



PUBLIC HEARING & REGULAR BUSINESS MEETING
OF MAYOR AND COUNCIL
CITY OF SNELLVILLE, GEORGIA
MONDAY, SEPTEMBER 22, 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 Jay Crowley with Powell and Crowley, Chief Greg Perry, Downtown Development Director Jan Harris, Public Information Officer Brian Arrington, and City Clerk Melisa Arnold. (IT Administrator Erika Fleeman was absent.)

CALL TO ORDER

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

INVOCATION

Dr. Quincy Brown from Snellville Community Church gave the invocation.

PLEDGE TO THE FLAG

Snellville Youth Council Mayor Daye Kebe led the Pledge of Allegiance.

CEREMONIAL MATTERS

Administer Oath of Office to the Snellville Youth Council Members

Council Member Lenski recognized Esther Ndewa, Director for the Youth Council, who introduced the new members and then Mayor Bender administered the Oath to the Youth Council.

MINUTES

Approve the Minutes of the September 8, 2025 Meetings

Council Member Schulz made a motion to approve the minutes of the September 8, 2025 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 Hetherington made a motion to approve the agenda as published, 2nd by Mayor Pro Tem Warner; voted 6 in favor and 0 opposed, motion approved.

City of Snellville Administration Department

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PUBLIC HEARING

None

CONSENT AGENDA

None

OLD BUSINESS

None

NEW BUSINESS

Consideration and Action on RES 2025-14 – Amendment the Enabling Resolution for the Snellville Youth Commission/Youth Council [Lenski]

Council Member Lenski said that the amendments include some procedural changes, updating the name from Commission to Council and establishing Posts and Terms for the Youth Advisory Board.

Council Member Lenski made a motion to approve RES 2025-14, 2nd by Council Member Schulz; voted 6 in favor and 0 opposed, motion approved. (A copy of RES 2025-14 is attached to and made a part of these minutes.)

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]

Mayor Bender explained that the adoption of House Bills 581 and 92 created some delays at the County level which will lead to a delay in the City bills being sent out. This delay requires an adjustment to the billing cycle. The tax bills will now be mailed around October 15th and due on January 15th.

Council Member Schulz made a motion to approve RES 2025-15, 2nd by Council Member Carter; voted 6 in favor and 0 opposed, motion approved. (A copy of RES 2025-15 is attached to and made a part of these minutes.)

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]

Mayor Bender nominated Natayla Bryant to the Youth Advisory Board Post 1 with a term expiration of June 30, 2027; nomination confirmed 6 in favor and 0 opposed.

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]

Mayor Bender nominated Rodney Lumpkins to the Youth Advisory Board Post 2 with a term expiration of June 30, 2027; nomination confirmed 6 in favor and 0 opposed.

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]

Mayor Bender nominated Vickie Mitchell to the Youth Advisory Board Post 3 with a term expiration of June 30, 2027; nomination confirmed 6 in favor and 0 opposed.

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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]

Mayor Bender nominated Richard Varnell to the Youth Advisory Board Post 4 with a term expiration of June 30, 2027; nomination confirmed 6 in favor and 0 opposed.

Mayor Bender administered the Oath of Office to Youth Advisory Board Members Rodney Lumpkins, Vickie Mitchell, and Richard Varnell. (Member Natayla Bryant was not present.)

COUNCIL REPORTS

Council Members 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 person spoke:

Melvin Everson, 1725 Winding Creek Circle, 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 8:16 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:

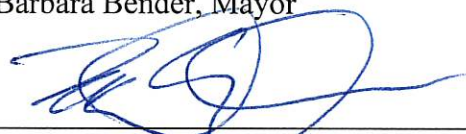
(1) Assist in student monthly meeting planning and instruction.

- (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.

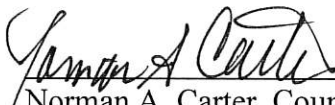
RESOLVED this 22ND day of September, 2025.



Barbara Bender, Mayor

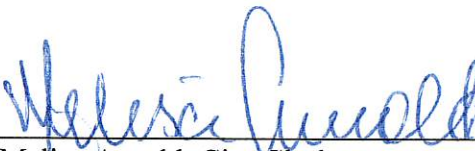


Tod Warner, Mayor Pro Tem



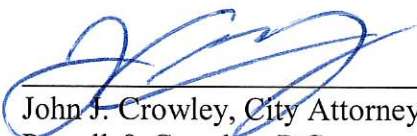
Norman A. Carter, Council Member

ATTEST:



Melisa Arnold, City Clerk

APPROVED AS TO FORM:



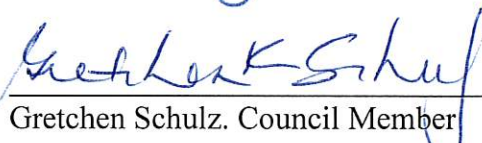
John J. Crowley, City Attorney
Powell & Crowley, P.C



Kerry Hetherington, Council Member



Cristy Lenski, Council Member



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.

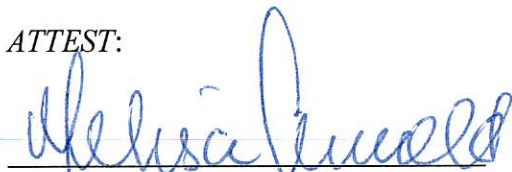
IT IS FURTHER RESOLVED that on or about June 30th of each year, the City Clerk or the Clerk's designee shall mail out delinquent tax notices. Such notices shall reflect all unpaid taxes for all prior years together with penalties, interest and all Fi Fa recording charges due thereon applicable to the 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 22 day September, 2025, by the Mayor and Council of Snellville, Georgia.

ATTEST:


Melisa Arnold, City Clerk

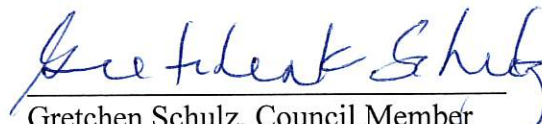
APPROVED AS TO FORM:


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


Barbara Bender, Mayor


Tod Warner, Mayor Pro Tem


Cristy Lenski, Council Member


Gretchen Schulz, Council Member


Kerry Hetherington, Council Member


Norman Carter, Council Member