



**NOTES OF THE WORK SESSION
MAYOR AND COUNCIL
CITY OF DULUTH, GA
MARCH 27, 2023**

PRESENT: Mayor Harris, Council members Harkness, Thomas, Doss, Graeder, and Whitlock, City Manager, Department Directors, City Attorney

Mayor Harris called the work session meeting to order at 5:30 p.m.

I. PUBLIC COMMENTS

No comments brought forward.

II. PRESENTATIONS/DISCUSSIONS/UPDATES

1. PARKS & RECREATION BOARD APPOINTMENT

Parks Director Kathy Marelle came forward and requested the Mayor and Council consider the appointment of Judy Putnam to fill the vacancy on the Parks & Recreation Advisory Board. Judy Putnam, a Duluth resident, submitted an application for the Parks and Recreation Advisory Board. Judy is a retired Communications Director and lives in the Carriage Gate Subdivision. She is an avid pickleball player and prior to the pickleball explosion, played ALTA tennis. She has attended a Parks and Recreation Advisory Board meeting and is very interested in contributing to the success of the Parks and Recreation Department. Ms. Putnam would be filling the unexpired term of Jim Hall until March 2025 and serve in the alternate position. Annette McIntosh would move from alternate to full member on the Parks Board.

Staff was authorized to place this item on the April 10, 2023 consent agenda for approval.

2. BUNTEN PICKLEBALL COURT – SPLOST PROJECT

{A}

Parks Director Kathy Marelle presented. Due to the underutilized youth baseball field and the abundant inventory of county ball fields, in relation to the ever-growing popular demand of Pickleball, the Parks Department proposes the construction of 13 Pickleball Courts at Bunten Park.

Pickleball is a multi-generational and multi-cultural league activity. ALTA Pickleball leagues will provide year-round play for the proposed courts as well as provide public court play and instructional programming. Currently, the department has generated \$14,000 in revenue from the 8 existing tennis/pickleball courts and the two indoor gym courts. The proposed 13 court complex cost is estimated at \$1,633,546.00, for construction in 2024 the estimated cost is \$1,682,552.38.

Council supports the project, but the Parks SPLOST funding has been designated to Rogers Bridge Phase II and the Bunten walking trail. This project would likely be two years out at minimum.

Staff will look at budget reserves to determine which projects can be expedited.

3. SOLID WASTE - REQUEST FOR PROPOSALS

{B}

City Manager James Riker came forward to report that staff received three proposals relating to the Solid Waste Request For Proposal (RFP). He summarized the proposals and discussed the evaluation metrics, comparing the total cost for both residential and commercial service.

The RFP General Contents, still identifies “Exclusive Franchise” agreement for commercial and residential waste/recycling; Switches to 95 gallon carts for garbage and recycling vs “Duluth Bags” and bins; Requested bulk and yard waste service will be scheduled and billed directly from the provider; The city will pay provider directly on a monthly basis for residential services and City facilities will be serviced as normal: Residential pickup will be allowed five days; the cart system would be implemented by May 1, 2024 and true up on residential customers would be done of the following monthly billing.

Mr. Riker pointed out the process for the RFP evaluation results using the formula of 20% proposer’s financial viability and stability, 40% cost of service, 10% experience of the proposer in the market and 30% quality of references provided by the proposer.

Republic Services scored the highest when averaging out the rankings of the City Manager, Assistant City Managers and Public Works Director. Republic Services scored 371, Waste Pro scored 365 and Red Oak Sanitation 315. The significant difference between the 3 bidders was the costs to the City’s commercial/industrial businesses. Republic Service scored slightly higher on residential but lower on commercial / industrial rates.

Service would begin May 1, 2024. The City intends to cover the cost of residential service with property tax, as there was a budget surplus last year. Council to place selection of the winning proposal on the April 10th meeting agenda.

Staff to place the award of contract on the April 10, 2023 Council agenda for approval.

4. EMERGENCY OPERATIONS PLAN UPDATE

Last year staff and representatives from Gwinnett County Office of Emergency Management updated the City's Emergency Operations Plan. City Manager James Riker gave a brief presentation on the plan.

He went over the City's Mission and Scope, presented a Hazard Analysis that identifies the man-made and natural hazards to which the City of Duluth is most vulnerable. The Gwinnett County Hazard Mitigation Planning Committee identified the hazards that are most likely to impact Gwinnett County and the City. Planning for known threats and hazards ensures that, when addressing emergency functions, planners identify common tasks and those responsible for accomplishing the tasks.

Mr. Riker pointed out the section that provides an overview of the key functions and procedures that departments will accomplish. It also identifies responsibilities assigned to each department/organization that has a mission assignment to include the following.

Elected officials will be briefed on impending events and any anticipated potential impacts. This briefing will normally be conducted by the City Manager. Following a briefing by the City Manager, governing officials may be involved in the following activities:

- Establish initial overarching priorities.
- Communicate priorities with the City Manager
- Play a role in coordinating city approved messaging to the public.

The Police Department has the overall responsibility for coordinating emergency response actions and will establish incident command. Gwinnett Fire and Emergency Services will normally be included in a unified command. The Police Department has overall authority, especially in situations of imminent threat. If time allows, decisions will be a joint effort between the Police Department, City Manager, and event organizers, if required. If there is a hazardous materials event, Gwinnett Fire and Emergency Services will also be involved.

Staff will host a roundtable discussion with Gwinnett Fire and Emergency Services to discuss response scenarios. IT staff is developing a formal plan that includes policies and procedures for a disaster recovery plan. This is part of a cyber security maturity program. Staff will also conduct some limited tabletop exercises.

III. MATTERS FROM COUNCIL

- L&R Burger opening in August.
- Vote for Duluth in the Final four – Urbanize Atlanta's Suburban Smackdown
- City Engineer to investigate whether GDOT would approve changing the flashing lights at the Hwy 120 crosswalk to a "Hawk" red light
- Easter Egg Hunt at Bunten Park - 2,500 kids
- Farmers Market Sunday March 26 did well.

IV. ADJOURNMENT

**SPECIAL CALLED MEETING
DRAFT MINUTES
MAYOR AND COUNCIL
CITY OF DULUTH, GA
MARCH 27, 2023**

Mayor Harris called the meeting to order at 7:20 p.m.

I. EXECUTIVE SESSION

It was necessary to hold an executive session on Real Estate, Pending/Potential Litigation, Personnel.

A motion was made by Councilmember Doss, seconded by Councilmember Thomas to adjourn to executive session at 7:20 p.m.

**Voting for: Council members Harkness, Thomas, Doss, Graeder, and Whitlock
Motion carried.**

After the discussion, a motion was made by Councilmember Whitlock, seconded by Councilmember Graeder, to return to regular session at 7:50 p.m.

**Voting for: Council members Harkness, Thomas, Doss, Graeder, and Whitlock
Motion carried.**

II. ADJOURNMENT

A motion was made by Councilmember Whitlock, seconded by Councilmember Graeder, to adjourn at 7:50 pm.

**Voting for: Council members Harkness, Thomas, Doss, Graeder, and Whitlock
Motion carried.**

The next scheduled meeting of the Mayor and Council is April 10, 2023 at 6:00pm