

**ORDINANCE \_\_\_\_\_**

**AN ORDINANCE TO CREATE  
THE LAWRENCEVILLE HERITAGE TRAIL MEDALLION COMMISSION**

**WHEREAS**, the Mayor and City Council of the City of Lawrenceville recognize the important role of preserving and promoting the City's rich history and cultural heritage for the enrichment of its residents, businesses, and visitors; and

**WHEREAS**, the Mayor and City Council of the City of Lawrenceville are dedicated to fostering civic pride and enhancing community engagement through initiatives that highlight, honor, and acknowledge the City's historical stewards, landmarks, and narratives; and

**WHEREAS**, the Heritage Trail, established in 2015, currently features 29 medallions located throughout downtown Lawrenceville, offering an interactive way for residents and visitors to discover and engage with the City's history; and

**WHEREAS**, the Mayor and City Council of the City of Lawrenceville wish to honor the dedicated work of the original committee of five who managed the selection and installation process of our original 29 medallions. They are Mr. Elliott Brack, Ms. Mary Frazier Long, Ms. Theresa Bailey, Ms. Patsy Price, and Ms. Gloria James; and

**WHEREAS**, the Mayor and City Council desire to form an official entity to ensure the continued development, maintenance, and expansion of the Heritage Trail;

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and City Council of the City of Lawrenceville, Georgia, and it is hereby ordained by authority of the same, as follows:

**Section 1. Creation.** The City of Lawrenceville Heritage Trail Medallion Commission, hereinafter known as the "Heritage Trail Medallion Commission," is hereby created and established.

**Section 2. Purpose and Authority.** The Heritage Trail Medallion Commission is charged with the following tasks and responsibilities:

1. The Commission shall oversee and approve the nomination process for new medallions.
2. The Commission shall oversee the nomination and selection of historically significant individuals whose lives and contributions have significantly shaped the progress, growth, and history of Lawrenceville and Gwinnett County. Through this process, the Commission will tell the story of Lawrenceville by highlighting the biographies of these individuals and their lasting impact.
3. The Commission shall evaluate the suitability of additional medallion honorees/memorials based on the following criteria:

- a. Their historical significance and cultural relevance to the City of Lawrenceville, having made extraordinary contributions to our city's development and well-being over ten (10) years or more.
  - b. The existing medallions on the Heritage Trail to ensure a cohesive narrative of Lawrenceville's history.
  - c. The collective historical knowledge of the Commission to align selections with the mission.
  - d. The availability of verifiable information to create accurate signage and promotional materials.
- 4. The Commission should promote awareness and engagement with the Heritage Trail through community outreach, educational initiatives, and events.
- 5. The Commission shall collaborate with City staff and external organizations or subject matter experts to ensure the proper expansion, maintenance, and enhancement of the Heritage Trail.
- 6. The Commission shall prepare an annual report to be presented to the City Council on the Commission's activities, recommendations, and updates regarding the Heritage Trail.

### **Section 3. Medallion Honoree Selection & Implementation Process**

- 1. The Heritage Trail Medallion Commission should follow the established selection process annually:
  - a. The City Engineer annually reports all available locations for new medallions to the Commission.
  - b. Solicit/accept applications annually for a continuous 60-day period. Candidates may be submitted by Lawrenceville citizens or any organization operating within the city.
  - c. The Commission shall review and consider all qualified applications. Potential candidates must be approved by a vote of more than 50% of the Commission members present.
  - d. Once the Commission has made the final selections, the city staff liaison, assigned by the City Manager, shall review the selections with the City Council members to ensure all details have been considered prior to presentation to Council at a public meeting.
  - e. The Commission chair shall annually present the final recommended selections, including the selected location for placement, before the City Council for consideration and approval no later than the October Work Session meeting.

Selections shall be approved annually no later than the November Council meeting.

- f. Once approved, City Staff shall annually execute the installation of the new medallions – a maximum of two (2) per calendar year, surrounded by a brief ceremony commemorating the installation and highlighting the project's significance to the community. Installations shall occur annually in the spring of the calendar year following the medallion honoree selection and approval process.

## 2. Medallion Honoree Nomination Process

- a. A formal application process shall be provided with both digital and hard-copy submission options.
- b. The submitted application must contain two paragraphs explaining why the candidate is deserving of a medallion. Incomplete applications will be disqualified.
- c. Applications must be received during the specified and posted application period, which must be scheduled to allow for the full 60-day application period.

## **Section 4. Membership Criteria.**

1. The Heritage Trail Medallion Commission shall consist of seven (7) members who are appointed by the Mayor and City Council.
2. Five (5) Commission members must have a minimum of ten (10) years of residency or professional affiliation with the City of Lawrenceville or Gwinnett County.
3. Two members must meet the requirements outlined in item 2, with additional educational or professional experience in one or more of the following areas: genealogy, archiving, historic preservation, curation, history, or education (e.g., history or social studies teacher/professor). This may also include experience working or volunteering with historical or preservation organizations or being a college student pursuing a degree in preservation history, genealogy, or archival studies.
4. Members should represent a broad diversity of expertise and backgrounds, possessing knowledge and active involvement with the history of the City of Lawrenceville and the greater Lawrenceville area.
5. All members shall serve as volunteers and shall not receive compensation or reimbursement for their time, efforts, or personal expenses unless specifically approved by the City Council.
6. Commission members shall serve two-year terms. Reappointments or replacements will follow the established application and approval process.

7. Members may be removed or replaced at the discretion of the City Council.

**Section 5. Officers.** The Commission shall elect one (1) member as chairperson and another as vice chairperson, with elections held annually. Additional officer roles may be established by the Commission as needed. Officers shall serve one (1) year terms.

**Section 6. Meetings.**

1. The Heritage Trail Medallion Commission shall meet approximately five (5) times per calendar year to evaluate nominations and conduct other business related to the Heritage Trail during each calendar year.
2. Meetings shall be scheduled in coordination with the City Clerk and held within the corporate limits of Lawrenceville at a location accessible to the public.
3. All meetings shall comply with the Georgia Open Meetings Act, and notices shall be provided a minimum of forty-eight (48) hours prior to the meeting.
4. A quorum shall consist of four (4) members. Decisions shall require a vote of more than 50% of the Commission members present.
5. All meeting minutes and records shall be public records and maintained by the City Clerk.

**Section 7. Conflicts of Interest.** All Commission members shall comply with the City of Lawrenceville's Code of Ethics, and related policies.

**Section 8. Rules of Procedure.** The Commission shall adopt its bylaws and its own rules of procedure, which shall be submitted to the City Council for formal approval.

**Section 9. City Staff and Resources.**

1. The City Manager may assign staff to provide support and assistance to the Commission.
2. The Commission may utilize City resources, such as meeting rooms, office equipment, and publicly available reports relevant to its business.
3. Any financial activities conducted by the Commission shall be subject to the City's annual audit process.

**IT IS SO ORDAINED**, this \_\_\_\_ day of \_\_\_\_\_, 2025.

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David R. Still, Mayor

Attest:

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Karen Pierce, City Clerk