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## City of Lilburn

City Hall  
340 Main Street  
Lilburn, GA 30047

### **City Council Meeting**

Meeting Minutes – Draft

Council Chambers – 2<sup>nd</sup> Floor  
Monday, January 9, 2017  
7:30 p.m.

#### **Council**

Johnny Crist, Mayor  
Brian Burchik, Post 1  
Scott Batterton, Post 2  
Eddie Price, Post 3  
Tim Dunn, Post 4

A work session was held prior to the regular scheduled meeting, at 6:30 p.m., to allow the elected officials to discuss this evening's agenda items. No other items were discussed and no actions were taken.

**I. CALL TO ORDER** – Mayor Crist called the meeting to order at **7:30 p.m.**

**II. ROLL CALL**

PRESENT: Mayor Johnny Crist, Council members Price, Dunn, Batterton, and Burchik, City Manager Johnsa, Department Heads, City Attorney, City Clerk.

**III. PLEDGE TO THE FLAG** – Led by Mayor Crist

**IV. APPROVAL OF AGENDA**

- Consideration of the City Council Agenda for January 9, 2017, meeting – **Motion to approve as presented, with no additions, was made by Council member Price, seconded by Council member Burchik. Motion passed with 4-0 Vote.**

**V. ANNOUNCEMENTS**

- Mayor's Town Hall Meeting – February 6<sup>th</sup>, 7:00 p.m. – 8:00 p.m. – At Lilburn City Hall

**VI. CEREMONIAL MATTER – NONE**

**VII. PUBLIC COMMENT – NONE**

**VIII. APPROVAL OF MINUTES**

- A motion to approve City Council Regular meeting minutes from December 12, 2016, **was made by Council member Dunn, Seconded by Council member Batterton. Motion passed with 4-0 Vote.**

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**IX. PUBLIC HEARING – NONE**

**XI. AGENDA**

**1. ACCEPTANCE OF DONATION MADE TO LILBURN POLICE DEPARTMENT – CHIEF OF POLICE**

**The Lilburn Citizens Police Academy Partnership** will make a donation in the amount of \$1,100.00 to the Lilburn Police Department for appreciation of service and community partnership to be spent on behalf of the Police Department for the K-9 Unit's protective vest.

**The VCA Animal Hospital** will make a donation in an amount of \$1,329.20 to the Lilburn Police Department for appreciation of service and community partnership to be spent on behalf of the Police Department for the K-9 Unit's needs.

**Podber Limited Partnership DBA Lilburn Square Shopping Center** presented a donation of \$300.00 to Lilburn Police Department for appreciation of service and community partnership to be spent on behalf of the Police Department for the K-9 Unit's needs.

**A motion to approve to accept the donation and increase budget expenditure and revenue by \$1,100.00, \$300.00, and \$1,329.20, was made by Council member Batterton, Seconded by Council member Dunn. Motion passed 4-0 Vote.**

## 2. CITY OF LILBURN 2017 MAYOR AND COUNCIL APPOINTMENTS – CITY CLERK/CITY MANAGER

Each calendar year it is necessary for the Mayor and City Council to appoint the Mayor Pro-Tem, City Attorney, Legal Organ, Building Official, City Planner, Council Responsibilities, Municipal Judges and Solicitor(s), and members to all Commissions and Boards.

### 2017 Appointments were read into the record by Mayor Crist:

#### Mayor Recommendations:

- a. Mayor Pro Tem – **Tim Dunn**
- b. Parliamentary Procedures – **Robert's Rules of Order**
- c. City Attorney & Parliamentarian – **Richard A. Carothers**
- d. Legal Organ – **Gwinnett Daily Post**
- e. Building Official – **Doug Stacks**
- f. City Planner – **Joellen Wilson**
- g. City Clerk – **Melissa L. Penate**

#### Council Responsibilities:

All council members will share equally in all areas of responsibility

#### Municipal Court

- a. Municipal Judge – **Charles Barrett**
- b. Associate Judge(s) – **Carla Brown and Claude Mason**
- c. Pro Hac (Standby) Judge(s) – **Kenneth Wickham and Jennifer Mann**
- d. Solicitor – **Russell Bryant**
- e. Assistant Solicitor – **Steve Chen and Robert Giannini**

Employee Representative to the Merit Board – **Carmen Stewart**

### Board and Commission Appointments for 2017 were read into the record by each member:

Mayor Johnny Crist -

Merit Board – June Moloney, Executive Secretary  
Alcohol Review Board – Kathy J. Rall  
Planning Commission – Aaron J. Passman  
Zoning Board of Appeals – Yoon-Mi Hampton  
Board of Adjustments – Phil Mobley

Council Member Brian Burchik -

Merit Board – VACANT  
Alcohol Review Board – Demetrius Galfas  
Planning Commission – Emil Powella  
Zoning Board of Appeals – Jon Stallsmith  
Board of Adjustments – Kent Suter

Council Member Scott Batterton -

Merit Board – Jack Bolton  
Alcohol Review Board – John Lazenby  
Planning Commission – Joe Gennusa  
Zoning Board of Appeals – Philip Holland  
Board of Adjustments – John Calhoun

Council Member Eddie Price -

- Merit Board – Joette Segars
- Alcohol Review Board – Jimi Taylor
- Planning Commission – Hugh Wilkerson
- Zoning Board of Appeals – Tony Williams
- Board of Adjustments – Mike Hart

Council Member Tim Dunn -

- Merit Board – James R. Morton
- Alcohol Review Board – Margot Ashley
- Planning Commission – Michelle West
- Zoning Board of Appeals – Carl Biemiller
- Board of Adjustments – Michael Taylor

Board & Commission appointees in attendance were sworn in by City Attorney, Counsel Angela Couch.

**No motion to approve the various appointments. A motion will be made at the following Council meeting being held on February 13<sup>th</sup>, 2017.**

**3. 2017 GENERAL ELECTION SCHEDULE – CITY CLERK**

As this year is an election year for two of our council seats, we are required by state law to advertise these post positions, the qualifying fees and election schedule by February 1.

- Post 3 – Eddie Price
- Post 4 – Tim Dunn

\*\*The public notice ran in the legal organ, Gwinnett Daily Post, on January 6, 2017.

**A motion to approve Resolution #2017-01 providing for the 2017 City of Lilburn General Election Schedule and Qualifying Fees was made by Council member Burchik, Seconded by Council member Batterton. Motion passed 4-0 Vote.**

**4. ALCOHOL ORDINANCE NO. 2017-509 - REVISION TO SEC. 6-64. DISTANCE REQUIREMENTS FOR ALCOHOL SALES – FINANCE DIRECTOR**

The Alcohol Review Board met on December 15th and reviewed the proposed ordinance revision presented by Angela Couch. 735 Pleasant Hill Road is a new location that has never held an alcohol license and must be approved by council. Proposed distance requirements are in accordance to State of Georgia requirements.

**A motion to table Ordinance 2017-509 revising Sec. 6.64 Distance requirements for Alcohol Sales in the Alcohol Ordinance was made by Council member Price, Seconded by Council member Burchik. Motion passed 4-0 Vote.**

**5. COMMUNITY DEVELOPMENT BLOCK GRANT – RESOLUTION NO. 2017-02 – CITY MANAGER**

The City of Lilburn is a sub-recipient of a Gwinnett County Community Development Block Grant in the amount of \$260,565.00. Funds are to be utilized for sidewalk construction along Hillcrest and Indian Trail Road(s). Staff requests action on the items as described below as a formal motion:

**A motion to approve Resolution #2017-02 accepting FFY 2016 CDBG Program award of \$260,565.00 from the Gwinnett County Board of Commissioners, to the City of Lilburn and further authorizing the Mayor and City Manager as a subrecipient to execute the CDBG Subrecipient Agreement used by Gwinnett County to award the CDBG Program funds to the City of Lilburn, was made by Council member Dunn, Seconded by Council member Batterton. Motion passed 4-0 Vote.**

**6. PROPERTY MAINTENANCE ORDINANCE AMENDMENT – ORDINANCE 2017-210 – DIRECTOR OF PLANNING & ECONOMIC DEVELOPMENT**

In an effort to protect the integrity of parts of Old Town, an amendment has been proposed prohibiting the parking of recreational vehicles (such as boats, personal water craft (PWC), boat/PWC trailers, travel trailers, recreational vehicles, pick-up campers or coaches, motorized dwellings, motor coaches, tent trailers and other similar vehicles) and trailers of any type (whether for commercial or personal use) on any property on Main Street.

A windshield survey indicates that no violation currently exists.

Council member Dunn stated that there are no properties in violation at this time.

**A motion to approve Ordinance 2017-510 adopting the revision to the Property Maintenance Ordinance as proposed with the following wording was made by Council member Price, Seconded by Council member Dunn:**

*“On properties fronting Main Street, the parking of recreational vehicles (such as boats, personal water craft (PWC), boat/PWC trailers, travel trailers, recreational vehicles, pick-up campers or coaches, motorized dwellings, motor coaches, tent trailers, and other similar vehicles) and trailers of any type (whether for commercial or personal use) shall be prohibited unless located within a fully enclosed structure or is otherwise not visible from the street.”*

**Motion passed 4-0 Vote.**

**XII. ADJOURNMENT**

There being no further business, Council member Price made a motion to adjourn at 7:54 p.m., seconded by Council member Batterton. Motion passed with 4-0 vote.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Johnny D. Crist, Mayor

ATTEST:

\_\_\_\_\_  
Melissa L. Penate, City Clerk