

**Town of Tyrone**  
**Council Meeting Minutes**  
October 18, 2012

**Present:**

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

**Call to Order, Invocation and Pledge of Allegiance**

Mayor Dial called the meeting to order at 7:00 p.m. The invocation was given by Mike Renie from Operation Mobilization. The invocation was followed by the Pledge of Allegiance.

**Public Comments:**

None.

**Approval of Agenda**

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

**Approval of the Consent Agenda:**

Approval of Minutes, October 4, 2012.

Council Member Housley made a motion to approve the consent agenda.  
Council Member Howard seconded the motion. Motion was approved 4-0

**PRESENTATIONS/RECOGNITION:**

Proclamation: Retired Teachers Day. *Mayor Eric Dial*

Mayor Dial presented the proclamation to Retired Teacher Linda Kippa.

## **OLD BUSINESS:**

### 1. Consideration of upgrading the financial software. *Penny Hunter, Finance/HR Manager*

Mrs. Hunter made a presentation describing the excess time spent converting reports from Word and PDF form to Excel spreadsheets. She reiterated the importance of the Town upgrading the financial software to a more efficient and modernized program. Ms. Hunter stated that by upgrading the financial software, department heads, staff, Council, and the Town's auditors will benefit from the upgrade. She gave step by step accounts of how time consuming and costly the current method of transposing lengthy reports for the State Department of Auditors, Mayor and Council and the auditors. She stated that entering large amounts of information at one time could possibly cause human errors. She ended by stating that with an updated system more revenue projections and trend analysis could be implemented.

Mr. Hood stated that in a previous meeting, compatibility for any possible additions to the program was discussed. He stated that after speaking with Mrs. Hunter and Mr. Perkins he feels comfortable with the program upgrade for today and any added programs for the future.

Council Member Housley made a motion to approve the Phase X Tyler Technologies upgrade, not to exceed the cost of \$22,198.

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

### 2. Consideration of approval of the new postage meter. *Penny Hunter, Finance/HR Manager*

Mr. Hood offered an alternative to renewing the lease on the postage meter. He suggested stamps.com a web-based postage service that prints out postage stickers. He stated that the thirty day trial period is free and that a scale would be delivered in conjunction with the system. He added that he has used the web-based program in his personal and professional life and that it is cost efficient. He indicated that the Town would have 3 user ID's, one at the Police Department and two at Town Hall.

Council Member Housley stated that Mr. should also explore Endicia online postage as well.

Council Member Matthews made a motion to allow staff to research stamps.com further and to utilize the free service for one month and report back to Council.

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

## **NEW BUSINESS:**

### 3. Discussion and consideration of the possible compensation for added duties within the Police Department. *Kyle Hood, Town Manger*

Mr. Hood stated that when Chief Perkins had the duties of Interim Town Manager, Major Van Brock made sure that the Police Department's duties and productivity did not suffer. Major Brock assisted in the role of Chief with commitment and dedication. Mr. Hood asked Council for

the consideration of compensation to Mr. Brock for his services in the amount of \$500 for each of the 11 months totaling \$5,500 less taxes on the lump sum.

Chief Perkins also thanked Major Brock for his upstanding service to the Police Department in this time of need.

Council Member Furr made a motion to approve the compensation of services.  
Council Member Howard seconded the motion. Motion was approved 4-0.

## **FINANCE REPORT:**

### 4. Financial Report for the month ended September, 2012. *Penny Hunter, Finance/HR Manager*

Ms. Hunter reported to Council the current revenue, expenditures and available cash for the Town of Tyrone. She stated that for the month ended September, 2012 the Town has completed 25.00% of its budget year. Revenue realized to date is \$185,303 against a budget of \$3,629,100; this amount represents 5.11% of budgeted revenue. She added that revenue is down \$20,374 for the same month one year ago (\$205,678 – September 2011).

She stated that the property tax revenue will increase significantly during the months of October, November and December. She added that the total expenditures to date are \$699,320 (19.27% of budget) compared to \$642,191 for the same month one year ago. This is an increase in overall expenditures of \$57,129. Of the eight (8) capital projects budgeted, the recreation air conditioning has been completed at \$26,030 for a total of 5.05% of budgeted projects.

She ended the report by stating that the Town currently has 12.44 months of operating revenue for the General Fund in reserves against 2013 budgeted monthly expenditures of \$303,700.

### **Public Comments:**

None.

### **Staff Comments:**

Mr. Hood stated that he would like to implement an ongoing recognition of Town staff and their achievements. He stated that for the month of October he would like to acknowledge Ms. Beth Vaughn, the Town's Environmental Technician for being awarded as the Secretary of the Year by our regions Utility Locate Committee. He then recognized the Tyrone Police Department for working together to advance on several burglary cases and for following through on citizen complaints that were not assigned to their department.

Mr. Hood then discussed the Local Maintenance Improvement Grant (LMIG) project. He stated that a new list was put together for possible sidewalk repairs, and Alan Carver from Mallett Consulting, Inc. was contacted to create proposals for these projects.

Mr. Hood briefed Council on a decision the Planning Commission made on a past issue regarding the fence and walls section of the Zoning Ordinance. He stated that the Planning Commission reviewed the ordinance and agreed that that section was consistent with the Town's regulations. Mr. Davenport added that this was initiated due to a concern from Town residents Mr. and Mrs. Russell.

Council Member Furr made a motion to direct Attorney Dennis Davenport to send a letter to the Russells regarding their fence stating they have 2 alternatives; comply with the ordinance or apply for a variance.

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

### **Council Comments**

### **Executive Session**

Pursuant to O.C.G.A. § 50-14-4 (b) of the Open and Public Meetings Act, Council will meet in Executive Session to review the Executive minutes from the October 4, 2012 Executive Session.

Council Member Housley made a motion to enter into executive session to review Executive Session minutes from the October 4, 2012 Executive Session.

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

Council Member Matthews made a motion to reconvene.

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

Council Member Matthews made a motion to approve the Executive Meeting minutes from the October 4, 2012 Executive meeting.

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

### **Adjournment**

Council Member Matthews made a motion to adjourn.

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

Meeting adjourned at 7:50 p.m.

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

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