

**Tyrone Town Council  
Retreat Meeting Minutes  
March 3, 2020**

Present:

Mayor, Eric Dial

Mayor Pro Tem, Gloria Furr

Council Member, Ken Matthews

Council Member, Linda Howard

Council Member, Melissa Hill

Town Manager, Brandon Perkins

Town Clerk, Dee Baker

Finance Manager, Sandy Beach

Accounting Specialist, Bridget Smith

Public Works Director/Engineer, Scott Langford

Planning & Zoning Coordinator, Phillip Trocquet

Police Chief, Randy Mundy

Court Clerk, April Spradlin

Recreation Manager, Rebecca Brock

Library Supervisor, Patty Newland

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

**Approval of Agenda**

Council Member Howard made a motion to approve the agenda.

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

1. Finance

a. Investments update – ***Brandon Perkins, Town Manager***

Mr. Perkins updated Council regarding the Town's investments. Last May \$1 million was invested, as of yesterday \$19,491.72 of interest was earned and \$11,433.09 was paid. Initially, the CD's were in the 2.4% range. He added that as CD's mature, he reinvested them.

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Currently, there are five CD's at \$240,000 and one at \$50,000. Several are six months and one is nine months. He stated that the Georgia Fund 1 account yield was 1.78%, and that we have invested \$700,000 in May. He shared that the earnings on that account was \$9,843.54.

b. YTD Financial Update (include GTIB loan status) - ***Sandy Beach, Finance Manager***

Ms. Beach shared that as of this morning, the SPLOST account held \$1.897 million which would decrease due to the sewer expansion and other projects. She added that the savings account earned 1.75% and that she usually placed funds where they would gain more interest. Ms. Beach gave an overview and stated that the municipal complex was initially budgeted for \$5 million and the Pendleton dam was budgeted for \$2.6 million. If both projects were subtracted from the budget, 47% of the budget would remain and she reported that we should meet budget goals this year.

Council Member Furr stated that she had recalled that the cost of the Pendleton dam had decreased. Mr. Perkins explained that the engineer had stated that the cost should decrease, but that the funds still remained in the budget.

Ms. Beach reported that in regard to the GTIB loans the Downtown Rehabilitation loan just made payment number fifty out of one hundred and eighty, and the Tyrone Road turn lane just made payment number twenty-three out of one hundred and eighty. The payments come from the SPLOST fund. She suggested that when the additional projects were complete, the loans could be paid in full from the SPLOST fund.

c. Retirement Plan Upgrade - ***Brandon Perkins, Town Manager***

Mr. Perkins explained that the Town, through the Georgia Municipal Association (GMA) provided insurance for our employees which costs \$75,565. He added that with this plan, employees must be vested for five years and they could retire at fifty-five but must be sixty-five to earn full retirement. If you have ten years of service you can retire at fifty-five. He added that Council approved an actuarial study through GMA to provide the cost to potentially switch plans. He added that if the Town changed to a Rule of 70 Plan, it would cost the Town annually \$26,422 (a 2% increase). Mr. Perkins shared that this plan would give long-time employees hope of retiring earlier. A vested employee could retire when their years of service plus their age equals 70. He gave the example of a forty-two-year-old employee with twenty years of service, they could retire in six years. He added that the retirement pay would be based on the five highest years of pay and they would not have insurance. The intention is not to encourage retirement, it would give the employee the option. He added that it was also a great recruiting tool.

He added that based on the conversations with GMA, billing would begin during fiscal year 2022.

Mayor Dial asked if the Rule of 70 was common. Mr. Perkins stated that Fairburn implemented it and Hapeville was considering it. It is one of many plans that GMA offers.

Mayor Dial asked, besides increasing pay would this be our biggest area in need for recruiting? Mr. Perkins stated that along with all other means of recruiting that the Town has implemented, this would be the icing on the cake.

Council Member Furr made a motion to approve the Retirement Plan Upgrade. Council Member Matthews seconded the motion. Motion was approved 4-0.

## 2. Administration

### a. Budget Performance Report - *Brandon Perkins, Town Manager*

Mr. Perkins stated that a new administrative server was added to the administration budget which costs \$15,000. He felt that the former IT service provider aimed high with the cost. Mr. Perkins shared that he wanted to get a second opinion. He added that the Town's new IT company would assess prior to moving into the new complex. He asked that the \$15,000 be carried over into the new fiscal budget. He also shared that since the Town sold the Grove Park pads, the Town was saving \$3,600 a year in administration fees.

### Item 2. b. was moved after 1. Construction Update

#### 1. Construction Update - *Brandon Perkins, Town Manager*

Mr. Perkins stated that Parrish Construction has made progress despite the rain and the bad soil. Over the weekend lime was placed in hopes of drying the soil. The grade was currently several inches higher than it needed to be, which would also settle. When the weather clears a layer will be cut off the top and the footings and foundation will be placed. Mr. Perkins shared that in regards to where the project stood financially, the original guaranteed maximum price (GMP) was \$4,396,529, with the second change order regarding fill dirt, the new amount was \$4,454,119. The original contingency was \$131,896 and currently, it was \$136,906 which would decrease by \$27,000. The original date of completion was August 19<sup>th</sup>. He added that there were two change orders and a total of thirty-five bad weather days, estimating the time of completion on September 28<sup>th</sup>. Mr. Perkins added that the Town has made two payments totaling, \$294,986, with one requested balance of \$96,296, that would be paid this week.

Mr. Jim Fallon, Parrish Construction Vice President, and Executive Director over the Tyrone project spoke. He stated that rainfall for this time of year had doubled. He added that smaller details were being completed in spite of the rain including, erosion control, sewer and stormwater control. Completing the building pad was a big step. Lime was brought in to assist with moisture control.

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He added that the next steps would be to add plumbing and concrete and by the end of March a poured slab. Mr. Fallon shared that the following phase would be to add the parking lot. The soil was currently very wet and had begun wet.

Mr. Perkins stated that currently the Town was in contact with Fayette County Water regarding two water lines, one was a twelve-inch line, the other three inches. The three-inch line was very old and brittle and the County has plans to abandon the line but was not currently on their work schedule. He shared that the alternative would be to place a fifty-foot line for them, at the Town's cost just to keep the driveway and parking lot project moving forward. He added that Parrish Construction would obtain the cost and Mr. Perkins would call the County to see if we could resolve the matter. Mr. Davenport volunteered to speak with the Director of Fayette County Water.

Mr. Perkins explained that although the dirt situation was currently under control for the building, there could be potential problems with the parking lot. Mr. Fallon shared that the Town assisted with the change order in regards to poor soil. The topsoil and moisture were far too much than anyone anticipated. The lime was taken out of contingency in order to keep the project moving forward. He added that they would weigh their best options regarding the parking lot, whether it be waiting, using soil concrete, or removing more dirt.

Council Member Hill asked why the site was so wet. Mr. Chris Hubbard stated that the water table was very high when boring began and there was two feet of wet dirt. We then cut off two feet and it was even wetter. He added that they continued cutting until they found suitable dirt. Mr. Perkins shared that 2019 was a wet winter. Next was the boring process, after the process there were additional rains. He added that the dirt was sandy not clay. Mr. Perkins gave praise to the Parrish team for their due diligence.

#### **Formally 2.b.**

##### **a. Municipal Building - *Brandon Perkins, Town Manager***

Mr. Perkins displayed brick, roofing shingles and downspout and window frame samples for Council's choosing. Council chose Savannah River (brick), Dark Bronze (downspout, gutters and window frame), and Charcoal (shingles).

##### **2. FFE Update - *Brandon Perkins, Town Manager***

Mr. Perkins stated that the design team met with representatives regarding furniture. He added that he liked the direction they were going however, significant cuts had to be made regarding the \$350,000 furniture budget. He gave the example that all staff desks included the stand-up desk component which was not cost-effective.

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He shared that the representatives had misunderstood the simulator room concept on the Police side of the building. They had added desks and chairs. He stated that the lobby seating was too modern and that he asked them to come back with a different plan. Mr. Perkins informed Council that working with state contractors does not always entail lower prices. He shared that he would look at additional vendors. He shared that he would follow up with them but that the Town did save money by eliminating several items.

Council Member Furr asked if the budget included blinds and window treatments. Mr. Perkins stated that it only included furniture. He shared that once staff moved in we would look at local artists, blinds and décor. Council Member Furr warned not to upset local artist, to choose wisely. Ms. Brock suggested going through the Fayette County Art Society.

### 3. Custodial Services - *Scott Langford, Engineer/Public Works Director*

Mr. Langford shared how much staff time was spent cleaning the administrative offices including recreation and library. It takes one employee over two hours a day which calculates to over two full work weeks that could be spent on other projects. He added that the new building would add additional square footage, calculating to a staggering twenty-three and a half hours for one employee. Mr. Langford stated that by considering a Request for Proposal (RFP) for cleaning services, could be a potential for savings in that area. Comparatively including benefits the Town pays more for our employees than cleaning service employees. A cleaning service would be more dependable than an outside labor force and their employees would be fully trained regarding chemicals. This would free our staff to complete the more pressing Public Works tasks. He recommended seeking an RFP.

Council Member Furr made a motion to allow staff to begin a Request for Proposal process for Custodial Services for the 2021 Fiscal Year.

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

### c. Pendleton Dam update - *Brandon Perkins, Town Manager*

Mr. Perkins briefed Council regarding the Pendleton dam process. He stated that Council gave permission for Contract Engineer, David Jaeger to coordinate with Georgia Safe Dams for the design and upgrades of the dam in December of 2019. Mr. Jaeger informed us that the process would take approximately ninety-days for the review. It is still currently under review. The initial cost of the upgrades was estimated at \$2 million. According to Mr. Jaeger, the estimation is now \$1.7 million. Mr. Pete Nelms had applied for the Hazard Mitigation Grant from the Federal Emergency Management Agency (FEMA). If approved the grant would pay for 75% and would also reimburse for engineering costs. According to Mr. Nelms we are definitely a contender but we are still under review. Mr. Perkins shared that he felt confident about the outcome.

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Council Member Furr inquired about the engineering fees. Mr. Perkins stated that included in the grant if approved, engineering fees would also be reimbursed. Ms. Beach stated that since last July engineer fees totaled \$35,478. She stated that she would email the total including the following year when the project began.

d. Town Goals & Visioning Exercise/Discussion - *Brandon Perkins, Town Manager*

Mr. Perkins shared that during his tenure as the Police Chief he initiated the SWOT (strengths, weaknesses, opportunities, and threats) analysis. He added that the process was a tool used to set goals for departments. It was very successful and he was prepared to administer it to all departments. The Town has a comprehensive plan for development, this works similarly for internal goals. Mr. Perkins stated that several weeks ago he approached Council and department heads to complete their own analysis. Department heads worked together and combined with the Council's input; he compiled the most common responses. Mr. Perkins stated that although there were some responses that the Town may not be able to address, he was pleased with the outcome. He shared that it was proven that when goals were put to paper and an attitude that this was our guiding principle, we all could thrive and achieve our goals. He then explained SWOT. Strengths are issues within our control, weaknesses are issues that we may need to improve on to remain great and grow, opportunities are external factors and threats are external factors that we have no control over. Mr. Perkins then named several that staff and Council listed.

Mr. Perkins began with the Strengths. Our staff is very professional and cohesive, (one of the best teams of employees for the twenty years I have been with the Town), growth potential with acres of undeveloped land, low crime rate (one of the safest cities in Georgia), location from the airport, Atlanta and Pinewood, new municipal complex and sewer expansion. He then moved to weaknesses. He shared that we are understaffed in some areas, employee retention or burnout, low pay and improper classification of some positions.

Mayor Dial stated that he assumed the employee retention had improved. Mr. Perkins stated that it had improved but there were still areas that needed attention. Mr. Perkins suggested that the Town obtain an updated classification study. He added that the new retirement plan was definitely a step in the right direction.

Mr. Perkins continued with the list of Weaknesses: deferred maintenance could assist with understaffing, economic sustainability (low millage rate and inadequate revenues to accomplish needs), commercial versus residential ratio development pattern (typically, residential drains the net profit, while commercial increases the tax base). Mr. Perkins gave an example; for every dollar gained in taxes from residential three dollars are spent in services, for every three dollars gained in commercial taxes one dollar is spent in services.

He stated that our citizens pay their taxes however, our tax base is low and the Town struggles on occasion to meet our needs. The Fayette County Development Authority (FCDA) and the Fayette Chamber is currently focusing on housing diversity in the area to possibly assist with the overall tax base.

Mr. Perkins continued with the list of Weaknesses: we are in need of addressing some issues with our ordinances such as, lot sizes and parking requirements, subdivision regulations, zoning requirements and also updates to our alcohol ordinance.

Mayor Dial posed the question, if housing diversity is a weakness, what do we gain by establishing more affordable housing if our tax base is too high? We cannot achieve both. Mr. Trocquet stated that density was a key metric. He suggested changing the minimum one home per one-acre lot to two homes per acre. The home would be more affordable and your tax base would increase. Mr. Perkins referred to the study that Mr. Colin Martin, from the Fayette Chamber shared. In the past people would move where the jobs were, some people cannot afford to live in Fayette County. Currently, the jobs are moving where the people are, usually inside the perimeter. We need to find a balance. He added that we can only address these issues, some can be solved easily some cannot.

Mr. Perkins returned to the Weaknesses: we need a Code Enforcement Officer, a new procurement and IT policy, cart paths, and economic development. He stated that most of the weaknesses were currently being addressed and some could be resolved.

Council Member Furr inquired about the Code Enforcement Officer and questioned if the ordinances were strong enough to stand up in court. Mr. Perkins stated that an ordinance restructure was apparent however, the County's Code Enforcement Officer was reactive not proactive. We only call them when needed. Discussion took place regarding the junk and noise ordinance.

Mr. Perkins shared the list of Opportunities: location to Hartsfield Jackson International Airport and the interstate, lots of potential for commercial growth, the film industry, new non-traditional revenue sources, new activities for citizens and attracting millennials and new families.

Mr. Perkins shared the list of Threats: economy downturn, proximity to high crime, pandemics, active shooters, growth patterns, cost of living, tax values for amenities, lack of age diversity and lack of business diversity.

Mr. Perkins stated that his goal was to develop a three to five-year plan and address the bigger issues. He added that he would bring a draft plan of action to a future meeting.

Mayor Dial inquired about cyber-attacks and the possibility of ransom.

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Mr. Perkins stated that there was currently no specific plan in writing however, the Town has insurance that would cover those types of incidences. The insurance covers attorneys, forensics, and IT support. He added that since the recent attack at the Police/Court Departments they have moved to a cloud-based system, adding extra security. Mr. Perkins stated that Sophicity was the Town's new IT service and they have provided all Town work stations with cyber protection and a 24/7 monitoring backup, procedures were in place.

e. Disposition of Town Facilities - ***Brandon Perkins, Town Manager***

Mr. Perkins announced that once the new municipal building was built, the Town would have three Town-owned vacant spaces. He gave the pros and cons beginning with the potential sell of the current Town Hall building. He shared that the building was very old and had over one hundred years of history. If we sold the building it would only give us a one-time lump sum. The new buyer could bring unwelcome changes and we would have little control. Potentially the use could also clash with the school and cemetery. He then proposed to lease the building to create a new revenue stream, the Town would have some control and could use the building later or sell it in the future. We could use the front for meetings and storage. A list of cons would be: up-keep, ADA compliance, leaks, replacement of the AC, marketing and dealing with tenants. He shared another pro would be to utilize the administration section of the building as coworking spaces, many municipalities were doing this. He added that the Town could then apply for grants for renovations. Public Works/Engineer work could also use some space, the other half could be utilized for coworking space. It would pay for itself. He gave examples of cities that rent coworking spaces and added that it was very popular with young workers. He shared the cons with coworking spaces: costs to provide paper, toner, coffee, advertisement, and renovations.

Mr. Perkins stated that Town Hall could be an annex for the Town and space for Recreation and Library to utilize. The cons were; too much-unused space, the Town would bear the cost of an unused building. He then shared that it could be used as a Senior Center to add services for our seniors. The listed cons were: ADA compliance, the age of the building and long-term costs.

Mr. Perkins shared another idea for the current Town Hall building, a museum in the Council Chambers to be run by a civic organization. He listed the cons: ADA compliance, the restroom was not in compliance, and maintenance costs.

Council Member Furr inquired about SPLOST funds that were specifically for ADA improvements. Mr. Perkins stated that there were funds for ADA however, those may be used to offset costs on the new building. Mr. Davenport shared that it may be prudent to research to see if there were any deed restrictions on the property. For example, there may be a clause that stated that the building if sold, must return to the representation of a church.

Council Member Howard asked Mr. Davenport to research that. Council Member Hill stated that she was certain that the film industry could utilize the building. She also suggested that the film industry could also repair the building.

Council Member Howard declared that she would like the Town to keep the building for the sake of the mural and to make it a museum. Discussion ensued regarding historical societies. Mr. Perkins added that many citizens needed to be on board, they need to apply for non-profit status, and that the Town could not sponsor the society. He gave the example of the "Friends of the Tyrone Library" organization, it is completely separate from the Town. Mr. Davenport suggested that Mr. Trocquet speak with the Fayette County Historical Society.

Mr. Perkins moved on to the Police Station. He added that basically, the Town was looking at similar situations in regards to selling the building. There would be a one-time additional revenue source, the Town would lose control of the future use and we would lose additional downtown parking. He stated that it was a newer building with recent updates. Mr. Perkins shared the pros and cons of leasing. There would be a steady revenue stream and we would maintain some control. The cons would be maintenance cost, staff time and dealing with tenants. Mr. Perkins then shared that his favorite option was for annex use. The Police Department could potentially be the permanent polling and early voting precinct. This would entail minor upgrades. He also stated that Recreation staff could utilize the current Court administration space. If the Recreation staff moved into the current Police Station, they would be safer and away from the noise and loud music from classes. The staff could also utilize office space and meeting space upstairs and downstairs for additional classes, such as; senior or yoga classes. He added that Public Works and Town Hall administration could also utilize a portion of downstairs for permanent records and small equipment storage. The Town would maintain control of the building and we would be able to utilize downtown parking. The cons were: building up-keep and electrical upgrades for the new election machines. Ms. Brock interjected and stated that the Recreation class schedule as it stood was completely booked. They were in need of additional space and that the quiet and safety aspect was a welcoming factor. She added that it would be an asset for Founder's Day meetings and set-up as well. All were in agreeance regarding the use of the Police Station as a Town annex building.

Mr. Perkins then spoke in regard to the use of the former Fayette County Fire Station #3 building. He added that he has had business owners from restaurants, exercise classes, and retail stores approach him. He added that the building was in need of major repairs and currently came with a great deal of liability. He shared that if we sell it would be a one-time revenue addition and we would lose control of the future use. It could add revenue and we would have additional downtown parking; however, the upkeep cost would be too high. He shared that at the very least, "we could put lipstick on it". If we tore it down it would definitely require asbestos control. We could turn it into a parking lot, which would also be costly. Mr. Perkins then shared another option. He stated that the Fayetteville Twisted Taco used to be a hardware store.

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The Fayetteville Downtown Development Authority (DDA) purchased it, and received grants, made some renovations and sold back to Twisted Taco at cost. Mr. Perkins stated that citizens want more restaurants.

Council Member Hill stated that she would like to see a restaurant also however, would it be legal to offer the building to the film industry and have them manage the renovations in lieu of rent? Mr. Davenport stated that the activity itself was legal. There needed to be a bidding process first, the film industry may not be the ones chosen for the bid award. If they were chosen through the bidding process, the Town could work out an agreement of their choosing. Mr. Davenport added that Gremlin Growlers came about that way as well. The DDA has more flexibility.

Council Member Furr asked about the safety liability to renters. Mr. Davenport stated that prior to renting to anyone, upgrades were needed. He also added that it was all about timing, the value would be added with the sewer expansion.

Council Member Hill inquired about the parameters regarding short-term versus long-term rentals. Mr. Davenport clarified that if a public building it bid to rent, there can be specific terms in the contract in regards to uses and fees. Mr. Perkins reiterated that a lot of work needed to go into the Fire Station prior to use. Mr. Davenport shared that Fayette County placed a policy on public building use in regards to filming, the buildings could only be used during specific days and times. Council Member Hill inquired about the use of the Fire Station as a future restaurant. Mr. Perkins stated that it would fall under a Downtown Development Authority (DDA). Mr. Davenport stated that the Town would lose control of the use, the DDA would be an independent organization however, they should have similar goals as the Town. Mr. Perkins shared that staff would research a potential Downtown Development Authority and return to Council with their findings at a later date.

Council Member Howard made a motion to move to lunch at 11:38 am  
Council Member Furr seconded the motion. Motion was approved 4-0.

Council Member Howard made a motion to reconvene at 12:00 pm.  
Council Member Hill seconded the motion. Motion was approved 4-0.

f. Gateway Coalition - FY21 Project List Proposal

Mr. Perkins reminded Council that the SR74 Gateway Coalition was several years ago with a desire to accommodate future development from Fairburn to Peachtree City, along Hwy 74. The main goal was to maintain a unified vision along the corridor. He added that a comprehensive study was completed by POND & Company, and the study results for Tyrone suggested sixteen projects and development guidelines.

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He added that most of the projects fell under the Georgia Department of Transportation (GDOT) jurisdiction. The remaining projects are as follows; including estimated costs: a grade-separated bicycle and pedestrian crossing north of Carriage Oaks Drive - \$191,400 (this could possibly be a tunnel or pedestrian bridge, which could cost more), a new road from Kirkley Road to the South Fulton County line – \$ TBD (this additional road could connect a future technology park, possibly to be placed at the cost of a developer, and to eliminate heavy truck traffic along Hwy 74), a multi-use path from Jenkins to Ellison - \$305,527, (only a small portion of the path is Tyrone's), a multi-use path from Hwy 74 connecting Spencer Road - \$131,128, a multi-use path along Swanson Road from Hwy 74 - \$239,334 (only a small portion is located in Tyrone), a bike facility along Palmetto Road and Tyrone Road as part of Georgia Bike Route 15 – \$ TBD (the multi-use path, on Palmetto, would be funded by SPLOST monies), the last suggested project on the list was a Framework for Corridor Consistency.

Mr. Perkins shared that the consistency element of the project made sense in regards to what travelers see when exiting Interstate 85 from Fairburn through Peachtree City. The study reflects a multi-use path parallel to Hwy 74 through all jurisdictions, which would include trees and natural buffers. He added that the study also reflected that most parking along the corridor would be on the side of buildings or located in the rear. He gave the example of the newer buildings along Hwy 54 in Peachtree City near Walmart; parking is located in the rear or side. Mr. Perkins informed Council that the corridor would be easier to address. He cited that section 113-191 of the zoning ordinance addressed the Quality Growth District's special requirements. He added that although all elements were not addressed in our ordinance, the Town could choose which project to begin and staff could initiate changes to the ordinance. Mr. Perkins stated that with new development along Hwy 74, the Town could at this point require developers to provide a multi-use path along their frontage. He stated that the Town could commence a few projects to remain within good standing with the Coalition however, five of the projects were listed as twenty-year projects and fall mostly on the GDOT. Mr. Perkins recommended beginning with the updates to the Quality Growth District ordinance.

Council Member Furr asked for the purpose of having a cart path along Jenkins Road to Ellison Road. Mr. Perkins shared that in the past the Town mentioned the possibility of a cart path for connection to the schools, especially Sandy Creek High School. He added that the County may have future plans for the section along Ellison Road. Mayor Dial added that the cart path would not be as effective unless there were a tunnel or bridge to connect the other side of Tyrone.

Council Member Furr inquired about the future technology park and added that the County gave Council a packet regarding the future development. Mr. Perkins stated that Mr. Trocquet had been working on the coinciding ordinance as well to be brought to Council in the near future. Mr. Trocquet shared that he would update Council later in the meeting.

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Council Member Hill inquired about the bicycle/pedestrian crossing. Mr. Perkins stated that the idea was to get pedestrians safety across Hwy 74, similar to Peachtree City. One goal was for teenagers who live on the south side of town, east side, or in the South Hampton subdivision to be able to cross Hwy 74 safety on their way to school.

Council Member Furr made a motion to direct staff to administer updates to the Quality Growth Development Overlay District Ordinance to be approved by Council at a later date. Council Member Matthews seconded the motion. Motion was approved 4-0.

**Item 2.g. was formally 3.b.**

**g. FCDA Presentation - *Tracy Young, Fayette County Development Authority Representative***

Ms. Joan Young, President of the FCDA, Ms. Megan Baker, Vice President, Mr. Darryl Hicks, Board Chairman, and Board Member and Tyrone Representative, Tracy Young were in attendance. Mr. Young shared that he had been a Board Member for four years and that this was the first time Tyrone had been considered as an economic development powerhouse. Developers were now looking at Tyrone for future development. He added that Tyrone was facing many opportunities that could be turned into realities. Chairman Hicks shared that is was an honor working with the Town and that the Town was well-positioned to accomplish major developments in the area, with the direction of Mayor and Council. Chairman Hicks added that many were seeking Tyrone however, the FCDA would not move unless speaking with Council first. Chairman Hicks stated that he appreciated Board Member Young and Council Member Hill. He added that Council Member Hill was appreciated by her work with the film industry, as the FCDA's current Film Fayette Locations Coordinator. He stated that the FCDA was very mindful of Tyrone's community and uniqueness and that it was different from other communities. He paid homage to Mayor Dial and Council Members. He ended by asking how the FCDA can serve Tyrone and that its future was bright. Mayor Dial gave thanks to the FCDA for having the Town's best interest in mind and for being our "boots on the ground".

President Young gave thanks as well to Mayor and Council, and Mr. Perkins and Mr. Trocquet for always being available. She added that it was their job to share what opportunities and challenges lay ahead for the Town. She introduced the Town of Tyrone Economic Development Update. She shared the FCDA's mission statement and gave a brief history of the organization and staff members. She added that this was Tyrone's plan, it is what you choose, the FCDA will supply you with the tools and opportunities.

President Young began by stating that in regards to the program of work, it begins with business attraction. This entails product development (land and buildings) and target sectors.

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The FCDA then markets by telling the Fayette story to locations such as New York, Chicago, Charleston, and Charlotte. The next step is business retention. This consists of keeping businesses in the County, serving as their resource liaison. The final step is community development, which consists of supporting local talent and placemaking.

President Young shared the Fayette target sectors for business. The six target sectors are advanced manufacturing, aerospace and aviation, corporate headquarters, film, and creative media, information technology and health sciences. She asked then, "what are good fits for Tyrone?" She shared that warehouse/distribution and commercial would normally be ideal being so close to the interstate; however, FCDA does not recruit those types of businesses. She stated that companies were chasing talent and talent was chasing quality of life. President Young gave ideas for Tyrone that may fit its target sectors. In regards to targeting technology, the desired assets would be; co-location with universities or similar companies, and access to talent and state data centers. Possible options for Tyrone would be data centers and 3D printing. Regarding targeting mid-sized headquarters, the desired assets would be live/work/play communities where executives have access to retail, residential, and hotels. Our access to the interstate and airport is a bonus. The possible options for Tyrone are small international headquarters that need airport access, with the challenge being office space. President Young stated that in regards to the manufacturing target, that type of business is looking for land, sewer, workforce, technical training and access to the interstate and airport. The options for Tyrone would be state of the art manufacturing. The downside of manufacturing would be a warehousing and distribution component. The next target she spoke of was entrepreneurship. Many are seen as contractors and look for co-working spaces near universities and clusters. She shared the film target and stated that this was always a plus for Fayette County. The film industry also introduces the "cluster effect".

President Young shared some considerations; one realistic target was talent, bring the talent to you and we need to watch the market demand. The metro Atlanta area is competitive and well-positioned. She stated that the Town should consider its zoning and land use plans and also sewer. She added that the FCDA outsourced a study in regards to site work. It included land availability and what the corridor was best suited for. The study also reflected that the Hwy 74 corridor was best suited for commercial. Tyrone can decide what you want, be proactive, put some forethought into your zoning ordinance and overlay district. Tyrone has an incentive policy, such as sewer, water, and zoning. The FCDA can turn these projects around.

President Young spoke of three different FCDA past projects. The Eagle project which was a manufacturing project with an investment of \$250 million. It offered five hundred jobs with an average salary of \$100,000. The Hornet project consisted of a data center, an investment of \$750 million and fifty jobs with an average salary of \$100,000. The last project was the Condor which entailed headquarters, an investment of \$8 million and one hundred jobs with an average salary of \$100,000.

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Project Condor was the headquarters of the Professional Golfers Association (PGA). She then gave examples of the hypothetical return on investment for each project in Tyrone. The Eagle project would have yielded an annual \$288,900 in taxes and created five-hundred jobs. Items for consideration was the possibility of a warehousing/distribution component, needed utility upgrades, and added traffic. It may have generated utility usage fees and expediated several needed GDOT intersection improvements. Project Hornet was the next project. The data center would have gained \$866,700 in annual taxes and created fifty jobs. Traffic would be minimal and utility upgrades would need to be made. The Condor project would have gained \$9,245 in taxes, minimal utility demands, and minimal traffic.

Vice President Baker shared how the community project process worked. Initially, there would be a request for information (RFI) from the consultant or site manager such as EMC, Georgia Power or the Georgia Department of Economic Development. Each project is looking for something different such as available buildings or sites, utilities, sewer, executive housing, airport access or incentives. This may be on a local, state, or global level. They will then evaluate which community can best support their business. She added that following the initial inquiry, there may be a site visit. That was when the FCDA would prepare a sales presentation. When it is between our community and one other, we will look at our incentive offer. This could include tax abatements, job grants, infrastructure support or waiving impact fees. Vice President Baker emphasized that Fayette County was not always competing with West Georgia or even North Carolina, we were competing on a global level. We do not have time to make last-minute zoning changes, sometimes we only have forty-eight hours. We all need to be community cheerleaders and sing from the same song-sheet. She added the with every project that may come to Tyrone, the FCDA would research the return on investment, if we are not getting much on our return, is it worth it? Will the project improve the economic impact? She added that it was also their job to hold companies accountable for clawbacks.

Mayor Dial stated that if a project came to Tyrone, the annual tax collection would not be the only benefit. That company could bring more businesses. Vice President Baker agreed and added that a data center would be the direct impact. There could be many more indirect impacts such as coffee shops or other businesses. Our project analysis would highlight these potential factors. She added that reports such as these could be turned around within a day or two. She stated that they also had a tax abatement formula that accompanies the report. She ended by requesting that the Town pinpoint its strengths and how we want to recruit businesses? The Town has some great opportunities including being close to the interstate. She also suggested looking at our zoning ordinance and make any needed changes now. We are here to help and support you. President Young declared that since Tyrone had begun a sewer expansion, it has opened the Town up for two potential manufacturing projects.

Council Member Hill asked, how the FCDA calculates the financial impact on a community?

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Vice President Baker stated that there were many scientific community economic feasibility study models. Council Member Hill asked, what does the FCDA do if the project falls short and the company only offers fifty out of the one hundred jobs initially stated? President Hicks stated that the FCDA requires the company to write a check for the amount they agreed upon bringing the company to the city.

#### h. Consideration to begin holding monthly Town Council Workshops

Mr. Perkins informed Council that many local governments have formal meetings in addition to the regularly scheduled Council meetings to discuss projects, such as the municipal building. He added that it was cumbersome gathering two Council Members at a time to discuss such things as the municipal floor plan and paint colors. He suggested scheduling a workshop once a month prior to a Council Meeting. He added that Council could meet at 5:30 pm on a meeting day to discuss items that needed more attention. These meetings are legal and would be documented. He shared that we could try it for a while and that Council would not always require a workshop however, they may be very helpful.

Council Member Matthews made a motion to direct staff to create a Council Workshop schedule. Council Member Furr seconded the motion. Motion was approved 4-0.

### 3. Economic Development

#### 3.a formally, 5.c

##### a. Comprehensive Plan Update

Mr. Trocquet shared that as the FCDA had stated that our focus has been on the north Hwy 74 Corridor, the Community Gateway Area in the Comprehensive Plan. He highlighted areas on the Tyrone Future Development Map for potential future annexation. He added that the Community Gateway area outlined appropriate zoning classifications.

The Community Gateway Character Area has several zoning classifications such as Office Institutional (O-I), Light or Downtown Commercial (C-1), Heavy Commercial (C-2), Light Industrial (M-1), and Educational Institutional (E-I). He added that the Character Area included a description, development strategy, architectural standards, and landscaping requirements. Mr. Trocquet shared that the map was developed prior to additional sewer capacity. He suggested reviewing what the new plan should represent. What does the Town want in this area? The map indicated M-1 in the area which does not include warehouse and distribution, nor advanced manufacturing. He added that the zoning in that area currently represents what is on South Senoia Road; contractors, sign manufacturing and small fabrication operations.

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Mr. Trocquet stated that whenever the Town amends the zoning ordinance, we should also be reviewing the Comp Plane and the Future Development Map.

Comprehensive Plan amendments should be made concurrently with Zoning Ordinance changes that affect it. He urged Council to consider the Community Gateway Corridor when anticipating future businesses along the north end of Hwy 74. He posed the following questions; are we still moving in the direction we want? Do we want to move in the direction the FCDA suggested of production and employment? He shared that these are things to consider when moving forward with any future development. He added that staff was prepared to make any needed changes. He suggested predetermining what the potential annexation areas would be and that appropriate character areas for those areas should be defined. The Zoning Ordinance and Comprehensive Plan Character Areas should complement and support each other; not become disjointed.

Mr. Trocquet shared that a planned unit type development (PUD) was likely the most advantageous zoning type for Council, but a business technology park was also an option. He made reference to a Business Technology Park (BTP) planned unit development, which was similar to the Sandy Creek Corners development. He stated that heavy and light industrial had the potential of being Planned Industrial Parks (PIP). Mr. Trocquet added that staff would work on a model for a business park district, make amendments to the Comp Plan with new zoning for the district, and return to Council for approval. Mr. Hicks stated that working through that process would assist the FCDA greatly.

Mayor Dial asked if there were measures in place to regulate the amount of heavy truck traffic. Ms. Young stated that the process was unfolding and that the FCDA and Tyrone did not have to accept all projects. The Town could determine by the information given what the project would entail. Mayor Dial asked if the Town could essentially place a cap on the amount of traffic. Ms. Young shared that if the Town placed too many stipulations on projects, the business may not consider the Town for their future home. Mr. Trocquet added that the Town could potentially place dedicated requirements for roads, but caps on traffic counts would be very difficult.

Council Member Furr shared that it was a challenge to rezone specific areas if the Town did not know what corporations would be interested in the area. Council Member Hill asked if the zoning would protect the Town. Mr. Trocquet responded that property owners would initiate rezonings, by that we could modify our Zoning Ordinance with overlay district requirements and encouraging PUD zoning districts. With this, the Town could place specific conditions on parking, noise, architectural standards, landscaping requirements, and nuisance requirements. Council Member Furr shared concerns regarding certain companies that may be crating hazardous materials. Ms. Young shared that the FCDA once turned away a company that dealt with battery acid. Mr. Trocquet stated that currently, none of the Town's zoning districts allow hazardous materials.

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b. Economic Sustainability - *Phillip Trocquet, Planning & Zoning Coordinator*

Mr. Trocquet began the presentation by telling Council that he was about to present facts and numbers about the relationship between tax revenue, density, and land use. The presentation of these relationships was not intended to recommend specific changes to the Town, but to simply reveal relationships at a high-level when considering future land-use policy decisions.

He informed Council that the current land use and tax digest reflected that Tyrone consisted of 8,200 acres roughly 74% which was zoned residential with roughly 80% of that land developed. He added that about 26% of Tyrone land was zoned commercial with roughly 40% of that land developed with 0.88 people per acre density. He shared that per the Fayette County Tax Assessors office, the average value of land (including homes) in Tyrone averaged \$314,000. The tax assessor taxes 40% of that value, multiplied by our millage rate at 2.889 mills, which yields on average \$900 per year in tax revenue. Mr. Trocquet added that commercial land was valued at roughly \$500,000 (including buildings), with an annual tax revenue of \$1,400. He stated that due to the large amount of underdeveloped land, the \$500k amount was low.

He highlighted some areas of development in regard to the generated tax value per acre to the Town. Southampton generates \$493,000 per acre, Windsong subdivision generates \$237,000 per acre. He selected the Publix Shopping Center and the Zestos and Papa Johns shopping centers for developed Hwy Commercial. This area generates \$779,172 per acre. He added that Town Center (downtown) generated \$450,000 per acre and the Industrial Park generated \$330,000 per acre. The Southampton residential area generated more, due to the two to four units per acre. He noted that the purpose of overviewing these development areas was to reveal the relationship between residential density and tax value per acre as well as the difference between residential and commercial tax per acre.

Mr. Trocquet shared that he and Mr. Langford researched the annual cost for preventative annual infrastructure costs. For the Town's 5.4 miles of cart path maintenance, it costs approximately \$40,000. The cost to maintain seven-hundred and fifty-eight street lights cost \$102,000, eighteen miles of sewer costs \$178,000, fifty-three miles of sidewalks costs \$201,000, five sewer pump stations costs \$220,000, twenty-one miles of storm drain costs \$301,000 and sixty-nine miles of roads costs annually \$414,000 to maintain. He stated that the total annual preventative maintenance infrastructure cost was \$1,442,430. He added that this was consistent with most municipalities in the area.

Mr. Perkins stated that most of the Town's seven-hundred and fifty-eight street lights should have never been on the books. The Town adopted the street lights and never turned it over to the Home Owner's Associations (HOA).

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We are paying a tremendous amount, most of these should be turned over to the HOA's. It is not fair that few subdivisions pay for their street lights, they are essentially paying for all other subdivision's street lights. Mr. Trocquet stated that a good resolution to the issue should be to establish consistent development standards for all subdivisions. Mr. Davenport posed the question, do you require street lights within your development regulations? Discussion ensued regarding cost of street lights. Ms. Beach stated that each street light averaged \$12 per light, per month. Mr. Perkins stated that staff would revisit the issue. Mr. Davenport shared that Fayette County does not require street lights. If developers wanted street lights, street light districts were formed by the HOA's and then paid by the homeowners.

Mr. Trocquet shared that although there were expensive homes located in Tyrone, the value of a home and its subsequent tax generation does not outweigh the cost of the infrastructure they utilize. He added that he calculated on average a one-acre lot home would be one-hundred-fifty feet (150ft.) in width. The width is important due to the lineage of infrastructure in feet a typical home would utilize. The home on average would require one-hundred and fifty feet of road, curbing, gutter, sidewalk on both sides, sewer pipe, a water pipe, and stormwater. Non-linear infrastructure included lights, pump stations, ponds, and dams.

He added that for an average 1-acre lot subdivision, it would take sixty homes to utilize one mile of linear infrastructure; this subdivision would generate approximately \$25,000 in taxes based on average Tyrone home values. The same subdivision would cost annually, \$65,000 to maintain its infrastructure with a preventative maintenance program.

Mr. Trocquet shared how density plays a role in covering infrastructure costs utilizing his PowerPoint. The same 1-acre area with two smaller homes would yield more taxes and subsequently cover more infrastructure costs. As it stood currently, the Town would need to place three or four units on each lot to gain the amount of taxes to maintain our infrastructure. He added that the Town would need to double the millage rate in order to manage the cost for infrastructure. Mr. Trocquet continued that he was not explicitly recommending a doubling of density and/or millage rate, but that this was simply the relationship the town has with infrastructure costs as it pertains to land use and taxes.

Mr. Langford reiterated that by accepting two homes per acre, it would help manage the cost significantly, especially in regards to inflation. Mr. Trocquet stated that commercial yields, on average, \$500,000 per acre, which covers more services and infrastructure per acre than residential. He stated that every city struggles with infrastructure costs; however, Tyrone is unique in that it has more opportunities than most. He stated that tapping into the 60% of undeveloped commercial land and spurring downtown development could significantly change the development pattern. Both represent tremendous opportunities.

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Other solutions would be to investigate Tyrone's tax structure, encouraging economic development as mentioned by the FCDA, and finally to diversify development patterns and increase density in key areas. He ended by stating a mixed of uses along Hwy 74 North and higher residential density in specific areas closer to downtown would increase financial solvency and help offset infrastructure costs in other areas.

c. Downtown Development Authority Presentation – ***Brandon Perkins, Town Manager & Phillip Trocquet, Planning & Zoning Coordinator***

Mr. Perkins informed Council that under state law, the Town was given the authority to create a Downtown Development Authority (DDA). Council would formalize the authority made of seven members and map the downtown boundaries. The boundaries had previously been established through the adoption of the Town Center Character Area in the Comprehensive Plan. He shared the parameters of the DDA; it must consist of seven members appointed by Council, pass a resolution and register the DDA. The seven members must be taxpayers of the County, four members must be business owners of the downtown district, one member must be an elected official and all members must complete eight hours of training. He added that unlike elected officials, they would have more flexibility and could apply for grants and loans. They could also partner with private entities to use the funding for façade improvements.

Mr. Trocquet added that the DDA could lease and own properties and act as the primary planning body for the Downtown District. He shared that the DDA could finance and have access to more state and federal funding. Mr. Perkins stated that staff would come back at a Council workshop with more specific ideas for a DDA, Council could then better decide if they wished to approve a DDA. He stated that given our promise to the citizens for the improvement of downtown and all of our focus and investments we have made working toward that goal, this would just be another tool to move forward. We can bring in the stakeholders who are devoted to assisting us to accomplish these goals. Mayor Dial stated that it was a good idea and asked Mr. Perkins to return with more details.

d. LCI & Other Funding Options for Downtown Development - ***Phillip Trocquet, Planning & Zoning Coordinator***

Mr. Trocquet stated that in order to piggy-back on the DDA topic, the Atlanta Regional Commission (ARC) had a grant opportunity entitled the Livable Center's Initiative (LCI) Program. This program focuses on downtown development for smaller cities or transportation projects for larger ones. The Town would be perusing funds totaling \$200,000 with Council's approval. The grant would provide a master plan for our downtown and parks consistent with the goals expressed in the Comprehensive Plan.

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Mr. Trocquet recapped what had taken place prior to applying for the LCI grant. The Town readopted the Comprehensive Plan in 2017 with the assistance of ARC, was awarded a UGA intern service grant for the RSVP (Renaissance Strategic Visioning Project) to assist in visualizing elements in the Comp Plan, and completed an ARC, CDAP (Community Development Assistance Project) project that allowed us to establish a new zoning district consistent with the goals outlined by citizens in the comprehensive Plan and the citizen-led Downtown Steering Committee.

These projects were not full master plans, but rather visualization efforts and zoning tools to help us develop a solid direction. He added that if the grant is awarded, the Town would match 20%. In our Comp Plan Short-Term-Work-Program, we had planned on spending \$50,000 toward downtown planning and we have spent \$10,000 thus far on the aforementioned projects. He shared that spending the remaining \$40,000 for matching funds for the grant would be the best utilization of those funds as it would turn the \$40,000 into \$200,000 of funds. This plan could also take a look at Town-owned facilities to see what would best suit their future use as well as a downtown parking and traffic assessment. Once the LCI was executed, it would also open the Town to additional future grants to implement our downtown plan and leverage more tools. The state and nation take notice of communities that have initiated LCIs.

Council Member Howard shared her thoughts. She stated that we have gone down this road before and the facilitators told us what they thought we should do, not what we thought we or the property owners should do. How is this different? Mr. Trocquet stated that as with other plans, the Town received public input, and the study was led by citizen and business-owner steering committees. These studies were directed by our citizens and approved by Council. The LCI would follow the same format, but likely to a higher extent. The studies should not go beyond what the public engagement input reflects. He added that the steering committee for the LCI would consist of citizens and business owners.

Council Member Furr added that the study would be similar to the previous one (RSVP), nothing was accomplished and there was a cost attached. She shared that we could do a better job in deciding what was best for the Town, not have someone else tell us what was best. She stated that the study showed a restaurant on top of a building which was private property. Mr. Perkins stated that some individual actions were not taken because a few Council Members expressed dislike for the concept. He also stated that the building with a restaurant on top was only a concept rendering meant to help visualize what could happen on the property; not to dictate to the property owner what he/she should put there.

Mr. Trocquet shared that the studies reflected a visualization of what was expressed in our comp plan and what the citizens had chosen.

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He added that the RSVP plan was not a master plan, it was a visual tool for presenting us opportunities for certain areas downtown; this plan also assisted the Town in being awarded the CDAP zoning project from ARC. The resulting accomplishment of the CDAP project was the establishment of a new zoning district and technical assistance in developing ordinance updates consistent with a downtown development pattern. Council Member Howard asked, how was this different, what would they tell us to do to with our streets that we are not currently doing? Mr. Trocquet stated that we, along with citizens and a steering committee, tell them what we want to accomplish at a high-level. They would then show us, through professional landscape architects, engineers, and urban planners, what we could do to accomplish those goals. This would ultimately be a project-oriented deliverable that the Town could take action on piece by piece. He added that if we currently wanted to look at our streetscape or downtown signage, we would have to create a master plan for that regardless. Moving forward, we would have to create a master plan for each individual project, which would be very costly. The LCI would be an all-encompassing master plan that we could give to a developer or contractor that could be executed. Mr. Perkins added that the LCI would also involve citizen input and would open the Town up for further grant funding. If each project was completely separate, it would cost a great deal more. Mr. Perkins added that without the LCI the Town would have to pay 100% upfront. The LCI is led by professionals at a lower cost, this would also lead us toward additional funding potential for the downtown area.

Council Member Furr gave the example of Veterans Park. She stated that the park used to be a disaster. A committee was formed and we put the park together by hand at little cost to the Town. We can do this ourselves, little by little. She added that there was very little that we could do because we own very little property downtown. Mr. Trocquet stated that the Town owns over 40 acres of parks and facilities downtown as well as all street right-of-way which gives lots of room for improving land downtown. If we ever wanted to do just a streetscape plan it would cost roughly \$50,000 to \$70,000, just for that plan. He continued that one of the first downtown-development plans a city initiates are for streetscapes, lighting, and signage. Council Member Furr stated that we cannot afford to move our light poles. Mr. Perkins stated that the LCI could essentially open up funding for that purpose if need be.

Mayor Dial asked Council Member Furr to explain her ideas of what the Town could do on our own. Council Member Furr shared that we can envision what we want, and do it, just like we did with Veterans Park. There were only seven of us. Mr. Trocquet shared that citizens need an example on paper that they can participate in. Staff does not have the capabilities to formulate a project and large public engagement effort such as streetscaping on their own. A conversation ensued regarding the past planting and removal of trees downtown. Ms. Brock echoed Mr. Trocquet and Perkins. She added that her former employer executed an LCI which also called for a public forum. Staff did not have the expertise in choosing the correct trees and native plantings, it took professionals to help develop a master plan.

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Mr. Perkins added that staff could potentially accomplish a streetscape within five years, but it would take many staff hours and would cost a great deal more than an LCI plus would take away the ability to obtain future funding from grants.

Council Member Hill stated that she agreed with the LCI however, was there a happy medium? Mr. Trocquet stated that the Carl Vinson Institute, who performed the RSVP study, may be able to add to the existing document, but the resulting document would still be a master plan. He added that all master plans incorporate private property within their plan. The goal in doing this is not to dictate to property owners what they should do, but to assist them in visualizing their potential. Mayor Dial inquired about the deadline. Mr. Trocquet stated that it was that week. Council Member Howard asked for clarification regarding grant funding. Mr. Trocquet stated that the LCI would greatly assist in applying for future funding. Council Member Furr inquired about the cost. Mr. Trocquet stated that the cost was the remainder of the funding set aside from the Short-Term Work Program for the Town Center District outlined in the Comp Plan, which was \$40,000. This could potentially allow us to obtain \$200,000 in funding and he felt confident, we were a prime candidate. We could always lower the amount to \$20,000 matching funds however, the \$40,000 was budgeted for downtown planning purposes. If we lowered the amount to match the grant, we would still need to spend the remainder of the Short-Term-Work-Program funds for downtown planning. He added that if the grant was approved, staff would return to Council with an agreement from ARC for their approval.

Council Member Furr stated that she did not want to approve the use of \$40,000 for the process, be awarded the grant, and not complete a project recommended in the plan. Mr. Trocquet stated that if awarded the grant, it would give the Town leverage to apply for additional funding in order to complete several downtown projects.

Council Member Matthews made a motion to direct staff to apply for the LCI matching grant program. Council Member Hill seconded the motion. Motion was approved 4-0.

The conversation continued regarding the downtown project. Council Member Furr echoed her sentiments. She shared that she did not want to spend the money and nothing come from it. Mr. Perkins stated that regarding the RSVP study, the citizens liked the downtown visualized plan but Council did not. Council Member Howard shared that the plan reflected that the Town beautified a portion of the schoolyard, that was not our property. Mr. Perkins shared that the plan was a collective visualization of what could happen and was not meant to dictate to property owners what they need to do. If the Town made improvements to our right-of-way or our specific properties that may inspire the school board or private property owners to follow suit. He added that he had spoken to a potential future commercial landowner on Senoia Road that had seen the plan and they liked what was suggested for that property. He stated that now that the CDAP was in place if the Town wrapped its head around the project, property on Commerce Drive would be very marketable.

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e. Adoption of Comprehensive Overhaul to the Town's Fee Schedule – *Phillip Trocquet, Planning & Zoning Coordinator*

There was no discussion at this time for this item.

4. Public Works – *Scott Langford, Engineer/Public Works Director*

a. Budget Performance Report

Mr. Langford stated that in regards to the LMIG road projects, the bid had been moved to March 24<sup>th</sup> due to the newspaper ads being posted incorrectly. He added that in regards to the downtown sewer easement acquisition projects, they were 80% - 90% complete. He stated that there was a need to purchase a Gyro Trac for more effective cutting and mulching of trees. This item would be brought to Council soon for approval.

b. SPLOST Project Update

Mr. Langford announced that the biggest SPLOST project this year was the Dogwood Trail culver project. He was happy to announce that the project was completed on time and under budget.

c. Roads & Preventive Maintenance Goals

Mr. Langford shared that in regards to the recent Pavement Condition Index (PCI) study, Strandhill and Waters Edge were being placed for bid soon and would be covered by LMIG funding. He stated that following the paving of these two roads, we would be passed the poor and very poor ratings. We were now looking at the at-risk roads on our PCI. He shared that the last PCI was performed five years ago, it was time for another. This would give us a better idea of the current condition of our roads and help us moving forward. He added that the study was estimated at \$20,000 for the forthcoming fiscal year budget. He reminded Council regarding the discussions on sealants and crack seals at last year's Retreat. He gave examples of roads in need of sealants and crack seals. These methods assist with the longevity of the roads.

Mr. Langford stated that according to Federal and State regulations, road signage had to comply with reflectivity requirements. The Town has over two hundred and forty stop signs. He added that currently staff was riding at night and assessing signage according to regulations. Staff was also creating a list for annual maintenance, adequate funding would need to be secured for sustainability, which would calculate to an increase in the Public Works budget.

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#### d. Stormwater Maintenance Projects

Mr. Langford shared that he planned to work with Mr. Davenport to assure specifically what stormwater systems were owned by the Town to assure future maintenance. He added that our Environmental Planning Technician, Brad Konwick was in his second year of our five-year evaluation plan for locating stormwater and retention ponds. He showed an example of a corroded stormwater pipe that was in need of repair. He explained the process in which a pipe in need of repair could cause damage to the road above. He then described preventative methods for maintaining the life of storm drain pipes. He shared that the Town needed to move more toward concrete pipes and away from corrugated, the life span was greater. Council Member Furr asked if there were a lot of pipes in need of repair. Mr. Langford stated that there were many in need of repair and some were very deep, some ranged up to fifteen feet deep.

#### 5. Planning - *Phillip Trocquet, Planning & Zoning Coordinator*

##### a. Budget Performance Report

Mr. Trocquet reported that the largest item for Planning & Zoning was Safebuilt, our construction and plan review contractor. He shared that the budget for Safebuilt in 2018 was \$100,000, in 2019 it was \$120,000 and the projection for 2020 was \$147,000. This amount was based on currently having spent \$75,000. He suggested \$160,00 for the following budget year, for potential growth. He informed Council that 60% of the permit cost was paid to Safebuilt and the remaining 40% was retained by the Town. Discussion ensued regarding a paid staff position instead of outsourcing. Mr. Davenport stated that if the Town received 40% of the permit and Safebuilt received 60%, the Town was not paying out anything, it was permit specific. Ms. Beach clarified that only from an accounting perspective, there was a need to budget for payments to Safebuilt. The budget needed to reflect incoming funds and outgoing payments.

Mr. Trocquet stated that the other large item was the previously purchased plotter. The amount budgeted was \$10,000, the decision was made to lease the plotter.

##### b. Digitization of Records

Mr. Trocquet reported that initially, \$15,000 was placed in the budget for technical services. Impact Fees were once discussed as a revenue source under that line item, it was discovered through research that it was not feasible for the Town to maintain an impact fee program. He added that staff wished to retain those funds for a future digitization plan for building permit plans and files. He suggested that funds be set aside annually for that project and other permanent administrative records. He shared that we would then move toward a destruction policy for said records. Council Member Furr agreed.

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c. Comprehensive Plan Update – **continued from earlier in the day.**

Mr. Trocquet asked for Council’s input regarding the Town Center District’s boundaries. He shared that the Comp Plan’s delineation of the Town Center District could use some updating. He shared that some subdivisions located on Senoia Road not be made part of the downtown districts, their development patterns were not consistent with a downtown district. He added that the map indicating the Town Center District was currently parcel based. He suggested that it be changed to road boundaries as an indicator. He highlighted an area crossing the railroad tracks at Palmetto Road and Valleywood Roads. He added that there had been discussion regarding changing the Palmetto Road and Spencer Lane area from Highway Commercial to the Town Center District, which would accommodate residential as well. He asked Council’s permission to return at a later date with proposed amendments for the Town Center boundaries. Council agreed.

b. Alcohol Ordinance discussion

Mr. Trocquet shared that he has had conversations with the Town’s legal staff regarding amendments that needed to be made to the alcohol ordinance regarding state requirements. He shared that staff and our legal department have looked at distance requirements for the downtown area and also special event permits in regards to distance. He shared a matrix for distance requirements that reflected state requirements and what the Town’s ordinance reflected. The matrix highlighted areas such as libraries, churches, schools, alcohol treatment facilities and residential areas, including the distance requirements and the means of measurement. He shared another document that reflected distance requirements for other municipalities within Fayette County.

Mr. Trocquet shared the options for approval. The first was to keep the current ordinance, the second was to adopt the state's minimum distance requirements for the downtown district and any CMU districts. The third option was to adopt the recommendations of the state for some uses and not others. The final option was to adopt a completely different ordinance than from the state and what was currently in place, barring any conflicts with state minimums. He shared that staff recommended adopting the state minimum requirements within the Town Center District and CMU zoning districts.

Council Member Hill began the discussion regarding the distance requirements for churches. Mr. Davenport indicated that the Town should require at least, the minimum state requirements. Mr. Trocquet stated that if we chose to adopt all state minimum distance requirements then that would require us to change four of our current requirements; libraries, churches, schools, and residential properties. Mayor Dial asked Mr. Trocquet what he needed from Council.

Mr. Trocquet stated that he needed direction to draft an ordinance that changed either the Town Center District and the CMU District or Town-wide distance requirements to reflect the minimum state requirements, per Council's desires. Mr. Trocquet recommended changing the Town Center and CMU's District per several discussions that day pertaining to those districts. Areas in particular, were the Publix shopping center area and the Millbrook Office Park area.

Mr. Trocquet shared that there were additional components to the ordinance regarding special event permits in the Town-owned parks or within the areas discussed. Does Council want to allow alcohol within these areas and does Council wish to allow outside licensed catering vendors to operate in the Town? He added that with the provision, the Town would issue catering special event permits. Does the Town also wish to issue out-of-town vendors, alcohol permits for special events, whether it be Town held events in our parks or private events within Town limits? Discussion ensued regarding the duration of an event. Mr. Davenport suggested placing a limit on the duration. Mr. Trocquet stated that it would be on a case by case basis and each would also come to Council for approval.

Council Member Hill gave approval of staff's recommendations.

Mr. Trocquet shared options; the Town could issue special event permits to only those businesses in Town that currently have an alcohol license or, issue special permits to out of town businesses with a state alcohol license and a catering license.

Council Member Howard declared that folks have a choice when eating at a restaurant with their family if it serves alcohol. When attending events at a public park where children were present, she believed that no alcohol should be served. She added that we could choose to do what we wish within our own homes, but children needed to be protected, we should not serve alcohol in our public parks. She shared that some families would not come to public events if alcohol was being served. Peachtree City's Night Market advertised that their event was an eighteen and older event. She added that if we choose to do this, in the future we could see alcohol tents at Founders Day, which she was not supportive of. Mr. Trocquet stated that special events held at Town parks would require an additional layer of permitting per the drafting of the ordinance.

Mr. Davenport acknowledged that currently the Town's ordinance prohibited alcohol on Town property. The Town could change that or just approve the special event permit for private properties only.

Mayor Dial directed staff to amend the alcohol ordinance to require the state specifications within the Town Center District and the CMU District per Council's request regarding distancing. Discussion ensued regarding the issuance of a special permit allowing the private property owners to sell alcohol during a special event.

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Mayor Dial exclaimed that he was in approval of special events on private property and had no issue with special events on public property, but he did respect the wishes of other Council members and their convictions and would move in their direction. Council Member Hill expressed concern with events such as Night Market not being allowed in the Town because they serve beer and wine. The event could drive more people to attend. Council Members Furr and Howard shared the sentiment that Town events were family events and no alcohol should be allowed on Town property. Council Member Hill asked if it was allowed could Council have the choice at that point not to approve the event? Mr. Davenport stated that if Council chose not to lift the prohibition standard in the current ordinance, the issue was mute. Mr. Perkins clarified that there would need to be two votes, one to allow alcohol on public property, the other to approve the special event permits. He gave the example of a successful event promoter approaching the Town for an event that would drive the Town and have one beer tent. Another example would be Fayetteville, which holds an annual beer festival that only has beer tents. Both scenarios were possible when approving special event permits. Mr. Trocquet added that special boundaries would be set per each permit type. Council Member Hill asked for clarification regarding private event permits. Mr. Perkins gave the example of a home located in the Town Center District that could not have an open bar while hosting a wedding. They would apply for a special event permit allowing a licensed caterer to serve and sell alcohol on their property. Mr. Davenport reiterated that there would need to be special requirements filtered in for residential areas. He gave the example of Tyrone Depot; they would be able to apply for a special event permit and have a caterer sell alcohol.

Mr. Trocquet reminded everyone regarding the distance requirements that would also be a factor. He recapped Council's direction; to apply the state distance requirements to the Town Center and CMU Districts and to create a private special event permit only, and no further direction for public property special event permits. Mayor Dial asked if everyone was in agreeance with Mr. Trocquet's direction? Council Member Hill shared that she would like to require Council's approval for an occasional public property special event permit and that private properties in residential areas should not be selling alcohol on their property. Mr. Trocquet told Council Member Hill that the discussion was specifically for homes within the Town Center and CMU Districts. Mr. Trocquet took the directive from the majority of Council.

## 6. Police Department – *Randy Mundy, Police Chief*

### a. Budget Performance Report

Chief Mundy informed Council that recently Court and the Police Department changed IT service providers which would calculate to \$1,400 a month in payments. Sophicity would eventually be the IT company for the Town. He added that Court and Police were splitting the cost every other month.

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He shared that the second item was an additional cost to up-fit the two new Police Chargers from 144<sup>th</sup> Fleet. The company was initially optimistic that equipment may be salvaged from the previous cars, but could not. Chief Mundy stated that in regards to attempting to save money for furniture for the new building, his department found a storage unit for their armory and the cost would be \$45,707.20. The savings would be with Council's permission, to be purchased from the Drug Fund from a state contractor, saving the Town that expense. He added that if purchased he would like to put the builders on notice because the armory needed to be built into the wall. Ms. Beach asked if the purchase would be made this fiscal year. Chief Mundy replied, "yes".

Council Member Furr made a motion to approve the Police armory for the new municipal complex to be purchased in the current fiscal year from the Federal Drug Fund.

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

#### b. Recruiting & Retention

Chief Mundy announced that due to the hard work from Council, Mr. Perkins, and Ms. Beach last year, the starting salary was raised and currently the Police Department had a full staff. He stated that through the Georgia Peace Officer Standards and Training Council's program, and Council's approval we may be able to retain them. The officers would need to work hard for their certifications. This would include several weeks of training and translate to several hours of college credits. He shared that he wanted the officers to work hard for their certification and that he would like to reward them and keep them here in Tyrone.

### 7. Court – *April Spradlin, Court Clerk*

#### a. Budget Performance Report

Ms. Spradlin informed Council that Court's budget for Technical Services began at \$60,000 and the remainder was \$57,900. The remainder was due to Fayette County Jail ending their fees, the Town needed to make sure there was enough cushion in case of any future need. She added that the average amount would depend on how many defendants were brought in monthly. The funds were also needed to pay upfront costs when the credit bureaus filed for open record requests. Court receives funds in return for these services. Ms. Spradlin added that the new IT service fees were taken from the same line. The amount would decrease substantially between now and June due to Police and Court sharing costs every other month.

Ms. Spradlin added that in regards to the Equipment Repair budget, no funding had been needed at that point.

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Ms. Spradlin shared that regarding the Small Equipment budget, during last year's Retreat she requested \$4,000 for the purchase of Dell Laptops for the Judge and Solicitor. The laptops had been purchased and were less than anticipated.

Ms. Spradlin shared that she had spoken to Mr. Perkins regarding a purchase for a new Permit System for Town ID badges and alcohol permits. Since then Peachtree City had removed its requirements and need for alcohol server permits. The Town would often receive a bulk of servers applying for permits because the process was county-wide. Since then the Tyrone Court had contemplated removing our requirements as well, per Council's approval. She asked for Council's opinion on this issue. She added that if Council chose to keep the process, she would need to reassess the need for a new machine. Her current machine was many years old and needed replacing.

Council Member Furr asked if Peachtree City was no longer monitoring the servers? Ms. Spradlin explained that Peachtree City had placed the responsibility on the establishment in which the servers worked. The establishment was required to receive a state and local alcohol license and to maintain and monitor their servers themselves. Ms. Spradlin added that Tyrone would generate five hundred to seven hundred permits, county-wide per year. So far this year Tyrone had only generated thirty. The majority of servers would come to Tyrone because the process was more efficient. Mr. Perkins shared that this was once a source of revenue. If other cities did not require server permits our numbers would drop substantially and the need to replace equipment that was formally used would no longer be needed. Ms. Spradlin added that each permit cost \$25 and only \$6 to generate. The machines needed to maintain permits ranged from \$2,000 to \$6,000. She shared that the Town may only generate one hundred fifty permits per year. Chief Mundy shared that Fayetteville may be following suit soon as well, which was additional revenue we would be losing.

Discussion ensued regarding the removal of Tyrone's requirement for permitted servers through the Town process and alcohol ordinance. Mayor Dial asked for the reasoning for permitting. Mr. Perkins clarified that each server was vetted through a background check and should be attending training, per each establishment. This also should ensure that minors were not being served alcohol. Ms. Spradlin was given direction to purchase smaller ID equipment to accommodate staff IDs. Mayor Dial asked for additional reasons why the Town would need to require permits for servers. Mr. Perkins offered that if an undercover police officer was sent to an establishment because there were speculations that someone was selling alcohol to minors, we could pull that server's permit. Mr. Davenport added that essentially without the permit, the onus would fall on the establishment. If their employee subjected them to any foul play, the establishment license could be revoked.

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Council Member Furr made a motion to direct staff to remove language regarding alcohol server's license requirements within the alcohol ordinance.

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

b. Goals Update

c. 2019 Accomplishments

## 8. Recreation – *Rebecca Brock, Recreation Manager*

a. Budget Performance Report

Ms. Brock informed Council that all supplies that were requested from the previous year were purchased and the department was under their budget goal. The only item that was in need was the Toro vehicle. She added that she would meet with the Public Works Department to discuss their needs for the vehicle. She had two quotes through a state vendor and would present it at a future meeting.

b. Art Program

Ms. Brock shared Recreation's 2020 Vision. She stated that when she began, she often heard negative talk about Recreation. We had three different directors within five years, all heading in different directions. She shared their new Mission Statement, Vision, and Motto. She added that recreation strived to provide, safe, welcoming and diverse programs within quality parks and their facility. She shared that their vision was clear and concise. She gave several examples of their accomplishments such as; a new logo, new social media designs, updated website, quality events with higher attendance, diverse programs, a growing volunteer base and they were developing their reputation. She added that they now have a waiting list to attend classes, including senior classes. They have a growing sponsorship base and recently received a \$3,000 donation for the St. Patrick's Day festivities. She shared that her building had become the most populated building of all Town facilities.

Ms. Brock then shared the direction staff wished to take the Recreation Department in the future.

She wished to erect a mural on the park side of the Recreation building, redesign the inside of the building, have outdoor displays of public art, possibly move the community vibe to their possible new home in the current Police Department and to create a master plan for the parks by utilizing the proposed DDA and LCI. By creating a master plan, staff would have a step by step directive to present a cohesive feel with all Town parks.

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Ms. Brock shared images of several murals that were currently displayed within the metro area. She also shared examples of artistic vinyl wraps for metal boxes at crosswalks. She gave the example of downtown Griffin vetting artists through their art committee, which displayed the history of Griffin through murals. She displayed examples of Hapeville's murals and described their artistic memorial butterflies that were throughout downtown.

Ms. Brock asked how do we bring art to Tyrone? She shared that Tyrone was unique and by working with the economic development team we would create a mural that best represented us. She referred to the FCDA's process for new business potential and added that it would be nice for potential business or homeowners to walk through Shamrock Park and see our beautifully displayed art. This would make Tyrone appealing and stand out from other communities. She also shared the idea of a "Before I Die" chalkboard to be displayed inside the Recreation building. She added that alongside the economic development team, we would need to create our own art committee, similar to our Christmas decoration committee. The committee would consist of citizens.

Ms. Brock shared ideas for conveying a new image within the Recreation building, otherwise known as the "tin can". This would consist of stringed café lights at the entrance, a vinyl logo on the entryway floor, chairs, and tables to represent the colors of the logo, a means to display local artwork from the public and local schools and large colorful silhouette decals. She gave the example of the Hampton City Hall for creating a themed artwork display. She shared a rendering of how to revitalize the walls near the restrooms and office. She also gave an example of the interactive chalkboard to be displayed inside which would add character. Ms. Brock stated that her staff would also work alongside the Fayette County Art Association, local artist and local businesses that display art in order to gain a better idea of what the Town may display. Ms. Brock also shared ideas for an Art in the Park/Art Walk. These displays would be interesting and colorful, some may be permanent others temporary. This would make the walk around Shamrock Lake more enjoyable. She then shared visual ideas for bike racks and signage, designed and painted by local artists in Decatur and other local areas.

Ms. Brock then reiterated the need for a master plan for Tyrone parks. A master plan would assist with every detail for each park and could assist in obtaining future grant funding. Being that Recreation has had so many Directors, the master plan would be a guide if it was ever needed in the future.

Council Member Furr stated that she did approve of the Recreation building improvements, art, and bike racks but did not approve of a mural on the side of any building. Mayor Dial shared that he did appreciate the need for art and the building revitalization.

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c. Events and Class Offerings Update

No discussion at this time.

d. Consideration to approve Action Packed Parties, LLC agreement for St. Patrick's Day festivities.

Council Member Howard made a motion to approve the agreement with Action Packed Parties, LLC for St. Patrick's Day festivities.

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

9. Library - *Patty Newland, Library Supervisor*

a. Budget Performance Report

Ms. Newland informed Council that the cost for books had increased and that she requested \$2,000 to add to the inventory. Council Member Howard shared her gratitude for items placed on the Library Facebook page. Ms. Newland gave thanks to everyone that joined the Reading Across America slide show. She also stated that the Library received over \$13,000 in donations last year, some from state funding, others from private donors such as; Keller Williams and the Fayette Rotary. She shared that it was overall a great year however, Governor Kemp's budget cuts may affect them in the near future. We have a great following and support. She thanked Council for their support.

Council Member Matthews made a motion to move into Executive Session to discuss one (1) item of real estate acquisition.

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

Council Member Matthews made a motion to reconvene.

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

## Adjournment

Council Member Howard made a motion to adjourn. Motion was approved 4-0.  
The meeting adjourned at 4:37 pm.

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Eric Dial, Mayor

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Dee Baker, Town Clerk