

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, SEPTEMBER 22, 2025

Publication Date: September 18, 2025

TIME: 6:30 p.m.

DATE: September 22, 2025

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]

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



AGENDA

PUBLIC HEARING & REGULAR BUSINESS MEETING
OF MAYOR AND COUNCIL
CITY OF SNELLVILLE, GEORGIA
MONDAY, SEPTEMBER 22, 2025

Publication Date: September 18, 2025

TIME: 7:30 p.m.
DATE: September 22, 2025
PLACE: Council Chambers

- I. CALL TO ORDER**
- II. INVOCATION**
- III. PLEDGE TO THE FLAG**
- IV. CEREMONIAL MATTERS**
Administer Oath of Office to the Snellville Youth Council Members
- V. MINUTES**
Approve the Minutes of the September 8, 2025 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) Consideration and Action on RES 2025-14 – Amendment the Enabling Resolution for the Snellville Youth Commission/Youth Council [Lenski]

PUBLIC HEARING & REGULAR BUSINESS OF MAYOR AND COUNCIL
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- b) Consideration and Action on RES 2025-15 – Amendment to Procedures for Billing and Collection of Ad Valorem Taxes For Real Property, Personal Property, Business/Inventory, and Stormwater and Sanitation Fees [Bender]
- c) Mayor's Nomination and Council Confirmation of Natayla Bryant to Youth Council Advisory Board Post 1 with a Term Expiration of June 30, 2027 [Bender]
- d) Mayor's Nomination and Council Confirmation of Rodney Lumpkins to Youth Council Advisory Board Post 2 with a Term Expiration of June 30, 2027 [Bender]
- e) Mayor's Nomination and Council Confirmation of Vickie Mitchell to Youth Council Advisory Board Post 3 with a Term Expiration of June 30, 2027 [Bender]
- f) Mayor's Nomination and Council Confirmation of Richard Varnell to Youth Council Advisory Board Post 4 with a Term Expiration of June 30, 2027 [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
SEPTEMBER 22, 2025**

September 22

Council Meeting

Monday, September 22, 2025

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

7:30 pm Meeting - Council Chambers, City Hall

October 14

Advance Voting Begins for the Nov. 4, 2025

General Election

Tuesday, October 14, 2025

9:00 a.m. until 5:00 p.m.

Community Room, City Hall

September 23

Planning Commission Meeting - CANCELED

Tuesday, September 23, 2025

**7:00 pm Work Session – Conference Room 145,
City Hall**

7:30 pm Meeting - Council Chambers, City Hall

September 26

Splash Bash! Free Movie at the Grove

Friday, September 26, 2025

A Minecraft Movie

6:00 pm to 10:00 pm

The Grove at Towne Center

October 3

Food Truck Friday

Friday, October 3, 2025

4:00 pm to 8:00 pm

Towne Green

October 6

Youth Basketball Registration Ends

Monday, October 6, 2025

Parks & Recreation

For information visit: quickscores.com/Snellville

Parks & Recreation Advisory Board Meeting

Tuesday, October 7, 2025

6:00 p.m.

TW Briscoe Park – Park Office

October 13

Council Meeting

Monday, October 13, 2025

**6:30 p.m. 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 8, 2025**

Present: Mayor Barbara Bender, Mayor Pro Tem Tod Warner, Council Members Norman A. Carter Jr., Kerry Hetherington, Cristy Lenski, and Gretchen Schulz. Also present City Manager Matthew Pepper, Assistant City Manager Mercy Montgomery, City Attorney Tony Powell with Powell and Crowley, Captain John Tainter, Public Planning and Development Director Jason Thompson, Public Works Director David Mitchell and City Clerk Melisa Arnold. (Public Information Officer Brian Arrington was absent.)

CALL TO ORDER

Mayor Bender called the meeting to order at 6:30 p.m.

REVIEW REGULAR BUSINESS MEETING AND PUBLIC HEARING AGENDA ITEMS

The agenda was reviewed and discussed.

REVIEW CORRESPONDENCE

None

CITY ATTORNEY'S REPORT

Attorney Powell asked for an Executive Session.

DISCUSSION ITEMS

Update of Ongoing Projects [Bender]

City Manager Pepper gave an update on the Towne Center.

Assistant City Manager Montgomery presented the final Entertainment District logo to the Mayor and Council, explaining its symbolism. After a discussion, the Mayor and Council decided to proceed with the logo.

City Manager Pepper continued with his update including information on the sanitation bid process. During discussion Mayor Bender suggested that a future work session be scheduled so they can discuss the bid.

Discussion about EV Chargers for New Residential and Commercial Projects [Warner]

Mayor Pro Tem Warner asked about updating the code to require Level 3 chargers in multifamily and commercial developments. After discussion about the complexity and expense of the chargers, the consensus was the idea required more thought and discussion.

Discussion about Updates on Snellville Youth Commission Change Proposals [Lenski]

Council Member Lenski said she has completed updates on the proposed changes to the Youth Commission and said it will be on the September 22, 2025 agenda for a vote.

City of Snellville Administration Department

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Discussion About Towne Green Committee Progress [Carter]

Council Member Carter reported that the Committee had its first meeting and had some ideas to assist in restoration of the Green.

EXECUTIVE SESSION

Mayor Bender read the closed meeting notice into the record as follows:

- 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).

Upon a motion by Mayor Pro Tem Warner, 2nd by Council Member Schulz, the meeting was closed, with all Council Members and the Mayor present and voting in favor.

The meeting was closed at 7:05 p.m.

The meeting reconvened at 7:10 p.m.

Mayor Bender announced that the Towne Green Committee that was formed is made up of the following people; Council Member Norman Carter, Mayor Pro Tem Tod Warner, Kurt Schulz, STAT Executive Director Kelly McAloon, Charlene Britt with the Farmer's Market, and Public Works Director David Mitchell. She stated that Council Member Norman Carter will be the Chair.

ADJOURNMENT

Council Member Schulz made a motion to adjourn, 2nd by Council Member Hetherington; voted 6 in favor and 0 opposed, motion approved. The meeting adjourned at 7:13 p.m.

Barbara Bender, Mayor

Melisa Arnold, City Clerk



PUBLIC HEARING & REGULAR BUSINESS MEETING
OF MAYOR AND COUNCIL
CITY OF SNELLVILLE, GEORGIA
MONDAY, SEPTEMBER 8, 2025

Present: Mayor Barbara Bender, Mayor Pro Tem Tod Warner, Council Members Norman A. Carter Jr., Kerry Hetherington, Cristy Lenski, and Gretchen Schulz. Also present City Manager Matthew Pepper, Assistant City Manager Mercy Montgomery, City Attorney Tony Powell with Powell and Crowley, Captain John Tainter, Planning and Development Director Jason Thompson, IT Administrator Erika Fleeman and City Clerk Melisa Arnold. (Public Information Officer Brian Arrington was absent.)

CALL TO ORDER

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

INVOCATION

Bobby Howard gave the invocation.

PLEDGE TO THE FLAG

Council Member Schulz led the Pledge of Allegiance.

CEREMONIAL MATTERS

None

MINUTES

Approve the Minutes of the August 25, 2025 Millage Rate Public Hearings and the August 25, 2025 Regular Meetings

Council Member Schulz made a motion to approve the minutes of the August 25, 2025 Millage Rate Public Hearings and the August 25, 2025 Regular Meetings, 2nd by Council Member Carter; voted 6 in favor and 0 opposed, motion approved.

INVITED GUESTS

None

COMMITTEE / DEPARTMENT REPORTS

None

APPROVAL OF THE AGENDA

Council Member Lenski made a motion to approve the agenda as presented, 2nd by Council Member Hetherington; voted 6 in favor and 0 opposed, motion approved.

City of Snellville Administration Department

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

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Mayor Bender read the Public Hearing process into the record.

PUBLIC HEARING

2nd Reading - RZ 25-05 – Consideration and Action on application by DeThomas Investments, LLC (applicant) and Tree Lane Development, LLC (property owner) requesting to amend the Official Zoning Map from BG (General Business) District to R-TH (Townhouse Residential) District and variances from the Snellville Unified Development Ordinance for a 108-unit single-family (attached) townhome development on a 15.0137± acre site with a gross density of 7.19 units per acre located on Tree Ln at 1719 Scenic Highway (SR 124 N), Snellville, Georgia (Tax Parcel 5056 003).

Planning and Development Director Thompson gave an overview of the case and reviewed the requested variances and conditions. He advised that the R-TH zoning is in line with the Future Land Use Plan. After further review if the case he read the variances and conditions into the record as follows:

Variances:

- A. Approval of RZ 25-05, application to amend the City of Snellville Official Zoning Map from BG (General Business) District to R-TH (Townhouse Residential) District.
- B. Approval of variance from Sec. 401-3.4.B. (Vehicular Access): to eliminate the inter-parcel access requirement to the undeveloped 15± acre adjoining parcel to the north (Parcel 5056 004).
- C. Denial of variance from Sec. 401-5.3.C. (Local Streets and Minor Arterials or Collectors): to allow a hammerhead street termination in lieu of a cul-de-sac turnaround for “deadend” Street “B”.
- D. Approval of variance from Sec. 202-6.6. (Dimensional Standards – Site Setback): to waive the minimum 50-foot site setback (along streets) and waive the minimum 40-foot site setback (not along streets)
- E. Approval of variance from Sec. 202-6.9.F. (R-TH Design Standards): to allow front-entry to townhomes for units 73-92.
- F. Approval of variance from Sec. 201-1.6.D.1. (Driveways): to increase the 35% maximum front yard area for driveways or authorized onsite parking to 67%.
- G. Approval of variance from Sec. 401-5.11.C. (Horizontal Street Alignment): to reduce the minimum horizontal street curve radius for a local street from 81-feet to 50-feet.

Conditions:

1. The property shall be developed in accordance with the colored rezoning site plan entitled “Layout A Conceptual Site Plan 1719 Scenic Hwy Snellville GA”, dated AUGUST 26, 2025 (stamped received AUG 27 2025), with modifications permitted to meet conditions of zoning or State, County, and City regulations. Substantial variation from the rezoning site plan, as determined by the Director of Planning and Development will require Mayor and Council approval.
2. A mandatory Homeowner’s Association shall be formed and incorporated within the State of Georgia for all single family (detached) and (attached) lots in the Development and common areas. A rental cap of ten-percent (10%) of the total number of lots at any given time for rentals greater than thirty (30) consecutive days shall be placed on the development with such language being included in the Homeowner’s Association Declaration of Covenants, Conditions and Restrictions.

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3. There shall be a 25-foot undisturbed buffer adjacent to Parcels 5056 070; 5041 055; 5041 054; 5041 053; 5041 105; and portion of 5056 002 as shown on the site plan entitled "Conceptual Site Layout 1719 Scenic Hwy Snellville GA", dated 3-25-2025 (stamped received JUN 10 2025). A Landscaping Plan shall be provided for areas within the 25-foot undisturbed buffer that are sparsely vegetated and/or disturbed, to be approved by the Director of Planning and Development.
4. In lieu of sidewalks required by the code on both sides of Street "A" and Street "B", a minimum 4-foot wide sidewalk with minimum 5-foot wide planter strip shall be installed as shown on the site plan for Street "B", with continuation of sidewalk and planter strip along Street "B" between Unit 72 and Unit 108, with sidewalk connection to the existing sidewalk at Tree Ln, with continuation of the Tree Ln sidewalk 150± feet to the west. To allow for the 22-foot minimum driveway length measured from garage door to Street "B" back-of-curb for front-entry Units 73-92, no sidewalk is required.
5. The Applicant/Developer shall comply with the Georgia Blasting Standards Act, including pre-blast and post blast surveys for any structure within 750 feet of the blast site or directly adjacent to subject property with advanced notice to any affected property owner. The applicant will provide advanced notice of any blasting to the following H.O.A. Boards: Waterford Township and Shadowbrook Crossing. Before blasting work begins, a blasting notification plan must be reviewed and approved by the Planning and Development Department. Said plan shall include signage, email notification, and any other notification deemed necessary.
6. Uses involving adult entertainment, including the sale or display of adult magazines, books, videos and as further defined by the Adult Entertainment Ordinance in effect on the date this condition is imposed, are prohibited.
7. Signs higher than 15 feet and larger than 225 sq. ft. in area are prohibited.
8. Units 1-12, 61-72, and 101-108 as shown on the conceptual site plan dated August 26, 2025 shall provide architectural treatments on the road facing side of each unit to provide variation in elevations and avoid monotony.
9. The Applicant/Developer shall provide a minimum of four different front doors throughout the project, alternating and four different elevations and finishes for garage doors, alternating.
10. Any garage shall not be converted to any other use such as an additional living room or bedroom.
11. No townhome shall be altered after construction as to add any bedroom or bathroom without getting proper permitting and approval from the City of Snellville.
12. All internal streets, alleys and stormwater management facilities shall be privately owned and maintained by the Property Owner's Association.

Mayor and Council asked questions of Planning Director Thompson.

Jack Wilson, 295 Culver Street, Lawrenceville was present representing the applicant, DeThomas Investment. Mr. Wilson spoke about the current development as well as other projects the applicant has done in the City.

The Council asked questions of Mr. Wilson.

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Mayor Bender opened the floor to those in support of the application and no one came forward.

Mayor Bender closed the floor for those in support and opened the floor to those in opposition.

The following people came forward:

Drew Williams, Executive Director of the Sheridan at Eastside, Snellville, spoke about traffic and public safety concerns for the senior residents.

Cat Hardrick, 2280 Buckley Trail, Snellville, expressed concerns about school buses, stormwater runoff, and blasting damage.

Marlyn Tillman, 1977 Tanglewood Drive, Snellville, expressed concerns about overcrowded schools and traffic.

Phyllis Wolf, 1900 Tree Lane, Sheridan at Eastside, expressed concerns about safety and traffic flow in the area.

Joe Anderson, 2289 Glenmore Lane, Snellville, expressed concerns about the traffic study and asked that they consider the Planning Commission's recommendation to deny the application.

Teresa Burk, 1450 Lakeshore Drive, Snellville, expressed concerns about watershed, traffic, fencing, buffers, and the HOA enforcing the 10% rental cap.

Cameron Hall, 1962 Sumter Court, Snellville, expressed concerns about school overcrowding.

The 15-minute time limit expired therefore Mayor Bender closed the floor to public comment.

Jack Wilson, representing the applicant, spoke to the concerns brought up during public comment and talked about the developments that could be built under the current zoning.

Council Member Lenski made a motion to approve RZ 25-05 with staff recommended variances and conditions.

After a brief discussion with Mayor Pro Tem Warner and Mayor Bender, Council Member Lenski clarified the approval of variances 1,3,4,5, and 6 and denial of variance 2 along with approval of conditions 1 through 12.

Mayor and Council spoke about the application and zoning.

Mayor Bender called for the vote and the motion was voted 6 in favor and 0 opposed, motion approved. (A copy of ORD 2025-17 is attached to and made a part of these minutes.)

CONSENT AGENDA

Approval of Opioid Settlement Agreement

Council Member Hetherington made a motion to approve the Consent Agenda, 2nd by Council Member Carter; voted 6 in favor and 0 opposed, motion approved.

OLD BUSINESS

None

NEW BUSINESS

Consideration and Action on Approval of Contract for City Hall Roof Repairs [Bender]

City Manager Pepper explained that there are currently leaks causing interior damage and also that Parker Young has done work on the roof in the past.

Council Member Lenski made a motion to approve the contract with Parker Young in the amount of \$386,266.70 and authorize Mayor Bender to sign, 2nd by Council Member Hetherington; voted 6 in favor and 0 opposed, motion approved.

Consideration and Action on Approval of the Memorandum of Understanding (MOU) with the Georgia Department of Natural Resources (DNR) for Funding for the Community Center [Bender]

City Manager Pepper explained that the State Legislature awarded the City \$100,000 towards construction of the new Community Center and this agreement allows for the City to apply for reimbursement.

Mayor Pro Tem Warner made a motion to approve the MOU with DNR for \$100,000, 2nd by Council Member Schulz; voted 6 in favor and 0 opposed, motion approved.

COUNCIL REPORTS

Council Member Carter, Hetherington, Lenski, Schulz and Mayor Pro Tem Warner each gave a report.

MAYOR'S REPORT

Mayor Bender gave a report.

PUBLIC COMMENTS

The following people spoke:

Betty Ann Kumin, 2159 Woodberry Run Dr, Snellville.

Marlyn Tillman, 1977 Tanglewood Drive, Snellville.

EXECUTIVE SESSION

None

ADJOURNMENT

Council Member Carter made a motion to adjourn, 2nd by Council Member Hetherington; voted 6 in favor and 0 opposed, motion approved. The meeting adjourned at 9:20 p.m.

Barbara Bender, Mayor

Melisa Arnold, City Clerk

STATE OF GEORGIA
CITY OF SNELLVILLE

RES 2025-14

RESOLUTION AMENDING THE CITY OF SNELLVILLE YOUTH COMMISSION AND TO FURTHER PROVIDE FOR MEMBERSHIP, TASKS AND RESPONSIBILITIES, OTHER ADMINISTRATIVE FUNCTIONS, AND OTHER GENERAL PROVISIONS; AND OTHER PURPOSES

WHEREAS, the Mayor and Council believe that it is important that Snellville's youth learn the role that their City government plays in their community; and

WHEREAS, the Mayor and Council believe that tomorrow's leaders are forged today; and

WHEREAS, the Mayor and Council believe that to be an effective leader, one has to understand and embrace the differences and similarities shared among all the people of a community; and

WHEREAS, the Mayor and Council believe that the youth of the City of Snellville should have an opportunity to experience the work of the City of Snellville first hand, and be able to participate in a dialogue with its leaders; and

WHEREAS, the Mayor and Council are dedicated to assisting the youth of Snellville in achieving these goals;

NOW THEREFORE, be it resolved by the Mayor and Council of the City of Snellville that any prior resolution enabling the Snellville Youth Commission, and any amendments thereto, are hereby terminated and replaced with the following as follows:

Section 1. Creation. The Snellville Youth Council, hereinafter known as "the Youth Council," is hereby created and established.

Section 2. Purpose and Authority. The Youth Council seeks to prepare the youth of the City of Snellville for a lifetime of public and community service regardless of the youth's present or future career aspirations. To that end, the Youth Council is charged with the following tasks and responsibilities:

- Cultivate future leaders and instill a leadership mindset in young adults.
- Develop a cadre of young adults who enhance and contribute to the growth of our Snellville community.
- Foster student ambassadors while creating a legacy of community service.
- To provide young adults with a vehicle to learn about government and to participate in the process.
- To provide young adults with opportunities to represent and articulate the needs of youth in the greater Snellville community.
- To provide Mayor and Council with a Youth Council Advisory Board.
- To acquaint young adults with important community issues and challenges.
- To provide opportunities for young adults to interact with business and civic leaders.
- To provide opportunities for student leaders to synthesize personal example, theoretical instruction, and practical application through civic engagement and youth initiatives.

Section 3. Membership. The Council shall consist of up to thirty (30) Youth Councilmembers who will be selected by the voting membership of the Snellville Youth Council Advisory Board, subject to City Council approval.

In the event that Youth Council were to become inactive, reorganization may occur upon a meeting of a City Staff member, as selected by the City Manager, and a City Council Member, as selected by City Council. The organizational members together shall be a quorum of Board members for the appointment of the original members of the Advisory Board. Hereafter, applicants to the adult Advisory Board shall be vetted by existing members, nominated and confirmed by City Council.

Section 4. Meetings.

(a) The Youth Council shall conduct its regular meeting on the first Thursday of each month and at such other times as the chairperson or board shall determine, with the chairperson or board having the right to reschedule or cancel any meeting.

(b) All meetings of the youth council advisory board, where a quorum is present and decisions affecting official business are contemplated, shall be held in accordance with the provisions of O.C.G.A. § 50-14-1 et seq.

Section 5. Conflicts of Interest. All Youth Councilmembers shall comply with Section 2.14 of the City Charter.

Section 6. Rules of Procedure. Youth Council Meetings shall be conducted pursuant to *Robert's Rules of Order*.

Section 7. Legal Counsel. Upon written request by the Chair, and approval by the City Council, the Council or the Advisory Board may seek appropriate legal advice from the City Attorney.

Section 8. City Staff and Resources. The Commission bears no oversight authority over any City department, personnel, consultant, budget, or other committee except for any monies specifically budgeted to the Commission. The Commission may spend its budgeted monies as it sees fit, as determined by a majority vote of the Advisory Board, provided, however, any aggregate amounts of over two hundred, fifty dollars (\$250.00) to one vendor must first be approved by the Mayor and City Council.

The City Manager or their designee is hereby appointed as the staff contact to provide guidance and input to the Commission in performing its official duties. The Commission and Advisory Board may consult with the City Manager and/or the City Council Liaison on an as-needed basis for staff support and administrative matters. The City Manager is not required to attend the meetings of the Commission. The City Manager and/or the City Council liaison may request additional staff to provide support and assistance for the Commission. Any requests for staff support shall be coordinated with the City Manager, or his/her designee.

Section 9: Events. All Youth Council events and activities, including but not limited to “Unity Day,” shall adhere to the following:

(a) The hosting of candidate forums, debates, town hall meetings, or other political events shall be for informational, educational and civic engagement purposes. Such events shall be conducted with impartiality and without preference for political affiliation. If an invitation is extended to an official candidate, an invitation must also be extended to all opposing candidates.

(b) Youth council members, advisors and/or volunteers shall not campaign during youth council City events, or as a representative of the City of Snellville or Snellville Youth Council.

(c) No event vendors shall sell or provide alcoholic beverages.

(d) Event vendors shall not promote religious or political affiliations or candidates except in designated free speech areas.

(e) The youth council advisory board shall establish and oversee all rules, policies and procedures for student activities and events, which shall align with existing City policies and ordinances.

Section 10. Youth Council Advisory Board.

I. Creation. Any existing advisory board of the Snellville Youth Commission is hereby repealed. The Snellville Youth Council Advisory Board is hereby created and established.

II. Composition; appointment. The youth council advisory board shall consist of six members. One member shall be a city council member liaison as appointed by the mayor. A second member shall be a youth council student mayor or their designee. Four additional members shall be nominated by the mayor, with the confirmation of the city council.

III. Qualifications. All city council appointed members shall be at least 19 years old, residents of Gwinnett County, shall complete a city board application, shall pass a background examination every two years, and shall be an individual with an interest in the betterment of youth in the community.

IV. Terms. Except for the initial appointments, the terms of the four mayor and council approved board members shall be for two years, with the term ending June 30. For the purpose of nominating the four members, there shall be four board posts to be designated youth council advisory board post 1, post 2, post 3 and post 4.

V. Vacancies. Vacancies occurring in the membership of the youth council advisory board shall be filled by nomination by the mayor with the confirmation of the city council for unexpired terms only.

VI. Compensation and reimbursement. The city council, by resolution or the adoption of the budget, may provide for the compensation and reimbursement for actual and necessary expenses of the members of the youth council advisory board.

VII. Removal and eligibility.

(a) Any member of the youth council advisory board who is absent from three consecutive board meetings, either regular or called, without an approved or reasonable excuse, as determined by the youth council advisory board chair, shall automatically be removed from the youth council advisory board.

(b) Members of the youth council advisory board serve at will and may be removed from office by request of the mayor and the affirmative vote of three members of the city council for any reason, including, but not limited to, failure to attend meetings, failure to maintain qualifications, or engagement in conduct which is unbecoming of or reflects negatively on the City and/or the youth council.

VIII. Officers.

(a) At the first meeting of the program year, the youth council advisory board chairperson shall be selected by majority vote of board members for the period of one year. The chairperson shall conduct meetings and may vote as any other member.

(b) A second member of the youth council advisory board shall be elected as vice-chairperson and shall serve until such person is reelected or a successor is named. The vice-chairperson shall conduct meetings in the absence of the chairperson. When acting in the capacity as chairperson, the vice-chairperson may vote as any other member.

(c) The city staff youth council director, who is not a board member, shall keep a record of all proceedings, agendas, and minutes which shall be submitted to the City Clerk and open to public inspection and open records laws.

IX. Meetings.

(a) The youth council advisory board shall conduct its regular meeting on the first Thursday of each month and at such other times as the chairperson or board shall determine, with the chairperson or board having the right to reschedule or cancel any meeting.

(b) All meetings of the youth council advisory board, where a quorum is present and decisions affecting official business are contemplated, shall be held in accordance with the provisions of O.C.G.A. § 50-14-1 et seq.

X. Rules and operating procedures. The youth council advisory board may establish and follow by-laws for the transaction of business in accordance with *Robert's Rules of Order*.

XI. Powers and duties. The youth council advisory board shall work with and advise the youth council director and youth council student leaders on youth council initiatives, activities, and events for the city with decorum and in a respectful, constructive manner. The youth council advisory board shall have the power and responsibility to:

(1) Assist in SYC monthly meeting planning and act in an advisory capacity to SYC students at monthly meetings.

(2) Authorize all expenditures of budgeted monies of any aggregate amounts of over \$250 as determined by youth council advisory board majority vote.

(3) Monitor and provide oversight of the youth council program throughout the year.

(4) Interview and vet potential youth council advisory board applicants and/or adult volunteer candidates.

(5) Offer volunteer services and supervise students at events sponsored or co-sponsored by SYC.

(6) Collaborate with youth council advisory volunteers.

(7) Assist in student recruitment, application review, interviews, and candidate selection.

(8) Selection of student nominees shall be governed by the following guidelines:

a) Use of established standard program application and interview rubrics.

b) Evaluation in a fair and impartial manner.

c) Make reasonable efforts to assure an equitable student representation from a variety of area high schools, including public, private, charter, and homeschool options.

d) Selection by and within each grade level, with preference first to rising 9th graders, then 10th graders, then 11th graders, and then 12th graders in that order.

(9) Whenever appropriate, solicit or receive any gifts or bequests of money, other personal property or any donation to be applied for either temporary or permanent use for youth

council purposes; provided, however, that the exclusive control of all monies collected or donated to the credit of the youth council account shall reside in the city council.

(10) Make recommendations as requested by the mayor, council members, and/or city staff for the operation of youth council.

(11) Exercise such other powers and duties as may be delegated to the youth council advisory board from time to time by the mayor and city council.

Section 11. Youth Council Advisory Volunteers.

I. Creation. The Snellville Youth Council Advisory Volunteers group is hereby created and established.

II. Composition; appointment. The youth council advisory volunteers shall consist of up to 20 members as approved by the youth council advisory board.

III. Qualifications. All appointed members shall be at least 19 years old, residents of Gwinnett County, shall complete a city board application, shall pass a background examination every two years, and shall be an individual with an interest in the betterment of youth in the community

IV. Removal and eligibility. Youth council advisory volunteers serve at will and may be removed from service by the City Manager, Youth Council Director, or by majority vote of the youth council advisory board for any reason, including, but not limited to, failure to attend student meetings, failure to maintain qualifications, or engagement in conduct which is unbecoming of or reflects negatively on the City and/or the youth council.

V. Powers and duties. The youth council advisory volunteers shall work with and advise youth council student leaders on youth council initiatives, activities, and events for the city with decorum and in a respectful, constructive manner, and as instructed by the youth council director and the youth council advisory board. Volunteers shall have the responsibility to:

(1) Assist in student monthly meeting planning and instruction.

- (2) Act in an advisory and / or mentoring capacity to SYC students at monthly meetings.
- (3) May, but are not required to, attend regular monthly youth council advisory board meetings.
- (4) Offer volunteer services and supervise students at events sponsored or co-sponsored by SYC.
- (5) Assist in student recruitment, application review, interviews, and candidate selection.

RESOLVED this 22ND day of September, 2025.

Barbara Bender, Mayor

Tod Warner, Mayor Pro Tem

ATTEST:

Norman A. Carter, Council Member

Melisa Arnold, City Clerk

Kerry Hetherington, Council Member

APPROVED AS TO FORM:

Cristy Lenski, Council Member

John J. Crowley, City Attorney
Powell & Crowley, P.C

Gretchen Schulz. Council Member

RES 2025-15

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SNELLVILLE
REGARDING PROCEDURES FOR BILLING AND COLLECTION OF AD VALOREM
TAXES FOR REAL PROPERTY, PERSONAL PROPERTY, BUSINESS/INVENTORY,
AND STORMWATER & SANITATION FEES**

WHEREAS, the Mayor and City Council of the City of Snellville, Georgia, deem that it is advisable to adopt standardized procedures and deadlines for the collection of ad valorem taxes regarding real property, personal property, business/inventory and sanitation & stormwater fees:

NOW THEREFORE the Mayor and City Council of the City of Snellville, its governing authority, does hereby Resolve that all ad valorem tax bills on non-exempt real or personal property, business inventory and all sanitation and stormwater fees shall be due and payable on or before January 15th of each year and past due at 12:01 a.m. on January 16th. A postmark bearing a date prior to or on January 15th shall be considered on time. Should January 15th fall on a Saturday or Sunday, the payment of the taxes and fees may be made prior to the close of business at 5:00 p.m. on the following Monday.

IT IS FURTHER RESOLVED that personal property tax accounts generating a bill valued at \$4.99 or less shall be deemed exempt in order not to exceed the reasonable cost of administering and collecting the tax.

IT IS FURTHER RESOLVED that on all past due tax bill amounts, there shall be assessed monthly interest charges at a rate authorized by O.C.G.A. § 48-2-40 from the date the tax is due until the date the tax is paid.

IT IS FURTHER RESOLVED that the City Clerk or the Clerk's designee shall, no later than March 15th of each year, compute and mail a past due tax notice to those delinquent in the full payment of their tax bills, which notice shall be considered a "past due tax notice" and shall include, in addition to the base tax bill, the assessment of any interest due and notice of intent to file for a Writ of Fieri Facias (Fi Fa).

IT IS FURTHER RESOLVED that on all tax bill amounts that remain past due 120 days beyond the due date of January 15th, there shall be assessed a penalty on the principal amount at the rate specified by O.C.G.A. § 48-2-44.

IT IS FURTHER RESOLVED that the City Clerk or the Clerks' designee shall, on or about June 15th of each year, issue tax Fi Fa and cause the same to be recorded on the General Execution Docket in the Office of the Clerk of Superior Court of Gwinnett County, Georgia on all tax bills from the prior calendar year which remain unpaid or underpaid as of 30 days after mailing of past due notices.

IT IS FURTHER RESOLVED that on or about June 30th of each year, the City Clerk or the Clerk's designee shall mail out delinquent tax notices. Such notices shall reflect all unpaid taxes for all prior years together with penalties, interest and all Fi Fa recording charges due thereon applicable to the tax parcel involved and shall contain such other notices to advise the taxpayer of further proceedings to be instituted by the City to collect said tax bill if the same is not paid by July 15th.

IT IS FURTHER RESOLVED that after July 15th in each year, the Clerk or the Clerk's designee may commence proceedings to levy upon the property of said tax execution(s) and to thereafter follow the statutorily required tax sale procedures, as the same are currently in force and effect in the State of Georgia and utilizing the same procedures utilized by counties for tax sales of real property. The City Clerk shall secure such aid as may be required in order to comply with the law and proceed promptly with tax sale procedures for delinquent taxes on real property.

IT IS FURTHER RESOLVED that this Resolution shall become effective immediately upon its adoption by the Mayor and Council.

This _____ day September, 2025, by the Mayor and Council of Snellville, Georgia.

Barbara Bender, Mayor

ATTEST:

Tod Warner, Mayor Pro Tem

Melisa Arnold, City Clerk

Cristy Lenski, Council Member

APPROVED AS TO FORM:

Gretchen Schulz, Council Member

John J. Crowley, City Attorney
Powell & Crowley, LLP

Kerry Hetherington, Council Member

Norman Carter, Council Member