

**Town of Tyrone  
Council Meeting  
Retreat Minutes  
March 6, 2014**

**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  
Town Attorney Dennis Davenport  
Town Attorney Patrick Stough

Mayor Dial opened the meeting at 9:18 am.

Council Member Furr made a motion to approve the agenda.

Council Member Howard seconded the motion. Motion was approved 3-0. Council Member Housley had not arrived. He arrived shortly after the start of the meeting.

**NEW BUSINESS:**

**Recreation**

**Annual Report on Events and Programs, *Jennifer Patton Frey*  
Class Schedule and Requests for new offerings, *Jennifer Patton Frey*  
Founder's Day Festival, *Jennifer Patton Frey and Ken Matthews***

Ms. Patton Frey reported that in 2012 they offered 30 classes a week, currently there are 35 classes. The total class profit is approximately \$14,668. In 2012 there were 8,666 participants and in 2013 there were 13,062. The numbers include all Recreation programs, which have almost doubled in participation.

Among the adult classes are Jazzercise, Zumba, Line Dancing, Martial Arts and Yoga. Jazzercise classes have jumped from 10-15 classes a week with participation from 4,796 in 2012 to 6,409 in 2013. Zumba has three classes a week with over 3,000 annual participants. In March 2014 the Zumba instructor Maria, will also offer a 30 minute Cross Fit class. Ms. Patton Frey added that she and the Library staff will be working together to accommodate a Yoga class, in hopes to gain more interest and to have a cool quiet space for better meditation.

Ms. Patton Frey stated that Recreation had offered two new classes for Seniors; Stretch and Strengthen and Zumba Gold. These classes were cancelled due to the lack of participation, possibly from the cold weather, also the instructor had foot surgery. Ms. Patton Frey interjected that they are competing against places such as churches and the “Bridge” that offer the same services for free. Recreation offers several free activities to the seniors. They host the Shamrock Stitchers quilting group who meet every Thursday from 11 am to 2 pm, with up to 20 participants. Once a month the “Stitchers” have a pot luck lunch. Along with the Shamrock Stitchers, is a summer camp that includes young people that wish to learn how to quilt. Every Tuesday from 1:00 pm to 4:00 pm a card group meets to play Canasta. That group started with ten participants and now has over 20 each week. Ms. Patton Frey stated that the once a month “Lunch and Learn” is very popular. Along with a holiday pot luck lunch, the following speakers have lead the meetings: members of Fayette County Fire and Public Safety, a representative from the Peachtree City Weather Center, Police Chief Brandon Perkins, Tyrone Environmental Technician, Beth Vaughn, Christian City, Fayette Senior Services and someone to speak about Obama Care, Medicare and Medicaid. Lunch and Learn is offered October through May of each year.

Ms. Patton Frey informed Council of the many youth classes offered. Jr. Jazzercise, Martial Arts, Baton Twirling, Mini Kickers, (a soccer program) and tennis are for ages around two to ten years old. She stated that they are also adding an archery class in the summer. Summer camps vary from year to year but include; spring break camps, summer and holiday camps. Among the most popular are the Jr. Jazzercise and the Science Camp. The Recreation and Library departments will work together to accommodate both. Two additional camps to be offered along with the archery camp are art and stitchers (quilt).

Mayor Dial added that when the Town was recognized as the seventh safest city in the state by Safewise, the Recreation summer camps were mentioned. Ms. Patton Frey responded that she was very proud. They help keep kids busy in the summer.

Ms. Patton Frey informed Council that the Recreation rental has decreased slightly, due to more classes being offered on the weekends. Tyrone Recreation rents out the facility to Boy and Girl Scouts, bridal and baby showers, birthdays, graduations, holiday parties, family reunions and Home Owner Associations. In 2013 Recreation gained approximately \$2,000 in rental fees, which includes Shamrock Park Pavilion and the Roger Spencer Community Center. She added that the Shamrock Park Pavilion can be rented for free but is on a first come, first served basis. Ms. Patton Frey updated Council regarding the Handley Park Pavilion. She stated that she and Council Member Matthews found a perfect location for the pavilion and will communicate with the Town Engineer for bidding out the project and that both Soccer and Baseball Associations are very excited.

Ms. Patton Frey stated that the sports association’s fees have increased slightly in 2013. All associations are now 100% responsible for background checks and have also taken on a large amount of responsibility of the field maintenance. She reported that the Tyrone Baseball Association is now offering a recreation league along with the select league. For Fall 2012 there were 231 participants, 207 in 2013, Spring 2013, 297 and presently there are 275 and is expected to increase for baseball. The Tyrone Soccer League had a tough couple of years with sinking

fields and dealt with a lot of rain, but with the blessing and financial backing of the Council, the fields have been renovated and the program is expected to grow. The number of participants for the Tyrone Soccer League are; Spring 2012, 152, Fall 2012, 190, Spring 2013, 222 Fall 2013, 148 and presently for Spring 2014, 130. She is expecting spring's number to increase. She ended the sports reports by stating that the decline in participation, she believes, is due to the Tyrone Elementary School closing, and that she is going to advertise at Canongate in hopes to gain more participation.

Ms. Patton Frey informed Council of the Town sponsored town wide events such as: Founder's Day, Founder's Day Yard Sale, Trick or Treat for Businesses and the Christmas Tree Lighting.

Ms. Patton Frey reported the numbers for the 2013 Founder's Day event; Sponsorships, \$2,649, Carnival, \$6,250, Vendor fees, \$3,285, Parade, \$565 equaling at total of \$13,249 for income. Expenditures were \$9,331.26 and total revenue was \$3,418. She stated that after a long search, this year, Forever Young Amusements (Carnival) is replacing Gold Medal Shows for the third week in September (September 14-22). They have relayed that they will be bringing a better assortment of rides. She added that it was discussed to move the celebration back to Shamrock Park, but it is not feasible due to lack of space, water and electricity. She requested that the entertainment budget be raised from the 2008 amount of \$800 to \$1,200 or more, in order to have the option to acquire a bigger band drawing a younger crowd. Ms. Patton Frey stated that currently, Founder's Day is self-sufficient and added that in order to grow and be more successful they need to increase their budget.

Ms. Patton Frey stated that since she has been employed, participation has tripled and that over 100 people visit in one day. She requested that the building be cleaned more frequently and added that there is also a musty smell. Mayor Dial asked Mr. Hood to bookmark this topic in regards to Public Works to be discussed later.

Ms. Patton Frey stated that Ms. Owens is in major need of a new computer. Mayor Dial inquired if there were any surplus computers that could be used. Mr. Hood stated that he is currently working with CMIT regarding the six or seven computers that are still running Windows XP that Microsoft will delete soon. There is a low cost alternative to update the software in those computers. He stated that the Friends of the Library group is a 501 C3 non-profit and could obtain low cost software to assist the Town with our need. This process should take place prior to the budget.

Council Member Howard requested that obtaining a computer for Ms. Owens be a top priority.

## **OLD BUSINESS:**

### **Discussion of combining Parks and Recreation Departments, *Ken Matthews***

Council Member Matthews opened the discussion for combining the Parks and Recreation Departments. He stated that in the past, Parks fell under the Recreation Department due to the scheduling of events. The maintenance should remain with Public Works, however and he believes that Parks should be under Recreation again and that the two department heads can

work together. He asked for everyone's opinion. Mayor Dial asked Council Member Matthews, what his recommendation would be. Council Member Matthews stated that he recommends that since Jennifer was in charge of all scheduling that the department should be Parks and Recreation or Leisure Services.

Mr. Hood stated that this took place prior to his arrival but the reasoning was for budgetary documentation. Specific line items are for recreational programming. Park's is for labor maintenance.

Council Member Furr inquired if the two departments were combined again, would that create more work for the Finance Director. Ms. Beach replied that any extra work would just be the initial creation. Council Member Furr asked what other duties other than scheduling would fall under Parks. Council Member Matthews stated that Jennifer would also be in charge of the maintenance scheduling. Ms. Holt stated that other duties would be ordering Christmas and any other Town decorations, building maintenance and light replacement scheduling. Ms. Holt stated that by transferring Parks back to Recreation it would free some of her time, however she and Jennifer would need to be in constant contact in order to complete tasks.

Council Member Matthews stated that Jennifer handles the scheduling, communicates with the organizations and fields most of the complaints, her title should reflect that. Mayor Dial stated that although she is in charge of the fields, that would not necessarily be a need for a title change but more of a need to revise her job description. Mr. Hood stated that moving forward we could revise job descriptions and duties per Council's request. Council Member Matthews stated that the reason for the discussion is for the overlapping duties. Ms. Beach stated that most of the cost comes from the upkeep of the grounds. Ms. Patton Frey stated that the confusion lie with the program individuals and she attempts to relay that she is in charge of the activities and Renee' is in charge of the physical grounds. More confusion comes when it is time to bid out certain jobs.

Mayor Dial directed Mr. Hood to resolve any issues that arise.

## **Public Works**

### **Tree Plantings and Park Improvements, *Renee Holt and Ken Matthews***

Ms. Holt informed Council that improvements for Shamrock Park include the following: Danielle Raslan requested a tree be planted at Shamrock Park past the bridge near the Library. Staff will be planting a river birch and two benches of recycled plastic; which costs less.

Veterans Park improvements: six Crape Myrtles that would be decorated at Christmas to represent the armed force branches, two barco board picnic tables and add more grass.

Handley Park improvements: two picnic tables.

Redwine Park improvements: replace picnic tables, pressure wash the pavilion, repair drainage problem around concrete path.

Fabon Brown Park improvements: add benches, a picnic table and clean up area.

Council Member Matthews inquired if there is any money in the budget for improvements. Ms. Holt stated not at this time, the total for most park improvements is approximately \$5,500.

Council Member Furr stated her park improvement suggestions.

Shamrock Park: two benches and the river birch.

Veteran's Park: Remove the damaged picnic table and replace it. There is no need for more benches. She stated on behalf of the members of the Veteran's Park Committee, please do not plant anymore trees including Crape Myrtles, in order to keep with the initial theme. Please turn on remaining bollard lights.

Handley Park: No more tables, clean up, add benches around the play area, clean and repair remaining tables.

Mr. Hood and Ms. Holt stated that more requests would be brought to Council from the associations for Handley Park.

Redwine Park: Clean and repair two tables and take to Fabon Brown Park. Two new tables and two benches, clean playground and fill ruts.

Fabon Brown Park: Clean and repair the old bench.

Mr. Hood stated that there is a planting time frame and that staff can pool together monies from Recreation, Parks and Public Works to try and get some items accomplished prior to the new budget.

Council Member Furr stated that her list for park improvements would cut the Public Works list grand total from \$6,876.40 to \$2,984.

Council Member Howard requested that there be a permanent trash can at Redwine Park. Ms. Holt stated she needs to lock one to the fence, three have been taken within a year.

Council Member Furr made a motion to make the necessary improvements to the Parks as discussed.

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

### **Consideration of the RFP for ROW Maintenance Activities, *Renee Holt and Kyle Hood***

Mr. Hood stated that a bid was placed for Right of Way mowing and maintenance and they came back, ranging from \$150,000 to \$300,000 a year. The lowest qualified bidder was TruGreen for \$157,000. He added that he has been working with TruGreen to lessen the cost even more. The biggest ticket item was for pond maintenance. Mr. Hood stated that that item is a specialty item and should be bid out separately. Several roads have been removed and others reduced infrequency. The new cost is now \$104,360. Mr. Hood added that this would reduce the work load for the Public Works Department, the cost of insurance and wear and tear on equipment among other costs. This will allow us to get ahead of our duties and lessen complaints. This transition will be seamless due to TruGreen is employed by Peachtree City as well.

Blake Wilbur from TruGreen informed Council that the pond maintenance cost was over \$40,000 due to the neglect of maintenance, tree removal and the cost of chemicals. Mr. Hood stated that when the pond maintenance is awarded that we would immediately drain Shamrock pond enough so that Shamrock bridge repair would be more feasible.

Council asked Blake Wilbur several questions regarding spraying brush, cutting trees and brush close to guard rails and utility lines and poles. Mr. Davenport cautioned against cutting on

private property. Blake Wilbur stated that TruGreen should commence in approximately two weeks of approval.

Mr. Hood stated that through discussions with Ms. Holt which will be discussed later in the meeting, at least one position would be eliminated due to the reduction in the work load.

Mr. Wilbur stated that if changes in personnel were made TruGreen would be willing to interview potential staff and place them.

Council Member Howard made a motion to approve the right of way mowing and landscape list of 32 streets at a cost of \$104,360 annually.

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

### **Consideration of the sale of former PW Building, *Ken Matthews***

Mr. Hood stated that he has not heard back from the second winning bidder to remove the former Public Works building.

Council Member Howard suggested Craig's List. Mr. Hood stated that we have used Gov. Deals. Mr. Hood suggested for the next bidder to take scrap metal then remove the rest of the building.

Council Member Howard made a motion to place the former public works building on Craig's List for sell for 30 days and a 30 day window for removal.

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

### **Planning and Zoning**

#### **Discussion of Fee Schedules, *Dina Rimi***

Ms. Rimi informed Council that the residential building fees have remained the same for at least seven years. She has compared the Town's fees with neighboring municipalities and the Town is considerably lower. She met with the Town's building inspectors, Safebuilt, and they have suggested that the Town use the International Building Code Valuation system. Safebuilt will then value the home or building according to the valuation chart. She reiterated that occasionally builders will devalue their property for tax purposes. By using the valuation chart all builders are equal across the board. Ms. Rimi gave examples of how the Town could charge for building permit fees. The first example is our current charge of .25 per heated square feet. A second method would be to charge .25 for total square footage. Another method of charging would be the International Building Code Valuation, which would be either 50% of the residential or commercial evaluation or 75% of the evaluation. Fayette County's cost is at .42% of the total square footage. Peachtree City is using the International Building Code Valuation and their fees are higher than Tyrone's. Ms. Rimi stated that Safebuilt Inspector, David Mundt, would be available to meet with Council on this topic. Ms. Rimi reported that Safebuilt receives 60% of the building permit fees for their inspections. They also receive a percentage of the plan review fee. A discussion took place regarding the total of fees that go into a building permit and the methods. Ms. Rimi stated that among the fees are the building permit fee, administrative fee, plan review fee and temporary power.

Ms. Rimi recommended that the Town use the International Building Code Construction Valuation method at 50% of the valuation. Ms. Rimi asked that this take effect July 1, 2014 so she can inform the builders.

Council Member Matthews made a motion to increase our building fees per the International Building Code Construction Valuation method at 50%.

Council Member Furr seconded the motion.

Council Member Matthews amended his motion to reflect the building fee increase at 75% per the International Building Code Construction Valuation method.

Council Member Furr amended her second. Motion was approved 4-0.

Council Member Housley made a motion to make the increase effective on July 1, 2014.

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

## **Library**

### **Annual Update and Departmental Report, *Patty Newland***

Ms. Newland stated that the Library is doing great and she enjoyed being the Library Supervisor. She also thanked the Library's yearly ongoing partnership's that assist the Library. Ms. Newland referred to her report and stated that within the Flint River region, Tyrone is number seven out of eight in regards to total item count, just shy of 30,000 items for check out. Tyrone has approximately 6,200 users and is forth in download circulation. Tyrone and Peachtree City are the only two Libraries in the Flint River Region that are not County Libraries, yet Tyrone is number fourth in the region for circulation. Ms. Newland stated that the Tyrone Library serves individuals in Coweta County, south Fulton County, Fairburn and Palmetto.

Council Member Housley noted that according to our users count, almost all Tyrone citizens are registered.

Councilwoman Furr commented at how proud she is of the work Ms. Newland is doing and how well the library is run.

Ms. Newland asked Council and Staff to visit the library to participate in activities, make donations and make suggestions.

## **Municipal Court**

### **Annual Report and Implementation of yearly goals, *Kathy Bright***

#### **Request for safety upgrades in Courtroom, *Kathy Bright***

Ms. Bright reported that there was an increase in citations from 2012 to 2013 from 1833 to 2465. She attributed that a large part of the increase was the feasibility for customers to make online payments. They made 985 payments totaling approximately \$161,000. In February, Tyrone initiated the face to face credit card payments. She also reported that \$27,800 jail fees were paid and jail credit carried from the County were \$81,600. 10% is paid to the County for jail fees.

Mayor Dial asked for the justification into the County holding the jail money. A discussion ensued. Ms. Bright stated that jail fee is collected as one of the State funds that the Town is required to pay.

Ms. Bright stated that she completed her 100 hours of training to receive her Masters Certificate for Court Administration and thanked Council for allowing her to receive the training. Ms. Bright requested to refurbish the courtroom bench for security reasons. This was in last year's budget but could not be located, the estimate was for approximately \$4,000. The IT upgrade would be free with the exception of an electrical outlet. She informed Council that Court would be purchasing a water cooler also. The Police Department does not house a water fountain for the courtroom usage. Mr. Hood stated that he would research the budget for monies for the courtroom bench improvement so it would not need to come out of the FY 2015 budget. Mayor Dial and Council requested that if possible, please acquire a business for the court bench refurbishment in Tyrone.

Council Member Matthews made a motion to move forward with the budget process for the court bench upgrade and the purchase of a water cooler.

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

### **Police Department**

#### **Annual Report and five-year plan update, *Brandon Perkins***

Chief Perkins reported that 2013 was a good year. There was a 35 % decrease in major crime, a 21% increase in minor crime, most of which is out of their control. There was a 5% increase in fraud, a 27% arrest increase in narcotics, and a 50% increase in DUI's. Chief Perkins attributed the increase to more traffic stops. He reported that the five year comparison chart reflected a decline in major crime and an increase in minor crime. Chief Perkins reported that for overall traffic enforcement there was a 29% increase in citations, an 88% increase in warnings, 50% increase in DUI arrests, and a 23% increase in accidents. He also informed Council that the traffic enforcement by race is in line with our demographics. For 2013, 31% of African Americans were stopped, 52% White, 5% Hispanic and 11% non-specified races. Chief Perkins disputed any argument that Tyrone is a "speed-trap." Under state law a municipality needs to levy fines equal to or greater than 40% of the agency's budget for speeding tickets less than 17 miles per hour over the speed limit. He stated that 40% of the Police Departments FY budget was \$507,198 the percentage of speeding tickets wrote was 7%. Chief Perkins added that the main reason for traffic stops is safety. The more traffic stops and police visibility, the lower the crime rate. The primary streets for accidents in Tyrone are Hwy 74, Senoia Road, Dogwood Trail, Tyrone Road and Palmetto Road. Contributing factors are: following too close, object or animal in the roadway (mostly deer), failure to yield, improper backing and inattentive driver. He reported that there has not been a fatality in over seven years. Chief Perkins reported on personnel, and stated that there were 17 sworn positions in 2013, and that the Police Department is now fully staffed. The officers completed 1,978 hours of training that averaged 116 hours each, with a 45.5% increase of training hours from 2012. Three officers resigned to take other law enforcement positions. He stated that one founded complaint in 2013 resulted in the suspension of two officers and there were no Internal Affairs Investigations in 2013. He ended by adding that the officer's awards and commendations were included in their packets.

## **Consideration of financing plan to secure tag reader units, *Brandon Perkins***

Chief Perkins opened by stating that there is a misconception regarding license plate readers (LPR). The public voices privacy concerns stating that the LPR's give police too much power to "track" individuals. They are designed to help locate vehicles that are associated with criminals, wanted people, registration and insurance problems, stolen vehicles and assists with Amber Alerts. The LPR's do not give personal information on individuals, it notifies the officer if the car is stolen or if there are any outstanding violations on the autos. Last fall Tyrone used the system and had great results. It detected over \$5,000 worth of violations. Chief Perkins asked Council if they would ever consider purchasing a few systems. He stated that he wished to reserve drug monies for equipping cars. There is a one-time fee and an annual fee of \$1,000 which is for sharing information with Fayetteville, Fayette County and Fairburn. He requested Council to consider four LPR units, one system operational for every shift.

Council Member Housley asked for other municipalities views on the LPR. Chief Perkins stated that Coweta County Sheriff desires to have one in every patrol car. Peachtree City is pulling a car over once an hour with the LPR and that Fayette County has given good feedback. This is a modern day "hot sheet" updated every day.

Chief Perkins asked Council to entertain the public finance option for four units with yearly terms and an initial payment that could come out of drug money. The other option would be a mobile system to be transferred from car to car, however that process takes an hour each time to download the information. Mr. Hood discussed the payment options as it relates to the possibility of a diminishing return.

Council Member Housley made a motion to secure the purchase of four secure tag reader units from Vigilant Solutions for two year annual payments of \$32,382.

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

## **Speed Bump installation and HOA speed concerns, *Brandon Perkins***

Chief Perkins stated that Council had approved \$10,000 in the current budget for the installation of speed humps on Ashland Trail, Magnolia Drive and McDade Street. He informed Council that he will be moving forward on the project and that phase one will be Ashland Trail.

## **Lunch Break**

### **Environmental Planning**

#### **Storm Water (MS4S) and SPLOST project update, *Beth Vaughn***

Ms. Vaughn thanked Mayor and Council for the funding for technical support for the completion of several stormwater projects over the past year. She then thanked Mr. Hood for his efforts in obtaining the LMIG for funding the projects. She also thanked Jerry Steadham of Steadham Grading for a great job on all 2013 projects. She named several 2013 projects; across from Shamrock Park under Senoia Road, a drain at the corner of Laurel Cir. and Senoia Road, ditch improvements along Rosewood Avenue, several Pendleton and Castle Lake subdivision projects, pipe flushing on Tyrone Road at Brookfield, detention pond at Redwine Park, emergency sink hole repair in Millbrook Village, Swanson Valley and Valleywood Road.

Ms. Vaughn then updated Council on the current storm sewer system. She stated that without SPLOST monies it will be difficult to complete stormwater's lengthy outstanding backlog of maintenance projects throughout the next two years. The Town is required to inspect 20% of the system each year, the more inspections we complete the more deficiencies we find. As we chip away at the backlog of projects, we are expected to find some emergency maintenance issues this year, depending on the amount of rain.

Ms. Vaughn reported that the next step is to compile a bid package that will include at least one major pipe replacement job. The project is located under Dogwood Trail. There are two pipes that are approximately seven feet in diameter, both are completely rusted out and need to be repaired as soon as possible. Grant options will be explored regarding this project. Ms. Vaughn relayed that she is optimistic that the Town should acquire LMIG funds again this year to help fund projects.

Ms. Vaughn closed by stating that the Town is moving in the right direction in order to complete the outstanding stormwater projects and that Council's support is very necessary and greatly appreciated.

### **Sewer System needs assessment and PTC WASA agreement, *Beth Vaughn and Nathan Brooks***

Ms. Vaughn opened by affirming that the current state of the Town's sewer system is not actually known, because the system has not been assessed and maintained regularly. She stated that the system is approximately 13-15 year old and most of the lines are believed to be Polyvinyl chloride (PVC) pipe. Two to three years ago the Town contracted a company to map the sewer system. The southeast corner of Jenkins and Hwy 74 work consisted of lining five manholes, the Jenkins pump station and replacing a small section of the sewer line on Hwy 74. She added that the sewer map is a great tool for the Town, however it is time to make additions to the map. The map has satisfied the sanitary sewer mapping requirement deadline of the Metropolitan North Georgia Water Planning District (MNGWPD) and it can be used for future filming and cleaning to the sewer lines. It can also be a tool for creating the remaining as-builts. Ms. Vaughn stated that accurate as-builts and sewer profile information needs to be added to the current mapping system in order to create specific bid package specs for future sewer maintenance projects as well as any future tie-ins. Ms. Vaughn stated that six considerations are needed for the future assessment of the sewer system:

1. How the assessment will be budgeted
2. The system needs to be divided into sub-basins for cost/repair effectiveness
3. As-built/sewer profile creations
4. Filming and cleaning the lines
5. Maintenance
6. Continual maintenance (repeat numbers 3-5)

Ms. Vaughn then introduced Mr. Nathan Brooks, Construction Coordinator from Peachtree City Water and Sewerage Authority (PCWASA). He stated that Tyrone currently has four pump stations that PCWASA maintains. The pumps usually have a shelf life of ten years and work has not been completed on either one. The need for a spare pump is essential. Most repairs on the pumps could take up to six weeks. The cost is approximately \$12,000 to \$15,000. The purchase

of a new pump is the preferred method and typically costs \$40,000 and takes 20-25 weeks. Another pump option costs \$20,000 to \$25,000 and takes 12 weeks for delivery and installation, but requires a rail adapter. Pump stations one and two are the most critical, which are located at Southampton and Jenkins Road.

Mr. Brooks then shared his Tyrone sewer assessment. He stated that it was in fairly good shape and mostly made of PVC pipe. He reported that they do not know the current state of all the lines. One way WASA assesses the sewer line is to use a camera system. He discussed issues such as “root balls” that damage sewer lines.

Mr. Brooks then opened the discussion for the possibility of additional sewer. He shared the current and future map of where the sewer system is located and where additional sewer could be added, along with a second route and cost of each. Option one (no detours) would cost \$1,314,200 and option two (detoured route) would be \$1,517,500 depending on the route. He stated that the initial cost would be at least three million dollars including engineering costs and property acquisition.

Mr. Hood asked for direction in regards to current sewer repair, maintenance and perhaps purchasing a replacement pump. Mr. Brooks stated that most pumps are different, however pump station one and two are interchangeable and could use the same replacement pump. Having an additional pump could allow for repair time on other pumps. The estimated cost to repair each is \$12,000 to \$15,000.

Council Member Furr asked Mr. Brooks his opinion on taking the first steps in order to be in good standing. Mr. Brooks stated that he would purchase a replacement pump and then map the sewer system in basin sections, small sections at a time and as-builts are also a needed tool.

Steven Hogan, General Manager of the Peachtree City Water and Sewerage Authority suggested that Tyrone be proactive and preventative. He shared that to get started should cost approximately \$40,000 to have a spare pump on hand in case of an emergency. Year by year you can cycle your pump maintenance. The first year would be \$75,000. The second year could be less than \$20,000, with varying pump size cost.

Mr. Hood reported that the sewer fund line item amount is flat and suggested working with PCWASA to create a five year CIP plan for an itemized repair and replacement for each basin section. He suggested starting with the purchase of a replacement pump and budget sewer monies for filming and cleaning. A discussion ensued regarding sewer funds. Mr. Hood stated that staff should have numbers together for the budget review.

Mr. Brooks stated that in regards to re-routing sewer to the downtown district, pump station number two at Jenkins Road is in direct line with a gravity line located at Dogwood Church. He then referred to example one of sewer routing that was mentioned previously. He stated that it is close to Hwy 74, is straight forward and would need permitting from the Georgia Department of Transportation (GDOT).

### **Sewer Extension/Expansion, *Ken Matthews and Kyle Hood***

Council Member Matthews opened the discussion in regards to possibly obtaining sewer to the downtown district, the cost and the feasibility. Mr. Brooks made the suggestion to designate an area of interest and obtain a gravity flow from, Jenkins Road or Southampton.

Mayor Dial stated that Fayette County Board of Education is not going to lease the former Tyrone Elementary School but sell it, and sewer could be a factor. Council Member Matthews interjected that future businesses could be affected too. Council Member Furr questioned as to who would be paying for the sewer. Mr. Hood stated that as of December 31, 2013 reconciliation, the sewer account line item had over one million dollars. The discussion continued onto failing septic systems. Mayor Dial stated that the Tyrone Elementary School septic system is in working order. Council Member Furr shared her wishes to not add any additional sewer to the former school location. Council agreed that the perception needed to be changed regarding a failing school septic system. Mayor Dial asked Council if they were satisfied with status-quo or is there a need for change. Mr. Davenport reminded Council that previous management initiated a general sewer capacity study. He suggested updating the study for accurate numbers in order to move forward with either, renewing with Fairburn, expanding, or re-routing. The discussion continued regarding the lack of sewer capacity in regards to empty downtown office spaces and future office space. Council directed Mr. Davenport and Mr. Hood to obtain an additional sewer capacity study.

### **Finance**

#### **Transition of accounts to a local banking institution, *Sandy Beach***

Ms. Beach stated that staff has acquired bids from local banks. Currently the Town's bank, The Bank of North Georgia, closed their Tyrone branch over a year ago and is now located in Peachtree City. South Crest Bank has the best rates and customer service.

Council Member Matthews made a motion to move the Town's checking accounts and money market account from the Bank of North Georgia to South Crest Bank.

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

Mr. Hood stated that all accounts should be moved over and ready by July 1, 2014.

#### **Reserve Policy and Audit Opinion, *Sandy Beach and Kyle Hood***

Ms. Beach reported that the Town auditor usually advises clients to keep a reserve of four months. The Town presently has 16 ½ months of reserves. She asked for Council's thoughts on committing some of the funds for Capital Improvement Projects (CIP), and keeping 12 months in reserves. Mr. Hood stated that during the conversations with the banks, the mention of reserves came into play. The former Finance Manager assisted with misguided perceptions regarding the previous finance management choices and operated under a "dooms-day" scenario. There is more money in reserved pooled cash but we have needs that need to be met. Mr. Hood stated that he would adhere to Council's wishes on reserves and suggested moving it down to nine to months'. We can spend the unrestricted funds and do not have to move money to the general fund. We will still get credit for having a large reserve and also complete much needed neglected

road projects. Without the funding of SPLOST, he stated that he feels comfortable suggesting a nine or ten month reserve. This would give the Town the ability to slowly spend down the money for projects and not infuse large sums at budget time to make the general fund balance.

Mayor Dial stated that the current Reserve Policy states that 12 months reserves stay in the budget, is staff requesting for it to be nine or ten? Ms. Beach reassured Council that if a catastrophe occurred and the Town was low on reserves, State or Federal would have already stepped in to assist.

Council Member Furr stated that if we currently have 16 ½ months reserve, that equates to approximately \$4,200,000. Twelve months would be \$3,250,000. If we bring the reserves down to ten months are we going to use \$2,500,000?

Council Member Howard asked if there is a list of projects for the extra reserve money. Mr. Hood stated that one of the first priorities is the paving of Castlewood Road. The bear minimum small projects are being completed with LMIG monies. Mr. Hood recommended changing the policy to have reserves less than we currently do in order to complete the large scale CIP projects. Money will always be repopulated, this will allow us the flexibility so the millage rate will not need to be raised. A discussion ensued regarding project monies. Council Member Furr stated that a former Town Manager had indicated that the cul-de-sac at the end of Senoia Road at Powers Court was still listed at State Route 74 and was not the Town's. She asked Mr. Hood to research that information. Mr. Hood then gave classification to the project monies. He stated that the Town budgeted \$750,000 to for Castlewood, Brentwood and Arrowood Road pavings. The paving for just Brentwood and Arrowood totaled \$250,000 alone. Castlewood is three times longer, \$750,000 will not pave Castlewood alone. The right turn lane on Tyrone Road was only budget \$90,000, that alone will be spent on engineering and land acquisition. We also need to buy the hill to make an ingress/egress for a state highway. \$100,000 has been budgeted for road resurfacing, and replacement of vehicles just to name a few.

Council Member Housley made a motion to maintain a ten month reserve.

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

### **Personnel Manual updates to time accrual formula, *Sandy Beach***

Ms. Beach stated that many employees are confused with the wording of the accrual chart in the employment manual. The current chart is listed in years of accrual time. She suggested for it to be rewritten to reflect months for better interpretation.

Council Member Housley made a motion to approve the change to the vacation leave accrual chart to reflect months not years.

Council Member Howard seconded the motion. Motion was approved 3-0. Council Member Matthews was absent for the vote.

### **Administration**

#### **Georgia Cities Week Events, *Dee Baker***

Ms. Baker stated that the Georgia Municipal Association implemented a program for citizens to get a better understanding of what services cities offer. This year's theme is "People, Place and Purpose." The week for this program is April 13-19. She stated that she has been in contact with

the Fayette Chamber of Commerce in hopes to co-host another “8 @ 8” with a few local businesses to meet on the future of Fayette County and the Town. She is currently in contact with Burch Elementary School, Fayette County Fire Department, Tyrone Police and Public Works Departments to perhaps display Town and County vehicles for the children. There will also be a Resolution adopted. The week will end on a high note, Tyrone Clean Up Day is Saturday April 19<sup>th</sup> and starts at 9:00 am.

**Update on Tyrone Elementary School and other vacant properties, *Eric Dial, Ken Matthews and Kyle Hood***

Mayor Dial stated that currently Tyrone is having talks with the Fayette County Chamber of Commerce, Fayette County Development Authority, the Atlanta Regional Commission (ARC) and the Fayette County Board of Education regarding the unused former Tyrone Elementary School (TES) building. Among the suggested uses are: various set used for the film industry such as a hospital or a school. He stated that the building was appraised at 1.8 million and needs an indoor sprinkling system so housing a church could be a challenge. At tonight’s meeting, ARC will be presenting their ideas for the building. Mr. Hood stated that the Town’s duties were to put together a Grant for the unused property and form a local stakeholders group to meet inside the TES property.

**Update on Grant Applications and Project Management, *Kyle Hood***

Mr. Hood stated that among the Town’s outstanding grant applications are the Road and Tollway Authority on our Senoia Road/Castlewood Road (widening and resurfacing) and Tyrone Road (turning lane) projects. The projects were approved in scope and moved to the underwriter, which is the Georgia Environmental Facilities Authority (GEFA). The Castlewood and Senoia Road project will start and end at that very intersection. Any paving south of that intersection on Senoia Road will need to be completed with other monies. The total money applied for, for the allocation of the two soccer field’s rehabilitation, has not been fully awarded. The total for the completion of the project is \$120,000, \$60,000 was applied for. Currently no less than \$40,000 has been awarded to the Town. Next week, Mr. Hood and Town Engineer, David Jaeger will have an additional meeting with the DNR in hopes to gain the additional \$20,000 needed to fund the project.

Mr. Hood updated Council regarding the LMIG cul-de-sac and sidewalk improvements. He stated that all of the projects have been funded at \$81,406.32.

Mr. Hood stated that the miscellaneous stormwater projects will be funded under the CIP line item. He added that these projects were paired down, due to the defeated SPLOST vote.

Mr. Hood stated that GDOT trucks should be seen around Town, they are conducting traffic studies for the possibility of intersection improvements at Sandy Creek and Hwy 74 (red light), Tyrone Road and Hwy 74(turn lane) and Dogwood Trail and Hwy 74 (left turn light in lane southbound on Hwy 74).

**Surplus of Crown Vic/Travel Policy, *Kyle Hood***

Mr. Hood stated that currently there are conflicting statements within our travel and training policy regarding the use of a Town vehicle for training purposes. He added that in order to keep that rule in the policy, the Crown Vic’s worth is not applicable for its upkeep. He suggested that

the vehicle be surplus and to purchase another vehicle for administrative use, then adopt a staff policy for the use of Town vehicles.

Council Member Matthews made a motion to surplus the green Crown Victoria.

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

### **Human Resources/Personnel**

#### **Public Works Staffing Level, *Renee Holt and Kyle Hood***

Mr. Hood thanked Council for approving the right of way mowing contract early that day. Mr. Hood informed Council that currently there is a part time cleaning position available and asked for Council's direction on that position as it also relates to the upkeep of the Recreation Department, as well as the other municipal buildings. He made the suggestions of hiring the current part time employee for that position, a full time position or outsourcing that position.

Council Member Furr asked Mr. Hood to report back with figures on outsourcing the position.

Mr. Hood stated that he would like to seek legal advice regarding moving quickly on the possibility of personnel changes.

Ms. Holt shared with Council her thoughts. She stated that there are four full time positions and one part time position currently filled. She stated that in regards to the part time employee being hired as a full time cleaning position, he currently has a full time job with hours of 3:00 pm to 11:00 pm. The discussion continued regarding personnel. Currently there are four full time positions and two part time positions in the Public Works Department. The process of eliminating positions in regards to safety was discussed. Mr. Hood stated that if too many positions were eliminated, that would be counterproductive. Mr. Hood recapped the suggestions of keeping the supervisor position, two full time maintenance workers and either a part time housekeeper or outsource the housekeeping position. The elimination of positions would lessen the insurance costs, salaries, benefits and fuel and would cause less wear and tear on vehicles.

Mr. Hood stated that the housekeeping budget is currently at \$20,000. This includes personnel, departmental expenses and cleaning supplies. The total Public Works budget including salaries and benefits is \$325,000. This will reduce significantly with the reduction of the work force, fuel, cost of supplies etc. Mr. Hood stated that everyone is impressed with Mr. Middlebrook's duties as the fill-in housekeeper and suggested that he be offered that position. However, his hours are not conducive with office hours. He then suggested perhaps he could come in after his full time job.

Mr. Hood stated that he will consult the employee handbook regarding any decision made for the reduction of work force as it relates to notifying the employees.

#### **Library Supervisor Employee Status, *Kyle Hood***

Mr. Hood recommended placing Ms. Newland into a full time Library position and added that the Town would be better served. It is more efficient than relying on several part time employees to fill in when needed.

Council Member Matthews made a motion to place Patty Newland into a full-time position.

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

**Consideration for the budgeting of a Cost of Living Adjustment for FY15, *Brandon Perkins, Sandy Beach and Kyle Hood***

Mr. Hood reported that the Town of Tyrone consistently facilitated step increases or cost of living adjustments between the years 2002 and 2008. Since that time, only once (for fiscal 2011) have employees had a compensation change. The current economic conditions have improved, and the general, overall productivity of the personnel of the Town has not slowed, despite environmental factors and shrinking revenues. The financial and administrative staff has charted the potential values of 3% - 5% increases across the board. The proposed increases would take effect July 1<sup>st</sup> with a low end of \$41,700 and the high end of \$69,400. He recommended creating a personnel review committee to include Mayor Dial, Mr. Hood, Chief Perkins and Ms. Beach, for the purpose of awarding the 3% - 5% COLA's. Mr. Davenport asked for clarification on the Town's interest in giving COLA's and/or, to include performances increases as well. He stated that if a COLA is given, that is an equal percentage across the board. For a performance based increase, he suggested a certain amount of restricted funds just for that purpose. Mr. Hood clarified his recommendation to approve moving forward and budgeting for a 3% COLA across the board. He then recommended that Council approve the technical review committee process for performance based increases.

Council Member Matthews made a motion to approve a 3% Cost of Living Adjustment for all Town employees to take effect on July 1, 2014.

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

Ms. Beach supplied Council with comparative sheets with total payroll costs. Mayor Dial stated that the pooled cash used for performance based increases is approximately \$27,000 that the review committee has to work with. Mr. Davenport relayed that this committee would be working in the aggregate relying on a bell curve and performance reviews, not to exceed the pooled amount.

Council Member Howard made a motion to approve a performance-based pool of \$27,752.82 for the committee to use in making their determination of performance increases, with no one person to exceed 2%.

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

Chief Perkins shared his thoughts on the difference between Town administration and the Police Department's different performance review grading systems. Mayor Dial stated that he would evaluate Chief Perkins and Manager Hood's performance, and make recommendations to Council on any performance-based increases.

**Public Comments**

**Staff Comments**

**Council Comments**

Council Member Furr requested that the Crape Myrtle and rose bushes be cut back at Veterans Park.

Council Member Furr asked for an update on the repairs for Shamrock bridge. Mr. Hood stated that the project is moving forward and includes the gateway signage. Due to the reorganization of GDOT, they now have a new group to report to. Commencement still should be this Spring.

**Executive Session**

**Adjournment**

Member Howard made a motion to adjourn.

Meeting adjourned at 4:07 p.m.

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

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