

**Town of Tyrone
Annual Planning Retreat
Tuesday, February 23, 2016
9:00 AM – 2:30 PM
Tyrone Public Library Activities Room**

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
Town Clerk Dee Baker
Finance Manager Sandra Beach
Police Chief Brandon Perkins
Town Attorney Dennis Davenport

Mayor Dial called the meeting to order and gave the Invocation.

Approval of Agenda

Council Member Howard made a motion to approve the agenda.
Council Member Furr seconded the motion. Motion was approved 3-0.

Public Comments

NEW BUSINESS:

Consideration and action on Way of Life Community Church's request to use Shamrock Park to host Community Events throughout 2016. *Heather Trompke, Way of Life Community Church* Requested dates appreciate abilities for Tyrone same as last year.

Way of Life Community Church representative, Heather Trompke, spoke with Council regarding the request to use Shamrock Park for their annual events. Ms. Trompke stated that on March 19th the annual Easter Egg Hunt will take place and on July 23rd they will host their annual Back to School Bash. She added that the only cost to the participants is the cost of food. The events are free to the public.

Council Member Howard made a motion to approve Way of Life Community Church's request.
Council Member Furr seconded the motion. Motion was approved 3-0.

Consideration to approve renewal amendment with, AAbby Group, Inc., for right of way maintenance contract. ***Kyle Hood, Town Manager***

Mr. Hood stated that AAbby has gone above and beyond the scope of service. He added that even after the suggested increase, it would be still be difficult for the Town to meet the standards they have established without hiring additional staff and obtaining additional equipment. The original scope has additional areas that AAbby had maintained at no extra cost. The new contract is broken down with a per-month price and a total annual outlay. This particular line item will be over budget due to the contract and fiscal years not aligning, but the shortage can be attained in other areas. Mr. Hood recommended approval of the contact for a one-year term to begin March 1st, 2016.

A discussion took place regarding specific sites. Council Member Furr shared her concerns with the right of ways and trimming of bushes, especially on Palmetto Road. Mayor Dial shared his concern regarding the frequency of mowing on Highway 74 and that the side streets may be neglected. Council Member Howard shared her concern regarding the overhanging trees on Dogwood Trail.

Council Member Furr made a motion to approve the renewal amendment with Aabby Group for the Right of Way Maintenance for an amount not to exceed \$203,900.

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

Consideration to purchase 2013 Ford Demo from 144th Marketing to replace previously totaled CID vehicle. ***Chief Brandon Perkins***

Chief Perkins stated that several months ago a Police Ford Explorer was totaled and insurance paid \$8,076.28. He added that also through auctioning off four old patrol cars, the department had approximately \$16,000 to spend toward a detective vehicle. Chief Perkins relayed to Council that staff normally does not shop for used vehicles as replacement vehicles, however, after speaking with Brett Gross, the owner of 144th Marketing in Peachtree City regarding a 2013 Ford Police Interceptor (Taurus), he changed his mind. He informed Council that Tri Star Automotive has inspected the car and it is in sound and very good condition. The car has 115,000 miles and the Kelly Book value is \$10,980. Chief Perkins ended by stating that after all equipment is installed he believes that this vehicle would be a great detective car that should last 3 to 4 more years.

Council Member Matthews made a motion to approve the purchase of a 2013 Ford Police Interceptor (Taurus) not to exceed \$15,000.

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

Fayette County Transportation Committee

Council Member Howard made a motion to recommend Jaimi Tapp as the Tyrone Representative for the Fayette County Transportation Committee.

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

9:30 AM**1. Annual Library Program Report**

Patty Newland

Ms. Newland informed Council that 2013 was a very strong year. It was the last year that Tyrone Elementary School was open. She shared that after the school was closed there was a substantial decline in attendance. From 2014 to 2015 there has been a significant and steady increase. Ms. Newland also shared that the Tyrone Library has 29,442 cataloged items. New materials are ordered every month. Items such as medical books are cycled through every five to six years. She shared that the library has a strong children's circulation. Children visit from Kedron, Crabapple, Cannon Gate and Peachtree City, along with Tyrone. The youth and pre-teen section is also in line with elementary school reading programs. Ms. Newland shared an itemized count of all products available to the public. Ms. Newland asked Council to consider an increase in the book line item of \$2,000 for the upcoming fiscal budget year. She added that in the past the State would allocate a lump sum for libraries and the monies would be split among several libraries in the region. They are no longer offering this "free money."

Mr. Hood added that Tyrone is still within the top five libraries in the Flint River region. People continue to come from Peachtree City and Fayette County to our facilities.

9:40 AM**2. Camps, Classes and Sports Program Offerings**

Mitch Bowman/Lynda Owens

Ms. Owens addressed Council and stated that almost every single spot is filled for camps and classes. A new Irish dance class will be added soon. Among the camps being offered are Lego, British soccer, baton, sewing and she is working on adding a cheerleading camp.

Council Member Howard inquired about the ages for the camps. Ms. Owens stated that the ages range from 3 to 14. She stated that she is considering new ways to make unsuccessful classes thrive prior to canceling them and added that Jazzercize is still the most successful.

Council Member Housley arrived at 9:31 am.

Mr. Hood suggested adding classes earlier in the morning and later in the evening so more people can attend after work and perhaps more weekend classes.

Mayor Dial inquired about the condition of the building. A discussion ensued regarding leaks and insulation. Ms. Owens suggested perhaps halting the Friday and Saturday rental of the building and adding more classes. She also requested that Council consider the purchase of an Automatic External Defibrillator (AED). She added that the American Red Cross would train staff at a minimal price and that she would make it mandatory that instructors be trained. Chief Perkins stated that with the newer models, very limited training is necessary and that his goal is for all Town buildings to be equipped with a machine. He added that through grants, the cost of the machines would be reduced significantly.

Ms. Owens informed Council that the portable stage would need to be replaced soon, it is not safe. A discussion ensued regarding the condition of the stage and the cost to obtain a new one. Ms. Owens stated that the price range would be \$7,000 or for a small version approximately \$4,200.

3. Field and Facility Rental

Lynda Owens

Ms. Owens shared her concerns for the need of a security system for the recreation building. She informed Council that Relyco could install a buzzer, similar to those found in schools, for the front door. The estimated cost would be \$1,500 and there would be no monthly fees. Discussion ensued regarding additional outdoor lighting and the possibility for a new light pole between the Library and Recreation buildings. The group revisited the topic of renting the facility. Ms. Owens stated that she would still rent to organizations such as the Boy Scouts, churches and schools but did not see the advantages of renting to private parties.

The discussion returned to security and the importance of having the accessibility of a Police Officer weeks surrounding Founder's Day, due to the intake of vendor payments.

4. Festival and Community Events Updates

Lynda Owens

St. Patrick's Day/Halloween

Ms. Owens began the conversation regarding the Irish Crawl. She stated that last year, participants purchased a T-Shirt with sponsors/contributors on the back of the shirt with boxes for checking after their visit to the establishments. It was a success; however, a complaint made was that not all businesses were available when people visited. She stated that Mr. Hood suggested rolling the event into the Halloween Business Trick or Treat festivities. Council Member Housley brought to the forefront that there is a need for better incentives. Chief Perkins added that more time needs to be added to the event. Chief Perkins stated that if the event was extended from one week to possibly a month that would give families a better opportunity to visit more establishments. Ms. Owens agreed that a good point was made and that by extending the event, it could take place during the week of St. Patrick's Day to carry on the Irish theme. Ms. Owens indicated that due to a lack of participation, the "Pumpkin Walk" will be cancelled. Ms. Owens stated that there may be a Haunted Hay ride around Shamrock Park to coincide with First Baptist Church's Fall Festival.

Founders Day

Ms. Owens reminded everyone that the Founder's Day dates have changed; the BBQ kick-off on October 1st and the festival on October 6th - 8th and that 99% of feedback has been positive.

Ms. Owens stated that Gold Metal Shows has agreed to come back this year as the Founder's Day carnival. She added that the contract will be clearer as to what rides will be available for the public. The rides will be secured in advance. If a ride breaks down it will be replaced and the rides will appeal to younger children as well as teenagers. The carnival will be advertised through mailers, school PTO's, posters, the Tyrone website and Facebook. She also announced that the Founder's Day committee has committed to pursue a more popular band to draw in a larger crowd. Ms. Owens mentioned that a zip line company has shown interest for set up at

Shamrock Park. Council Member Furr questioned the liability. Ms. Owens stated that the company is insured for \$1,000,000. Discussion ensued regarding set up and safety. Ms. Owens relayed that it is a mobile unit and that more information will come. She added that there is also a possibility of a Birds of Prey show. Ms. Owens suggested that the Town offer a free vendor spot to all interested Tyrone businesses for the opening BBQ festival on October 1st.

Christmas

Ms. Owens informed Council that the Christmas program has been pared down to only two hours this year as it was four in previous years. She stated that the tree would be lit first so pictures with Santa will show a lit tree in the background. Tyrone lights will be replaced with Christmas lights. Food will be offered for sale. Ms. Owens informed Council that she would like to consider adding a small family friendly New Year's Eve celebration with a band and perhaps fireworks.

Council Member Howard stated that referring to the Hay Ride, First Baptist Church already has one. Ms. Owens stated that there is no need for a second.

Mayor Dial suggested that the Town invest in more Christmas lighting this year. Council Member Matthews suggested bringing back the Town Hall Christmas tree for a more festive look.

Mr. Mitch Bowman stated how pleased and impressed he was that the Town organizes their own events and that Recreation has so many eager volunteers. He shared the importance of tackling the credit card issue and would like to see that be an option for payment. He added that he would also like to see Recreation play a larger role and be more heavily involved in the Tyrone Sports Organizations, such as promotion of the programs. He assured Council that Recreation could also assist in the growth of these programs. Mr. Bowman stated that he has a vision for fall flag football and that he initiated a very successful program at his previous place of employment. He also declared that Tyrone could benefit from a basketball program as well. He stated that churches may offer spaces or the possibility of utilizing Tyrone Elementary's gym or other school gyms. He ended by stating that his goal is to fill up parks and to work with organizations to improve the quality of life in Tyrone through sports.

10:20 AM

5. Additions/Modifications to Permit Fee Schedule

Dina Rimi

Ms. Rimi suggested through Safebuilt that the Town have a permitting process for re-roofing, replacing windows and exterior covering on structures, in accordance with the International Building Code (IBC). She informed Council that she has met with Safebuilt's Brian Epstein to review the Town's permitting process. Ms. Rimi stated that Mr. Epstein informed her that according to the International Building Code (IBC) code, the Town should be permitting for these three items. She added that the fee she is requesting to charge is \$100 for each, which is in line with other municipalities in the area.

Council Member Furr expressed her displeasure and stated that this transfers into government micro management and a discussion ensued regarding the requirements.

Mr. Davenport clarified that the IBC makes recommendations to municipalities and the governing bodies decide what to charge and what to adopt; however, there are also state laws to abide by. Mr. Davenport stated that there is an International Property Maintenance Code and the Standard Building Code to follow. These are both required by state law. The International Building Code is not required but was adopted by Council. He added that codes are in place primarily for the integrity of the structure and minimal standards are put in place to follow. He added that he will need to look further into the requirements to see if this is something that is mandatory.

Mr. Hood stated that the idea of a permit does not necessitate the need for a fee. The process is to protect the homeowner; however, a percentage of the fee funds the inspection. Mayor Dial added that the cost is not the issue. He added that some concerns that he hears from citizens is that they do not want government always involved in the process of improving their homes. It is the responsibility of the homeowner to make sure the job is completed properly. Mayor Dial added that citizens do not want over-governing of the permitting process.

Mr. Hood added that there seems to be a fundamental shift in opinion from Council that the Town is over regulating certain activity. If it is Council's desire not to require a permit on certain things, we need to revise the ordinance to do so. This is a living, breathing document; however, certain projects require a permit.

Mayor Dial stated that certain projects do need to be permitted such as electrical.

Mr. Davenport reiterated that any structural work needs a permit and other projects such as finishing your basement would need to be permitted due to the need for electrical and the possibility of additional septic. Mr. Davenport also included the need for permitting accessory structures. The discussion continued regarding government's involvement in the permitting process. Council and staff were in agreement to research this issue further and return at a later date with a process all can agree on including a fee schedule.

10:40 AM

6. Vehicle and Equipment Surplus

Billy Campbell

Mr. Campbell informed Council that currently there are two Town tractors and a bush hog that needed to be added to the surplus list. One tractor is a 2008 New Holland, 2-wheel drive tractor that was purchased for cutting lawns and has been underutilized. The second is a 2007 New Holland with a bucket, whose transmission recently failed. The bush hog still works but is too big and heavy. He requested the purchase of a new, New Holland tractor. This tractor would have a closed cab with air conditioning, a bucket and a bush hog. The new tractor with bush hog will cost \$45,000 with a trade in value of \$22,000.

Mr. Campbell stated that over 1 ½ years, the Town has accumulated approximately 15,000 pounds of scrap metal. He stated that a company can come and prepare the metal for scrap and give approximately 3 ¾ cents per pound for the lot. He added that Coweta Fayette EMC has allowed the Town to keep the former aluminum light poles on Senoia Road for scrap as well.

Mr. Hood added that an F-150 and an F-250 Town truck needs to be added to the surplus as well.

Council Member Furr asked, "Where does the Town currently use a bush hog?" Mr. Campbell stated that there are areas such as Shamrock and Handley Soccer field hills.

Council Member Matthews made a motion to surplus a New Holland Tractor, TB 110 #B7354, a New Holland Tractor TN70A #HIE070656, a Wood HD Bush Hog #1103137, an F-150 Vin #1FTRF18W7YNB95520, and an F-250 Vin #1FTNF20L7YEA09478.

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

Council Member Housley made a motion to approve the purchase of a new tractor in the amount not to exceed \$43,000 and a new bush hog not to exceed \$2,600.

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

Council Member Howard made a motion for a recess at 10:51 am.

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

Council Member Matthews made a motion to reconvene at 11:00 am.

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

Council Member Matthews made a motion to approve the following police department patrol cars for surplus; a 2005 Charger #2B3KA43GO6H247921, a 2010 Charger #2B3AA4CT7AH218823 and a 2010 Charger #2B3AA4CT9AH218824.

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

11:00 AM

7. Renovations to Town Hall

Kyle Hood

Mr. Hood stated that there have been discussions regarding the construction of a new Municipal Complex. In the absence of the project, there are several improvements that need to be considered. Among which are; improvements made in order to comply with the American Disabilities Act (ADA), overhead lighting, door and window replacements, new carpet and minor finishing touches in the office space such as paint and décor. Mr. Hood then relayed specifics located within the Town Hall building; abandoned plumbing, inadequate sealing around windows, exit from office area is not meeting accessibility requirements, inadequate plumbing facilities off Council Chambers, leaks in the Council Chambers and a few inadequate ADA compliance issues. Mr. Hood continued by stating that in the past, a local company did a good job of cleaning the carpets; however, more improvements need to be made. The Town is losing energy. Town Hall needs more accessibility and improvement on aesthetics. Mr. Hood stated that there are two hurdles in reference to the improvements, funding and timing. Mr. Hood added that this is one of the projects that were submitted to the Fayette County S.L.O.S.T. initiative. He informed Council that Ms. Baker supplied him with a list of local businesses that specialize in projects such as renovation and design. By utilizing local businesses, and improving the Town Municipal buildings, this will show a good faith effort from the Town for the beginning phase of the beautification of the Town Center District.

Discussion ensued with Mayor Dial and Council Member Housley suggesting that the Town preserve the historic value of the Town.

Council Member Howard suggested a historical museum. Council Member Matthews agreed that major improvements needed to be made and as the Town grows the Town may need a new facility.

Discussion then turned to the former Tyrone Elementary School building. Mr. Hood stated that Liberty Tech approached the Town for the use of Tyrone Elementary School but they now occupy the former Brooks Elementary School building. There is a waiting list of entities that wish to come into the Town, perhaps Tyrone Elementary can be used to house these companies or churches, while still preserving the history of the Town. Mr. Hood stated that he and Chief Perkins discussed the potential for a unified Municipal building with wings for departments and spaces for a Court Room and Council Chambers. He suggested that the current Police Department could be auctioned off and the former Fire Station property along with the Police Department property could be prime real estate. Mr. Hood reverted back to the Town Hall property and mentioned that the record retention room in the upstairs area has the potential of becoming a safety issue with future weight capacity. Mr. Hood then informed Council of the fact that the hot water heater shares a space with Town Hall's computer server.

Mr. Hood assured Council that funds could be available for projects such as community facilities through grant programs such as Georgia Environmental Finance Authority (GEFA) or Community Development Block Grant Program (CDBG), along with CIP monies.

Council Member Howard stated the need to find property for the project. Mayor Dial shared that he has met with local officials regarding S.L.O.S.T. Mayor Dial suggested the concept of Suwanee as a starting point for a new Town Center.

11:30 AM

Lunch Break

Council Member Housley made a motion to recess for lunch at 11:30 am.
Council Member Howard seconded the motion. Motion was approved 4-0.

Council Member Housley made a motion to reconvene at 11:53 am.
Council Member Furr seconded the motion. Motion was approved 4-0.

12:30 PM

8. RFP for Insurance Brokerage

Sandy Beach

Ms. Beach informed Council that Management is considering a Request for Proposal (RFP) for Insurance Brokerage. She added that MidSouth Benefits has been the Town's Insurance Broker for six plus years and has done a great job; however, with the ever-changing landscape of healthcare, management desires to seek other brokerages. She added that with this RFP, staff is attempting to combat the increases of medical rates while obtaining good benefits for Town employees. Ms. Beach shared the RFP timeline: March 1, 2016 is the proposal release, deadline for questions is on March 25th, question response is April 1st, the proposal due date is April 8th and a possible award date May 6th.

Mayor Dial inquired about incentives for being active such as a Fitbit. It monitors your activity and possibly decreases your insurance rates. Ms. Beach added that there are a lot of incentives available and the next broker would seek them out.

Mr. Hood stated that MidSouth has done a fine job but there are certain services that the Town should go to market for, this being one.

Council Member Matthews made a motion to authorize the release of the RFP based upon the timeline contained within the documents.

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

9. Department Staffing

Hood, Beach, Perkins, et al.

Mr. Hood informed Council that item ten on the agenda (Adoption of revised Employee Handbook) would also be included in this discussion. He added that Appendix A are definitions for the Employee Handbook, Appendix C is the Vehicle Use Policy and Appendix B are for Personnel Services, including an Organizational Chart and an updated set of Job Descriptions. Mr. Hood informed Council that Appendix B will be brought back to Council at a later date. Also included is the proposed new pay scale with re-ranking of personnel.

Police Staffing

Chief Perkins sought approval for an additional staff member; a Professional Standards Administrator. He stated that this position is needed primarily to maintain quality assurance in regards to policies and to maintain the Police Department's certification through the Georgia Association of Chiefs of Police (GACP) Law Enforcement Agency Certification Program. Chief Perkins added that an additional duty for this position is grant writing. He informed Council that the Federal Government is now using their own staff and no longer relying on local law enforcement to assist in the arrests of drug offenders. In the near future, municipalities will no longer be able to rely on drug monies to fund much needed projects. The discussion continued.

Mayor Dial recapped and stated that the Tyrone Police Department has fewer resources to protect Town citizens because the Federal Administration wants to use those funds for other purposes. Chief Perkins relayed that some drug funds will be obtained through Tyrone's K-9 Team but no match to what the Department had seen in the past. The discussion continued regarding the past relationships local and county agencies once had with the Federal Government and the replacement of Federal Agencies as opposed to using local agencies.

Chief Perkins reiterated that the goal of his department is to make the Professional Standards Administrator position a full-time position in order to obtain the aforementioned duties. The position is a civilian position; however a perfect candidate would be a retiree from law enforcement with certification experience.

Mr. Hood informed Council that the new K-9 position would take the place of a Narcotics Officer. The position of detective will need to be filled and the promotion will take place to fill a Sergeant position and an Officer position that needs to be filled.

Council Member Furr inquired about the salary for the new position. Chief Perkins stated that the new position would start out with an officer's salary, in the \$15.99-\$16.39 per hour range, \$34,500- \$36,400 per year.

Council Member Matthews made a motion to approve the addition of the Police Department position of Professional Standards Administrator.

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

Chief Perkins informed Council that the current Sergeant position would be left open by the K9 Team Officer and will need to be filled and funded. The Sergeant salary starts at \$19.81 per hour. Mayor Dial asked if there are costs with creating a K9 Team. Chief Perkins stated that there are costs and in part will be funded by monies donated from Ohio Hog Company. The canine will not only assist with narcotics but also assist with tracking missing children.

Council Member Housley made a motion to approve the filling and funding of a Police Sergeant position.

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

Chief Perkins informed Council that currently, Ohio Hog has donated over \$3,000. He added that last week, a pizza restaurant in Newnan contacted him regarding raising money during their "Spirit Night". The restaurant would donate 10% of each meal on a Tuesday night to fund the K9 Team. Chief Perkins reminded Council that they had approved the funding of Tyrone's K9 Team last year. The additional funds that are raised will be put towards the continual running of the program and additional programs.

Council Member Howard inquired about donations for the dog. Chief Perkins stated that Purina has agreed to feed the dog for life. A local Veterinarian has agreed to treat the dog for 50% off services. He added that an online pet equipment distributor has agreed to supply the dog with collars and leashes. This all came as a result from a social media post made from Chief Perkins regarding the K9 Team.

Administration

Mr. Hood made note of changes to the organizational chart; looking ahead, the Administrative Assistant position would report to the Town Clerk instead of the Finance Director to put in place extra internal control measures. This would allow the Administrative Assistant to assist the Town Clerk in other duties such as meeting preparation. Mr. Hood stated that a couple of years ago, the Accounting Technician was moved into the Finance Director position, leaving the Technician position currently unfilled. Mr. Hood pleaded with Council to approve the filling of this position that has remained open for two years, he stated that it is vital.

Public Works

Mr. Hood stated that last year Council approved to fund an additional Public Works Maintenance Worker 1 position. Mr. Campbell wanted to wait to see how staffing would flow with the Sports Associations taking over field maintenance and the contracting of Aabby Group, Inc. for right of way lawn cutting maintenance. There is still a tremendous amount of overtime. Mr. Hood stated that there is a need to hire a third person.

Maintenance Worker 1, David Moretz may be moved into a split shift position in order to maintain janitorial duties as well as other maintenance duties.

Library

Mr. Hood stated that Ms. Newland is working to cross train for Children's Programming. All Library staff will be paid the same and rotate hours. There will no longer be a staff person designated for Children's Programming.

Recreation

Mr. Hood informed Council that with the hiring of Mr. Bowman, the job titles and descriptions will change for Recreation Programming and Sports Programs. Mr. Hood stated that more than likely the two full time titles would be Events Programmer and Recreation Director. Council Member Howard asked for more clarity on the Recreation position's titles. Mr. Hood clarified that in the past the department encompassed Parks and Recreation; however more than one department plays a role in "Parks." If the duties such as sports, camps, events and classes are split along with "community events" then it becomes more of a Parks and Rec department as a whole.

Administration

Mr. Hood suggested that moving forward, the Administrative Assistance become a part-time mid-day position to assist staff with duties. Currently this position is limited to Sanitation duties. If the Town adopts a credit card system for payment there will be a significant cut down on foot traffic. This will allow the reallocation of full-time staff to be better utilized. He reiterated that this position is currently grandfathered in as full-time.

Pay Scale

Mr. Hood informed Council that for so many years the Town was not administering pay increases. Recently increases have been awarded at varying rates which has thrown off the pay scale, leaving employees with similar positions misaligned. The difference between the information submitted and the current operating version is; pay scale step #1 is step #2 on the current version. Staff took the lowest pay scale step and moved everything down. This puts the Town in the position where there are only four employees that will fall outside one grade and one step. The positions are; Administrative Assistant (future part-time position), Zoning and Development Coordinator and two Public Works Maintenance positions. Specific recommendations for change will be brought back during a future budget meeting.

10. Adoption of revised Employee Handbook

Hood, Beach, Perkins, et al.

Mr. Hood stated that the latest Employee Handbook was approved in 2010. A revision has been attempted several times. Information was submitted to the Atlanta Regional Commission (ARC) for revisions. ARC has made best practice provisions. There have been a few changes recently that were included such as disciplinary action, vacation/benefit accrual time, firearms in public facilities and transportation/travel.

Chief Perkins stated that this version is more comprehensive and will allow management to uphold the alcohol zero tolerance policy as well. Mr. Davenport suggested the Employee Handbook be moved to a future meeting to allow time for legal review.

Council Member Furr made a motion for a five minute recess.

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.

11. Municipal Court Administrative Update

Kathy Bright

Ms. Bright presented a summary of the 2015 court activities. She informed Council that the case count reflects a 12% increase from 2014 and an increase of 16% in total fines collected and paid to the Town in 2015. Ms. Bright stated that this is surprising due to the prohibition of tolling warrants from November 2014 through June 2015. However, on July 1, 2015 House Bill 310 was passed which once again allows municipal courts to toll warrants. Ms. Bright informed Council that 57% of defendants paid with a credit card. She added that the online payment system has worked very well for Court. Ms. Bright stated that the Administrative Office of The Courts is encouraging that the courts become more of a customer service organization. Among the improvements are a multi-language instructional video in English and Spanish, forms made available in Spanish and bi-lingual customer friendly coloring books. She also stated that courts are being required to report how many non-English speaking defendants there are in attendance and how many of these individuals are representing themselves, without legal counsel. In the near future Tyrone Court may have to rearrange court dates requiring court appearances. She added that if a courtroom is full, staff cannot ask anyone to leave the courtroom.

Ms. Bright informed Council that in the last two weeks because of a court ruling, if any defendant has been placed in jail on a non-warranted offense whether they are able to make bond or not, they cannot be kept over forty-eight hours. On the court side, this means that if they are released on their own recognizance, staff has no recourse for their return, no surety bonds for court.

Ms. Bright informed Council that in regards to expenses for the upcoming budget, Court needs to replace the metal detector for \$2,000- \$3,000.

Council Member Howard asked if the surety bond ruling is administered under federal or state law. Ms. Bright stated that currently it is under state law due to a defendant being kept due to the lack of bail money. She informed Council that the law states that if the offense is non-warranted, no one should be kept over forty-eight hours. Mr. Davenport stated that Ms. Bright is referring to the Rome Georgia case. If there is incarceration without any type of warrant, by law, agencies only have forty-eight hours to hold individuals before they go to a commitment hearing. He added that the commitment hearings have not been taking place. Furthermore, the jurisdiction that arrests and sends the individual to jail, the law enforcement officers must bring the detainee before a Magistrate in order to commit.

Mr. Davenport added that this was not a regular occurrence. The Sheriff released a letter stating that if agencies do not have a warrant, they cannot hold someone over forty-eight hours. In conclusion, agencies either need to obtain a warrant or release them.

2:00 PM

12. MuniCode Updates and Additions

Baker, Rimi

Ms. Rimi stated that codifying encompasses organizing material into titles, chapters, and sections as well as supplementing the new code on a regular basis with newly passed ordinances. The result is a body of current, enforceable law. With assistance from our former Town Clerk, Municipal Code Corporation (Municode) codified our Code of Ordinances in 2011. The newly updated Tyrone Zoning Ordinance was adopted by Council on October 1, 2016, but has never been added to the digital library. The codification process would make the viewing of ordinances a much simpler process for everyone. Mr. Hood stated that the estimated cost for the codification is \$4,549. Future amendments will be \$17.75 per page. Ms. Baker stated that ordinances are updated twice a year. Mayor Dial shared his concern regarding the time-frame. Mr. Davenport stated that the original hard copies are the official record, which are kept on file at Town Hall and that Municode is more of a convenience. Discussion took place regarding funding for the purpose of the ordinances that were most recently passed.

Council Member Housley made a motion to approve the codification of the Zoning Ordinance effective May 1, 2016, not to exceed \$4,600.

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

Public Comments

Staff Comments

Council Comments

Adjournment

Council Member Furr made a motion to adjourn. Motion was approved 4-0.

Meeting adjourned at 1:31 pm.

Eric Dial, Mayor

Dee Baker, Town Clerk