



Greg Whitlock, Mayor
Jamin Harkness, Post 1
Marline Thomas, Post 2

Lamar Doss, Post 3
Manfred Graeder, Post 4
Shenée Holloway, Post 5

**WORK SESSION AGENDA
MAYOR AND COUNCIL
CITY OF DULUTH, GA
3167 Main Street
Duluth, GA 30096**

FEBRUARY 26, 2024

CITY HALL – COMMUNITY ROOM

5:30 pm

5:30PM - CALL TO ORDER

I. PUBLIC COMMENTS

Five minutes per person, maximum 6 speakers. *Sign-up sheet available.*

II. DISCUSSION ITEMS/PRESENTATIONS/UPDATES

1. BUNTEN PARK TRAIL – SPLOST PROJECT

SUMMARY:

The Bunten Park trail is a popular passive park amenity that is well used by the community. The surface of the walking trail has deteriorated, and it is believed that the sub-base of the trail is in question which has resulted in an uneven walking surface with large voids in the asphalt trail. Proposed trail improvements will enhance and stabilize the park trail system with ADA required improvements for trail use.

Staff and Columbia Engineering representatives Randy Strunk and Erin White will present the Bunten Trail SPLOST project.

IMPACT TO BUDGET: *Requires Budget Amendment*

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2. TRAFFIC CALMING PROGRAM

SUMMARY:

From time to time, staff gets complaints and requests for traffic calming. Staff has no mechanism to determine which requests to follow up on, how to prioritize such requests, which measures to implement, and how to pay for these capital improvements.

Staff would like to discuss with Council the following:

- What is traffic calming?
- What options are appropriate and where?
- Strategies for prioritizing requests.
- Potential funding options/strategies.

Our City Engineer and our Community Development & Engineering Director will lead the discussion together, and they request Council feedback to determine next steps (if any).

IMPACT TO BUDGET: TBD

3. MOTOR VEHICLES AND TRAFFIC

SUMMARY:

Staff will present the recommended change to Chapter 8 of the Duluth Code - Motor Vehicles and Traffic, which will add "Section C" clarifying penalty and notice requirements.

IMPACT TO BUDGET: N/A

4. BOARD AND COMMISSION APPOINTMENT RECOMMENDATIONS

SUMMARY:

Department Directors to make their recommendations for their 2024 Board appointments for Council consideration. Applications are attached for new members. *Note that several boards have no expiration dates for 2024.*

IMPACT TO BUDGET: N/A

City Clerk

1) *Alcohol Board:*

There are currently two open seats on the Alcohol Board. The City received three applications to fill those seats. Joy Thompson has reached her 14 years of service on this board and Demetrius Nelson (Alt 1) moved outside the city. Staff recommends moving Robert Edwards (Alt. 1) to fill the position vacated by Joy Thompson and appointing Jay Lastinger as a full-time member to fill the Alt. 1 position. Appoint Richard Middleton to fill the vacant Alternate 2 position.

2) *Ethics Board:*

Appoint two recommendations from Councilmember Holloway.

3) *Employee Benefits/Audit Review:*

There are currently two open seats on the committee. Staff recommends appointing Margaret Middleton to fill the position currently held by Brandon Odum, who currently serves on the Urban Redevelopment Agency. Staff further recommends appointing Greg Johnson to fill the alternate one vacant position. Council to select two members of the governing body. Positions are currently held by Council members Harkness and Thomas.

City Manager

1) *Duluth Public Art Commission (DPAC)*

Three current members expire in 2024. Staff recommends reappointing all three for another term. Sanjay Parekh, Julie McKeivitt, and Heather Blanchard. Council to appoint a member of the governing body. Position currently held by Mayor Whitlock.

2) *Tax Allocation District Advisory (TADAC):*

Mayor Whitlock is already serving on the committee and a new council appointment is necessary, given the retirement of former Mayor Harris. Council to select a member of the governing body to fill the vacant position previously held by Mayor Harris.

Comm Dev/Engineering/Planning Director:

Comm Dev. & Engineering/Planning Department received seven applications for consideration. Two of the applicants did not live or own businesses within the municipal boundary. Five were interviewed separately, by a panel of four consisting of Director, Deputy Director, and Planner within the department along with the current Chair of the Planning Commission. The panel unanimously decided on the following recommendations for Council's consideration.

1) *Planning Commission:*

Staff recommends new appointments of Elizabeth Baggett (filling unexpired term of Scott Perkins to 3/31/26) and Jack Milner (Alt) (filling unexpired term of Shenée Holloway to 3/31/27), as well as reappointing Carey Fisher (Term begin date – 2020) and Niti Gajjar (Term begin date – 2020).

2) *Zoning Board of Appeals:*

One vacancy due to current member term limit maximum. Staff recommends appointing Catherine Stringer (filling unexpired term of K.C. Callaway to 3/31/25, term limit, 14 years max).

Economic Development Director

1) Downtown Development Authority:

Three members expire in 2024; staff recommends reappointing Slade Lail James Graham, and Richard Meehan.

2) Parsons Alley Design Review Committee

The appointment term for the Parsons Alley Design Review Committee is two years. Recommendation to appoint Trang Tran and _____ until 2026, and reappoint Ray Williams (Planning Commission Chair) and Ken Odum (Downtown Development Authority Chair) until 2026. Appoint an elected official (currently held by Mayor Whitlock). Appoint an alternate position (previously held by Nancy Harris).

Municipal Court Judge

1) Judges:

The Duluth City Charter provides for the appointment of the municipal court judges by ordinance. Accordingly, the Municipal Court proposes to reappoint the following municipal court judges for a one-year term as follows:

Charles L. Barrett, III, Chief Judge/Court Administrator

Margaret Gettle Washburn, Associate Judge

Claude Mason, Associate Judge

Chung Hun Lee, Associate Judge

Public Works Director

1) Veteran's Marker Committee

No regular members expire in 2024. Appoint an elected official (currently held by Thomas).

5. DOWNTOWN DULUTH TRADE AREA DATA

SUMMARY:

The Downtown Development Authority (DDA) uses Placer AI data to understand visits to downtown Duluth from its True Trade Area as defined by Placer. DDA received the calendar year 2023 presentation containing this data at its February 20, 2024 meeting. The data related to downtown Duluth was also then compared to similar downtowns in the Northern Arc and along the Buford Hwy Corridor. The trade area of these cities overlap in some respects. DDA felt Mayor and Council as well as Department Heads would benefit from seeing the presentation at its next work session.

IMPACT TO BUDGET: N/A

III. MATTERS FROM MAYOR & COUNCIL

IV. ADJOURNMENT

The next scheduled meeting of the Mayor and Council is March 11, 2024 at 6:00 p.m.

ORDINANCE
TO AMEND CHAPTER 8 OF THE DULUTH CODE – MOTOR VEHICLES AND TRAFFIC

The Council of the City of Duluth hereby ordains that the Duluth Code of Ordinances is hereby amended by adding subsection (c) of Section 8-70 of Chapter 8, Article III, of the Code, as follows:

Sec. 8-70. – Penalty.

- (c)(1) This article may also be enforced by the police department as a civil monetary penalty against the registered owner of the vehicle in violation. For civil enforcement of this article, a police officer shall issue a summons or citation to the registered owner of the vehicle in violation which shall direct the registered owner to appear in the Municipal Court at the date and time designated on the citation or summons. Service by a police officer by leaving a copy of said citation or summons upon the windshield of the vehicle in violation shall be sufficient service upon the registered owner. The summons or citation shall further inform the registered owner that the fine for said violation may be paid prior to the hearing date, in which event there shall be no further need to appear. In the event that there is no prepayment or appearance on the scheduled hearing date, the City Police Department or Clerk of Court shall mail the registered owner of the vehicle involved a notice advising the registered owner of a second hearing date before the Judge of the Municipal Court, and such notice will be by certified mail adding to the fines and cost an administrative fee of \$15.00. This notice will further advise the registered owner that the parking summons or citation fine may be paid in lieu of the court appearance.
- (2) In the event the registered owner fails to appear on the court date as specified in the certified letter or fails to cause the parking summons or citation fine to be paid, then a subpoena will be issued by the Clerk of the Municipal Court requiring the registered owner of the vehicle involved to appear before the Judge of the Municipal Court. This subpoena will require personal service or service by certified mail with return receipt.
- (3) In the event the registered owner fails to appear or to cause the violations to be paid on or before the court date specified on the subpoena, a bench warrant shall be issued and the vehicle registered to the same owner impounded and a hold placed on the vehicle by the Duluth Police Department until which time the registered owner appears before the Judge of the Municipal Court.
- (4) For the purpose of this section, the nearest authorized impound facility shall be that lot designated by the Police Chief.

IT IS SO ORDAINED this ___ day of _____, 2024.

Mayor Greg Whitlock

Those councilmembers voting in favor:

Charles Jamin Harkness, Post 1

Marline Thomas, Post 2

Kenneth Lamar Doss, Post 3

Manfred Graeder, Post 4

Shenée Johnson Holloway, Post 5

Those councilmembers voting in opposition:

ATTEST: _____

Teresa Lynn, Asst. City Mgr/City Clerk