

February 25, 2012  
Tyrone Town Council Retreat  
**Action Agenda**  
9:00 a.m.



**Tyrone Town Council**

**Eric Dial**

*Mayor*

**Gloria Furr**

*Mayor Pro Tem, Post 4*

**Linda Howard**

*Post 1*

**Ryan Housley**

*Post 2*

**Ken Matthews**

*Post 3*

**Staff**

Brandon Perkins-Police Chief,

Interim Town Manager

Penny Hunter – Finance/HR

Manager

Dennis Davenport – Town Attorney

Dee Baker- Town Clerk

**Meeting Information**

1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month

881 Senoia Road

Tyrone, GA 30290

770-487-4038

**Web Site**

[www.tyrone.org](http://www.tyrone.org)

**Public Comments**

- The first public comment is reserved for Tyrone residents only.
- The second public comment is for all citizens.
- Comments are limited to three minutes.
- Please state your name and address.
- Comments that require a response may not be answered during this time. Council or staff may respond at a later date.

**Call to Order**

**Council Member Matthews was not in attendance.**

**Invocation**

**Pledge of Allegiance**

**Approval of Agenda**

**Council Member Furr made a motion to approve the agenda.**

**Council Member Howard seconded the motion. Motion was approved 3-0.**

**ADMINISTRATION/FINANCE:**

1. Discussion of revenue and expense projections. ***Penny Hunter, Finance/HR Manager***

**No action taken.**

2. Discussion of removal of Human Resources from Finance Manager Position. ***Brandon Perkins, Police Chief, Interim Town Manager***

**No action taken.**

3. Discussion of Retirement Plan. ***Penny Hunter, Finance/HR Manager***

**No action taken.**

4. Discussion of revenue collection services. ***Eric Dial, Mayor***

**No action taken.**

5. Discussion of upgrading Finance software in order to allow limited access for all departments for P.O's and other requests. ***Penny Hunter, Finance/HR Manager***

**Council Member Housley made a motion to move forward with the upgrade to the financial system.**

**Council Member Howard seconded the motion. Motion was approved 3-0.**

6. Discussion of a training program for employees. ***Brandon Perkins, Police Chief, Interim Town Manager***

**No action taken.**

7. Discussion of the Termination Policy. **Brandon Perkins, Police Chief, Interim Town Manager**  
Council Member Housley made a motion to adopt the revision of the Termination Policy as presented.  
Motion dies for lack of a second.

8. Discussion of pay scale and Atlanta Regional Commission (ARC) job descriptions. **Penny Hunter, Finance/HR Manager**  
Council Member Furr made a motion to adopt the step pay scale system.  
Council Member Housley seconded the motion. Motion was approved 3-0.

Council Member Housley made a motion to adopt the job descriptions as presented.  
Council Member Howard seconded the motion. Motion was approved 3-0.

9. RFP for audit services. **Penny Hunter, Finance/HR Manager**

Council Member Housley made a motion to direct staff to move forward with an RFP for audit services.  
Council Member Howard seconded the motion. Motion was approved 3-0.

10. RFP for Property and Casualty. **Penny Hunter, Finance/HR Manager**

Council Member Furr made a motion to direct staff to move forward with an RFP for property and casualty insurance.  
Council Member Housley seconded the motion. Motion was approved 3-0.

11. Discussion of the contract process. **Brandon Perkins, Police Chief, Interim Town Manager**

Council Member Housley made a motion to direct staff to present Council with a Contract Policy.  
Council Member Furr seconded the motion. Motion was approved 3-0.

12. Discussion of parliamentary procedure. **Dennis Davenport, Town Attorney**  
No action taken.

*Council Member Housley made a motion to move item # 20 to item #13.  
Council Member Howard seconded the motion. Motion was approved 3-0.*

13. Infrastructure presentation. **Beth Vaughn, Environmental Technician**  
No action taken.

14. Discussion of open meetings, and open record procedures. **Dennis Davenport, Town Attorney**  
No action taken.

15. Discussion of Planning Commission application process. **Brandon Perkins, Police Chief, Interim Town Manager**

Council Member Housley made a motion to approve a new Planning Commission application process.  
Council Member Howard seconded the motion. Motion was approved 3-0.

16. Discussion of engineer item approval process. **Brandon Perkins, Police Chief, Interim Town Manager**

Council Member Furr made a motion to proceed with the engineer engagement process.  
Council Member Housley seconded the motion. Motion was approved 3-0.

Council Member Furr withdrew the motion for the sake of further discussion.

Council Member Housley made a motion to adopt the engineering engagement process.  
Council Member Furr seconded the motion. Motion was approved 3-0.

17. Discussion of painting the Chambers and cleaning and recovering pew cushions. **Ken Matthews, Council Member**

Council Member Howard made a motion to approve the request for Chambers improvements.  
Council Member Housley seconded the motion. Motion was denied 0-3.

18. Discussion of disposition of the Fire Station #3. **Brandon Perkins, Police Chief, Interim Town Manager**

Council Member Housley made a motion to approve seeking conveyance of Fire Station # 3.  
Council Member Howard seconded the motion. Motion was approved 3-0

19. Update on ongoing projects: Valleywood Rd., Shamrock bridge, Senoia Road, and Arrowood Road paving. **Brandon Perkins, Police Chief, Interim Town Manager**  
No action was taken.

20. Discussion of areas of improvement. **Staff**  
No action was taken.

#### **PUBLIC SAFETY:**

21. Discussion of the purchasing of vehicles. **Brandon Perkins, Police Chief, Interim Town Manager**

Council Member Furr made a motion to direct Mr. Perkins to put into his budget (FY-2013) that the Town will purchase one Police vehicle in full out of general fund monies, and the second Police vehicle comes out of the Federal Drug Fund including vehicle markings and equipment for both.  
Council Member Housley seconded the motion. Motion was approved 3-0.

#### **PUBLIC WORKS:**

22. Demolition of small shed at Town Hall and Public Works building/relocation of Public Works to Town Hall. **Brandon Perkins, Police Chief, Interim Town Manager**

Council Member Housley made a motion to consider the demolition of the small shed at Town Hall and the Public Works building and the relocation of Public Works to Town Hall  
Council Member Howard seconded the motion. Motion was approved 3-0.

Council Member Housley amended his motion to approve the funding of the asbestos inspection and to direct staff to put the Public Works building's on Craig's list or other web sites available for pick up for FY 2013.

Council Member Howard seconded the motion. Motion was approved 3-0.

Council Member Housley made a motion to relocate Public Work's offices to Town Hall.  
Council Member Furr seconded the motion. Motion was approved 3-0.

Council Member Housley amended his motion. Council Member Housley made a motion to relocate Public Work's offices to Town Hall during FY 2013.

Council Member Furr seconded the motion. Motion was approved 3-0.

23. Town Hall building, siding and gutter. ***Renee' Holt, Public Works Director***

Council Member Furr made a motion to deny the request with provisions of repairs to the building.  
Council Member Housley seconded the motion. Motion was approved for denial 3-0.

24. Clean up of right of ways. ***Brandon Perkins, Police Chief, Interim Town Manager***

Council Member Howard made a motion to discuss the clearing right of ways for the Town streets.  
Council Member Furr seconded the motion. Motion was approved 3-0.

Council Member Howard amended her motion. Council Member Howard made a motion to direct staff to take action on clearing right of ways.

Council Member Furr seconded the motion. Motion was approved 3-0.

25. Intersections and drainage improvements. ***Renee' Holt, Public Works Director***

Council Member Furr made a motion to deny the request for the intersection and drainage improvements of Senoia Road, Crabapple Lane and Rockwood Road.

Council Member Housley seconded the motion. Motion was approved for denial 3-0.

Council Member Furr made a motion to deny the request for the intersection improvement of Spencer Lane and Palmetto Road.

Council Member Housley seconded the motion. Motion was approved for denial 3-0.

26. Public Works Vehicle. ***Renee' Holt, Public Works Director***

No action was taken.

27. Public Works Hustler Mower. ***Renee' Holt, Public Works Director***

No action was taken.

28. Discussion of signage for the Town limits, downtown, Recreation and Library. ***Brandon Perkins, Police Chief, Interim Town Manager***

Council Member Housley made a motion to direct staff to coordinate with engineering to establish concepts for signage.

Council Member Howard seconded the motion. Motion was approved 3-0.

Council Member Housley made a motion to work within the established budget to create signs for the Library and Recreation buildings.

Council Member Furr seconded the motion. Motion was approved 3-0.

#### **PARKS AND RECREATION:**

29. Discussion of adding a pavilion at Handley. *Jennifer Patton, Recreation Director*

No action was taken.

30. Discussion of obtaining an electronic defibrillator. Brandon Perkins, *Police Chief, Interim Town Manager.*

Council Member Housley made a motion to pursue the purchase and placement of an AED in the Recreation building for FY-2013

Council Member Howard seconded the motion. Motion was approved 3-0.

31. Have a small storage room built and building a permanent stage for Recreation building. *Brandon Perkins, Police Chief, Interim Town Manager*

No action taken.

32. Consideration and action on Handley Park parking lot extension with gravel for TYBA and TSL participants to use due to lack of parking space and an increase in participation in both sports associations. *Jennifer Patton, Recreation Director*

Council Member Housley made a motion to direct staff to obtain estimates for gravel to extend the Handley Park parking lot.

Council Member Furr seconded the motion. Motion was approved 3-0.

#### **SEWER:**

33. Discussion of sewer issues. *Brandon Perkins, Police Chief, Interim Town Manager*

Council Member Housley made a motion to direct staff to gather a list of reputable companies for an alternative solution for the wet well.

Council Member Furr seconded the motion. Motion was approved 3-0.

Council Member Housley withdrew his motion.

#### **Staff Comments**

#### **Council Comments**

#### **Adjournment**

Council Member Furr made a motion to adjourn at 5:20 pm. Motion was approved 3-0.

By: \_\_\_\_\_  
Eric Dial, Mayor

Attest: \_\_\_\_\_  
Dee Baker, Town Clerk