MEDIA SPOTLIGHTS

**NORCROSSPORCHFEST
@GMAIL.COM**

SILVER SPONSOR

\$750

NAME OR LOGO ON WEBSITE

**ONE EVENT T-SHIRT AND
COMMÉMORATIVE STICKER**

GROUP THANK YOU ON SOCIAL MEDIA

**OPTION TO PLACE FLYERS OR A SMALL
SIGN AT THE INFO TENT**

**NORCROSSPORCHFEST
@GMAIL.COM**

RESIDENT SPONSOR

\$250

**ALL DONATION AMOUNTS ARE ACCEPTED!
THE FOLLOWING BENEFITS BEGIN WITH
DONATIONS OF \$250.**

NAME LISTED ON WEBSITE

**"WE BACKED THE FIRST BEAT |
PORCHFEST 2026" YARD SIGN**

COMMEMORATIVE STICKER

**NORCROSSPORCHFEST
@GMAIL.COM**



ARTWORK SUBMISSION RELEASE FORM

By signing below, I hereby grant permission to the City of Norcross (“City”) and its representatives and agents, the right to display and reproduce my artwork (“Art”) as more fully described on the attached Exhibit A, “Exhibition Form” on utility box wraps and for other public art purposes in the City. I understand, acknowledge, and agree to the following terms and conditions:

1. I am the creator of the Art submitted, and it is an original work of art that does not infringe upon the intellectual property rights of any third party.
2. I represent and warrant that the Art is original artwork created by me; the Art does not violate any existing copyright or other third-party right and does not contain material of an unlawful nature; the Art is free of any liens, security interests, encumbrances, licenses, or claims, pending or threatened; that I am not subject to any agreement, judgment, or order inconsistent with the terms set forth herein and that I have full authority to sign this Release.
3. I agree to hold the City harmless and indemnify the City from any claims that my Art infringes on the rights of others.
4. I grant the City the non-exclusive right to display, reproduce, and distribute my Art in any format or medium, including but not limited to print, digital, and promotional materials.
5. I understand that my Art may be resized, cropped, altered, formatted, reformatted, enhanced, or otherwise modified as necessary to fit the dimensions of the utility box, meet other technical requirements for display purposes, or for any other purposes.
6. I understand that my Art may be reused for vinyl wraps on utility boxes, on other infrastructure, and for other public art purposes.
7. I retain the copyright to my Art and reserve the right to use it for personal promotion, portfolio, or other non-commercial purposes.

8. I release the City and its representatives from any liability arising from the display, reproduction, or distribution of my Art in connection with the City's utility box wrap project, or in connection with any other public art purpose.
9. I certify that I am 18 years of age or older, or I have obtained consent from my parent or legal guardian to participate in the Norcross Public Arts projects and to grant the rights specified in this Release.
10. I hereby, for myself, my heirs, executors, and administrators, waive and release any and all rights and claims for damages I may have against the city of Norcross, its representatives, successors, and assigns for any and all injuries suffered by me, whether personal injury or damage to personal property, including but not limited to my Art or other artwork incurred in connection with any activity sponsored by the City.
11. The City reserves the right to photograph and videotape all its activities, events, camps, classes, programs and facilities for promotional purposes.
12. The City will take reasonable precautions to protect the Art; however, I understand that the City is not responsible for loss or damage to the Art due to fire, theft, vandalism, or other causes beyond its reasonable control. I
13. I understand that my submission may be subject to public scrutiny and critique, and I agree to accept any feedback or criticism in a respectful manner.

[Signatures on Following Page]

ARTIST

Name

Date

Signature

If under 18 years of age:

Parent/Legal Guardian Name

Date

Parent/Legal Guardian Signature



EXHIBIT A

Identification of Artwork Submitted

Title: _____

Medium: _____

Size: _____

Artist Name: _____

Address: _____

Phone: _____

Email: _____

Signature: _____ Date: _____

Parent/Guardian: _____ Date: _____

Norcross Forever Light Boxes

Design Concepts for Consideration



Hispanic Heritage



Jazz in the Alley



Thrasher Park



Lillian Webb Park



International Festivals



Pinnacle Park



Filming in Norcross



Historic Train Depot



Splash Pad Fun



Norcross High School Art



CHAIR **ELIZABETH SIMPSON** · BOARD MEMBER **FAMILY MIJES-O'REILLY** · BOARD MEMBER **NICOLE MORGAN** · BOARD MEMBER **ROBERT FORRO**
BOARD MEMBER **JACQUES MURPHY** · BOARD MEMBER **MICHAEL MACMANUS** · STAFF LIAISON **SHAYLA ALEXIS**

Agenda Report

To: Norcross Public Arts Commission (NPAC)

From: **Liz Simpson**

Date: Nov 26, 2025 – Regular NPAC Meeting

Item #: 2025-346

Title: **Framing vinyl wrap artwork for display in City Hall conference room**

Recommendation: Reuse the digital art created for the Forever Norcross vinyl wrap project. Print the enhanced art in consistent sizes, by theme. After printing, frame the art for hanging in the 2nd floor conference room at City Hall. Themes can be rotated, on a cadence agreed by the City, in order to showcase all 10+ themes available. Frames could possibly be purchased for the first set only and the frames reused by replacing the themes.

Background: NPAC collaborated with Accent Creative to create digitally enhanced, theme-based photography suitable for depicting vibrant events and beloved parks in the City of Norcross. These themed art sets were designed to showcase Norcross on traffic light boxes throughout the city. The city invites us to re-use this art to adorn the walls of the City's conference room.

Financial Impact: We need estimates for printing and framing

Consistent with Master Arts & Cultural Plan? yes

Next Steps: Accent Creative will confer with City Manager to get further detail on this request and to measure the wall in order to size and plan the exhibit.

Attachments:

Updates:

BYLAWS OF THE NORCROSS PUBLIC ARTS COMMISSION CITY OF NORCROSS, GEORGIA

In accordance with Charter Section 3.11 and City Ordinance Section 2-151, these Bylaws are approved by the Norcross Public Arts Commission and adopted by the Mayor and Council.

ARTICLE 1. - NAME

The name of the Commission shall be the “Norcross Public Arts Commission (NPAC).”

ARTICLE 2. – PURPOSE, DUTIES AND RESPONSIBILITIES

Pursuant to City of Norcross Ordinance No. 08-2019, & II, 6-3-2019, the purpose, duties and responsibilities of the Commission shall be as follows:

1. To cultivate a growing, creative arts community and to promote the development of neighboring cultural resources;
2. To seek funding from public and private donations as well as available grants to promote growth and interest in public arts;
3. To review, develop and make recommendations to the mayor and council for the placement of all permanent art in public areas, including parks, buildings, streets and parking lots;
4. To review, develop and make recommendations to the mayor and council for public arts events in the city and;
5. To develop and maintain a “Master Arts Plan”, garner public comment and present for approval to the mayor and council, and;
6. To prepare and present a budget for its operation to the mayor and council 60 days prior to the beginning of each fiscal year.

ARTICLE 3. VOTING MEMBERS, MEMBERSHIP AND TERMS

1. All members of the commission shall be appointed by the Mayor and Council by resolution under the following terms. The authority to appoint, reappoint, or remove members remains exclusively with the Council.
2. **Commission Composition.** The Commission shall consist of up to seven members, of which, a minimum of four members shall be citizens of the city.
3. **Member Selection.** New applicants will be invited for an in-person interview by the entire board in Executive Session. The Chair will gather feedback from the Members before submitting appointment recommendations to the Mayor and Council. If the Mayor and Council do not approve the new member, the resulting vacancy will be filled through the standard appointment process outlined in the Boards, Commissions and Authorities Manual, with the appointment to occur prior to December 1.

4. **Reappointments.** Members whose terms are set to expire and who wish to be considered for an additional term must notify the Commission by September 1 of the year that their term concludes and must complete the City of Norcross Reappointment Application by the deadline that is established by the City Clerk's office. The Chair will gather feedback from Members before submitting appointment recommendations to the Mayor and Council.
5. **Board Member Resignation.** In the event of a premature member position vacancy, the Chair will recommend to the Mayor and Council a new succeeding Commission Member who will complete the departing Member's term. The resulting vacancy will be filled through the standard appointment process.
6. **Term Limits.** Commission Members may serve an unlimited number of terms without restriction.
7. **Member Terms.** One term shall be defined as a full three-year period of service, unless a member is appointed to complete an unexpired term.
8. **Removal of Board Member.** Commission may recommend the removal of a Commission Member to the Mayor and Council, with a majority vote. The Mayor and City Council may then remove the Member from office by a vote of the majority of Members of the City Council.
9. **Member Attendance.** Attendance requirements for Members shall follow the policy outlined in the City of Norcross Boards, Commissions and Authorities (BCA) Manual. Specifically, if a Member is absent from three scheduled meetings during a twelve-month period, the Chair will review the absences with the Member and present a recommendation to the Mayor and Council as necessary. Only the Mayor and Council may remove a Member from office. The resulting vacancy will be filled through the standard appointment process.
10. **Compensation.** Norcross Boards and Commissions are compensated \$75 per meeting for up to twelve sessions annually. Accepting compensation is optional. Checks will be mailed to the address provided on the Member's application at the end of the year.
11. **Reimbursable Expenses.** A Commission member may only be reimbursed for expenses incurred on behalf of the Commission if the expense has been requested and approved by the budget holder, the City Clerk.

ARTICLE 4. OFFICERS

1. **Election of Officers.** Officers shall be elected by a majority vote of the Commission. One Member shall be elected annually to serve as Chairperson of the Commission; elect one Member annually to serve as Vice-Chair, one Member to serve as Treasurer for a two-year term; and one Member to serve as Secretary for a two-year term. The Vice-Chair, Secretary and Treasurer may hold more than one office, not including the Office of Chair. Refer to Code sec 3.11 (i) Except as otherwise provided by City Charter or by law, each board, commission or authority of the city government shall elect one (1) of its members as chairman and one (1) member as vice chairman for terms of one (1) year, and may elect as its secretary an employee of the city. Officers may serve no more than two full, consecutive terms in the same officer position.

2. **Officer Terms.** Officer terms begin December 1st the year of their election. In the event an officer, for any reason, is unable to complete their term, the Commission will elect a replacement Commission member to complete that officer's term.
3. **Duties of the Chairperson.** The Chairperson shall lead all meetings of the Commission and shall also function as the chief executive officer of the Commission. He or she shall be the principal spokesperson of the Commission and have general and active management of the operation of the Commission. The Chairperson shall be responsible for the administration of the Commission and general and active management of the financial affairs of the Commission and shall execute contracts in the name and on behalf of the Commission.

The Chairperson will have sole signatory authority on all contracts, deeds and other instruments that the Commission is authorized to execute, unless otherwise provided by the Commission to also require the signature of the Treasurer or Secretary. In the event of an emergency in which the Chairperson is unavailable, the Vice Chairperson is authorized to execute such documents on behalf of the Commission.
4. **Vice Chairperson.** The Vice Chairperson shall have all of the powers assigned to the Chairperson if the Chairperson is unavailable to discharge the duties customarily and usually held and performed by the Chairperson.
5. **Secretary.** The Secretary shall issue agendas and minutes of all meetings of the Commission, have charge of the minutes books and document archives, and perform such other duties and have such other powers as may from time to time be delegated to him or her by the Chairperson or the Commission.
6. **Treasurer.** The Treasurer shall be charged with the management of the financial affairs of the Commission, shall have the power to recommend action concerning the Commission's affairs to the Commission, and shall perform such other duties and have such other powers as may from time to time be delegated to him or her by the Chairperson or the Commission. The Treasurer shall at all times, in conjunction with the Staff Liaison, maintain records evidencing the assets owned by the Commission and its receipts and disbursements, and shall present a report of the same at each meeting of the Commission.
7. **Officer Removal.** Any officer may be removed from their position as an officer at any time by a majority vote of the Commission, and such vacancy may be filled by the Commission.
8. **Officer Absences.** Any officer who misses two (2) consecutive monthly meetings will be automatically removed from their position as an officer, and such vacancy may be filled by the Commission.

ARTICLE 5 MEETINGS

1. **Regular Meetings.** Unless notified otherwise, regular meetings of the Commission shall be held on the fourth (4th) Tuesday of each month at 6:30 p.m., or at such other time and place as determined by the Chairperson, provided that any changes are properly noticed in accordance with applicable law and City policy

2. **Special Meetings.** Special meetings of the Commission may be called at any time by the Chairperson. In addition to the foregoing, the Chairperson shall call a special meeting at the written request of two (2) or more Members of the Commission. All special meetings must be held in accordance with the notice and agenda requirements of the Georgia Open Meetings Act. At least 24 hours' notice to the public is required for a special called meeting.
3. **Quorum.** A majority of Commission Members appointed to office shall constitute a quorum for the transaction of business at any meeting of the Commission.
4. **Rules of Order.** The Commission will conduct its meetings using Roberts Rules of Order parliamentary procedures.

ARTICLE 6 ADVISORS TO THE COMMISSION

1. The Commission may from time to time appoint individuals to serve as Advisory Members to provide the Commission with professional advice and strategic thinking in the Public Arts arena. Advisory Members should have distinctive knowledge on different aspects of public arts that are of use to the Commission, such as fund raising, planning, trends, artists, and techniques. Advisory Members will not vote on Commission issues nor are they required to attend meetings.

ARTICLE 7 CONFLICT OF INTEREST

1. Officers and members shall comply with the Norcross Code of Ord. Article VIII, and the Code of Ethics (Sec. 2 – 300 through 309).
2. NPAC Members, associates and advisors shall manage conflict of interest to alleviate competing interests to prevent any actual or perceived impropriety or undue influence in selecting art, artists, concepts, designs, installations, etc.
3. Members are prohibited from serving as original or contributing artists on public art projects, in order to avoid any actual or perceived conflict of interest. Members may assist with the installation of public art projects in a volunteer capacity, but shall not serve as the work's designer or original creator.
4. Members shall not use their position on the Commission to consistently promote or advocate for work of a particular artist, vendor or concept. This provision does not limit the Commission's authority to utilize City approved vendors or partner organizations through approved City channels. (Examples: schools, galleries, City marketing firm, etc.)

ARTICLE 8 MISCELLANEOUS PROVISIONS

1. **Conflict of Laws.** In the event that anything contained herein conflicts with the City Charter, any ordinance or policy of the City of Norcross, or any law of the State of Georgia, the Charter, ordinance, policy, or state law shall control.
2. **Legal Counsel.** The City Attorney or his or her designated representative shall be the Legal Counsel for the Commission and its committees.
All official communication for the Commission shall be conducted through staff liaison.
3. **Amendment of Bylaws.** These Bylaws may be amended by the affirmative vote of a

majority of the members of the Commission appointed to office, provided that such amendment shall have first been presented to the membership in writing at a regular or special meeting preceding the meeting at which the vote is taken. Any amendment adopted by the Commission shall be subject to approval by the Mayor and Council before taking effect.

DRAFT

ADOPTION OF BYLAWS

These Bylaws of the Norcross Public Arts Commission were approved by the Commission on October 27, 2025, and shall become effective upon approval by the City Council on the date of such approval.

Chairperson

Date

Secretary

Date

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Norcross to be affixed this ____ day of _____, 2026.

Craig Newton, Mayor

ATTEST:

Monique Philip, City Clerk