

Tyrone Council Retreat Minutes

February 25, 2012

Present:

Mayor Eric Dial
Mayor Pro Tem Gloria Furr
Council Member Ken Matthews Absent
Council Member Linda Howard
Council Member Ryan Housley
Police Chief, Interim Town Manager, Brandon Perkins
Town Attorney Dennis Davenport
Town Attorney Patrick Stough
Finance/HR Manager Penny Hunter
Beth Vaughn, Environmental Technician
Town Clerk, Dee Baker

The annual Council retreat was called to order by Mayor Dial on Saturday, February 25, 2012, at 9:00 a.m.

The invocation was given by Mayor Dial, followed by the Pledge of Allegiance.

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

ADMINISTRATION/FINANCE:

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

Ms. Hunter presented Council with projections for Fiscal Year 2012 budget. She stated that the projected year end revenue amount including the transfer of reserves is \$3,559,388. This would result in a surplus of \$53,133, if everything comes in as projected. She stated that there will be an anticipated 8% reduction in property value with an estimated \$79,180 reduction in taxes received. Motor vehicle taxes are increasing. She stated that the LOST tax is also increasing.

Ms. Hunter stated that the Town needs financial polices in place such as a reserve policy to ensure protection of an adequate amount of Town cash assets. She stated Georgia Finance Officers Association's (GFOA) recommendation is to have a minimum of 3 months in reserves. Currently the Town has 13 months reserves. Ms. Hunter asked for direction to write a reserves policy to have in place for the next budget cycle. She added that this does not include sanitation and sewer, only general fund.

A discussion took place regarding the amount and number of months that should be kept in reserves.

Ms. Hunter stated that she could prepare two different versions of the policy with two different amounts before the April 5th meeting.

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

Mr. Perkins stated that Ms. Hunter is qualified for the position and to separate the two would require us to hire someone else and the Town cannot afford to hire another person at \$40,000. He stated that at a previous Council meeting there was discussion that combining the two positions was illegal but he found that to be untrue.

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

Ms. Hunter stated that Mr. Weeks oversees the retirement planning for Peachtree City and claims he can save the Town a significant amount on our annual contributions. She stated that the plan would cut our current employee benefits. Ms. Hunter recommended not changing retirement plans at this time. She recommended delaying any decision due to administrative changes required by Georgia Municipal Employees Benefit System (GMEBS) for retirement policies. She stated that this item could be revisited again in October or November.

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

Mayor Dial gave an overview of the proposal from Revenue Discovery Systems (RDS). Mr. Perkins stated that Council could direct staff to put this service out for bid.

Mr. Perkins also suggested going through Georgia Municipal Association (GMA). Mayor Dial stated that RDS charges \$9.65 per application mailed. Council Member Howard stated that she disagreed with the charge for each application mailed. Mr. Perkins stated that a stipulation for the bid could be a charge per collection. Mr. Perkins stated he will call RDS's references and to prepare an RFP with stipulations and call RDS to inform them.

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***

Ms. Hunter stated different that departments have shown interest in upgrades to the current software.

She stated that the module on the current software makes it difficult to include certain programs making it difficult to generate certain reports. She stated that two other issues with the current software are difficulty issuing purchase orders and the ability to receive online payments. She added that Dina Rimi, Planning/Zoning Coordinator was interested in having a module for building permits. Ms. Hunter stated that the current provider Incode could upgrade for a total of \$20,025. Edmonds and Associates could upgrade our system for \$22,375 and Open RDA's estimate is \$45,400.

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***

Mr. Perkins stated that currently there is no training in place for employees and supervisors other than at the Police Department. He stated that it is very important for each employee to receive proper training, especially supervisors. He stated that departments such as Public Works have a high liability level and training on all equipment is very important. Mr. Perkins suggested finding free online training through GMA or Local Government Risk Management Services (LGRMS) and to budgeting for training also. He also suggested that the Town host a training seminar open to neighboring cities. He suggested asking for employee input and have them compile a list of their duties and training that would benefit them. Council Member Furr and Mayor Dial agreed that continuing education is very important.

Ms. Hunter suggested policies and procedures for each job would also be very beneficial.

7. Discussion of the Termination Policy. ***Brandon Perkins, Police Chief, Interim Town Manager***

Mr. Perkins suggested revising the termination policy and suggested giving termination authority to the Town Manager and Police Chief roles, citing concerns that terminations and appeals are carried out by the same body. After further discussion Mr. Perkins suggested as an alternative that the Town could create a separate termination board. He added that airing the employee's situation in public is not prudent. Ms. Hunter stated that the current policy should be followed and it is important for the supervisor to practice diligence prior to termination.

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***

Mr. Perkins suggested going back to a step pay scale system with merit raises. He stated that with each step comes a 2% raise when available and merit raises could peak at 5% when available.

Council Member Furr made a motion to adopt the step pay scale system.

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

Mr. Perkins suggested that for step incentives, employees could receive extra training and certifications to improve their job quality.

Ms. Hunter recommended that Council approve the presented job descriptions. She stated changes could be made at a later date as needed.

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***

Ms. Hunter recommended direction to issue an RFP for audit services. She stated that the Town's current audit service provider's contract expired June 30, 2011.

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***

Ms. Hunter stated that the Town is currently pleased with our provider however there are vendors requesting our business. She stated that it would be sensible to issue an RFP and perhaps find a less expensive provider.

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***

Mr. Perkins suggested having a contract policy in place for all departments. He stated that currently Town Hall and Attorney Davenport have a process that is uniform and time efficient. Attorney Davenport's firm would handle the configuration, obtaining signatures and the distribution of the contracts. There was discussion regarding Attorney time that would be necessary.

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***

Attorney Davenport briefed Mayor and Council regarding the rules of procedure during Council meetings. He stated that a motion and a second have to be made in order to open each item for discussion. After the discussion takes place a vote is taken. Mr. Davenport then detailed all aspects of the meeting including the number of votes needed for passage. He also reviewed the process of amending and withdrawing votes.

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***

Ms. Vaughn gave a power point presentation regarding the need for future repairs. She stated that stormwater projects are prioritized based on the threat of loss of life, damage to property, citizen complaints and routine maintenance to prevent future issues. The stormwater maintenance projects currently funded by the general fund. She added that the Town is currently operating in a “reaction” mode to stormwater projects due to the large number of outstanding work orders.

14. Discussion of open meetings, and open record procedures. ***Dennis Davenport, Town Attorney***

Mr. Davenport stated that all records are open to the public with only a few exceptions. There is a 3- day response time from the day of the request for the Town to act. Ms. Hunter reiterated the importance of the records retention schedule.

Mr. Davenport then reviewed the regulations of open meetings. He stated that the Mayor and 3 Council Members make a quorum, otherwise a vote cannot be taken. Emergency and special called meetings require proper public notification. He stated that there are 3 reasons for an Executive Session; 1) threatened or pending litigation, 2) real estate acquisition and 3) personnel matters.

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

Mr. Perkins approached Council with an application process for future Planning Commission candidates. He stated that the Town should adequately advertise the position by October 1st and allow 30 days to turn in applications. The Mayor would communicate his choice to Council by the first meeting in December, the ordinance. He stated that Council would then make a decision by the second meeting in December. He ended by stating that the appointee would then be sworn in at the first meeting in January.

Council Member Furr stated that in the past two Council Members would interview the candidates. She stated that she believes there should be an interview process.

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***

Mr. Perkins stated that currently there is no approval process in place for engineering projects. The purpose for a policy would be to ensure that no single staff member could arbitrarily direct the engineer to begin work on a project that was never approved by Council. He stated that the Town Manager would determine if the projects were needed prior to Council’s approval. This process has the potential of saving the Town several thousand dollars a year.

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***

A discussion took place regarding the proposed improvements to the Chambers.

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***

Mr. Perkins stated that he needed direction from Council in order to inform Fire Chief McCullough and County Administrator Jack Krakeel of our possible interest in the Fire Station prior to the County's retreat held on March 10th. Mr. Perkins suggested that the building could be used for Public Works storage and Police Emergency headquarters. He stated that the building is currently being used by several Fire Fighters on a regular basis. If the Town used it on an as needed basis the substandard septic system should not be a concern. A discussion took place regarding the maintenance needed for the building.

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***

Mr. Perkins stated that the Valleywood Road paving plan was approved by CSX at the last meeting for use of their right of way and we are waiting to hear back from them to continue. The Shamrock bridge project is part of the TE Grant and that concept report has been sent to DOT subcontractors for approval. Senoia Road and Arrowood Road paving should start soon, and we are currently waiting on DOT.

20. Discussion of areas of improvement. *Staff*

Mr. Perkins stated that he asked for staff member's input on was they could improve their job performance and received much feedback. Finance - upgrade to the financial software system; update policies, forms and training; institute a wellness program; and have a monthly deadline calendar for financial projects. Public Works - increase maximum dollar amount of purchase order limit and hire another full-time employee. Library and Court - look for a different I.T. subcontractor. Mr. Perkins suggested an Intergovernmental Agreement with Fayetteville or Peachtree City. Court Clerk - accepting credit card payments. Town Clerk - acquiring a minutes program that automates agendas and minutes that includes all department heads. Library-requests a computer replacement policy. Police Department - laptop replacement for vehicles. Environmental - mobile tablet for field work.

Ms. Howard suggested checking with the County for the I.T. support also.

PUBLIC SAFETY:

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

Mr. Perkins stated that for this FY there was no money available to replace Police vehicles. He then gave 3 options: a) purchase one vehicle in full from general fund monies and the other vehicle with drug funds, b) lease one of the vehicles and purchase the other with drug funds, c) contribute 25% to 75% towards the purchase of one or both vehicles. He stated he was looking for direction for FY 2013. He stated his preference would be "option a".

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 will be taken 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 Howard made a suggestion that we put the buildings on Craig's list for removal. A discussion took place regarding the structure's framework and age. Mr. Perkins stated that prior to demolition an asbestos testing needs to be performed. The Town would then pay for the inspection and removal of the asbestos. Mr. Perkins stated that he acquired an estimate from the company that removed the houses on Spencer Lane and he would need two more estimates.

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.

Mr. Perkins stated that if the Public Works building is removed, their department would need to be relocated to Town Hall. Fayette County early voting is now being held at Town Hall. A discussion took place regarding the Fayette County early voting location. Mr. Perkins stated that he would contact Tom Sawyer, Department Head of the Board of Elections and Voter Registrations regarding the accommodations of early voting.

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 amended her motion.

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

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

Mr. Perkins briefed Council on Renee' Holt's request for replacing the Town Hall gutters and siding. He stated that the gutters and siding date back to 1982. He reported several repairs that needed to be made to the Town Hall building. The ceiling panel at the front entrance is in need of repair and the replacement of the gutters and several siding panels around the building are necessary.

Council Member Furr suggested that most repairs could be performed by the Public Works department and made suggestions for each concern.

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*

Mr. Perkins asked for a benchmark for clearing right of ways.

Council Member Furr shared her concerns with the appearance of the Town. She stated that she would like for Public Works to take one street at a time clearing one side then the other. She added that Public Works should remove all small saplings or bushes unless they clearly belong to

a homeowner. Council Member Howard agreed. Council Member Furr suggested burning the brush after cutting.

Council Member Howard made a motion to discuss the clearing of 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***

Mr. Perkins briefed Council on Ms. Holt's recommendations. He stated that the intersection of Senoia Road, Crabapple Lane and Rockwood Road needs repaving and needs to be extended and widened to aid 18-wheeler turn-in. He also stated that the pavement is uneven due to three water mains in the intersection.

Council Member Furr shared her concerns regarding Fayette County Water's role in maintaining the roads.

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.

Mr. Perkins then discussed Ms. Holt's concerns regarding the intersection of Palmetto Road and Spencer Lane. He stated that it is difficult to make a right turn onto Palmetto Road from Spencer Lane. Attorney Davenport reminded Council that this road has a prescriptive easement and will proceed with direction from Council.

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***

Mr. Perkins shared with Council Ms. Holt's recommendation to purchase a new F-250 truck. He stated that the current truck has 98,500 miles and is in need of repair. He stated that Ms. Holt could manage with an F-150 if necessary, Mr. Perkins suggested that Council increase the line item for FY 2013 and to continue to look at options.

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

Mr. Perkins shared Ms. Holt's request for a new Hustler Mower. He stated that the mower was purchased in 2007 and has 1,260.010 hours. Mr. Perkins suggested continuing maintenance of the mower at this time. Ms. Hunter suggested a budget amendment if the mower completely breaks down.

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

Mr. Perkins stated that the Town limit gateway signs are included in the TE Grant and the Town is waiting on DOT's approval. He stated that the Town engineer was not supplied with a plan on what the signs would look like. Mayor Dial supplied Council with several ideas on signage. Council then reviewed the pictures.

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.

Concepts were discussed regarding styles for the Library and Recreation buildings. Mr. Perkins stated that these signs are established in the current budget, however only a color was agreed upon between Ms. Digby and Ms. Patton.

Council Member Furr suggested having similar directional (hanging) signs as Fayetteville. Mr. Perkins suggested having sign companies come to the locations and make suggestions.

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***

Mayor Dial stated that this item was originally in the 2007 budget. Mr. Perkins stated that this item would not be feasible at this time. No action was taken.

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

Mr. Perkins presented the item and stated that due to several classes a week at the Recreation Center an AED (Automated External Defibrillator) would be beneficial and suggested all Town buildings have one. He recommended placing money in the budget for this item. He also stated that Ms. Hunter is currently working on an application for a grant for this item. Mr. Perkins stated that the new defibrillators require the push of one button and no training is needed. Council Member Furr asked if the Recreation employees were trained in CPR. Mr. Perkins stated that he believes they received training a year or two ago when Lt. Davis from the Fayette County Fire Department gave classes at the Police Department but he will confirm.

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

Mr. Perkins stated that Ms. Patton is requesting a permanent stage for the Recreation Center, a wall to divide the large classroom from the lobby and create storage space above the classroom. The wall would cut down on noise and decrease the amount of heating and cooling space. Mr. Perkins made suggestions for repairing the stage in the current condition. No action was 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***

Mr. Perkins stated that new fencing will be placed at the park eliminating additional parking. Ms. Patton's request is to extend the parking lot to allow more parking. Mr. Perkins stated that the Town would incur the cost. Council Member Furr suggested that if the Town chooses to bring gravel in, it would be less expensive to have Public Works spread the gravel and suggested asking for donations.

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***

Mr. Perkins stated that he and Ms. Vaughn met with Nathan Brooks, Peachtree City Water and Sewer Authority's (PTC WASA) Construction Coordinator in November. He advised that pump station 2 requires attention due to high levels of hydrogen sulfide. Mr. Brooks' suggestion was to install a 50 year liner in the concrete tank for a "wet well rehabilitation". Mr. Perkins stated that Catherine Fox was just hired to perform the sewer mapping system and suggested having her assess the situation. He also suggested gathering a list of reputable companies to ascertain alternative solutions.

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