

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

# AGENDA

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WORK SESSION  
OF MAYOR AND COUNCIL  
CITY OF SNELLVILLE, GEORGIA  
MONDAY, MARCH 25, 2024

Publication Date: March 21, 2024

TIME: 6:30 p.m.  
DATE: March 25, 2024  
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) Update of Ongoing Projects [Bender]
- b) Formation of City Ribbon Cutting policy [Warner]
- c) Business License Applications and Informational Handout to Applicants [Warner]
- d) Towne Green Turf Maintenance [Schulz]
- e) Veteran's Memorial update by Memorial Foundation [Warner]

**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

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PUBLIC HEARING & REGULAR BUSINESS MEETING  
OF MAYOR AND COUNCIL  
CITY OF SNELLVILLE, GEORGIA  
MONDAY, MARCH 25, 2024

Publication Date: March 21, 2024

TIME: 7:30 p.m.  
DATE: March 25, 2024  
PLACE: Council Chambers

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGE TO THE FLAG
- IV. CEREMONIAL MATTERS
- V. MINUTES  
Approve the Minutes of the January 20, 2024 Work Retreat and the March 11, 2024 Meetings
- VI. INVITED GUESTS
- VII. COMMITTEE / DEPARTMENT REPORTS  
a) Police Department Update on Drone Program with Video [Warner]
- 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 Award of Bid for the Demolition of 1000 East Park Drive - Old Public Works Building [Bender]

- b) Mayor's Nomination and Council Confirmation of Shaunt'e Pitt to Planning Commission Post 2 with an Expiration Date of June 30, 2024 [Bender]
- c) Mayor's Nomination and Council Confirmation of Rose Purdy to Planning Commission Post 4 with an Expiration Date of June 30, 2024 [Bender]
- d) Mayor's Nomination and Council Confirmation of Norman A. Carter Jr. to Post 7 of the Downtown Development Authority [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).
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- 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 25, 2024

**March 25**

**Council Meeting**

**Monday, March 25, 2024**

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

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

**March 26**

**Planning Commission Meeting - CANCELED**

**Tuesday, March 26, 2024**

**7:30 pm – Council Chambers, City Hall**

**March 31**

**Broadcast of 03/25/2024 Council Meeting**

**Sunday, March 31, 2024**

**Watch the broadcast of the 03/25/2024 Council Meeting on Comcast Channel 25 at 6:30 pm**

**April 2**

**Commerce Club Meeting**

**Tuesday, April 2, 2024**

**12:00 pm – Community Room, City Hall**

**April 6**

**Extended Farmers' Market**

**Saturday, April 6, 2024**

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

**City Hall Parking Lot**

**April 8**

**Council Meeting**

**Monday, April 8, 2024**

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

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



WORK RETREAT  
OF MAYOR AND COUNCIL  
CITY OF SNELLVILLE, GEORGIA  
SATURDAY, JANUARY 20, 2024

Present: Mayor Barbara Bender, Mayor Pro Tem Tod Warner, Council Members Norman A. Carter Jr., Kerry Hetherington, Cristy Lenski, and Gretchen Schulz. Also present Georgia Municipal Association Facilitator Michael McPherson, City Manager Matthew Pepper, City Attorney Chuck Ross with Powell and Edwards Attorneys at Law, Chief Greg Perry, Planning and Development Director Jason Thompson, Code Enforcement Officer Johnny Greene, Parks and Recreation Director Lisa Platt and City Clerk Melisa Arnold.

**Call to Order**

Facilitator Michael McPherson convened the meeting at 8:00 a.m. and talked about the steps for a successful work retreat.

**Planning Retreat Discussion – Goals and Objectives**

City Manager Pepper gave an overview of the major accomplishments for the year 2023. Discussion was held on various topics. (Facilitator Michael McPherson's report for Mayor and Council discussions and goals is attached to and made a part of these minutes.)

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

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Upon a motion by Mayor Pro Tem Warner, 2<sup>nd</sup> 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 4:00 p.m.

The meeting reconvened at 4:12 p.m.

**Adjournment**

Council Member Lenski made a motion to adjourn, 2<sup>nd</sup> by Council Member Carter; voted 6 in favor and 0 opposed, the motion was approved. The meeting adjourned at 4:15 p.m.

Barbara Bender, Mayor

Melisa Arnold, City Clerk

**City of Snellville Administration Department**

**Snellville Planning Retreat  
Georgia Municipal Association Offices  
Atlanta, Georgia  
Saturday, January 20, 2024**

**Attendance:** Mayor Babara Bender, Mayor Pro Tempore Tod Warner, Councilmember Kerry Hetherington, Councilmember Norman Carter, Jr., Councilmember Gretchen Schulz, Councilmember Cristy Lenski, City Manager Matt Pepper, City Clerk Melissa Arnold, City Attorney Chuck Ross, Director of Planning & Development Jason Thompson, Code Enforcement Officer Johnny Greene, Police Chief Greg Perry, Director of Parks & Recreation Lisa Platt, and GMA Member Services Consultant Michael McPherson.

Mayor Bender called the meeting to order just after 8:00AM, welcoming the participants, then acknowledged Michael McPherson for a best practices presentation. City Manager Matt Pepper presented the list of the City's achievements from 2023.

**Council Discussion on Retreat Topics**

**Code Enforcement**

Recurrent violations and their handling were discussed, and the point was stressed for Council's understanding that code enforcement measures demand calls to the police to be processed. Residents that complain expect to "see" resolution for certain types of code violations, hence **Council and staff should understand and be able to describe the process.** For the first call a warning is issued and the call is logged for history. For glaring issues that police notice, police will let code enforcement know to follow-up and assess.

Code enforcement citations take up to two months on average to get through court. Some cases are given 60 days by the court to remedy, but situationally they can take longer. The hardest code enforcement cases to handle are abandoned rental homes and corporately owned properties. Abatement of nuisance or blighted properties is possible, but expensive and require action by the Council.

\*Code Enforcement / Quality of Life Unit will provide ideas for ordinance wording changes regarding retail areas for street/lot cleanings and deliveries.

\*Council reached a consensus to hire a third Code Enforcement Officer in the FY2025 Budget.

\*GMA staff noted that senior citizens may qualify for different types of benefits and aid that may help in restoring their homes to better conditions. The Partnership for Community Action, Inc. serves Gwinnett County under the Georgia Community Action Network and may be a resource for Council and staff for specific situations. See [www.pcaction.org](http://www.pcaction.org)

**City Redevelopment**

The discussion on redevelopment options for the city center focused on quality architectural detail for residential development with greenspace, minimal paved surfaces, and the need for the downtown to incorporate something distinctive to showcase. Any density should contain a variety of types that portray comfort and enable community.

\*Mayor Bender requested that the images on the city's website be updated as a refresh for 2024.

### **Mayor/Council Staff Communication**

The discussion centered on the handling of resident complaints that are presented to Council members, then passed on to staff. The focus was on times when Council members do not hear back from staff regarding resolution of the complaints. The city manager said to feel free to elevate communications to text if there is a critical response time, but in the case of an emergency—ALWAYS DIAL 911. **When Council members are in doubt about how to communicate a complaint, speak with the city manager.** A process for handling complaints will be developed by staff for the consideration of the Council.

\*GMA staff noted that complaint resolution is something that many cities have a hard time with due to the nature of different infractions. From the momentary noise complaint (that can be persistent or recurring) to the junk car, pile of tires dump site, tethered or off-leash dog, even the run-away elephant (which has happened in more than one city!), **some complaints after resolution do not warrant follow-up communications with Councilmembers, especially those cases that involve accusations of personal misconduct involving a resident.** A good procedure for documenting and prioritizing complaints or tips should be developed and understood by staff and Council.

### **Briscoe Park Master Plan & Baker's Rock**

The Old Library location was discussed first and is being used by the parks & recreation department while the New Community Center is being finish. Staff will make a recommendation about the future use of the old library space once the new community center is put into use. Discussion around the old library space brought the idea of use as a community event space.

The Baker's Rock old homestead area was discussed as a possible site for development for homeless veterans micro housing based on a Savannah partnership. Mayor Pro Tem Tod Warner and Councilmember Cristy Lenski volunteered to spearhead this initiative for factfinding and feasibility.

\*GMA staff noted that the Savannah veterans micro housing was a partnership with the Nine-Line Foundation. For more information see: [www.ninelinefoundation.org](http://www.ninelinefoundation.org)

### **Towne Green Improvements**

Discussion focused on the need for drainage solutions in and around the Towne Green.

**\*An engineer will be engaged to develop the drainage solution. In the meantime, the tourism and trade employees should be directed to spread offerings out, including use of the space next to city hall for events.** A permanent stage was discussed as a future possibility.

Discussion of future events led to direction for Parks & Recreation to follow-up with event boosters in 2024.

Discussion regarding the longtime management of the Farmer's Market by Councilmember Gretchen Schulz and her husband. Specifically, the need to hand off the administration of the

weekend market. **Councilmember Schulz will create a budget and list of responsibilities in order to help staff find a solution.**

### **Downtown Development Director**

A job description for a downtown development director has been created. The individual will be the city's point of contact for the Grove, Redevelopment, the DDA, and the Farmer's Market, along with other duties as assigned.

\*Attorney Chuck Ross requested the names of cities whose DDA director was employed by the city. GMA staff sent a list of cities forwarded by GMA's Director of Georgia Forward and Placemaking, Sadie Krawczyk, to Mr. Ross and noted that many cities operate with such a model.

### **Public Art**

An aspect of the Create Gwinnett Master Plan was for communities to establish such arts commissions. Discussion on the growing need to develop an arts commission pointed to Suwanee and Duluth as examples of cities with commissions in place. **Development of a structure like other cities' will be explored and the idea of the name Create Snellville was proposed.**

### **Sanitation**

It was noted that the FY2024 Budget subsidized sanitation services by more than \$1M. The provider's contract will be re-bid in 2026 and all indications point to even higher costs. **The city manager believes the Council should come up with a plan.** Moving to a franchise for commercial properties is one way to make up for the costs. **The Council agreed that the community should be informed of upcoming expected increases, so an article to bring awareness to the impending increases should begin education efforts.** Staff prepared a sanitation rate comparison list of 15 other cities in the area or of comparable size.

### **Intersection Hwy 124 and Hwy 78**

Traffic at the intersection was discussed with **traffic directing police officers as a solution during traffic hours. Timing of the light at Oak Road and Hwy 124 might be looked at for impact, as well as better signage at Clower St might have an impact as well.**

### **Deliveries in Commercial Developments**

**The Council agreed to discuss further a change in policy to allow for later deliveries in commercial developments.**

### **FY2023 Mid-Year Budget Snapshot**

The city manager provided an overview of the mid-year budget that showed strong receipts across revenue streams.

### **Stormwater Fee Increase**

Discussion turned to the examination of an increase in the stormwater fee and consideration of a change in drainage requirements for new builds.



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GMA staff noted that the Council has been blessed with the ability to collaborate and work together as a team. The Council understands its role in giving direction for the future, while each keeps an eye toward things that can be accomplished in the moment. However, a good working relationship can become too relaxed. The transition from one city manager to another that was groomed for the position deserves applause for utilizing best practices in succession planning. The point was made that a thorough understanding of the communications between Council and staff should be revisited from time to time to maintain the proper chain of command. Mayor Bender noted that problems in years past stemmed from Council interference, both intentional and unintentional, in the affairs of staff.



WORK SESSION  
OF MAYOR AND COUNCIL  
CITY OF SNELLVILLE, GEORGIA  
MONDAY, MARCH 11, 2024

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, City Attorney Chuck Ross with Powell and Edwards Attorneys at Law, Assistant Chief David Matson, Public Works Director David Mitchell, Planning and Development Director Jason Thompson, Parks and Recreation Director Lisa Platt, and Public Information Officer Brian Arrington. City Clerk Melisa Arnold was absent.

**CALL TO ORDER**

Mayor Bender called the meeting to order at 6:33 p.m.

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

The agenda was reviewed by Mayor Bender and the City Council.

**REVIEW CORRESPONDENCE**

None.

**CITY ATTORNEY'S REPORT**

Attorney Ross advised that he needs an executive session.

**DISCUSSION ITEMS**

Goodwyn Mills Cawood (GMC) Update on the Community Recreation Center [Bender]

Amy Bell, with Goodwyn Mill Cawood, presented the schematic floor plan for the Community and Recreation Center at T.W. Briscoe Park. During the presentation, Mayor Bender and the City Council provided feedback on the plan.

Discussion of Proposal by Certified Turf Consulting, LLC Regarding Towne Green Maintenance [Bender]

Sam Crowe, with Certified Turf Consulting, LLC, presented his proposal outlining different turf maintenance options for the Towne Green. During the presentation, Mayor Bender requested that Council Member Schulz, with input from Snellville Tourism and Trade, propose how they intend to use the Towne Green. That information will help Mr. Crowe develop a maintenance plan.

Update of Ongoing Projects [Bender]

City Manager Pepper provided a brief update of ongoing projects.

**City of Snellville Administration Department**

**EXECUTIVE SESSION**

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

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Upon a motion by Mayor Pro Tem Warner, 2<sup>nd</sup> 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 7:25 p.m.

The meeting reconvened at 7:39 p.m.

**ADJOURNMENT**

Council Member Lenski made a motion to adjourn, 2<sup>nd</sup> by Council Member Carter; voted 6 in favor and 0 opposed, motion approved. The meeting adjourned at 7:39 p.m.

Barbara Bender, Mayor

Matthew Pepper, City Manager



PUBLIC HEARING & REGULAR BUSINESS MEETING  
OF MAYOR AND COUNCIL  
CITY OF SNELLVILLE, GEORGIA  
MONDAY, MARCH 11, 2024

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, City Attorney Chuck Ross with Powell and Edwards Attorneys at Law, Assistant Chief David Matson, Public Information Officer Brian Arrington, and IT Administration Erika Fleeman. City Clerk Melisa Arnold was absent.

**CALL TO ORDER**

Mayor Bender called the meeting to order at 7:44 p.m.

**INVOCATION**

Will Hefner gave the invocation.

**PLEDGE TO THE FLAG**

Council Member Schulz led the Pledge of Allegiance.

**CEREMONIAL MATTERS**

PRO 2024-05 – Honoring the Brookwood High School Girls Swim and Dive Team for Their Outstanding 2023-2024 Season

Council Member Hetherington read the proclamation into the record and presented it to the Brookwood High School Girls Swim and Dive Team and their coaches.

**MINUTES**

Approve the Minutes of the February 26, 2024 Meetings

Council Member Schulz made a motion to approve the minutes of the February 26, 2024 meetings, 2<sup>nd</sup> by Council Member Hetherington; voted 6 in favor and 0 opposed, motion approved.

**INVITED GUESTS**

None

**COMMITTEE / DEPARTMENT REPORTS**

None

**City of Snellville Administration Department**

**APPROVAL OF THE AGENDA**

Council Member Lenski made a motion to approve the agenda with the addition of New Business items “b” Consideration and Action on Purchase of Real Estate and “c” Consideration and Action on Purchase of Real Estate, 2<sup>nd</sup> by Council Member 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 Proposal for Roof Replacement [Bender]

City Manager Pepper explained that the roof at City Hall had a major leak in January. After repairing the leak, the contractor informed the City that the roof is 19 years old and needs to be replaced.

Mayor Pro Tem Warner made a motion to approve the proposal to replace the roof on City Hall by Parker Young in the amount of \$103,896.79, 2<sup>nd</sup> by Council Member Hetherington; voted 6 in favor and 0 opposed, motion approved.

Consideration and Action on Purchase of Real Estate [Bender]

Council Member Lenski made a motion to approve the purchase of the property located at 2218 Scenic Highway (Parcel ID 5026 041G) in the amount of \$4,000,000, and to authorize Mayor Bender to sign the contract, 2<sup>nd</sup> by Mayor Pro Tem Warner; voted 6 in favor and 0 opposed, motion approved.

Consideration and Action on Purchase of Real Estate Study [Bender]

Council Member Lenski made a motion to approve the purchase of the property located at 2275 Oak Road (Parcel ID 5026 197) in the amount of \$850,000, and to authorize Mayor Bender to sign the contract, 2<sup>nd</sup> by Council Member Hetherington; voted 6 in favor and 0 opposed, motion approved.

Mayor Bender explained that the purchase of the property located at 2218 Scenic Highway will afford the City the opportunity to work with the State and County Departments of Transportation to improve the intersection at Oak Road and Scenic Highway. In addition, Mayor Bender explained that the purchase of the property located at 2275 Oak Road provides the City an opportunity to complete development that is cohesive to The Grove at Towne Center.

PUBLIC HEARING & REGULAR BUSINESS OF MAYOR AND COUNCIL  
MONDAY, MARCH 11, 2024  
PAGE THREE

Mayor Bender explained that the City has no set plans for these properties. As discussions for the use of the properties continues, the public will have an opportunity to provide comments and feedback.

Mayor Bender excused herself from the remaining items on the agenda to attend to a family matter. Mayor Pro Tem Warner will conduct the balance of the meeting

**COUNCIL REPORTS**

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

**MAYOR'S REPORT**

None

**PUBLIC COMMENTS**

None

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

Council Member Hetherington made a motion to adjourn, 2<sup>nd</sup> by Council Member Carter; voted 5 in favor and 0 opposed, motion approve. The meeting adjourned at 8:15 p.m.

Barbara Bender, Mayor

Melisa Arnold, City Clerk

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## **Agenda Item Summary**

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**Date:** March 21, 2024

**Prepared by:** Matthew Pepper, City Manager

**Agenda item:** Consideration and Action on the Bid Award for the Briscoe Park Maintenance Buildings Demolition project.

**Background:** The City has recently completed construction of a new maintenance building at Briscoe Park. Consequently, the City will no longer need the three (3) existing maintenance buildings. The scope of work for this project includes the complete demolition (including slabs and footers) of these buildings. As part of the demolition, the contractor will properly disconnect all utilities, remove the septic tanks and chain link fence, backfill and grade the excavation areas, and establish permanent grass cover.

**Financial Impact:** \$38,000.00 – paid from our 2023 SPLOST funds.

**Recommendation:** Approval and award of the contract to Complete Demolition Services, LLC in the above amount.

**Action requested:** **VOTE** to approve award of the contract for the demolition of the maintenance buildings.


**Attachments:** Bid Tabulation

# Briscoe Park Maintenance Buildings Demolition and Site Restoration

## Bid Tabulation

Wednesday, March 20, 2024  
 Snellville City Hall

	Contractor	Non-Collusion Affidavit	Contractor Affidavit	Subcontractor Affidavit	Subcontractor List	Contractor Questionnaire	Bid Amount	Ad Alternate Bid
1	Sathers Environmental Services	Yes	Yes	Yes	Yes	Yes	\$55,225.00	
2	Eagle Demolition & Environmental	No	No	N/A	N/A	No	\$57,546.00	
3	Complete Demolition Services	Yes	Yes	N/A	N/A	Yes	\$38,000.00	
4	Tristar America, LLC	Yes	Yes	Yes	Yes	Yes	\$46,500.00	\$58,500.00
5	Redemption Remodeling	Yes	Yes	No	Yes	Yes	\$187,000.00	
6	Diversified Construction of Georgia						Did not include a bid number.	
7								
8								

Opened By: 

Witnessed By: 