

The City of Snellville
2342 Oak Road
Snellville, Georgia 30078
(770) 985-3500 • FAX (770) 985-3525



AGENDA

WORK SESSION
OF MAYOR AND COUNCIL
CITY OF SNELLVILLE, GEORGIA
MONDAY, MARCH 9, 2026

Publication Date: March 5, 2026

TIME: 6:30 p.m.
DATE: March 9, 2026
PLACE: City Hall Conference Room 145

I. CALL TO ORDER

II. REVIEW REGULAR BUSINESS MEETING AND PUBLIC HEARING AGENDA ITEMS

III. REVIEW CORRESPONDENCE

IV. CITY ATTORNEY'S REPORT

V. DISCUSSION ITEMS

- a) Update of Ongoing Projects [Bender]
- b) Discussion About the Sanitation Bid [Bender]
- c) Discussion About Yoga on The Towne Green [Hardrick]

VI. EXECUTIVE SESSION

An Executive Session may be called:

- To discuss pending and/or potential litigation, settlement claims, administrative proceedings or other judicial actions, which is exempt from the Open Meetings Act pursuant to O.C.G.A. Section 50-14-2(1).
- To authorize negotiations to purchase, dispose of, or lease property; authorize the ordering of an appraisal related to the acquisition or disposal of real estate; enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote; or enter into an option to purchase, dispose of, or lease real estate subject to approval in subsequent public vote, which is excluded from the Open Meetings Act pursuant to Section 50-14-3(b)(1)(C).
- Upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, which is excluded pursuant to O.C.G.A. Section 50-14-3(b)(2).

VII. ADJOURNMENT

The City of Snellville
2342 Oak Road
Snellville, Georgia 30078
(770) 985-3500 • FAX (770) 985-3525



AGENDA

PUBLIC HEARING & REGULAR BUSINESS MEETING
OF MAYOR AND COUNCIL
CITY OF SNELLVILLE, GEORGIA
MONDAY, MARCH 9, 2026

Publication Date: March 5, 2026

TIME: 7:30 p.m.
DATE: March 9, 2026
PLACE: Council Chambers

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGE TO THE FLAG
- IV. CEREMONIAL MATTERS
PRO 2026-03 – Snellville Community Church
- V. MINUTES
Approve the Minutes of the February 6 2026 Special Called Work Session, February 7, 2026 Work Retreat and the February 9, 2026 Meetings
- VI. INVITED GUESTS
- VII. COMMITTEE / DEPARTMENT REPORTS
- VIII. APPROVAL OF THE AGENDA
- IX. PUBLIC HEARING
- X. CONSENT AGENDA (Please see *Note)
- XI. OLD BUSINESS

XII. NEW BUSINESS

- a) RES 2026-01 - Resolution Authorizing the City of Snellville to Subscribe to the Ethics Principles of the Georgia Municipal Association as a Requirement of Participation in the Georgia Municipal Association's Certified City of Ethics Program [Bender]
- b) Consideration and Action on Ratification of the Estimated Rollback Millage Rate for Submission to Gwinnett County [Bender]

XIII. COUNCIL REPORTS

XIV. MAYOR'S REPORT

XV. PUBLIC COMMENTS

- Section 2-53
Each member of the public who wishes to address the Mayor and City Council in public session must submit their name, address and the topic (be as specific as possible) of their comments to the City Clerk prior to making such comments. Individuals will be allotted five minutes to make their comments and such comments must be limited to the chosen topic. Members of the public shall not make inappropriate or offensive comments at a City Council meeting and are expected to comply with our adopted rules of decorum.
- Decorum
You must conduct yourself in a professional and respectful manner. All remarks should be directed to the Chairman and not to individual Council Members, staff or citizens in attendance. Personal remarks are inappropriate.

XVI. EXECUTIVE SESSION

An Executive Session may be called:

- To discuss pending and/or potential litigation, settlement claims, administrative proceedings or other judicial actions, which is exempt from the Open Meetings Act pursuant to O.C.G.A. Section 50-14-2(1).
- To authorize negotiations to purchase, dispose of, or lease property; authorize the ordering of an appraisal related to the acquisition or disposal of real estate; enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote; or enter into an option to purchase, dispose of, or lease real estate subject to approval in subsequent public vote, which is excluded from the Open Meetings Act pursuant to Section 50-14-3(b)(1)(C).
- Upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, which is excluded pursuant to O.C.G.A. Section 50-14-3(b)(2).

XVII. ADJOURNMENT

***Note: Items on the Consent Agenda may be read by title only. Upon the request of any Council Member, any item may be removed from the Consent Agenda and placed on the Regular Agenda prior to the adoption of the Regular Agenda. The Consent Agenda, or the remainder thereof omitting the challenged items, shall be adopted by unanimous consent.**

**CITY OF SNELLVILLE
MEETINGS AND LOCAL EVENTS
MARCH 9, 2026**

March 9

Council Meeting

Monday, March 9, 2026

6:30 p.m. Work Session – Conference Room 145, City Hall

7:30 pm Meeting - Council Chambers, City Hall

March 10

Board of Appeals Meeting - CANCELED

Tuesday, March 10, 2026

7:30 pm – Council Chambers, City Hall

March 15

Broadcast of the March 9 2026 Meeting

Sunday, March 15, 2026

6:30 p.m. - Comcast Channel 25

March 18

Downtown Development Authority Meeting

Wednesday, March 18, 2026

4:30 p.m. – 2nd Floor Conference Room 259, City Hall

March 23

Council Meeting

Monday, March 23, 2026

6:30 p.m. Work Session – Conference Room 145, City Hall

7:30 pm Meeting - Council Chambers, City Hall

March 24

Planning Commission Meeting - CANCELED

Tuesday, March 24, 2026

March 28

Family Fun Day – FREE

Saturday, March 28, 2026

11 a.m. – 3 p.m. - Briscoe Park

March 29

Broadcast of the March 23 2026 Meeting

Sunday, March 29, 2026

6:30 p.m. - Comcast Channel 25



SPECIAL CALLED WORK SESSION
OF MAYOR AND COUNCIL
CITY OF SNELLVILLE, GEORGIA
FRIDAY, FEBRUARY 6, 2026

Present: Mayor Barbara Bender, Mayor Pro Tem Norman A. Carter Jr., Council Members Richelle Brown, Catherine Hardrick, Kerry Hetherington and Shaunt'e Pitt. Also present City Manager Matthew Pepper, Assistant City Manager Mercy Montgomery, Downtown Development Manager Jan Harris, Planning & Development Director Jason Thompson, Public Information Officer Brian Arrington, Georgia Municipal Association Facilitator Michael McPherson, and City Clerk Melisa Arnold.

CALL TO ORDER

Mayor Bender convened the meeting in the Community Room at 9:12 a.m. City Manager Pepper gave a presentation on the tour goals such as proof of concept and architectural aspirations.

NEW BUSINESS

Mobile Downtown Development Tour of Duluth and Suwanee [Bender]

The tour started at 9:40 a.m. with a driving and walking tour of the City of Duluth to include their festival area and Parson's Alley.

The tour continued to Suwanee City Hall where a meeting was held with City Manager Marty Allen and Assistant City Manager Denise Brinson who shared the history of their downtown area. Once the presentation was complete a walking tour was held in the recently completed Phase II of the downtown.

ADJOURNMENT

The tour returned to City Hall and adjourned at 3:15 p.m.

Barbara Bender, Mayor

Melisa Arnold

WORK SESSION OF MAYOR AND COUNCIL
MONDAY, FEBRUARY 9, 2026
PAGE TWO

EXECUTIVE SESSION

None

ADJOURNMENT

Council Member Hetherington made a motion to adjourn, 2nd by Mayor Pro Tem Carter; voted 6 in favor and 0 opposed, motion approved. The meeting adjourned at 6:56 p.m.

Barbara Bender, Mayor

Melisa Arnold, City Clerk



WORK RETREAT
OF MAYOR AND COUNCIL
CITY OF SNELLVILLE, GEORGIA
SATURDAY, FEBRUARY 7, 2026

Present: Mayor Barbara Bender, Mayor Pro Tem Norman A. Carter Jr., Council Members Richelle Brown, Catherine Hardrick, Kerry Hetherington and Shaunt'e Pitt. Also present City Manager Matthew Pepper, Assistant City Manager Mercy Montgomery, City Attorney Tony Powell with Powell and Crowley, Downtown Development Manager Jan Harris, Planning & Development Director Jason Thompson, Chief Greg Perry, Code Enforcement Officer Johnny Greene, Public Works Director David Mitchell, Parks & Recreation Director Lisa Platt, GMA Facilitator Michael McPherson, and City Clerk Melisa Arnold.

Call to Order

Mayor Bender called the meeting to order at 8:05 a.m.

Facilitator McPherson talked about his role at the Georgia Municipal Association as a facilitator and reviewed the rules for the retreat.

Planning Retreat Discussion – Goals and Objectives

City Manager Pepper reviewed the City accomplishments for 2025.

Facilitator McPherson held a session with the Mayor, Council, City Manager, and Assistant City Manager from 9:00 a.m. until 10:08 a.m.

Rev. Quincy Brown from Snellville Community Church was present and spoke about culture and leadership.

Planning Director Thompson reviewed the Planning & Zoning process, the 2045 Comprehensive Plan, and the application process.

Lunch was held from 12:15 to 1:15 p.m. (Mayor Pro Tem Carter left the meeting.)

Mayor Bender talked about past and future developments for the Towne Center. She talked about a public arts project in The Grove that could be financed with the remaining donation money that was given by the Snell family. Following the discussion, the Council agreed to recommend to Mayor Bender the appointment of an individual to establish a small committee of 3-4 members for this project.

Chief Perry reviewed the City ordinances used as enforcement tools that cover panhandling.

City of Snellville Administration Department

2342 Oak Road Snellville, GA 30078 770-985-3500 770-985-3525 Fax www.snellville.org

WORK RETREAT OF MAYOR AND COUNCIL
SATURDAY, FEBRUARY 7, 2026
PAGE TWO

City Manager Pepper asked the Mayor and Council to think about future uses or disposal of the City property located at 3231 Lenora Church Road. He briefly mentioned that the upcoming budget would have some capital needs for City Hall.

(Michael McPherson compiled a retreat report which is attached to and made a part of these minutes.)

Adjournment

The meeting adjourned at 3:15 p.m.

Barbara Bender, Mayor

Melisa Arnold, City Clerk

**City of Snellville Council Retreat
Georgia Municipal Offices
Atlanta, GA
February 7, 2026**

Attendees: Mayor Barbara Bender, Mayor Pro Tempore Norman Carter, Councilmember Kerry Hetherington, Councilmember Richelle Brown, Councilmember Cat Hardrick, Councilmember CJ Pitts, City Manager Matt Pepper, Assistant City Manager Mercy Montgomery, City Clerk Melisa Arnold, Downtown Development Director Jan Harris, Police Chief Greg Perry, Planning Director Jason Thompson, Parks & Recreation Director Lisa Platt, Public Works Director David Mitchell, Code Enforcement Officer Johnny Greene, Reverend Quincy Brown, and GMA Member Services Consultant Michael McPherson (Retreat Facilitator)

Prior to the Retreat

Confidential interviews were conducted with Mayor Bender and each of the members of council. On Friday, February 6th, the Mayor, Council, Staff, and Facilitator visited sites in Duluth and Suwanee, including a presentation by Suwanee staff on the development of their City Hall mixed use area and parks.

Meeting Called to Order

Mayor Bender began the meeting at 8:05AM and called on Michael McPherson to introduce the role of the facilitator and to find agreement on the retreat's ground rules of participation.

Welcome/Working Genius/Best Practices/Communication

Michael welcomed everyone and the group reviewed their Working Genius results. The Working Genius assessment categorizes the individual by types of work that engage and increase their morale, defeat morale by draining joy, and those that do neither. Team Snellville's results were fairly spread out, which is good for overall team cohesion.

Michael covered trust, perception, the roles and responsibilities of staff and council, governance best practices, and conscious leadership perpetually developing a culture of accountability for the city. Discussion and reflection on the first several weeks as a new council offered some chance to resolve post-election tensions.

Organizational Culture

Reverend Dr. Quincy Brown discussed organizational culture with the group and included his observations from the community as a trusted leader among the residents.

City Council Discussion

Planning Director Jason Thompson gave a planning and zoning presentation on the 2045 Comprehensive Plan designed to give the council an understanding of the how the different aspects of planning, both mandated and at-will, interplay to lead economic development into the future. Councilmember Carter had to leave the retreat due to a personal issue. A discussion on affordable housing was postponed as Councilmember Carter had done some of the research to be presented. Planning Director Thompson covered the ongoing Towne Center development efforts and Activity Node opportunities. Public Art was briefly discussed with the focus on a need for a good process to be put in place. Panhandling and the city's panhandling ordinance was discussed with Director Thompson and Code Enforcement Officer Johnny Greene. Director Thompson and Parks & Recreation Director Lisa Platt presented on the City's Homestead, Baker's Rock, and the possibilities and requirements surrounding the unique property.

Action Item: City Council expectations with/for staff: City Manager Pepper will set up discussion opportunities with each member of council to ensure a healthy communication channel exists to ensure staff and council are protected and comfortable.

Adjournment

The meeting adjourned at approximately 3:30pm.

The mayor and council showed great potential to move past the election cycle and toward setting up clear communication lines in order to build the necessary trust to operate as a cohesive team. As facilitator, I applaud the members' willingness to show vulnerability as it is key to a leader's ability to gain trust and prove sincerity. Educational opportunities, such as the building of clear communication channels, the Newly Elected Institute, and GMA suggested trainings will all be helpful in developing new member understanding of their roles and responsibilities. Opportunities to educate members should be encouraged by council, senior staff, and GMA's Member Services Consultants team can help. "Forming" trust should be an immediate goal in order to cultivate the organizational culture to be aspired toward—An organizational culture of accountability that starts with leadership. Awareness, perception, and professionalism are demanded in this aspirational framework, and clear understanding of roles and responsibilities is necessary for efficient operation. All members of council have great passion for the community, so there is great potential so long as the civility is maintained and decorum is followed in public discourse. The GMA Member Services Team is honored to serve the City of Snellville and its leaders in facilitating planning retreats and trainings and is at your disposal as needed.

Michael McPherson
GMA Facilitator



WORK SESSION
OF MAYOR AND COUNCIL
CITY OF SNELLVILLE, GEORGIA
MONDAY, FEBRUARY 9, 2026

Present: Mayor Barbara Bender, Mayor Pro Tem Norman A. Carter Jr., Council Members Richelle Brown, Catherine Hardrick, Kerry Hetherington and Shaunt'e Pitt. Also present City Manager Matthew Pepper, Assistant City Manager Mercy Montgomery, City Attorney Jay Crowley with Powell and Crowley, Attorney Kevin Tallant with Tallant Howell Attorneys at Law, Chief Greg Perry, Planning Director Jason Thompson, Code Enforcement Officer Johnny Greene, Parks & Recreation Director Lisa Platt, Public Works Director David Mitchell, Public Information Officer Brian Arrington and City Clerk Melisa Arnold.

CALL TO ORDER

Mayor Bender called the meeting to order at 6:34 p.m.

REVIEW REGULAR BUSINESS MEETING AND PUBLIC HEARING AGENDA ITEMS

The agenda was reviewed . During the discussion Mayor Bender asked that the Snellville Tourism and Trade contract be amended to reflect the increased costs for security at events. City Manager Pepper explained the new branding guide that is being put forward for adoption.

REVIEW CORRESPONDENCE

None

CITY ATTORNEY'S REPORT

None

DISCUSSION ITEMS

Update of Ongoing Projects [Bender]

City Manager Pepper gave an update on the Towne Center and the sanitation bid due date being moved to February 20th. During the update Attorney Tallant advised that a company had been found that can hold the lottery for the package store license process. City Manager Pepper continued his update on the Wisteria and North Road intersection improvement, the Community Center, and the .gov crossover project.

Discussion About the Intersection Improvement Project at Highway 78/SR 10 and Crestview Drive by the Georgia Department of Transportation [Carter]

Mayor Pro Tem Carter reported on a meeting that he and Planning Director Thompson had with State Transportation Board Member Dana Lemon. Since the DOT's traffic study has indicated a light is not a viable option they visited the intersection and had a productive conversation about other possible alternatives.

City of Snellville Administration Department



PUBLIC HEARING & REGULAR BUSINESS MEETING
OF MAYOR AND COUNCIL
CITY OF SNELLVILLE, GEORGIA
MONDAY, FEBRUARY 9, 2026

Present: Mayor Barbara Bender, Mayor Pro Tem Norman A. Carter Jr., Council Members Richelle Brown, Catherine Hardrick, Kerry Hetherington and Shaunt'e Pitt. Also present City Manager Matthew Pepper, Assistant City Manager Mercy Montgomery, City Attorney Jay Crowley with Powell and Crowley, Attorney Kevin Tallant with Tallant Howell Attorneys at Law, Chief Greg Perry, Code Enforcement Officer Johnny Greene, Parks & Recreation Director Lisa Platt, Senior Program Supervisor Kathi Gargiulo, IT Administrator Erika Fleeman, and City Clerk Melisa Arnold.

CALL TO ORDER

Mayor Bender called the meeting to order at 7:30 p.m.

INVOCATION

Betty Ann Kumin gave the invocation.

PLEDGE TO THE FLAG

Council Member Brown led the Pledge of Allegiance.

CEREMONIAL MATTERS

Recognition of the Active Adult Center Volunteer of the Year Award

Mayor Bender recognized Ms. Yvonne Fenn as Volunteer of the Year and presented her with a plaque in honor of her service.

PRO 2026-02 – Go Red for Women – American Heart Month

Mayor Bender read the proclamation into the record and presented it to Ms. Kimberly Goodloe.

MINUTES

Approve the Minutes of the January 12, 2026 Meetings and the January 22, 2026 Special Called Work Session

Council Member Hardrick made a motion to approve the minutes of the January 12, 2026 Meetings and the January 22, 2026 Special Called Work Session, 2nd by Mayor Pro Tem Carter; voted 6 in favor and 0 opposed, motion approved.

INVITED GUESTS

None

City of Snellville Administration Department

2342 Oak Road Snellville, GA 30078 770-985-3500 770-985-3525 Fax www.snellville.org

COMMITTEE / DEPARTMENT REPORTS

Snellville Youth Council

Esther Ndewa recognized the following students in the SYC; Student Mayor: senior at Gwinnett School of Mathematics, Science, and Technology, Daye Kebe, Student Vice Mayor: senior at South Gwinnett High School, Abdul Kolawole, Outreach Coordinator: senior at Brookwood High School, Thomas Woudneh, Historian: senior at Brookwood High School, Robel Ayele, Initiative Development Lead: homeschool, Serenity Shaw, Social Media and Digital Design Leads: senior at Brookwood High School Jasmine Kitt and junior at South Gwinnett High School Amira Hilowle.

Student Mayor Kebe came forward and reported on the SYC's activities and upcoming events for 2026.

APPROVAL OF THE AGENDA

Council Member Hardrick made a motion to approve the agenda as presented, 2nd by Mayor Pro Tem Carter; voted 6 in favor and 0 opposed, motion approved.

PUBLIC HEARING

None

CONSENT AGENDA

None

OLD BUSINESS

None

NEW BUSINESS

Consideration and Action on Approval of the 2026 Snellville Tourism and Trade (STAT) Contract [Bender]

Mayor Bender explained this is the annual contract for STAT to receive the hotel motel tax revenue from the City to fund events.

Council Member Hetherington made a motion to approve the contract with an amendment to Section 3, changing the amount for security from \$16,000 to \$18,000, 2nd by Council Member Brown; voted 6 in favor and 0 opposed, motion approved.

Consideration and Action on Approval of the Updated City of Snellville Brand Guide [Bender]

City Manager Pepper explained that under the new guidelines the City Seal is used for business and the City Logo (Acorn style logo) is used for marketing, such as social media, website, promotional materials, etc.

Mayor Pro Tem Carter made a motion to approve the Brand Guide, 2nd by Council Member Hetherington; voted 6 in favor and 0 opposed, motion approved. (A copy of the Brand Guide is attached to and made a part of these minutes.)

Mayor's Nomination and Council Confirmation of Richelle Brown to the Snellville Youth Council (SYC) [Bender]

PUBLIC HEARING & REGULAR BUSINESS OF MAYOR AND COUNCIL
MONDAY, FEBRUARY 9, 2026
PAGE THREE

Mayor Bender nominated Council Member Brown as the Council liaison to the SYC; confirmed by Council 5 in favor and 1 abstention with Council Member Brown abstaining; motion was approved. (Per Article II, Division 1, Section 2-47 of the Code of Ordinances, an abstention shall be counted as an affirmative vote.)

COUNCIL REPORTS

Council Members Hardrick, Brown, Pitt, Hetherington and Mayor Pro Tem Carter each gave a report.

MAYOR'S REPORT

Mayor Bender gave a report.

PUBLIC COMMENTS

The following people came forward to speak:

Kelly McAloon, 2916 Overwood Lane, Snellville

Rosario Mafane, President of ASSANGO (Association of Angolans in Georgia)

EXECUTIVE SESSION

None

ADJOURNMENT

Council Member Hetherington made a motion to adjourn, 2nd by Mayor Pro Tem Carter; voted 6 in favor and 0 opposed, motion approved. The meeting adjourned at 8:16 p.m.

Barbara Bender, Mayor

Melisa Arnold, City Clerk



CITY OF SNELLVILLE

Resolution

RES 2026-01

A RESOLUTION AUTHORIZING THE CITY OF SNELLVILLE TO SUBSCRIBE TO THE ETHICS PRINCIPLES OF THE GEORGIA MUNICIPAL ASSOCIATION AS A REQUIREMENT OF PARTICIPATION IN THE GEORGIA MUNICIPAL ASSOCIATION'S CERTIFIED CITY OF ETHICS PROGRAM

WHEREAS, the Board of Directors of the Georgia Municipal Association has established a Certified City of Ethics program; and

WHEREAS, the City of Snellville wishes to be certified as a Certified City of Ethics under the Georgia Municipal Association Program; and

WHEREAS, part of the certification process requires the Mayor and Council to subscribe to the Ethics principles approved by the Georgia Municipal Association Board.

NOW THEREFORE BE IT RESOLVED by the governing authority of the City of Snellville, Georgia, that as a group and as individuals, the governing authority subscribes to the following ethics principles and pledges to conduct its affairs accordingly:

- 1. Serve Others, Not Ourselves.
2. Use Resources with Efficiency and Economy.
3. Treat All People Fairly.
4. Use the Power of Our Position for The Well Being of Our Constituents.
5. Create an Environment of Honesty, Openness and Integrity.

RESOLVED this 9th day of March, 2026.



ATTEST:

Melisa Arnold, City Clerk

APPROVED AS TO FORM:

Anthony O.L. Powell, City Attorney
Powell & Crowley, LLC

Barbara Bender, Mayor

Norman Carter, Mayor Pro Tem

Richelle Brown, Council Member

Catherine Hardrick, Council Member

Kerry Hetherington, Council Member

Shaunt'e Jermaine Pitt, Council Member



Agenda Item Summary

Date: March 9, 2026

Prepared By: Matthew Pepper, City Manager

Agenda Item: Consideration and Action on Ratification of the Estimated Rollback Millage Rate for Submission to Gwinnett County [Bender]

Background: During the 2024 legislative session, the General Assembly passed two (2) bills related to property tax assessments and collections: HB 581 and HR 1022. These bills impacted the assessment notification process by requiring that each city with an ad valorem tax send their Tax Commissioner and Assessors' Office an estimated rollback rate before annual notices of assessment can be issued to the public by April 15th.

The challenge with this timeline is the Assessors' Office is in the middle of conducting property assessments, so the information that is sent is preliminary and incomplete. As such, there is limited information for the City to use to estimate the rollback rate.

None of this new assessment process has any impact on the actual process of setting and adopting the actual millage rate, which takes place around June/July of every year.

Financial Impact: None

Action Requested: VOTE to approve the ratification of the estimated roll back rate at 4 mills.

Attachments: None