

**Tyrone Town Council  
Special Called  
Retreat  
Meeting Minutes  
Tyrone Library  
March 15, 2018**

Present:

Mayor Eric Dial

Mayor Pro Tem Gloria Furr

Council Member Ken Matthews

Council Member Linda Howard

Town Manager Jonathan Lynn

Town Attorney Dennis Davenport

Town Clerk Dee Baker

Police Chief Brandon Perkins

Finance Manager Sandy Beach

All Department Heads

Council Member Ryan Housley was absent

Mayor Dial opened the meeting.

**Approval of Agenda**

Council Member Matthews made a motion to approve the agenda.

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

**Consent Agenda:** *All matters listed under this item are considered to be routine by the Town Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.*

Approval of minutes, February 15, 2018.

Consideration of the purchase of a Polaris Ranger Utility Vehicle for the Police Department.  
***Brandon Perkins, Police Chief***

Consideration to approve an amendment to the Probation Supervision Services contract.  
***Jonathan Lynn, Town Manager***

Council Member Furr made a motion to approve the consent agenda.

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

## **New Business:**

Consideration to approve Resolution No. 2018-02 for the purchase of approximately 14.87 acres (10 adjoining parcels) located in Land Lot 117, Grove Park.

### ***Jonathan Lynn, Town Manager***

Mr. Lynn stated that all paperwork was complete for the purchase of the property adjacent to Handley Park and Handley Road for \$189,900.

Council Member Matthews made a motion to approve Resolution No. 2018-02.  
Council Member Howard seconded the motion. Motion was approved 3-0.

Mayor Dial thanked Chief Perkins and Mr. Lynn for identifying the property.

## **Town Financial Update**

Ms. Beach reported that currently the Town has \$2,343,986.42 in Pooled Cash, \$5,192,309.64 in the Money Market (Savings), \$944,758.66 in SPLOST and \$278,406.65 in Federal Seizures for a grand total of \$8,759,461.37. She added that there is approximately \$295,000 in extra revenue over projected forecast of large item accounts. This can be used for the increase in capital expenditures for the unexpected land purchases from this fiscal year. She shared each department's expenses as they currently stand. She highlighted that the Parks budget reflected the current property acquisition; without the purchase the line would reflect 42%.

Mayor Dial questioned if there was a plan in place to assure that Public Works did not go over budget this year. Ms. Beach stated that currently, the 64% reflected does not include a few roads that have not been paved; paving projects would bring their percentage down.

Ms. Beach reported on LOST allocations from 2013-2022, the Town is at 6.14% in the County. Our percentage has increased from 2013 to 2017. Ms. Beach reported that the Millage Rate was 2.889% since 2008; in 2007 the Town's Millage Rate was 2.9%.

She reported that during the recession, Tyrone kept their Millage Rate the same and our digest dipped; today it is now on the rise. She updated Council regarding the 5 Year Capital Plan by Department. The majority is Public Works due to road improvements and cart path improvements. Ms. Beach reviewed the ratio of salaries and benefits to expenses; salaries and benefits are currently at 46%, capital outlay is 9% and other expenses are at 45%. Salaries and benefits are usually the most expensive part of doing business with most businesses.

## **Town Property Update**

### *Markethill Business Park*

Mr. Lynn informed Council regarding Markethill Business Park, located off Dogwood Trail and Highway 74. He stated that the development has thirty lots and fifteen have been developed. Years ago, the Town placed conditions on the development regarding the remaining fifteen lots with the condition that additional access be established. Initially, Georgia Department of Transportation (GDOT) denied the Market Hill Business Park Association's request for a curb cut. In 2009 GDOT approved the application with the stipulation that the Town apply for the permit. August 2017, the "limited access easement" was applied for. Markethill Business Park has since raised approximately \$100,000 for the process. Since then, GDOT's rules and regulations have changed and the cost for the access easement should not exceed \$300,000. Many options were discussed: continue the development until construction and easement acquisition costs are paid by the property owners/businesses for Highway 74 access or move the project forward with a formal zoning approval or to allow development of remaining lots with the implementation of additional infrastructure improvements by the business association, in lieu of an approved DGOT Permit. Ms. Beach stated that if the property purchase required an amendment at Fiscal Year's end, she would bring that item for Council's approval.

Mayor Dial reiterated the options; if GDOT were to deny the permit, the Town could deny future development and force the developer/business owner's association to up to a \$300,000 fee. Another option would be for the Town to pay the fee and lift the restrictions. Another option would be to lift the restrictions and have the developer/business owner's association fund the upgrade to Greencastle and Highway 74 or Dogwood and Highway 74 intersections. Council discussed the Dogwood Trail/Highway 74 intersection. Council Member Howard initiated a conversation with Chief Perkins regarding the implementation of a traffic study. Mayor Dial mentioned that if GDOT were not able to lift the limited access restriction, the Town could suggest to the business owners association that a traffic study take place for future options.

Mr. Davenport cautioned Council to assure the business owners association that this study does not assure future building and an additional access, it is only a factor for a potential solution. Council Member Howard asked who placed the initial restriction. Mayor Dial stated that the Town placed the condition for a second access, GDOT place the curb cut restriction.

Council Member Howard made a motion to recommend that the Markethill Business Owners Association initiate and fund a traffic study, facilitated by the Town to determine the future steps.

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

### *Handley Park property*

Mr. Lynn asked Council for options for the utilization of the Handley Park property. Council Member Furr suggested to leave the back property as is, and to concentrate on the property adjacent to Handley Road; perhaps as a future location for staff. Discussion ensued regarding the scope of a future joint complex to house most departments. Chief Perkins suggested hiring a project manager to oversee the entire project. Mayor Dial asked Mr. Lynn and Chief Perkins to collaborate. Mr. Lynn suggested reaching out to Suwanee, Sugarhill and Flowery Branch; as they have had successful municipal complexes built.

Council Member Furr made a motion to direct staff to make recommendations for the use of Grove Park Commons' property.

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

### **Personnel Update**

Mr. Lynn announced that Mr. Campbell would be retiring in July and that it may be time to propose a new organizational chart. Discussion ensued regarding the proposed reorganization of the Public Works and Recreation Departments. Currently, the Public Works Department employs two Maintenance Workers and one Supervisor and this Department utilizes contracted Engineering Services. The Public Works Supervisor has limited time to spend on administrative duties. The Recreation Department employs one Recreation Assistant and one Supervisor. Currently, the cost which includes a contracted engineer is \$361,308.70. The proposed organizational chart would consist of a Public Works Director/Town Engineer position along with a Maintenance Supervisor, Stormwater Program Specialist and two Maintenance Worker positions. The proposed chart would also consist of a Recreation Director, a Full-time Recreation Assistant and a Parks Laborer. This would cost approximately, \$359,383. Mayor Dial suggested moving forward with the new organizational chart; however, delay filling the position of a Parks Laborer. Council Member Furr asked for the duties of the Parks Laborer. Mr. Lynn stated that the duties would consist of; maintaining the fields, and outdoor custodial duties and more. Mayor Dial stated that the model is what the departments need; however, we need to ease into it and not create a position that may later be eliminated due to a lack of duties. Council Member Matthews initiated a conversation regarding the scope of Mr. Bowman's team coaching duties and field maintenance duties and the schedule for which the fields are maintained.

Mr. Davenport suggested that staff should first review the sports association agreements; it should state who should be maintaining the fields. If it is the Town, Mr. Bowman should be maintaining the fields during his regular schedule.

Mr. Bowman arrived and clarified that the individual associations cut their own ball fields and that Mr. Bowman only uses the three-wheeler to spread dirt and stripe the fields prior to games, during regular business hours. Mayor Dial explained to Mr. Bowman that the Recreation Laborer position should be placed in the organization; however, if an extra Public Works employee is hired, in the interim this person would assist partly with Recreation. Mayor Dial added that Council wanted to make sure Mr. Bowman was receiving pay for his duties and that he was appreciated.

Discussion ensued regarding the Recreation Intern. Mr. Bowman explained how he acquired Mr. Hamill and his duties and that it was discussed at an early Council meeting. He added how pleased he was with Mr. Hamill's work ethic.

Council Member Howard made a motion to adopt the new Organizational Structure and begin to move in the direction from a hiring stand-point to execute the new Organizational Structure.

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

### **Public Safety**

Chief Perkins proposed a Reserve Officer Program for increasing the force; also, Officers could be brought on as a temporary paid part-time officer as needed to fill shifts until a replacement was hired. He added that he was not in a position to hire an additional officer; however, the department would always need extra resources. Currently, the force is in need of two officer replacements. This volunteer program would retain certified officers with arresting powers; they would carry a gun, patrol and utilize a spare vehicle and would answer calls. He listed several benefits; they would be non-paid employees, they would maintain one or two shifts per month, multiply the force for events such as Founders Day, during shortages, and these employees could be brought on as part-time paid employees. He provided a list of agencies that have reserve programs: Morrow, Doraville and Snellville. It would take a modest increase in liability insurance, equipment and uniforms which are all eligible uses of drug funds. Each person selected would need to complete their Field Training Officer (FTO) hours within twelve months of selection.

Council Member Matthews made a motion to authorize Chief Perkins to move forward with the Reserve Officer Program to initially include two officers.

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

### **Street Paving Update and FY 19 (July 1, 2018 – June 30, 2019) Prioritization**

Mr. Lynn updated Council on the street paving prioritization list. He stated that the Southampton Home Owner's Association had met with the Town requesting their roads be considered. He stated that Castle Lake Drive, Castle Lake Court and Wheaton Way were on the docket to be paved prior to this fiscal year's end; with Briarwood Road on next year's list. He asked Council what roads they wished to review, other than what was on the prioritization list. Council Member Furr asked where Southampton roads fall on the prioritization list. Mr. Lynn stated that no Southampton roads were on the list. Council Member Furr stated that all citizens should be treated the same and other roads are priority at this time. Mayor Dial stated that two Southampton cul-de-sacs were on the list to be paved in the near future. Mr. Lynn stated that due to the public use of the Southampton entrance, staff received a price of \$3,200 to seal coat the entrance from Carriage Oaks Drive to Village Green. The entire seal coating of the subdivision would cost \$18,000. Mayor Dial stated that Ashland Trail, Laurelwood Road and Farr Road, were on the list to be paved in three years according to the prioritization sheet.

## **Executive Session**

Council Member Furr made a motion to move into Executive Session to discuss one (1) item of pending litigation.

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

Council Member Furr made a motion to reconvene.

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

Council Member Furr made a motion to amend the initial motion to include the review of the Executive Session minutes from February 15, 2018.

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

Council Member Matthews made a motion to approve the Executive Session minutes from February 15, 2018.

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

## ***Departmental Staff Presentations***

### ***Court Update – April Spradlin***

Ms. Spradlin shared the Tyrone Court Mission Statement; “Tyrone Municipal Court is committed to have the trust and confidence of the people we serve to fulfill our constitutional role”. She shared their accomplishments: installation of a new metal detector, implementation of a new security policy and the installation of an emergency alarm. She stated that along with the improvements, Court was in full compliance with the State of Georgia’s Standard 6.16 Courtroom Security Function for State Certification. Further accomplishments included: a successful audit from GCIC last year and are in compliance in all areas including training, security and record accuracy. They have received no formal complaints or appeals and all Court personnel have completed required training. Ms. Spradlin relayed the number of cases adjudicated last year, the total amount of fines collected, jail fees paid to the Town and also fees forwarded to the County and the number of credit card payments. She stated that the acceptance of credit card payments has been very successful. The jail credit carried at the County totaled \$90,251.69. She added that she was pleased with the amount and Court continues to show progress. There was an 11.9% increase in cases adjudicated from 2016; 2017 has already shown an increase. Ms. Spradlin shared her goals for the forthcoming year. She stated that moving forward she would complete her Records Management Training, enhance the Court Clerks knowledge of procedures, continue to meet State and Federal qualifications for Indigent Defense and Translator Requirements for defendants, maintain all GCIC training for Police and Court personnel, to acquire no appeals and lastly, to insure proper security controls and accuracy with all court documents and information. She stated that additional funds would be placed in the Court budget for translators; they are very few and difficult to acquire.

Chief Perkins added that Council should be proud of how professional the Court staff is and he has not received any complaints directed toward Court staff.

Ms. Spradlin also briefed Council on a continuing open records request from TransUnion. She stated that the company is a nationwide company that has agreements with the Georgia Department of Driver's Services (DDS) and the GBI. Their purpose is to provide the private sector with driver history, date of birth, social security numbers, addresses etc. The private sector is no longer going through the GBI for the information. She added that she contacted the Town Attorney, Courtware and surrounding municipalities regarding this issue. Through discussion it was concluded that the information has to be provided; however at a cost. A report was built through Courtware for \$1,500 which was billed to TransUnion. Date of birth and driver's license numbers are not part of public record. Mr. Davenport reiterated that moving forward; Court would redact pertinent information and charge for each request.

### **Environmental Planning and Stormwater Update – *Brad Konwick***

Mr. Konwick briefed Council regarding current and upcoming projects such as; stormwater projects, sidewalk repairs, pipe flushing and ditch improvements. He shared that last year the Town's contractor completed approximately 210 feet of sidewalk repairs. He showed pictures of pipe flushing and ditch improvement projects that have been completed. He added that last year, among the completed projects were; an inventory and inspections of all Town's roadside ditches, which is a requirement from the Georgia Environmental Protection Department (EPA) per our stormwater permit for compliance. He stated that a new five year stormwater permit would take effect this year. He informed Council that currently, the Town was undergoing the Metro Atlanta Water District Audit. The audit is required every five years. It requires an update to the Town's sewer infrastructure map, which is currently being performed by an outside contractor. The audit also consists of updating the floodplain maps which will be required after the replacement of culverts on Dogwood Trail and Pendleton Trail. Lastly, the audit requires the installation of water efficient toilets/urinals in governmental buildings which will require additional funds in that budget line. Mr. Konwick informed Council that the current stormwater infrastructures consists of; 1534 structures, 704 catch basins, 122,263 feet of stormwater pipes, and 134,333 feet of ditches. There are 28 publicly owned detention/retention ponds of which, 10 were acquired since 2008. He added that there would be a request for a budget increase for maintenance of a few ponds through our current contract with Aabby. He ended by stating that Mr. Campbell would update Council regarding the sewer maintenance and video assessment and that he would also be budgeting for a new small off-road vehicle for his department.

### **Library Update – *Patty Newland***

Ms. Newland informed Council that the Tyrone Library was the fourth busiest out of eight libraries in the Flint River Region. Ms. Newland shared last year's statistics. She stated that there were 75,337 pieces checked out, 126 programs presented (summer reading, blood drives, chess club) 3,632 program attendees, 10,303 computer sessions and she was particularly intrigued by the large number of virtual check outs of 6,256. She continued and stated that there were 4,207 (items) patron holds and 3,229 holds sent, 8,567 transits (deliveries) received, 10,815 transits sent. Ms. Newland shared that among their goals was the expansion of payment options to include credit/debit card payments. This would assist with the payment of fines greatly. She added that Pines was in the process of implementing a student virtual library card to utilize the many online resources provided by the library. You need to be over eighteen years of age to apply for a library card; this would give high school students the ability to download information they need for research. She also informed Council that currently, there were approximately 31,000 titles in the Tyrone Public Library, which has a value of over \$636,000. This number is expected to exceed \$653,000 by the end of 2018. Ms. Newland reminded Council that the Tyrone Library falls under Pines rules and regulations and that the public access computers were funded by State funds, which averages approximately \$2,200 per year. The savings also allows the Library to purchase children's computers. Ms. Newland shared information regarding their Caring Paws (therapy dog) reading program which allows children to read aloud and has been operational in Tyrone since 2008. She also shared that their Chess Club program has been successful as well.

*Mayor and Council broke for lunch.*

### **Planning and Zoning Update – *Phillip Trocquet***

Mr. Trocquet shared a few Milestones for 2017 such as; website overhaul with applications, maps, ordinance materials and guides online. He stated that citizen engagement has greatly improved and the permit rooms have been reorganized for quicker access. He shared that among process improvements were; the building permitting process, open record requests, Planning & Zoning Applications and Sanitation requests can now be submitted online with partial automation. Also, the Technical Review Committee (TRC) for site plan development review has been overhauled through the use of online/digital resources. He added that the TRC process was in place when he arrived and is beneficial. The Planning Commission meeting Staff Reports have also been overhauled for a more comprehensive and concise overview of materials. He added that among the 2017 special projects were; the Comprehensive Plan 10-year update, the RSVP Downtown Strategic Vision with UGA and the creation and update of a basic GIS database from Fayette County. Mr. Trocquet gave a three year permit overview and stated that since 2015 there has been a 105% increase in new single family dwelling permits issued and a 40% increase in total permit activity (basement finishes, pools, one stop permits – HVAC, plumbing, electric). He shared that there has been a 25% increase in Planning and Zoning permitting since 2015 for rezonings, plats, variances, annexations, landscape plans, text amendments, development plans and site plans.

He listed a few of his goals and objectives for 2018: to increase the GIS capabilities by utilizing our ARCMAP license to keep on-par with other cities our size, to publish an interactive map for citizens and to have the ability to maintain an accurate database for Census reporting for boundary coordination with the County. Mr. Trocquet explained the process in which a permit is issued and aims to consolidate the procedure by electronically processing data to reduce wait times. He also wants to consolidate and improve code enforcement activities. He informed Council that in regards to housekeeping and records, the end goal would be to place all information online. He also mentioned that he has a goal to have the Town ordinance audited for content and essentially “clean-up” any items that are routinely missed; and to update the Zoning Map to include recent annexations and rezoning approvals. Mr. Trocquet stated that he would like to introduce a few special projects, such as: a training program and workshops Planning Commission. He would also like to determine what portion(s) of the Town may benefit from sub-area plans, such as the RSVP program and seek community input towards those planning efforts to bring the plans to fruition. Last on the special project list is to begin to complete an ordinance review to determine where our Town zoning and development regulations could benefit from updates.

Council Member Howard asked Mr. Trocquet if he would consider holding a workshop for Council as well. He stated that he could hold workshops as needed for Planning Commissioners and Council, which would also be open to the public.

Mayor Dial stated that he has heard from several folks around the County that have worked with Phillip that he is very professional and a pleasure to work with.

### **Update from POND on Fayette County Transportation Plan**

Mayor Dial introduced Fayette County Director of Public Works, Phil Mallon and stated that he was the best in the business, from Thomaston to Atlanta.

Mr. Mallon introduced Eric Lusher from POND, the lead consulting firm on the Highway 74 Corridor Study. Mr. Mallon stated that the study was important for the receipt of federal funding for improvements as needed along the corridor. Mr. Lusher and Mr. Mallon echoed the importance of all municipalities along the corridor working together to make a unified state route for all to enjoy for years to come. Mr. Lusher shared the purpose of the study and stated that it established a unified stakeholder vision, it assists with a better understanding for long term transportation needs, addressed congestion and future growth needed and provides capacity to maintain corridor mobility whether it be cars, walking, biking or golf carts. Mr. Lusher shared travel pattern data: there are approximately 3,400 residents who work outside of the city, 2,700 employees who live out of the city and 200 people who live and work in the city. This information becomes relevant with commuters. There are 15,500 residents who work outside of Peachtree City, 16,600 employees who live outside Peachtree City and 2,600 people who live and work in Peachtree City. A lot of these residents are traveling north on Highway 74. He then shared distance data. He stated that 27.4% of Tyrone residents commute less than ten miles daily, 37.7% travel ten to twenty-four miles, 26.8% travel twenty-five to fifty miles and 8.1% travel over fifty miles daily.

He shared data regarding people that work in Tyrone: 37% travel less than ten miles, 30.1% travel ten to twenty-four miles, 21% travel twenty-five to fifty miles daily and 11.9% travel more than fifty miles. With so many traveling Highway 74 aesthetics become important.

He added that a similar survey was performed at the Tyrone Library with citizen input a few years ago. Among the most important types of improvements listed; aesthetics and signage ranked the highest, along with access, mobility and accessibility. Overall, throughout all avenues of the study, mobility was the highest ranked concern to preserve traffic conditions. Mr. Mallon clarified that in regards to Tyrone mobility, this could result in longer wait times on side streets and businesses feeding into Highway 74. Mr. Lusher informed Council that moving forward, population should not grow too rapidly; however, employment should see a significant increase. He displayed potential intersection alternatives for future growth. Mayor Dial asked Mr. Lusher for the balance between what his staff would recommend and what GDOT would approve. Mr. Lusher stated that this summer, Tyrone and other municipalities along the Highway 74 corridor could use this study, which is within GDOT's guidelines, to better articulate what Tyrone believes to be appropriate. If there is unity within the municipalities, GDOT should listen.

Mr. Mallon informed Council that the Transportation Plan is updated every five years. Most importantly, this study establishes priority projects and SPLOST projects. We welcome community outreach workshops if needed. He emphasized that multi-use paths and sidewalks were being highlighted in the study; along with path maintenance. Paving Trickum Creek Road is currently not on the County's priority list. Tyrone needs to put emphasis on paving this road if you perceive this as a high priority project. Mr. Mallon informed Council that the South Fulton CID was also creating their own study, which Fayette County was also a part of. An item in the study was the potential of an additional Interstate 85 interchange. Now is the time to hear from your citizens.

Mr. Mallon shared that through the bidding process, it was discovered that Peachtree City could potentially repair Tyrone's sidewalks/cart paths at a lower cost. Peachtree City has the equipment in-house for such projects.

Mr. Mallon shared that over 600 participants participated in the latest transportation survey and that results would be evaluated soon.

### **Parks and Recreation Update – Mitch Bowman**

Mr. Bowman listed 2017 accomplishments. He stated that two items were purchased for the current budget year with CIP monies; of which were, a new stage and sound system and a new train playground at Shamrock Park. He listed additional accomplishments: the Town acquired property at Handley Park for park extension, the Recreation Center increased facility rentals, Founders Day was a financial success and lastly, Tyrone Recreation was named Georgia Recreation and Park Association's (GRPA) Class C Agency of the Year for District 4. Mr. Bowman shared that he would nominate Tyrone Founders Day this year for the Special Events Program of the Year for 2018 through GRPA.

He shared the program/rental income breakdown as of March 1, 2018: the Jazzercise program generated \$4,200, Zumba \$1,245, Tennis \$390, Yoga \$170 and Baton \$150. He then listed the Park rental amounts: the Roger Spencer facility generating \$7,640 in rental fees, Handley Park \$4,610 (mostly generated from Tyrone Youth Baseball Association (TYBA) and Tyrone Soccer League (TSL)), Shamrock Park Pavilion generated \$300 in rental fees, Redwine Park \$150 and Veterans Pavilion generated \$75 of rental fees. Mr. Bowman shared pictures of events held at Tyrone Parks and facilities throughout the year; of which were, the Easter Egg Hunt, Veterans Day Celebration, Christmas Tree Lighting and several other programs and sports events.

Mr. Bowman requested \$8,500 for the KABOOM playground at Handley Park near the soccer fields and a new Ford F-150 for Recreation usage. He also requested funding for a roof repair at the Roger Spencer Center. He shared that over one thousand folks visit the Recreation Center every month. He stated that the estimated cost should be approximately \$30,000 - \$35,000 and \$7,500 to repair the front door. He stated that the condition was not safe. Mr. Bowman mentioned working with the Town Engineer to commence the soccer field concession stand and restroom SPLOST project.

Discussion ensued regarding the poor condition of the Recreation Center roof. Mr. Bowman informed Council that if Atlanta Roofing Specialist were to complete a full roof repair with a 10 year warranty and repair the front door, the cost would be approximately \$ 6,500.

Council Member Howard initiated a conversation regarding the newly purchased property adjacent to Handley Park. She stated that she had noticed that when mentioned, the property was allotted for a "park extension" and she did not believe that was the intention for the property. Mr. Bowman stated that he understood that the purpose for the property was to keep it natural and user friendly. Council Member Furr stated that she believed the reason for the purchase was to protect the folks utilizing the park and the entrance to the park. It was understood that the property was slated for a business utilizing large trucks and the park entrance for their own purpose; there was no initial plan. Mr. Bowman stated that he was personally asked to submit a list of uses for the land; such as natural trails and a disc golf course. Mayor Dial recalled the former Administrator requesting the information from Mr. Bowman. Council Member Howard asked, why the auditor asked for the purchase of the property to be placed under "Parks." She added that she understood that it could be an addition to Handley Park; however, that had never been decided. She showed concern regarding the auditor's placement of the purchase under Parks. Ms. Beach stated that the auditors have no say how the Town decides to utilize the property. The former Administrator gave direction for the placement of the property. She stated that the Grove Park section of property was placed under Administration.

Council Member Furr began a discussion regarding the Redwine Park usage. She stated that she did not understand why the fields may be used for something in the future other than ball fields. The Town has spent a lot of money on the fields. They should not be torn down to add something else. Mayor Dial asked to what extent the Softball fields were being utilized. Mr. Bowman stated that one field takes on a lot of rain water, the other is used as a practice field and the Town has one Softball team that uses the field. Mr. Bowman relayed that upon his arrival, there were a lot of field separatism with the ball organizations and that should not be. Baseball only used the baseball fields, Softball only softball etc.

All fields should be inclusive. He added that he is making an effort to ensure all organization communication and field usage be fielded through Recreation.

He further shared his concerns regarding the associations' placement of rules and regulation signage on Town property; this should be the Town's responsibility.

Mr. Davenport suggested that moving forward this would be a good opportunity to review the sports association agreements in regards to field usage. Mr. Bowman stated that field usage and park questions should be directed to Recreation staff rather than sports associations; it is his goal to make this happen. He added that within his 5-year plan, he would require all sports to be run exclusively through Tyrone Recreation.

Discussion continued regarding the condition of the Recreation Center roof.

Council Member Howard made a motion to direct Mr. Bowman and Mr. Campbell to begin the bidding process for the repair of the Recreation Center roof and to discuss funding at a later date.

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

### **Public Works Update – *Billy Campbell***

Mr. Campbell gave thanks to Mr. Bowman and the great job that he does and stated that he himself also coaches during his off-time.

Mr. Campbell shared his 2017 Scope of Work. He stated that weekly maintenance, cleaning and trash removal of Town buildings were the only items that were regular duties, everything else were day-to-day, minute-by-minute tasks. He listed other tasks: tree trimming, the continual maintenance of dirt roads; now costing approximately \$8,000 (not including labor). He added that he appreciates the County's assistance with filling in dirt roads. He stated that that worse section of Trickum Creek Road belonged to Tyrone and had worn down to granite; it may require blasting. He suggested only paving the middle curve of Valleywood Road which was the most effected section. He relayed further scopes: assisting the Library and Recreation with activities, Founders Day, Wounded Warrior Ride, Veterans Day, Christmas Tree Lighting Ceremony, Touch a Truck event and displaying Town Christmas decorations. Mr. Campbell then relayed further duties: assisting with stormwater related projects, salting the roads, responding to calls from the Police Department, assisting with traffic control and clean-up of auto accidents, respond to and assess every resident's concern, Fabon Brown and Recreation Center playgrounds and assisting the Recreation Center when needed. Mr. Campbell listed addition duties: filled over forty pot holes, general maintenance on equipment, removed seventy-five dead animals from our roadways; fifty-two deer, five coyotes, seven dogs and eleven miscellaneous creatures and responded to over five-hundred utility locates. He stated that he believed that 811 should be paying the Town for Public Works utility locates.

Mr. Campbell shared that in four years there have been no personal injuries, no lost time due to injuries and no vehicle or equipment accidents; this was an accomplishment.

Mr. Campbell informed Council that moving forward in regards to sewer infrastructure, the Town needed to be equipped, monetarily and physically. He added that currently, the Town is in need of a sewer meter that calculates the amount of sewerage being sent to the Fulton County Treatment Plan.

The Town has no way of knowing what we are being billed for is accurate. The estimated cost for the installation of a meter from Peachtree City Water and Sewer Authority (PTCWASA) was approximately \$5,000. Mr. Campbell shared that of the 48,683 feet of sewer pipe, 42,523 feet has not been camera surveyed. The cost to complete the project would be \$1 per foot to film and \$1 per foot to clean. This process needs to be completed every four to five years. Mr. Campbell stated that Bioxide AQ is a product that has been used in the Southampton pump station #1 as an odor preventative; which also prevents corrosion. The cost to use the product would be \$25,000 to \$35,000 per year.

Mr. Campbell shared the 2018-19 budget considerations for sewer infrastructure. He stated that foremost he anticipates working alongside Mr. Konwick to create a maintenance program to keep the sewer system functioning. He suggested beginning with relining the sewer pump stations with an epoxy product; completing one each year for \$25,000. This should meet the Metropolitan North Georgia Water Planning District's requirements for Mr. Konwick's audit. He suggested bidding for one contractor to assume the sewer maintenance and to establish an emergency plan. The Town currently pays PTCWASA \$1,200 monthly to monitor the sub-station's pump and Southern Power Company to perform quarterly maintenance on the pump generators costing \$10,000 a year (2017). We do not have an emergency plan in place if a pipe were to burst. It is also a requirement by the Metropolitan North Georgia Water Planning District to have an emergency plan in place.

Mr. Campbell informed Council that the Town has approximately 1,534 stormwater structures, 704 catch basins, 122,263 linear feet of stormwater pipes, 134,333 linear feet of ditches and over 40 publicly owned detention ponds. The ditches and pipes are filling in with sediment. Once a year we contract the work to clear these pipes; the Public Works Department has a need for expansion. He stated that currently we are paying \$48,000 to repair and replace sections of sidewalk, \$50,000 for pipe flushing and over \$100,000 for stormwater improvements. He stated that if the department expanded, sidewalk repairs could be performed in-house all year long. Mayor Dial informed Mr. Campbell that earlier that day, an additional Public Works employee position was approved.

Mr. Campbell stated that from the Highway 74 overpass on Senoia Road going toward the Legacy Theatre was dangerously dark and there was a need for ten light poles. In 2015 each pole cost \$360 from Coweta Fayette EMC, installation may add to the cost.

Mr. Campbell stated that with the availability of an additional Public Works employee, the department would now have two crews. Each crew would concentrate on stormwater and sidewalk repairs; and also would be able to assist Recreation with their needs. This would allow the administrator to handle administrative duties.

Mr. Campbell shared the need for a mini excavator. With attachments the cost would be approximately \$70,000. In closing, Mr. Campbell stated that with the Town's ageing infrastructure, we need to be prepared to maintain the upgrades. The total upgrades would cost hundreds of thousands of dollars but if we have a plan and start putting money aside, we have the ability to take care of these upgrades one year at a time.

Council Member Howard inquired about the existing street lights that Mr. Campbell placed in his presentation. Mr. Campbell stated that as most of you are aware, there are street lights that are being lit every day; however no one is claiming responsibility for them. Ms. Beach has been battling with EMC and their bookkeeping is not as it should be. They cannot relay to us what lights belong to the Town. There are hundreds unaccounted for.

He stated that two years ago, he physically accounted for every light pole in Tyrone. He added that Ms. Beach supplied the bill from EMC and he matched each pole. EMC provided a “possibilities list”. These are poles that no one was claiming responsibility for. There were only three poles that Mr. Campbell was unable to locate. Do we as a Town claim responsibility for all of the poles on the possibilities list, and start paying for them? This would be a significant increase to our budget. Ms. Beach shared that the cost per pole was approximately \$12.75. He added that there were many subdivisions that pay for their own lights. Mr. Campbell stated that this was an issue that needed to be resolved. Mr. Lynn shared that he and Ms. Beach have researched several municipalities’ policies regarding street lights; no one has a set policy. He suggested that moving forward the responsibility should fall on the developers and HOAs. Mr. Lynn reiterated that occasionally a non-working street light would be reported, if EMC does not have it listed and no one assumes responsibility, it does not get repaired. The Town then must accept responsibility in order for repair which becomes costly.

### **2018 Mayor and Council’s Goals and Objectives**

Mr. Lynn asked Council Members if they had any goals for staff for the forthcoming fiscal year. He stated that his vision was to return next year with a listing of accomplished goals. He gave the examples of repairing the Recreation roof, applying for the Distinguished Budget Award and a sewer assessment. No suggestions were offered. Mr. Lynn stated that Council could also make suggestions for goals at the Budget Public Hearings.

### **Adjournment**

Council Member Howard made a motion to adjourn. Motion was approved 3-0. The meeting adjourned at 2:16 pm.

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Eric Dial, Mayor

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Dee Baker, Town Clerk