

**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, OCTOBER 9, 2023**

Publication Date: October 5, 2023

**TIME:** 6:30 p.m.

**DATE:** October 9, 2023

**PLACE:** City Hall Conference Room 145

**I. CALL TO ORDER**

**II. REVIEW REGULAR BUSINESS MEETINGS AND PUBLIC HEARING  
AGENDA ITEMS**

**III. REVIEW CORRESPONDENCE**

**IV. CITY ATTORNEY'S REPORT**

**V. DISCUSSION ITEMS**

- a) The Grove Gateway Sign Update by Michael Kidd with Root Design [Bender]
- b) Update of Ongoing Projects [Bender]

**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, OCTOBER 9, 2023

Publication Date: October 5, 2023

TIME: 7:30 p.m.

DATE: October 9, 2023

PLACE: Council Chambers

**I. CALL TO ORDER**

**II. INVOCATION**

**III. PLEDGE TO THE FLAG**

**IV. CEREMONIAL MATTERS**

**V. MINUTES**

Approve the Minutes of the September 25, 2023 Meetings

**VI. INVITED GUESTS**

- a) Principal Rodney Jordan of South Gwinnett High School
- b) Karen Foote

**VII. COMMITTEE / DEPARTMENT REPORTS**

**VIII. APPROVAL OF THE AGENDA**

**IX. PUBLIC HEARING**

None

**X. CONSENT AGENDA (Please see \*Note)**

**XI. OLD BUSINESS**

**XII. NEW BUSINESS**

- a) Approval of the Collaborative Infrastructure Services Proposal for the Neighborhood Traffic Calming Improvements – Phase I Tanglewood Drive [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.

**XI. 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).

**XII. 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  
OCTOBER 9, 2023

October 9

Council Meeting

Monday, October 9, 2023

6:30 pm Work Session – Conference Room 145, City Hall

7:30 pm Meeting - Council Chambers, City Hall

October 10

Board of Appeals Meeting - Canceled

Tuesday, October 10, 2023

October 14

Fall Festival

Saturday, October 14, 2023

12:00 pm to 6:00 pm– Towne Green

October 15

Broadcast of 10/9/23 Council Meeting

Sunday, October 15, 2023

Watch the broadcast of the 10/9/2023 Council Meeting on Comcast Channel 25 at 6:30 pm

October 16

Advance Voting for the November 7, 2023 General Election Begins

Monday – Friday, October 16 – November 3, 2023

9:00 am to 5:00 pm – City Hall Community Room

October 17

Board of Appeals Called Meeting

Tuesday, October 17, 2023

7:30 pm – Council Chambers, City Hall

October 18

DDA Meeting

Wednesday, October 18, 2023

4:00 pm – City Hall Room 259, Second Floor

October 19

DAS & URA Joint Meeting

Thursday, October 19, 2023

4:00 pm – City Hall Room 259, Second Floor

**October 21**

**Extended Farmers' Market**

**Saturday, October 21, 2023**

**9:00 am to 12:00 pm**

**City Hall Parking Lot**

**October 23**

**Council Meeting**

**Monday, October 23, 2023**

**6:30 pm Work Session – Conference Room 145, City Hall**

**7:30 pm Meeting - Council Chambers, City Hall**



WORK SESSION  
OF MAYOR AND COUNCIL  
CITY OF SNELLVILLE, GEORGIA  
MONDAY, SEPTEMBER 25, 2023

Present: Mayor Barbara Bender, Mayor Pro Tem Tod Warner, Council Members Solange Destang, Dave Emanuel, Cristy Lenski, and Gretchen Schulz. Also present City Manager Butch Sanders, Assistant City Manager Matthew Pepper, Assistant City Attorney Jay Crowley with Powell and Edwards Attorneys at Law, Chief Greg Perry, Planning and Development Director Jason Thompson, Interim Public Works Director David Mitchell, Parks and Recreation Director Lisa Platt, IT Administrator Erika Fleeman, Public Information Officer Brian Arrington, and City Clerk Melisa Arnold. (Attorney Chuck Ross was absent.)

**CALL TO ORDER**

**Mayor Bender called the meeting to order at 6:32 p.m.**

**REVIEW REGULAR BUSINESS MEETINGS AND PUBLIC HEARING AGENDA ITEMS**

The agenda was reviewed. Mayor Bender asked the Regular Business agenda be amended to add PRO 2023-16 recognizing Hispanic Heritage month.

**REVIEW CORRESPONDENCE**

Council Member Destang reviewed correspondence regarding Snellville Pavilion and policies for the Towne Green.

**CITY ATTORNEY'S REPORT**

None

**DISCUSSION ITEMS**

Georgia Environmental Protection Division Presentation on the Recycling, Waste Reduction, and Diversion (RWD) Grant Program [Bender]

Lena Chambliss, Program Manager of the Recovered Materials & Abatement Program at the Georgia Environmental Protection Division, joined via teleconference and gave a presentation on the grants available to municipalities.

Update of Ongoing Projects [Bender]

City Manager Sanders gave an update on The Grove and other projects. During the update, he advised Council that the wooden shingles originally chosen for the Pavilion are delayed by months. He showed them a second option of a less expensive architectural shingle to use and consensus was to move forward with the architectural shingle.

**City of Snellville Administration Department**

2342 Oak Road Snellville, GA 30078 770-985-3500 770-985-3525 Fax [www.snellville.org](http://www.snellville.org)

WORK SESSION OF MAYOR AND COUNCIL  
MONDAY, SEPTEMBER 25, 2023  
PAGE TWO

Maintenance and Upkeep of the Towne Green [Warner]

Mayor Pro Tem Warner talked about problems with the grass on the Green due to weather and use. Consensus was to research options to protect it and bring back ideas and costs at another meeting.

Review of the Procedure for Monitoring New Construction Projects and Policy for Correction of Ordinance Violations [Emanuel]

Council Member Emanuel talked about issues that residents are having with certain development projects in the City. Discussion was held about what the City can legally regulate when it comes to development construction process. Attorney Crowley said they would research the issue.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

Council Member Schulz made a motion to adjourn, 2<sup>nd</sup> by Mayor Pro Tem Warner; voted 6 in favor and 0 opposed, motion approved. The meeting adjourned at 7:30 p.m.

Barbara Bender, Mayor

Melisa Arnold, City Clerk



PUBLIC HEARING & REGULAR BUSINESS MEETING  
OF MAYOR AND COUNCIL  
CITY OF SNELLVILLE, GEORGIA  
MONDAY, SEPTEMBER 25, 2023

Present: Mayor Barbara Bender, Mayor Pro Tem Tod Warner, Council Members Solange Destang, Dave Emanuel, Cristy Lenski, and Gretchen Schulz. Also present City Manager Butch Sanders, Assistant City Manager Matthew Pepper, Assistant City Attorney Jay Crowley with Powell and Edwards Attorneys at Law, Chief Greg Perry, IT Administrator Erika Fleeman, Public Information Officer Brian Arrington, and City Clerk Melisa Arnold. (Attorney Chuck Ross was absent.)

**CALL TO ORDER**

Mayor Bender called the meeting to order at 7:35 p.m.

Council Member Lenski made a motion to amend the agenda to add PRO 2023-16 – Honoring Hispanic Heritage Month, 2<sup>nd</sup> by Council Member Emanuel; voted 6 in favor and 0 opposed, motion approved.

**INVOCATION**

Sonia Lopez, Founder of the Norcross Latino Lions Club, gave the invocation.

**PLEDGE TO THE FLAG**

Reverend Luis DeSousa with Snellville United Methodist Church led the Pledge of Allegiance.

**CEREMONIAL MATTERS**

PRO 2023-15 – Diamond in The Rough

Mayor Bender read PRO 2023-15 celebrating the 20th anniversary of Diamond in the Rough into the record and presented it to the founder Dr. Nicole Steele.

PRO 2023-16 – Honoring Hispanic Heritage Month

Mayor Bender read PRO 2023-16 Honoring Hispanic Heritage Month into the record and presented it to Reverend Luis DeSousa, Latino Pastor of Snellville United Methodist Church.

**MINUTES**

Approve the Minutes of the August 14, 2023 Meetings and the September 11, 2023 Special Called Meetings for the Appeal Hearings of Applications for License to Sell Alcoholic Beverage by the Package

Council Member Emanuel made a motion to approve the minutes of the August 14, 2023 Meetings and the September 11, 2023 Special Called Meetings for the Appeal Hearings of Applications for License to Sell Alcoholic Beverage by the Package, 2<sup>nd</sup> by Council Member Destang; voted 6 in favor and 0 opposed, motion approved.

**City of Snellville Administration Department**



**INVITED GUESTS**

Gwinnett County Department of Transportation (DOT) – Transit Update

China Thomas with Gwinnett County DOT gave a presentation on the new micro-transit program as well as the future transportation plans.

Mayor Bender recognized and thanked District 3 Commissioner Jasper Watkins, Director of Gwinnett County DOT Lewis Cooksey, Director of Transit Capital Improvement Projects China Thomas, and Transit Division Director Natasha Tyler.

Bobby Howard

Mr. Howard spoke about the Cop Cab program.

Sonia Lopez

Ms. Lopez who started the first Latino Lions Club in Norcross, spoke about her culture and living in the United States.

**COMMITTEE / DEPARTMENT REPORTS**

None

**APPROVAL OF THE AGENDA**

Approved and amended at the beginning of the meeting.

**PUBLIC HEARING**

None

**CONSENT AGENDA**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

Mayor's Nomination and Council Confirmation of Dale Stanley to Parks and Recreation Board Post 1 with a Term Expiration Date of June 1, 2025 [Bender]

Mayor Bender nominated Dale Stanley to Post 1 of the Parks and Recreation Board, confirmed by Council 6 in favor and 0 opposed, nomination approved.

Consideration and Action on Approval of a 3-Year Lease Agreement with Christmas Décor for Leasing of Christmas Decorations [Bender]

Council Member Emanuel made a motion to authorize the Mayor to sign the lease with Christmas Décor after Attorney review and approval in an amount not to exceed \$92,078 per year for three (3) years, 2<sup>nd</sup> by Council Member Schulz.

Council Member Lenski thanked the committee members for their work on this project.

The motion was voted 5 in favor and 1 abstention with Council Member Destang abstaining, motion approved 6 in favor and 0 opposed. (Per Article II, Division 1, Section 2-47 of the Code of Ordinances, an abstention shall be counted as an affirmative vote.)

**PUBLIC HEARING & REGULAR BUSINESS OF MAYOR AND COUNCIL**  
**MONDAY, SEPTEMBER 25, 2023**  
**PAGE THREE**

Consideration and Action on Intergovernmental Agreement with Gwinnett County for a Lease of the Second Floor of the Elizabeth Williams Library [Bender]

Mayor Bender explained that the lease is a 50-year lease at a cost of \$1 per year for the City's use of the second floor of the new Elizabeth Williams Library.

Council Member Schulz made a motion to approve the Intergovernmental Agreement with Gwinnett County for a Lease of the Second Floor of the Elizabeth Williams Library, 2<sup>nd</sup> by Council Member Emanuel; voted 6 in favor and 0 opposed, motion approved.

**COUNCIL REPORTS**

Council Members Destang, Lenski, Schulz, Emanuel and Mayor Pro Tem Warner each gave a report.

**MAYOR'S REPORT**

Mayor Bender gave a report.

**PUBLIC COMMENTS**

The following people spoke:

Catherine Hardrick, 2280 Buckley Trail, Snellville.

Norman Carter, 2777 Nathaniel Way, Grayson.

Carol Maldonado, 3631 Chamblee Tucker Rd., Chamblee.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

Council Member Emanuel made a motion to adjourn, 2<sup>nd</sup> by Council Member Destang; voted 6 in favor and 0 opposed, motion approved. The meeting adjourned at 8:41 p.m.

Barbara Bender, Mayor

Melisa Arnold, City Clerk



September 21, 2023

City of Snellville  
2342 Oak Road, SW  
Snellville, GA 30078  
ATTN: City Manager

Subject: Neighborhood Traffic Calming Improvements – Phase I  
Tanglewood Drive

Dear City Manager Sanders:

Collaborative Infrastructure Services, Inc. (CIS) appreciates your continued confidence with the firm's project engineering services.

It is CIS's understanding that City Council and Mayor is interested in pursuing Phase I of the Neighborhood Traffic Calming Program with the installation of eight (8) traffic median islands (aka easabouts) on Tanglewood Drive.

To-date (July to August), CIS's design and project engineering services for Phase I have included the following tasks:

- Office and field engineering for identifying the approximate location of traffic calming installations on Tanglewood Drive. This included preparing a GIS database for use on the Phase I work scope
- Utilize data from the field to develop schematic drawings for traffic calming locations which city administration utilized to assess during an on-site review of the locations
- Develop handouts, renderings and conceptual layout of installations that were utilized during an on-site public meeting with the Tanglewood residents in August

With approval of the Phase I Traffic Calming Program, CIS's design, construction administration and CE&I tasks will be as follows:

- Prepare a set of biddable construction plans and specifications. All work within existing R/W – no surveying anticipated
- Prepare an Invitation-to-Bid package that will be forward to the city to advertise to-bid
- Respond to questions during advertisement period
- Hold pre-bid meeting
- Hold bid opening and prepare bid tabulation
- Verify accuracy of bids and call references as needed
- Prepare low bidder contract and associated attachments
- Conduct pre-construction meeting
- Monitor project construction (CE&I) to ensure adherence to approved plans and prepare daily reports – anticipate a 3 month construction duration; anticipate 3 trips per week @ 4 hours per trip
- Review pay applications
- Punch list walk-through and final acceptance

Lump Sum Fee for Services provided to-date and those services anticipated as described herein to implement the Phase I Traffic Calming Program is as follows:

**Lump Sum Fee for period of 7/1/2023 to 3/2024**

**\$35,200**

The hourly rates to develop the Lump Sum Fee is as follows:

**Hourly Rates**

Project Management	Design	CE&I
\$120/hour	\$130/hour	\$80/hour

**Note:** CIS's estimate for construction costs for eight traffic calming installations is within the range of \$250,000 to \$275,000.

On behalf of Collaborative Infrastructure Services, thank you for the opportunity to be of service to the City of Snellville and look forward to another successful project!

Sincerely;

*Lawrence Kaiser*

Lawrence K. Kaiser, P.E.

President