



LAWRENCEVILLE

GEORGIA

HERITAGE TRAIL MEDALLION COMMISSION AGENDA

Monday, March 23, 2026
4:30 PM

Third Floor GwMA Conference Room
70 S. Clayton St, GA 30046

Call to Order

Officer Elections

- [1.](#) 2026 Officer Elections

Approval of Prior Meeting Minutes

- [2.](#) Approval of Prior Meeting Minutes

General Discussion

- [3.](#) 2026 Heritage Trail Medallion Locations
- [4.](#) 2026 Heritage Trail Medallion Commission Meeting Schedule and Times
- [5.](#) Review Nomination Form and Timeframe for Submissions
- [6.](#) Review Amended Bylaws

Other Business

Citizen Comments

Citizen Comments will be limited to two (2) minutes per person. Heritage Trail Commission members will not respond to comments.

Final Adjournment



LAWRENCEVILLE

GEORGIA

AGENDA REPORT

MEETING: HERITAGE TRAIL MEDALLION COMMISSION

AGENDA CATEGORY: ELECTION OF OFFICERS

- Item:** 2026 Officer Elections
- Department:** Communications & Marketing
- Date of Meeting:** Monday, March 23, 2026
- Fiscal Impact:** \$0
- Presented By:** Michelle Bachelor Robinson
- Action Requested:** Vote for Heritage Trail Commission Officers

Summary: Michelle Bachelor Robinson will provide an overview of the two Officer positions. The Heritage Trail Medallion Commission members will vote for Chairman, Vice-Chairman.



LAWRENCEVILLE

GEORGIA

AGENDA REPORT
MEETING: HERITAGE TRAIL MEDALLION COMMISSION
AGENDA CATEGORY: APPROVAL OF PRIOR MEETING MINUTES

Item: Approval of Prior Meeting Minutes
Department: Communications & Marketing
Date of Meeting: Monday, March 23, 2026
Fiscal Impact: \$0
Presented By: Michelle Bachelor Robinson
Action Requested: Approval

Summary: Michelle Bachelor Robinson will present the prior meeting minutes for approval.

Attachment:
8.4.2025 Heritage Trail Medallion Commission meeting minutes



LAWRENCEVILLE

GEORGIA

AGENDA REPORT
MEETING: HERITAGE TRAIL MEDALLION COMMISSION
AGENDA CATEGORY: GENERAL DISCUSSION

- Item:** 2026 Heritage Trail Medallion Locations
- Department:** Communications & Marketing
- Date of Meeting:** Monday, March 23, 2026
- Fiscal Impact:** \$0
- Presented By:** Eranildo Lustosa, City Engineer
- Action Requested:** Informational

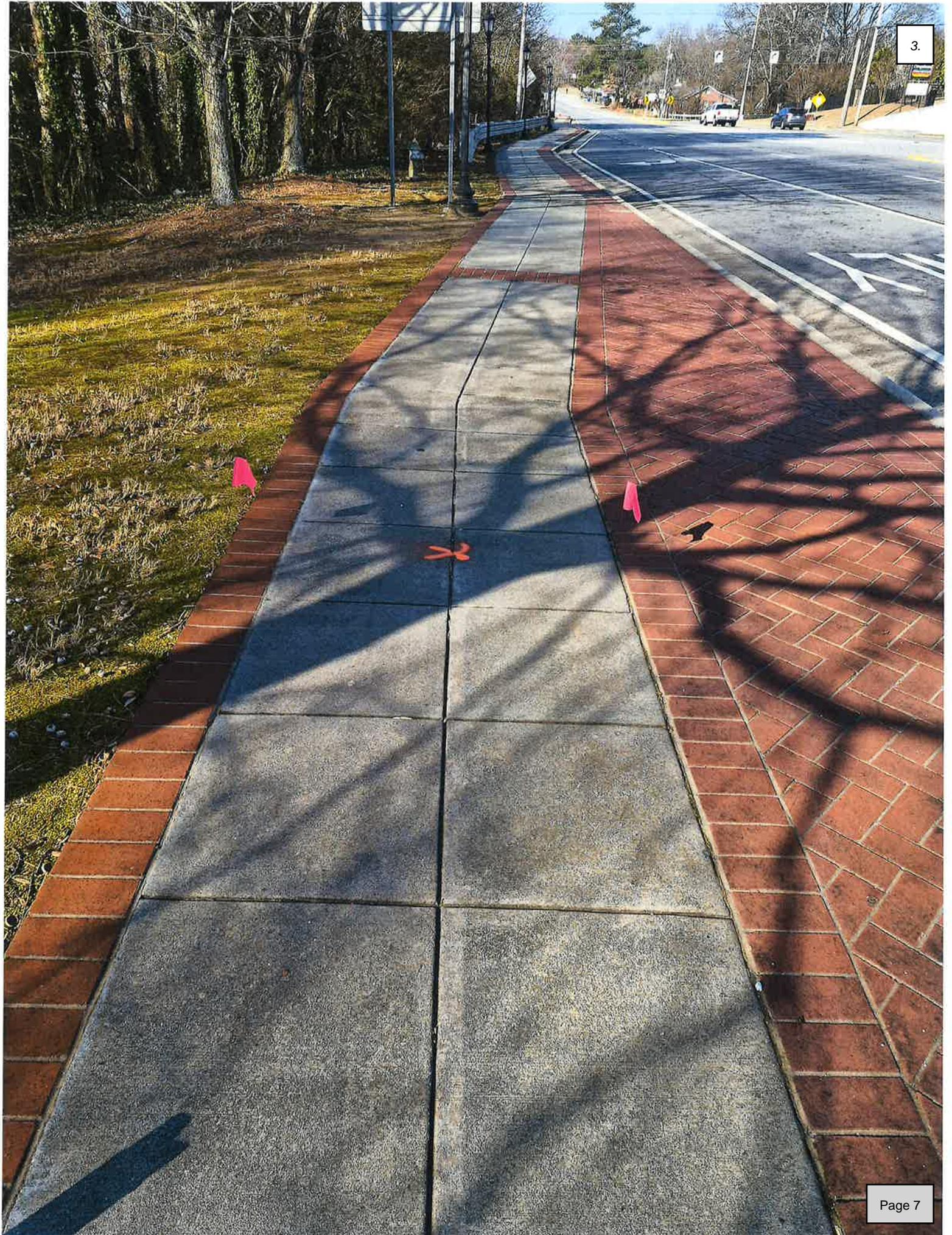
Summary: Eranildo Lustosa will provide the Commission members with the locations that have been identified for the installation of two (2) medallions for 2026.

Attachments/Exhibits:
Heritage Trail 2026 locations



0 150 300ft













LAWRENCEVILLE

GEORGIA

AGENDA REPORT
MEETING: HERITAGE TRAIL MEDALLION COMMISSION
AGENDA CATEGORY: GENERAL DISCUSSION

- Item:** 2026 Heritage Trail Medallion Commission Meeting Schedule and Times
- Department:** Communications & Marketing
- Date of Meeting:** Monday, March 23, 2026
- Fiscal Impact:** \$0
- Presented By:** Melissa Hardegree
- Action Requested:** Approval

Summary: Melissa Hardegree will ask for a vote to approve the 2026 meeting dates and meeting times.

Attachment:
2026 Heritage Trail Medallion Meeting Schedule



LAWRENCEVILLE

GEORGIA

2026 HERITAGE TRAIL MEDALLION COMMISSION MEETING SCHEDULE

The Heritage Trail Medallion Commission Meetings will take place on the third floor of City Hall in the GwMA Large Conference room. Meeting time will be 4:30 PM – 5:30 PM

Meeting Dates
03-23-2026
04-20-2026
05-18-2026
06-15-2026
07-20-2026



LAWRENCEVILLE

GEORGIA

AGENDA REPORT
MEETING: HERITAGE TRAIL MEDALLION COMMISSION
AGENDA CATEGORY: GENERAL DISCUSSION

- Item:** Review Nomination Form and Timeframe for Submissions
- Department:** Communications & Marketing
- Date of Meeting:** Monday, March 23, 2026
- Fiscal Impact:** \$0
- Presented By:** Melissa Hardegree
- Action Requested:** Discussion

Summary: Melissa Hardegree will review the 2026 Heritage Trail Medallion Nomination Form, confirm the timeframe the application will be open for submissions.

- Attachments:**
- Heritage Trail Medallion Nomination Form (printable)
 - Heritage Trail Medallion Nomination Form (online)

Form Center

By signing in or creating an account, some fields will auto-populate with your information.

Heritage Trail Medallion Nomination Form

**Sign in to Save
Progress**

Contact information for person nominating

Please include the contact information for the person submitting the nomination.

First Name*	Middle Name	Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of Organization (if applicable)

Address	City
<input type="text"/>	<input type="text"/>

Phone Number*	Email Address*
<input type="text"/>	<input type="text"/>

Medallion Honoree Candidate Information

Provide the following information about the Heritage Trail medallion nominee. Please include the name as you would like it to appear on the Medallion, if selected.

First Name*

Middle Name

Last Name*

5.

Nickname

Date of Birth*

Date of Death (if applicable)

Address in Lawrenceville*

Brief Summary of Candidate's Qualifications for Nomination*

Please provide a brief summary (not to exceed 375 words) describing the proposed candidate's qualifications for nomination. The description is required for consideration.

Nominee's Biography (optional)

Submit a Photo of the Nominee (optional)

 No file chosen No file chosen

Faint, illegible text, possibly a watermark or bleed-through.

Receive an email copy of this form.

Email address

This field is not part of the form submission.

Submit

* indicates a required field



LAWRENCEVILLE

GEORGIA

HERITAGE TRAIL MEDALLION NOMINEE APPLICATION

NOMINATION SUBMITTED BY

Name _____
First Middle Last

Name of Organization (if applicable) _____

Address _____

Phone _____ e-mail _____

MEDALLION HONOREE CANDIDATE INFORMATION

(Name as you would like it to appear on Medallion, if selected)

Name _____
First Middle Last

Nickname _____

Date of Birth _____ Date of Death (if applicable) _____

Address in Lawrenceville _____

Please submit a brief summary (not to exceed 375 words) describing the proposed candidate's qualifications for nomination. This description is required for consideration and will not be reviewed should the word limit be exceeded. You are also invited to submit a photo and the nominee's biography with your nomination.

Send your application along with your explanation and other documents, if desired, to:

Heritage Trail Medallion Commission
City of Lawrenceville
ATTN: Melissa Hardegree, Chief Communications Officer
70 S. Clayton Street
P.O. Box 2200
Lawrenceville, GA 30046

If preferred, the completed application may be scanned and emailed to arlene.paris@lawrencevillega.org.

For additional information about the Heritage Trail Medallion Commission and to submit your nomination electronically, visit ville.city/heritage-trail



LAWRENCEVILLE

GEORGIA

AGENDA REPORT
MEETING: HERITAGE TRAIL MEDALLION COMMISSION
AGENDA CATEGORY: GENERAL DISCUSSION

- Item:** Review Amended Bylaws
- Department:** Communications & Marketing
- Date of Meeting:** Monday, March 23, 2026
- Fiscal Impact:** \$0
- Presented By:** Melissa Hardegree
- Action Requested:** Approval

Summary: Melissa Hardegree will review the amended Bylaws.

Attachment:
Heritage Trail Medallion Commission Bylaws

BYLAWS DRAFT

Heritage Trail Medallion Commission

City of Lawrenceville, Georgia

Adopted: [Insert Date]

Article I – Name

The official name of this body shall be the Heritage Trail Medallion Commission (“the Commission”).

Article II – Purpose

The Commission exists to preserve, promote, and expand the City of Lawrenceville’s Heritage Trail. It is responsible for reviewing and approving nominations for medallion honorees, promoting community engagement with the Trail, and advising City leadership on matters related to historical recognition and storytelling.

Article III – Membership

- The Commission shall consist of seven (7) members appointed by the Mayor and City Council.
- Five (5) members must have a minimum of ten (10) years of residency or professional affiliation with Lawrenceville or Gwinnett County.
- Two (2) members must have professional or academic experience in fields such as genealogy, archiving, preservation, history, education, or related disciplines.
- Members shall serve two-year terms and may be reappointed.
- All members serve as volunteers and are not compensated unless otherwise approved by City Council.
- Members may be removed or replaced at the discretion of the City Council.

Article IV – Officers

- The Commission shall elect a Chair and Vice Chair annually from its membership.
- Officer elections shall be held during the first meeting of the calendar year.
- Officers shall serve one-year terms and may be re-elected.
- Additional officer roles may be established as needed by majority vote of the Commission.

Article V – Meetings

- The Commission shall meet approximately five (5) times per calendar year.
- Meeting dates, times, and locations shall be set by the Chair in consultation with the Vice Chair and City Clerk.

- All meetings shall be held within the corporate limits of Lawrenceville at a publicly accessible location.
- Meetings shall comply with the Georgia Open Meetings Act and be publicly noticed at least 24 hours in advance.
- A quorum shall consist of four (4) members.
- All actions shall require a majority vote of members present.
- Meeting minutes shall be recorded and maintained by the City Clerk.

Article VI – Nomination and Selection Process

- Each year, the City Engineer shall report available locations for new medallions to the Commission prior to the nomination period.
- The Commission shall solicit and accept nominations during a 60-day period annually. Nominations may be submitted by residents or organizations operating within Lawrenceville.
- Applications must include a minimum of two paragraphs describing the nominee’s historical significance. Incomplete applications will be disqualified.
- The Commission shall evaluate submissions based on the criteria outlined in the ordinance, and vote to approve final selections. A majority of members present must approve each nominee.
- The City staff liaison shall review the selections with City Council members in advance of formal presentation.
- The Chair shall present final recommendations to City Council no later than the October Work Session. Council approval shall occur no later than the November meeting.
- Up to two (2) medallions may be installed each spring following Council approval, accompanied by a brief public ceremony.

Article VII – Staff Liaison

- A staff liaison shall be designated by the City Manager to support the Commission.
- The liaison shall assist with scheduling, application management, coordination of materials, and communication with City departments and officials.
- The liaison may facilitate collaboration with historians, preservation groups, or other subject matter experts.
- The liaison is not a voting member of the Commission.

Article VIII – Conflicts of Interest

Commission members shall comply with the City of Lawrenceville’s Code of Ethics and related policies. Members shall recuse themselves from votes or discussions where a personal or professional conflict of interest may exist.

Article IX – Amendments

These bylaws may be amended by a majority vote of the Commission, with any amendments submitted to the City Council for formal approval.

BYLAWS DRAFT

Heritage Trail Medallion Commission

City of Lawrenceville, Georgia

Adopted: [Insert Date]

Article I – Name

The official name of this body shall be the Heritage Trail Medallion Commission (“the Commission”).

Article II – Purpose

The Commission exists to preserve, promote, and expand the City of Lawrenceville’s Heritage Trail. It is responsible for reviewing and approving nominations for medallion honorees, promoting community engagement with the Trail, and advising City leadership on matters related to historical recognition and storytelling.

Article III – Membership

- The Commission shall consist of seven (7) members appointed by the Mayor and City Council.
- Five (5) members must have a minimum of ten (10) years of residency or professional affiliation with Lawrenceville or Gwinnett County.
- Two (2) members must have professional or academic experience in fields such as genealogy, archiving, preservation, history, education, or related disciplines.
- Members shall serve two-year terms and may be reappointed.
- All members serve as volunteers and are not compensated unless otherwise approved by City Council.
- Members may be removed or replaced at the discretion of the City Council.

Article IV – Officers

- The Commission shall elect a Chair and Vice Chair annually from its membership.
- Officer elections shall be held during the first meeting of the calendar year.
- Officers shall serve one-year terms and may be re-elected.
- Additional officer roles may be established as needed by majority vote of the Commission.

Article V – Meetings

- The Commission shall meet approximately five (5) times per calendar year.
- Meeting dates, times, and locations shall be set by the Chair in consultation with the Vice Chair and City Clerk.

- All meetings shall be held within the corporate limits of Lawrenceville at a publicly accessible location.
- Meetings shall comply with the Georgia Open Meetings Act and be publicly noticed at least 24 hours in advance.
- A quorum shall consist of four (4) members.
- All actions shall require a majority vote of members present.
- Meeting minutes shall be recorded and maintained by the City Clerk.

Article VI – Nomination and Selection Process

- Each year, the City Engineer shall report available locations for new medallions to the Commission prior to the nomination period. Members can request the City Engineer review an alternate location after recipients are finalized, if needed
- The Commission shall solicit and accept nominations during a 60-day period annually. Nominations may be submitted by residents or organizations operating within Lawrenceville.
- Applications must include a minimum of two paragraphs describing the nominee’s historical significance. Incomplete applications will be disqualified.
- The Commission shall evaluate submissions based on the criteria outlined in the ordinance, and vote to approve final selections. A majority of members present must approve each nominee.
- The City staff liaison shall review the selections with City Council members in advance of formal presentation.
- The Chair shall present final recommendations to City Council no later than the October Work Session. Council approval shall occur no later than the November meeting.
- Up to two (2) medallions may be installed each spring following Council approval, accompanied by a brief public ceremony.

Article VII – Staff Liaison

- A staff liaison shall be designated by the City Manager to support the Commission.
- The liaison shall assist with scheduling, application management, coordination of materials, and communication with City departments and officials.
- The liaison may facilitate collaboration with historians, preservation groups, or other subject matter experts.
- The liaison is not a voting member of the Commission.

Article VIII – Conflicts of Interest

Commission members shall comply with the City of Lawrenceville’s Code of Ethics and related policies. Members shall recuse themselves from votes or discussions where a personal or professional conflict of interest may exist.

Article IX – Amendments

These bylaws may be amended by a majority vote of the Commission, with any amendments submitted to the City Council for formal approval.