

**Town of Tyrone
Council Meeting
Retreat Minutes
February 1, 2013**

Present:

Mayor Eric Dial
Mayor Pro Tem Gloria Furr
Council Member Ken Matthews
Council Member Ryan Housley
Council Member Linda Howard
Town Manager Kyle Hood
Finance/HR Manager Penny Hunter
Town Attorneys Dennis Davenport and Patrick Stough
Town Clerk Dee Baker

Call to Order, Invocation and Pledge of Allegiance

Mayor Dial called the meeting to order at 9:00 a.m. The invocation was given by Mayor Dial. The invocation was followed by the Pledge of Allegiance.

Approval of Agenda

Council Member Matthews mad a motion to approve the agenda.
Council Member Howard seconded the motion. Motion was approved 4-0.

Becky Smith Executive Director from Fayette Alliance Coordinating Teamwork, Outreach and Resource (FACTOR) thanked the Town for the use of their facility for the senior leadership in government history meeting. She presented a thank you letter and stated that they were treated very well. Richard Overholt added that the Encore program has been a great opportunity for him and thanked the Town for their involvement and hospitality. Mayor Dial thanked Mr. Overholt for his involvement with Tyrone Elementary School's plight to stay open.

OLD BUSINESS:

Administration:

Renovations to Town Hall- painting chambers, cleaning and recovering pew cushions, Town Hall building, siding and gutters.

Mr. Hood stated that his wish was to tie in the Town Hall renovations discussions with the Public Works item. He suggested opening the floor for discussion on items from the past in order to

reach a resolution. He made suggestions such as new windows, doors, exposed wiring and new toilets in order to comply with water conservation guidelines. He also mentioned that Town Hall's computer mainframe is located with Town Hall's HVAC unit and could present a problem in the future. Ms. Hunter stated that approximately 1 year ago Trinity Air sealed all windows and doors.

Council Member Furr asked for staff to create a list of improvements needed in their facilities for pricing for the future. She stated that gutters, piping, and the front ceiling at Town Hall should have been completed but has not.

Public Works:

Demolition of small shed at Town Hall and the Public Works building.

Mr. Hood initiated the discussion regarding the demolition of the shed and the Public Works building if Public Works were to be relocated to Town Hall. Mr. Perkins stated that the Public Works building has been posted on Gov. Deals for the public bid of the removal. If no one bids, it will be advertised as "free for the taking". Mr. Hood was given direction to have someone perform the demo on the small shed at Town Hall for scrap metal.

Discussion took place regarding the storage of Public Works items for the possible demolition. Among the possibilities were the upstairs at Town Hall, the auditor's room at Town Hall and the relocation of Public Works to Firehouse #3.

Handley Park parking lot.

Mr. Hood asked for clarification of the once discussed graveling and the extension of the Handley Park parking lot.

Council Member Furr stated that the issue was voted against due to the cost involved and is now no longer a possibility. Mayor Dial directed staff to inform the sports associations to close the parking lot when not in use.

NEW BUSINESS:

Sewer:

Sewer Capacity/Pump station renovation. *Beth Vaughn, Environmental Technician*

Peachtree City Water and Sewer Authority (PTC-WASA) representative Nathan Brooks informed Council of the deterioration of pump lift station number 2 located at Jenkins Road. This is due to heavy amounts of hydrogen sulfide. Large pieces of concrete have broken way due to the breakdown of the structural material. Five manholes upstream located at pump station #1, located behind the Southampton subdivision pumps into the main line. Manhole #192 is the

culprit. This is eating away concrete in the station 2 wet well. Mr. Brooks suggested a spray-on liner to add 50 years of life to the wet well.

Council Member Furr asked how many manholes are in danger. Mr. Brooks stated that the one manhole is the only concern currently. He stated that by correcting the deterioration of this manhole should correct further damage.

Council Member Housley asked if there is a way to address the hydrogen sulfide which is the source of the problem. Mr. Brooks stated that it could be treated with chemicals. He continued to suggest that a lasting solution would to use both chemicals and treat the manhole with a liner.

Council Member Housley made a motion to authorize staff to work with PTC-WASA to ready a bid per the Town's procurement policy.

Council Member Matthews seconded the motion. Motion was approved 4-0.

Administration:

CIP Inclusion and Project List; LMIG and TE Grants. *Kyle Hood, Town Manager*

Mr. Hood opened the discussion by encouraging staff and Council that this item among others remain ongoing for discussion and continual resolution. Mr. Hood recommended to include the Public Works street and bridge item with the discussion. He named streets that are in most immediate need for resurfacing; Castlewood, Handley, Tramore Trace, Rosewood, Senoia (North of RR Crossing), Arrowood, Brentwood, Crabapple (B/W Senoia and Town limit), Briarwood, and Powers Court. These roads will be tied into CIP seed monies to apply for grants. Mr. Hood suggested a meeting with the town engineers and attorneys to adopt a resolution for new roads not be accepted unless they are completed with a top coat. He also suggested adopting an annual intergovernmental agreement with the county's road department in order to complete these projects.

Discussion ensued regarding the paving of Senoia Rd. and Arrowood Rd. with cart-path, and resurfacing the currently paved section of Brentwood concurrent for cost efficiency and time.

Council Member Furr expressed her concerns with paving the Senoia/Crabapple intersection. She stated that the county water department often digs up that intersection due to water complications. She also directed staff to roll the \$100,000 for a 3rd soccer field to the next fiscal year. Council Member Furr asked for a clarification of Public Works expenditure by funds line item. Ms. Hunter stated that \$90,248 is general resurfacing, \$40,000 of sidewalk repairs, accounting software of \$60,000 and stormwater improvements of \$100,000.

Mr. Hood stated that currently the Town has several vehicles that are well over 100,000 miles and have depreciated in value and not worth what they are insured for. He suggested budgeting through CIP funds and drug funds; 2 cars a year to replace those vehicles that need replacing and rebuild from that point. Mr. Hood also suggested a comprehensive manual for road projects to make the bidding process more fluid.

Mayor Dial recommended at this point that the public fill out request forms and speak on a requested agenda item when called on. Council agreed.

Code Enforcement. Kyle Hood, Town Manager

Mr. Hood stated that among the issues that need the continuing attention of our staff is; business licensing, building and code compliance, environmental and public health, nuisance, aesthetics and public safety. These require fines, fees and legal citations. The majority of the staff is non-trained female employees and he would not feel comfortable asking them to go out and perform these duties. He asked Council to consider the possibility of a sworn part-time Peace Officer. He added that that would also eliminate taking officers off the road on court days.

A discussion took place regarding hours, training, vehicles and salary. Mr. Hood asked Council's permission to continue the research process of the possibility of hiring a part-time police officer to act as the code enforcement officer. Chief Perkins suggested a retired police officer. This would benefit the town and the police department. The officer could focus on the aesthetics of the Town and catch violations before they are reported by citizens. Mr. Hood stated that a total of 291 complaints came in in three months ranging from signs to environmental issues. As the Town grows it is becoming more difficult to keep up with the complaints.

Charla Rehwaldt, 105 St. Ives stated that the Town's public works department does a superior job of maintaining the Town with old equipment and a meager salary. She stated that the Town needs a code enforcement officer, the presence would build up the discipline in the community and maintain the value of our property. She stated that the small signs are degrading to the Town. She gave examples of mattresses and refrigerators being put out on the streets. A code enforcement officer would help deter that. She ended by welcoming Mr. Hood and said "Kyle you rock, we finally have an active, involved and intelligent Town Manager."

Judy Jefferson 2235 Castle Lake Drive stated that Chief Perkins and Mr. Hood have done a good job on the code enforcement officer. She stated that from a Planning Commission point of view, for 4 ½ years we have worked on our code which is Town law. There is no communication with the public regarding the code. It is on the website but no one knows what is in it. A code enforcement officer would help to relay that information.

Council Member Housley stated that he would like to see more research on the issue. Mayor Dial stated that he would like more information on cost.

Department Liaison and Manager Authority

Mr. Hood stated that during previous management and Council each department had a Council liaison.

Discussion took place regarding this issue. Council Member Furr suggested taking this off the books but also directed staff to submit department reports on a regular basis in order to keep Council and management informed.

Occupational Tax Certificates: *Dee Baker, Town Clerk*

Ms. Baker informed Council that there are several businesses in Town that are not paying their Occupational Taxes and should be cited. She asked to have legal counsel assist in the review of the Code for any discrepancies prior to citing businesses. Mr. Hood stated that the code enforcement officer could also help with gathering information on non-profit businesses as well. It is now February 1 and businesses are late. We need to get clarity on late fees and dates in the code.

Council Member Housley made a motion to allow Ms. Baker to work with legal counsel on the Occupational Tax ordinance.

Council Member Matthews seconded the motion. Motion was approved 4-0.

Mr. Don Rehwaldt 105 St. Ives spoke regarding stormwater fees and the deterioration of the structures. He stated that Mr. Hood is very articulate and thanked Council for hiring him. Mr. Rehwaldt stated that as far as the cost of the code enforcement officer, it might not be a revenue generator however the cost would be off-set. He ended by stating that the Fayette County School Board is thinking about closing Tyrone Elementary School and if that occurs it will not be good for the Town's tax base. Mayor Dial spoke on behalf of the Council and stated that they have been very diligent and a Champion for the Town in regards to the possible closure. Mayor Dial stated that the next FCBOE meeting would be held on February 11th.

Milner IT Services: *Brandon Perkins, Police Chief*

Mr. Perkins gave his presentation regarding IT services. He mentioned that he is the Town's unofficial IT expert. He reported that Milner, our copier service has IT capabilities. He re-capped the services and high costs that the Town's current IT company is providing. Milner provided a study to the Town with information that would be compatible and cost efficient. The cost would be \$50 per user, Mr. Perkins proposed that computers be; Town Hall computers, one at Library (department head), one at Recreation one at Public Works looking at \$500- \$700 per month. Long term comparatively it would be a more viable solution. If the Council does not choose Milner, he recommended a contract process. He also suggested IT in a Box with Georgia Municipal Association. He inquired if Council would prefer a contract or help desk model. Mayor Dial recommended Councilman Housley and Chief Perkins meet regarding this matter.

Council recessed for lunch at 11:55 am to 12:25 pm

Public Safety:

Annual Report, Goals/Objectives (5-Yr. Plan). *Brandon Perkins, Police Chief*

Chief Perkins presented his annual report to Council. He stated that 2012 showed a 25% decrease in crime from 2011. He is requiring more frequent patrols of neighborhoods and traffic stops due to an increase in burglaries. The department had a low turnover rate and he is increasing the training hours. Chief Perkins has had a low rate of complaints and has had positive comments from citizens regarding their contact with officers. The department has had a volunteer Chaplain since 2009 which is a protestant, we are actively seeking a deacon or priest for the Catholic officers. Most capital improvement items have been taken care of. We are currently working on our state certification.

Ashland Trail: *Brandon Perkins, Police Chief*

Mr. Perkins stated that there is an ongoing issue with Coweta County residents using Dogwood/Ashland Trail as a cut-through. There is a “no through traffic sign” and he has met with residents from Windsong and Magnolia Farms regarding the excessive traffic. He added that along with the excessive traffic there is also an increase in speed through these neighborhoods. Several options have been discussed with the homeowners among which would be speed humps. Other options included blocking Ashland Trail at McDade, barricading McDade for cut through traffic from Magnolia Drive, and placing a code operating gate on Ashland Trail at McDade. Chief Perkins recommended moving forward with a petition, engineering study and informal quotes for the speed hump option.

Council Member Matthews made a motion to direct staff to move forward with the Town engineer to form a study for quotes on the Ashland Trail project.

Council Member Howard seconded the motion. Motion was approved 4-0.

Golf Cart Ordinance. *Kyle Hood, Town Manager*

Mr. Hood spoke to Council regarding the golf cart ordinance. He stated that the ordinance was in need of revision. Currently if someone purchases a golf cart there is a one-time registration fee of \$15. Tyrone is the only municipality in the area that does not charge an annual or multi-annual fee. This fee would help to off-set the cost of rehabilitating the current paths and perhaps adding to the paths. This fee could be phased in to the current golf cart owners.

A discussion took place regarding the proposed changes including fees, operating age and prohibited streets to the current ordinance. Mr. Hood submitted the updates for the Council’s review for a possible future text amendment.

Public Works:

Road, Street and bridge evaluation. *Kyle Hood, Town Manager*

This item was discussed in conjunction with the above: CIP Inclusion and Project List; LMIG and TE Grants.

Finance:

12- Month reserve policy excess. *Kyle Hood, Town Manager*

A discussion ensued regarding the Town's growing reserves and to initiate a threshold to 12-months. Ms. Hunter stated that due to many factors including fluctuating property taxes the excess amounts change. There is a protection clause for going below the 12 months. Mr. Hood stated that his concern is a trend in continual overages without using excess to fund much needed projects.

Financial analysis for budget discussions. *Penny Hunter, Finance/HR Manager*

Ms. Hunter provided Mayor and Council with a 5-year history of actual revenue and expenditures and the current FY 2012/2013 budget. She thanked Ms. Gaston, Administrative Assistant for her assistance in inputting the 5-year data for the report. Ms. Hunter stated that the Town could have a decrease of \$73,000 due to property tax revenues. Due to the ongoing L.O.S.T. negotiations, that line item will be down by \$231,500. Expenditures have been flat across the board for 5 years in department spending and she commended the departments. Ms. Hunter stated that there is 1 million dollars in the sewer line item however there are major sewer repairs needed. She recommended keeping the money for sewer repairs. \$259,000 is in the sanitation fund and she suggested the possibility of moving funds from this account for CIP projects due to incoming sanitation franchise fees, for the use of Town roads.

Executive Session:

Pursuant to O.C.G.A. § 50-14-4 (b) of the Open and Public Meetings Act, Council will meet in Executive Session to discuss pending litigation.

Council Member Matthews made a motion to enter into executive session to discuss pending litigation.

Council Member Howard seconded the motion. Motion was approved 4-0.

Council Member Furr made a motion to reconvene.

Council Member Housley seconded the motion. Motion was approved 4-0.

Human Resources:

Discussion of correcting the pay scale and job classifications equitably through a market survey and analysis. *Penny Hunter, Finance/HR Manager*

Ms. Hunter stated that this study reflects the Town's current salary ranges to which similarly jobs are compared. It does however lack comparable worth. She recommends the Town engage a professional consultant to perform thorough and accurate market study using valid criteria. She stated that previously the Atlanta Regional Commission created our job descriptions with current job duties. Management at that time did not want to move forward with the market study. Ms. Hunter took a forty mile radius for the surrounding cities to complete a query. Ms. Hunter stated that 15 women employed by the Town are in the lower pay scale and 13 men are in the higher pay scale. Ms. Hunter ended by reasoning that the purpose of the study is to classify our employees appropriately and pay them appropriately. A discussion ensued regarding the significance and purpose of the study.

Full-Time Personnel in Library, Recreation and Public Works:

Mr. Hood stated that in the Library and Recreation departments, programs and attendance continues to grow. In order to maintain the level of service the Town requires, he recommended making the now part-time position in the Library a full-time position. He recommended making the Recreation department part-time position a full-time position as well. Mr. Hood stated that currently the Public Works Department has 2 options. One is to hire additional staff which the Town does not have the equipment for. The second option is to outsource the right of way maintenance. Mr. Hood recommended the outsourcing option in order to take the burden off the Public Works staff.

Mayor Dial brought to the forefront that there will be no middle school sports next year in the Fayette County schools and what impact that would make on the Town's recreation programs. Mr. Hood suggested having as many package rentals for fields and pavilions in the future and review the costs as well.

Training employees /Travel/CEU's. *Kyle Hood, Town Manager*

Mr. Hood requested that monies be allocated more judicially for travel and training than in the past to ensure our employees gain certifications in their fields. Work that is now being contracted by outside sources could be handled in-house. He recommended that travel and training requests be submitted to management and be formally justified before being approved, especially traveling outside the state.

Personnel manual updates:

Mr. Hood requested that Council review the manual and inform him of any possible changes they would like to see made. He stated that there are a few changes that need to be made currently, including the recently approved new holidays.

Presentation of tying performance measures to budgeting. *Penny Hunter, Finance Manager*

Ms. Hunter stated that currently the Town does not use quantitative or qualitative performance measurements when assessing budgeting needs among departments. She recommended moving forward with program and service performance measures. Develop and use them as a component of long term strategic planning and decision making which should be linked to the Town of Tyrone's government budgeting. A discussion took place regarding the study in relation to departments. Mr. Hood suggested to phase-in the process if approved. No action was taken.

Parks and Recreation: Jennifer Patton, Recreation Director

Ceiling leak repairs

Ms. Patton stated that the skylights in the Recreation Center leaks when it rains. Her concern is that classes take place from 8:00 am to 8:00 pm and she does not want any accidents to occur. It only happens when it rains, it is a liability.

Council Member Matthew made a motion to direct staff to explore skylight repair options. Council Member Howard seconded that motion. Motion was approved 4-0.

Handley park pavilion

Ms. Patton stated that the Town is considering taking back parking for Founder's Day from the Baseball Association that would bring in \$4,000. She added that the cost for the Town to rent a large Founder's Day tent every year runs \$2,700. If those monies are not spent yearly that money could be put towards a permanent pavilion. She stated that recreation rentals are increasing and that this could be used for many different events in the future and would bring in revenue. A discussion took place regarding placement of the pavilion.

Council Member Housley made a motion to direct staff to explore options for a permanent pavilion structure.

Council Member Howard seconded the motion. Motion was approved 4-0.

Permanent stage:

Ms. Patton informed the Council that the current stage inside the Recreation Center is a temporary structure that was purchased 10 years ago and has been used on a daily basis and is falling apart. Ms. Patton recommended a permanent carpeted stage with storage on both sides. The stage has been worn through the years and classes are increasing.

Council Member Matthews made a motion to direct staff to explore the options of a permanent stage.

Council Member Housley seconded the motion. Motion was approved 3-1 with Council Member Furr in opposition.

Storage above the offices:

Ms. Patton stated that the new air-conditioning system has taken up a lot of storage space and requested to have additional storage space above the offices and restrooms. A floor, walls and stairs would need to be erected to fill in wasted space utilized for storage. Discussion took place regarding the storage and surplus of each department.

Council Member Howard made a motion to assess the entire Town's storage situation and capacity.

Council Member Housley seconded the motion. Motion was approved 4-0.

Sound system for instructors:

Ms. Patton stated that each of her instructors have requested an updated sound system that is permanent. Mr. Hood stated that this could be a possible revenue generator with the increasing recreation rentals.

Council Member made a motion to explore the possibility of a sound system for the Roger Spencer Recreation Center.

Council Member Howard seconded the motion. Motion was approved 4-0.

Staff Comments

Mr. Hood thanked Mayor and Council for their engagement and considerations.

Council Comments

Council Member Matthews suggested the consolidation of the park's line items.

Mayor Dial asked staff to check the status of Laurelwood Road gravel section.

Council Member Furr inquired about overhanging trees. Mr. Hood stated that we are identifying dead trees in the Town and hiring a tree company for eliminating those in the right of way.

Adjournment

Council Member Furr made a motion to adjourn.

Council Member Matthews seconded the motion. Motion was approved 4-0.

Meeting adjourned at 3:15 pm.