

Town of Tyrone
Council Meeting Minutes
September 20, 2012

Present:

Mayor Eric Dial
Mayor Pro Tem Gloria Furr
Council Member Ken Matthews
Council Member Ryan Housley
Council Member Linda Howard
Police Chief and Interim Town Manager Brandon Perkins
Finance/HR Manager Penny Hunter
Town Attorney Dennis Davenport
Town Clerk Dee Baker

Call to Order, Invocation and Pledge of Allegiance

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

Public Comments:

Approval of Agenda

Council Member Matthews made a motion to approve the agenda with the addition of the Fayette County Fire Chief's update of the proposed Fire Station at Jenkins Road and Hwy 74.
Council Member Howard seconded the motion. Motion was approved 4-0.

Approval of the Consent Agenda:

Approval of Minutes, September 6, 2012.

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

PRESENTATIONS/RECOGNITION:

Fayette County Fire Chief Allen McCullough and Deputy Tom Chief Bartlett updated Mayor and Council on the progression of plans for the new fire station on the corner of Hwy 74 and Jenkins Road, slated for completion by October, 2013.

Chief McCullough stated that the Fire Department met with the Fayette County Board of Commissioners following the completed architectural rendering of the new fire station and wanted to report to Tyrone as well and answer any questions. He ended by thanking Chief Perkins for working with the county while in his Interim Town Manager position.

Deputy Chief Bartlett then stated that the plan being shown is for the 6.6 acre lot on the corner of Hwy 74 and Jenkins Road. He stated that the building would be 9,400 square feet, have 3 bays, parking on both sides of the building, house approximately 10 people and will be built to last at least 50 years. He stated that after the general contractor is hired the estimated date of completion would be in October 2013. Deputy Chief Bartlett stated that the new water tower is proposed to be located at the rear of the building, currently there is not a projected date for the water tower. He stated that there is an area on one side of the building that is slated for a community garden.

The gasoline equipment will have its own structure and the dumpsters will be covered.

Chief McCullough stated that the community garden will mirror Alpharetta and Roswell's community gardens, and stated that he wishes to have the Town's input.

Deputy Chief Bartlett stated that the Fire Department and Living Proof Church were communicating regarding the driveway. He stated that the pond will act as retention during the building process.

Chief McCullough stated that he understands that Kyle Hood was hired as the new Town Manager and stated that he has known Mr. Hood for some time and he thought he was a fine selection as Tyrone's Town Manager. He then added that it was a pleasure working with Mr. Perkins as Interim and looks forward to his return to the County E-911 meetings.

OLD BUSINESS:

NEW BUSINESS:

1. Consideration of approval of the Town Manager contract. *Brandon Perkins, Police Chief/Interim Town Manager*

Mr. Perkins stated that after speaking with Mr. Hood a few times regarding terms of his contract an agreement was met. Among the items were; a salary of \$82,000, use of the Town's vehicle, standard employee benefits and the contract term would be from October 1, 2012 through December 31, 2014. He added that a renewal clause would be in place requiring the Council to notify Mr. Hood by October 31, 2014 whether his contract will be renewed beyond December 31, 2014. If no action is taken, his contract automatically renews for 12 months. A three month severance package and payment of his annual Georgia City/County Manager Association (GCCA) dues would be required. Mr. Perkins stated that after confirmation with Mr. Hood regarding terms of the contract, Mr. Davenport constructed the contract.

Council Member Matthews made a motion to approve the contract terms as written for Kyle Hood as Town Manager.

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

2. Consideration of approval of a Sewer Ordinance revising sewer service areas. ***Brandon Perkins, Police Chief/Interim Town Manager***

Mr. Perkins briefed Council regarding the revisions of Sewer Ordinance 38-60. He stated that changes needed to be made to reflect previously slated development other than subdivisions. He stated that the issue came up recently when a representative from Powers Court Medical inquired about their sewer tap fees and we noticed that their development was not listed. He added that after discussing this with the Town attorney, it was prudent to update the ordinance to include all the appropriate areas.

Council Member Housley made a motion to approve revisions to Sewer Ordinance 38-60 as presented.

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

3. Consideration and action on filling the vacant position for the Administrative Assistant. ***Penny Hunter, Finance/HR Manager***

Ms. Hunter recommended Michele Gaston for the Administrative Assistant position to begin October 1, 2012 at an hourly rate of \$15.15. She added that additional duties were discussed with Ms. Gaston and that the required probation period is 6 months. Ms. Hunter stated that the position was advertised on the Town web site, and with the Fayette County Development Authority.

Council Member Matthews made a motion to file the Administrative Assistant position with Michele Gaston.

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

FINANCE REPORT:

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

Ms. Hunter stated that she was pleased to announce that FY 2012 was closed 3 weeks earlier than past fiscal years.

Ms. Hunter approached Council with the August financial report. She stated that for the month ended August, 2012, the Town has completed 16.67% of its budget year. Revenue realized to date is \$57,945 against a budget of \$3,629,100; this amount represents 1.60% of budgeted revenue. Revenue is down \$8,630 for the same month one year ago (\$66,575 – August, 2011).

She added that the total expenditures to date are \$498,503 compared to \$437,231 for the same month one year ago. This is an increase in overall expenditures of \$61,272. The Town received insurance renewal rates the past week. Dental insurance premiums have increase 15.40%, while eye care insurance premiums are remaining the same.

Ms. Hunter stated that Blue Cross/Blue Shield rates will increase for the employees that are on the HMO while those employees on the POS will save the Town 6.66% for individual coverage. The down side is that the employees will have to shoulder the increased deductibles and out of pocket expenses. Our broker, Midsouth Planning will work on getting the Dental premiums decreased to some degree. Town staff will make a final recommendation on insurance plan to Council at the October 4th meeting.

She then added that there were three RFP's received for the Utility Audit and the rates are between 40% and 50% of cost savings from each vendor. A final proposal will be made to Council on October 4th.

Ms. Hunter stated that in addition, a final proposal will be made to Council on October 4th concerning the software and time clock proposals. The top three proposals for software range in price from \$65,000 to \$81,000. This is higher than the \$60,000 budgeted, but includes all available software products, including payroll and human resources. In addition to this cost would be the time-clocks that would be placed at the entrance of each Town Hall building. This is preferred over the computer logon as it is easier and more secure. Finance has received on quote for five (5) time clocks, training and connection to our payroll software for \$6,375. Ms. Hunter also discussed an option of clocking in and out using a devise that scans your fingerprint and an option to call-in by telephone for individuals that attend meetings and cannot clock in. She then stated that additional prices and solutions are forthcoming.

Ms. Hunter ended by stating that the Town currently has 13.27 months of operating revenue for the General Fund in Reserves against 2013 budgeted monthly expenditures of \$303,700.

Public Comments:

None.

Staff Comments:

Variance Fees

Mr. Perkins stated that per Council's request, research was performed regarding variance fees. He stated that through researching surrounding municipalities the fees range from \$50-\$500. Mr. Perkins stated that he is also requesting an administrative variance fee as well. He stated that our current cost to file for a variance in the Town is \$500. Fayette County's fee is \$175, Peachtree City's is \$250, Fairburn's is \$500, Newnan's is \$250, and Coweta County's fee depending on the district of variance ranges from \$50 to \$100. Mr. Perkins stated that he spoke with Planning and Zoning Coordinator Dina Rimi regarding all of the Town's cost to process a variance it is roughly \$52.30. This cost does not include any hidden costs. Mr. Perkins stated that he recommends reducing the cost of filing a variance from \$500 to \$250. He also suggested adding an administrative variance fee of \$25.

Council Member Housley asked, "how many variances do we process each year?" Mr. Perkins stated that since he has been in his current position there have been about 3-4 requests, however only 1-2 have been processed.

Council Member Furr and Howard shared their concern with the high cost of the fees.

Council Member Housley made a motion to approve a \$25.00 administrative variance fee.
Council Member Matthews seconded the motion. Motion was approved 4-0.

Council Member Matthews made a motion to change the variance fee to \$225.00. Motion died for lack of a second.

Council Member Howard made a motion to change the variance fee to \$175.00.
Council Member Furr seconded the motion. Motion was approved 4-0.

Staff Comments continued:

Police Department portable radios

Mr. Perkins stated that the Police Department's old portable radios needed to be repaired and parts were no longer available. Major Brock was then asked to research the item under state contract. After searching, radios were located that would cost \$6,736.76 for 2. These funds would be taken out of drug monies. Mr. Perkins stated that the radios cost \$2,058.68, software costs \$1,100, the chargers are \$122, and the shoulder microphones are \$77.

Council Member Furr made a motion to approve 2 portable radios costing \$6,736.76 to be purchased with drug money.
Council Member Howard seconded the motion. Motion was approved 4-0.

Replacement of Public Works mower motor

Mr. Perkins approached Council with a request for an approval of a bid on the replacement of a Public Works mower motor to come out of Public Works repair budget. He stated that the bids ranged from \$2,661.29 to \$2,955. Mr. Perkins recommended the lowest bid which is from Georgia Lawn Equipment for \$2,661.29.

Council Member Matthews made a motion to approve the motor repair for \$2,661.29.
Council Member Housley seconded the motion. Motion was approved 4-0.

Mr. Perkins then approached Mayor and Council with his closing sentiments. He thanked Council for giving him the opportunity to hold the Interim Town Manager position. He stated that it is not often that an individual is given the opportunity with the relative certainty that their original position will be waiting for them when they have completed their task. He stated that he has obtained knowledge in many areas such as finance, stormwater and sewer to name a few. He thanked the staff at Town Hall for their patience, assistance and professionalism. He stated the Town is lucky to have them all. He stated that he believes that the Town has moved forward, and is proud to have been a part of the experience. He ended by stating that it is an honor to be a public servant, and it is a distinct privilege to be able to serve in a community such as Tyrone. He thanked them again for their faith in him and he looks forward to serving them again as their Police Chief.

Council Comments:

Council Member Furr asked if anyone has information regarding TYBA placing black caps on the fence posts at Handley Park. Mr. Perkins stated that he would confer with Ms. Holt.

Mayor Dial brief Council on the Department of Transportation's Local Maintenance Improvement Grant (L.M.I.G.) He stated that the grant formula determined that the Town is allotted \$66,179.27. He stated that items such as stormwater projects, patching and resurfacing roads are part of the grant. The formula states that the Town would need to spend \$86,033.05 to be eligible for the funds. After discussing the item a motion was made.

Council Member Matthews made a motion to delegate the project to Mr. Perkins and Environmental Technician Beth Vaughn to determine the correct allocations and for Mayor Dial to report to Council the findings.

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

Executive Session**Adjournment**

Council Member Furr made a motion to adjourn.

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

Meeting adjourned at 8:00 pm.

By: _____
Eric Dial, Mayor

Attest: _____
Dee Baker, Town Clerk