

**Tyrone Town Council
Retreat
Meeting Minutes
March 18, 2021
9:00 A.M.**

Present:

Mayor, Eric Dial via video stream
Mayor Pro Tem, Gloria Furr
Council Member, Linda Howard
Council Member, Melissa Hill
Council Member, Billy Campbell
Town Manager, Brandon Perkins
Town Clerk, Dee Baker
Town Engineer / Public Works Director, Scott Langford
Public Works Supervisor, Mitch Bowman
Police Chief, Randy Mundy
Court Clerk, April Spradlin
Recreation Manager, Rebecca Brock
Library Supervisor, Patty Newland
Town Planner, Phillip Trocquet
Finance Manager, Sandy Beach
Finance Technician, Bridget Smith

Mayor Pro Tem Furr called the meeting to order with limited seating and broadcasted on YouTube Live at 9:00 am, this was followed by the invocation. The public was invited to watch.

Approval of Agenda

Council Member Campbell made a motion to approve the agenda with the change of moving the Public Works items, along with SPLOST before the Public Safety items.
Council Member Hill seconded the motion. Motion was approved 4-0.

Approval of Minutes – March 4th Workshop and Regular Meeting

Council Member Howard made a motion to approve the minutes.
Council Member Campbell seconded the motion. Motion was approved 4-0.

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Department Presentations:

Public Works – Scott Langford, Town Engineer / Public Works Director

Consideration to award the bid for 2021 Asphalt Resurfacing

Mr. Langford informed Council that the asphalt resurfacing project for 2021 consisted of a full-depth reclamation (FDR) of Waters Edge and to patch and resurface a section of Shamrock Industrial Blvd. near the asphalt plant. The bidding process took place on March 12th. Council Member Campbell inquired if the bid total included both projects. Mr. Langford stated that it did include both.

Council Member Howard made a motion to award the 2021 Asphalt Resurfacing bid to Shepcos upon approval from Legal Counsel in the amount of \$160,667.40.

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

Consideration to award the 2021 PCI Study to MDST Technology

Mr. Langford explained that the project was initially budgeted for the 2022 fiscal year. However, Fayette County had bid for their PCI Study in January and included language that gave the Town the ability to utilize their bidding process and documentation. He clarified that the companies that bid on the County's project would be bidding for Tyrone's project as well. Each would have its separate contracts. He added that he spoke with Town Attorney, Patrick Stough regarding the process, and then read a statement from him. Mr. Stough stated that since the project was under \$100,000, according to state law, there was no need for the bidding process. The Town's procurement policy should direct how the project should be governed. The County's policy may or may not coincide with the Town's policy. He added that the procurement policy was also overseen by Mayor and Council. Mr. Langford shared that he estimated that the project should not exceed \$8,000. He clarified that a project of that cost would normally require three bids, and the Town Manager would have the authority to approve. Being that the project was over \$5,000 and not budgeted for this fiscal year, it should come before Council. He also stated that according to the procurement manual, that type of project allowed for a single vendor for professional services. It was an engineering study of our roads. Mr. Langford added that he was confident that it fell within the Town's procurement guidelines.

Council Member Campbell began a discussion by asking if the PCI Study was the same study that was performed in 2017. He also inquired if the projects from 2017 had been completed.

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Mr. Langford shared that larger municipalities performed the study every year. The road conditions require constant evaluation due to several variables such as traffic and the weather. He added that it was a fluid situation and all roads do not degrade at the same rate. He gave an example of East Crestwood Road at Hwy 74. That section had more traffic than a normal subdivision road. He stated that Fayette County performed their study every two years, but that he believed that a four-year cycle was sufficient. Mr. Langford stated that his goal was to move toward a proactive approach, rather than an expensive reactive approach. It would cost much less to patch than to require an FDR. Council Member Campbell shared that he did agree with the concept. However, Farr Road needed to be paved and Senoia, Castlewood, and Briarwood Roads had already been paved, why did the Town need an additional study performed on those roads? Mr. Langford shared that it was good practice to continue to inspect the recently paved roads for preventative measures. He gave the example of Senoia Road. Cracks were already beginning to form and become visible after a hard rain, a sealant would prevent further damage. Council Member Hill shared that if the \$8,000 was spent now, it could save on long-term maintenance in the future.

Mr. Trocquet recollected that the former study also provided an in-depth scan of the roads, along with the grade. It was essentially, a map of every inch of the road, and its type of degradation. Mr. Langford stated that the new study would not be that extensive.

Mayor Dial (via video) shared that the study was a good tool to utilize when citizens asked when their road would be paved. Staff could estimate a better timeline. Mr. Pekins shared that Tyrone had completed work arbitrarily in the past, just by visualizing the road conditions. He agreed that the study needed to be completed. He added that the information also helped when he attended HOA meetings. Council Member Campbell restated that he did not disagree with the study, large trucks are damaging our roads. He added that every five to six years should be adequate time between studies. Council Member Hill shared that she agreed with the four-year study, due to the increase in traffic over the years.

Council Member Hill made a motion to award the PCI Study to MDST Technology sum not to exceed \$8,000 upon legal approval.

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

Mr. Langford continued with his retreat presentation. He shared the 2020-2021 fiscal year projects. He began with the major transportation projects. He stated that the Tyrone Road resurfacing that was funded through the TIP and LAP funds, should commence this spring and be completed this fiscal year. The aforementioned LMIG asphalt resurfacing projects should also begin soon and be completed this fiscal year.

He stated that the Southampton and The Estates sidewalk hazard mitigation project was complete. The sidewalk replacement project for the same subdivisions should be completed this fiscal year, after its commencement in April. Mr. Langford shared that the Palmetto/Arrowood/Spencer intersection was complete and that it was discussed during a Council workshop. He shared that the Public Works staff worked hard to complete the LMIG signage project, and the SPLOST signage project should be completed this fiscal year. The bidding process for the miscellaneous drainage project would take place in March and be completed this fiscal year. The workshop for the cart path project had taken place and property owners were being contacted for possible routes. The Pendleton Dam inspections were complete and plans for permitting with EPD should take place this fiscal year. He added that there were two types of dam inspections for a Category I dam, owner and engineer of record inspections. These take place every two years. He added that thirty-two utility permits were issued between July 1, 2020, and February 28, 2021.

Mr. Langford shared information regarding major stormwater projects. He shared that in 2020, fifty stormwater inspections were completed that equated to 22.3 acres of disturbed land. He added that also in 2020, 1,511 residential, 51 commercial, and 167 development inspections were completed for subdivisions. Mr. Langford shared that Mr. Konwick completed his annual Municipal Separate Stormwater Sewer System (2020-MS4) report was submitted to the EPD, which was over 100 pages of material. Mr. Konwick had done a great job. Any comments he received from EPD; Mr. Konwick usually responds quickly. Mr. Langford shared that Mr. Konwick's Rivers Alive events last year were well attended. The annual event helps clear our creeks and streams of debris as part of the Line Creek watershed. He added that Mr. Konwick also provided education brochures for Green Infrastructure and Best Management Practices (BMP's). He shared that he would include more information on the topic later in his presentation.

Mr. Langford then spoke regarding the 2020-2021 fiscal year budget numbers. The total Public Works budget was \$2,997,968.60, with \$2 Million reserved for the Pendleton Dam project. He stated that the plans should return to EPD by May 1st. He added that \$381,732.29 of that was expenditures, at 13%, and remaining in the budget was \$2,616,236.31 at 87%. He reminded Council that \$2 Million was for Pendleton dam.

Mr. Langford shared information regarding last year's sewer project. He stated that construction should be completed this fiscal year, along with the completion of the Pump Station #2 Lining project. He added that the generator for pump station 1 was replaced. He stated that from July 1, 2020, through January 31, of this year the total budget for sewer was \$1,205,581.45. The sewer expenditures amount was \$303,784.75 which made up 36% of the budget, and the remaining was \$901,796.71 which was 76% of the sewer budget.

Mr. Langford shared his year-end review for the Tree Fund. He stated that the Town Hall landscaping was completed. From July 1, 2020, through January 31, 2021, the tree fund began with \$23,289, it had no incoming revenue. The expenditures were \$9,845, leaving a balance of \$13,444.

Mr. Langford his 2021-2022 fiscal year priorities and strategic objectives list with the need for additional staff. He shared that currently, there were one Maintenance Supervisor and two Maintenance positions. They maintain 11 facilities, 73 miles of (right-of-way, sidewalks, curbs, signage, cart paths, ditches and vegetation, paved and unpaved roads), over 1600 stormwater drainage structure, 4 parks, set-up and strike on numerous events for departments and special function, 10 detention ponds, disposal of roadkill, and maintain administration and public work vehicles. He added that the staffing level had reminded the same as of 2013. Since 2000 the Town had increased by 30 subdivision projects and 5 of those since 2013. There have been approximately 326 new home construction permits since 2013, which equates to 47 homes per year. He added that the total population had increased from 3,9000 citizens since 2000 and 900 citizens since 2013. He also shared that the traffic volume had increased by approximately 13% since 2014.

Mr. Langford then shared the transportation priorities. He suggested that a PCI Study be completed every four years. He emphasized the importance of a Palmetto-Senoia Road intersection study, due to the completion of the LCI and more potential development in the downtown area. The LCI study could allow for grant monies for the project, or future SPLOST funds. He also shared two additional planned studies, the Crabapple Lane-Senoia Road and the Castlewood Road-Senoia Road study.

Mr. Langford shared the importance of the PCI Study as it pertained to asphalt resurfacing strategic objectives. He stated that his five-year goal would be to move away from completing full road length projects and move more toward keeping the road PCI scores above a fifty by patching sections when need. He gave an example of sections of a road in the River Crest subdivision, near Edenberry Drive. Sections need to be repaired, not the entire road. Mr. Langford shared a draft master asphalt resurfacing project schedule. The first scheduled, as previously mentioned, was Waters Edge, Shamrock Industrial Blvd., and Tyrone Road. He shared the importance of combining certain road projects, and their funding sources.

Mr. Langford then shared information regarding sidewalk and cart path objectives. He stated that there were sections in town and certain subdivisions that housed Town-Owned property that needed path in-fills, connecting to other paths. He gave the example of Dublin Downs. He added that he also had a similar goal for the cart paths and sidewalks regarding future maintenance.

Mr. Langford shared the transportation safety improvement strategic objectives next. He stated that the 862-page Manual on Uniform Traffic Control Devices (MUTCD) consisted of safety items such as reflective striping, reflective pavement markers, and reflective road signage. He gave examples of areas in need of mending. The manual was utilized for the installation of reflective signage and road reflective safety strips. Mr. Perkins asked if markings near railroad crossings were funded by CSX. Mr. Langford stated that it depended on where it was located, but CSX usually took care of those projects. He shared that Public Works recently replaced approximately fifty-three reflective signs, most of which were stop signs.

Mr. Langford gave Council a visual quiz on which stop signs, out of the fifteen shown, they thought were more visible at night. The quiz revealed that some of the fifteen signs shown were not visible at night, thus indicating the importance of the proper required reflective materials.

Mr. Langford shared that at this time, CSX did not have plans for any improvements for Hwy 74 or any other railroad crossings in the Town limits. Council Member Campbell inquired about the crossing project at Coastline Road. Mr. Perkins shared that it was a County project. Mr. Langford stated that the Town-owned only a small portion of land in the area and that the project would not have a major impact on most Tyrone citizens.

Mr. Bowman spoke regarding the right-of-way reclamation strategic objectives. He shared that it was the most consistent and dangerous responsibility of the Public Works staff. He added that even though all three employees were certified for traffic control, the duty was the most consistent and dangerous, especially on Tyrone and Senoia Roads. All duties halt when they are required to perform traffic control. He then suggested contracting professionals during these needed times to cover our main roads only. For the limited staff and the equipment that required manning during these times on main roads, contracted professional staff would be a tremendous help. Mr. Bowman added that the current chipper was nearing the end of life and had been repaired several times. He stated that funding for a new larger chipper and consideration for professional right-of-way flagging during projects would be greatly appreciated. He added that regarding the quotes he had received for the chipper, a partial trade-in may be considered.

Council Member Campbell asked Mr. Bowman if he would consider the need for an additional employee. Mr. Bowman stated that pre-COVID, the Town hired a temp-employee that was only allowed to use the blower, due to labor laws. This was very helpful, but a full-time employee could be utilized for much more. With four employees, staff could accomplish much more, safely. Mr. Perkins stated that during budget-time he had planned on requesting a full-time maintenance employee. He added that oftentimes, employees have to work alone and it was not safe.

Public Works needs an additional employee. He agreed that temp employees were an asset but they were not allowed to operate all equipment. Mr. Perkins added that Public Works had more staff in the past when the Town was cutting our rights-of-ways. However, with the increase in population and infrastructure, more staffing was needed. Council Member Furr clarified that an additional employee was being requested in addition to professional flaggers. Council Member Howard asked if staff was still cleaning all Town properties. Mr. Bowman replied, “yes”. Mr. Perkins shared that pre - COVID, there were talks of outsourcing cleaning services. Mr. Langford stated that staff would benefit more from a full-time employee. Mr. Bowman shared that currently, one staff member arrived at 6:00 am, one at 7:00 am and one at 8:00 am, but when two began at 6:00 am, it changed the entire dynamic. Council Member Furr shared that she agreed that no staff member should be alone on a project. Mr. Perkins stated that because they were spread thin, they did what they had to.

Council Member Furr asked that the golf cart stop sign across from the Shell Station on Senoia Road be replaced. A conversation began regarding required golf cart stop signs and who had the right-of-way. Mr. Trocquet shared that pedestrians have the main right-of-way for crossings, then cars, and golf carts should yield to cars.

Mr. Langford briefed Council regarding the environmental priorities. He stated that Mr. Konwick was standing in at a meeting with the County or he would have been there. He shared that currently, staff was working on Phase IV of V for stormwater infrastructure evaluations. Mr. Langford stated that as with roads and paths, he also wanted to be more strategic regarding stormwater repairs. He shared many different methods of pipe replacement and gave a visual of the thermal resin method, which was cost-effective. The method was Cured in Place Pipe (CIPP). He added that the method was slated for the Wildwood Road and Rolling Brook Trail pipes. The method should guarantee fifty years of use, all reliant upon engineer specifications. Mr. Langford also shared additional projects such as culvert, headwalls, and catch basin improvements, sinkhole repairs, detention ponds, dam inspections, maintenance, and upgrades.

Mr. Langford updated Council regarding environmental land disturbance permit objectives. He shared that Mr. Konwick wished to engage designers earlier in the process to review plans. He would like to streamline the permitting process through Community Core and the Technical Review Committee (TRC). This helped processes run smoother. He would like to see timely plan reviews and comments. Mr. Langford stated that staff was efficient with stormwater construction inspections and were working on tree ordinance improvements. Mr. Langford shared that the completion of the Municipal Separate Stormwater Sewer System Annual Report (MS4) allowed Tyrone to maintain our Local Issuing Authority (LIA).

This also allowed Tyrone the authority to issue land disturbance permits, which would normally go through EPD and would be very time-consuming. Mr. Langford shared that Mr. Konwick wished to continue hosting an annual Rivers Alive clean-up and to increase awareness to obtain more volunteers.

Mr. Langford then informed Council regarding Green infrastructure Education. The new requirement mandated by Environmental Protection Agency (EPA) was for commercial developments or residential over 5,000 square feet of impervious surfaces. He shared that Mr. Konwick had a flowchart for greenspace qualifications. The National Pollutant Discharge Elimination System (NPDES), from the (EPA), is a permit program that addresses water pollution by regulating point sources that discharge pollutants to waters of the U.S. Mr. Langford added that education regarding green space and infrastructure would be part of implementing the program. These programs could be costly, however, there were ways to offset the cost. He shared three different types of impervious surfaces, used to assist with greenspace. One, in particular, Mr. Langford was very familiar with. He shared that he was the first person to utilize the material in a South Carolina State Park. The impervious concrete was more expensive but it worked well for parking and the environment. The material worked well on the shoulders of roads, capturing oils and greases, capturing 75% - 80%. The goal was to capture the first rain. Mr. Langford stated that the department planned on beginning an investigation on how to become a certified green community. The benefits protect the environment and attract businesses, including the film industry.

Mr. Langford began his discussion regarding sewer priorities. He shared that his staff would continue to work with Coweta Water and Sewer Authority (WASA). He added that he would soon put out a Request for Proposal (RFP) for a generator. He stated that the next fiscal year, he would be asking for funding for additional spare materials for repairs and emergencies such as couplers. He added that staff would also be moving toward repairs on inflow and infiltration of manholes and lines. Those items were very important due to Tyrone does not house a treatment plant. They all assisted with stormwater maintenance. He shared that when Fulton County inspected our system, they were very pleased with how it was maintained.

Mr. Lanford then shared information regarding sewer education programs and strategic objectives. He stated that the Town needed to remain vigilant with maintaining our contracted inspections, especially regarding fats, oils, and grease (FOG). He added that wipes played a big part in clogging pipes. Some are flushable, most were not. That ultimately became a major problem and could shut down the pump, cause damage and be a financial burden. We need to educate our citizens, so they could be better stewards. There were also education tools for swimming pools. He stated that education was also available for water conservation.

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The less water we used the less financial burden to citizens. We would also like to contact the Fayette County Health Department regarding education tools for the majority of our citizens that own septic tanks.

Mr. Langford then spoke of grease trap inspections. He stated that we do not want our coconut shrimp to be a clog in our pipe. He explained the process in which the flow through a pipe worked and how grease and other objects could hinder that process. He also shared that staff wished to improve the inspection requirements for new construction. Most issues began with the home connection. He added that staff would discuss further with the Town's inspection contractor, Safebuilt, to take part with those inspections. Lastly, he shared that staff wished to also improve grease trap inspections for restaurants and grocery stores.

Mr. Langford shared staff's objectives for additional sewer contracted services. He stated that staff would administer an RFP for pump station pump-outs. Those particular services would only happen as needed. The highest priority would be to have an emergency services contract in place. He added that the process was very complicated to determine how to pay for particular services.

Mr. Langford spoke next regarding sewer capacity. He shared that he wished to begin the process with quarterly meetings with the Town Manager and possibly Legal Counsel. We need to start looking at the numbers, there would come a time when we needed more capacity. We do not want to be behind the eight ball. Currently, we are utilizing 235,000 gallons a day, the capacity is 400,000, we are pushing the 70% sewer rule. Any future development could push us over our limit. Mr. Perkins suggested meeting on a staff level and taking the item to Council at a workshop in a couple of months. Mr. Langford stated that he was going to review the capacity agreements to ensure that capacity deadlines were always met.

Mr. Langford continued with the Environmental items. He then spoke of the tree protection ordinance and the tree fund. He shared a picture of himself in comparison to a Jackson Oak in Alabama. He added that the purpose of the tree fund was to plant trees. He stated that he also wished to consult legal regarding the tree ordinance regarding the planting of certain bushes and shrubs of a certain size. Bushes would be more suitable in proximity to power lines, plus the cost was different.

Mr. Langford discussed the importance of tree protection inspections regarding new development. When more trees were taken down according to the development plan, this was where the tree fund benefited. He shared the importance of inspecting properties before and after development to ensure more trees were not taken down, than what was indicated by the developer's plan.

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Mr. Langford indicated that the tree ordinance needed to be reviewed regarding the number of trees that could be taken down concerning the number of acres of a particular development. He added that the tree fund planting plan for the Town needed to be based on the LCI study. This would indicate Town Center streetscape, parks, and Town-owned property.

Mr. Langford shared with Council, now that they had seen all of the duties that the Public Work's staff was faced with nearly daily, he wished to speak on the topic again for the need of additional positions. He stated that there were many hazards faced with a small staff of three maintenance workers. He added that the department could use two additional people. This would be safer and more productive. If all five were working on a project and a call came in of a dead deer, two could take care of the deer, still leaving three to continue working on the project. Currently, there was a lot of lost time. He shared a comparative staffing chart, strictly for public work duties specifically, not sewer or trash. The list reflected cities less populated than Tyrone. Most cities also had less area in square miles than Tyrone. Palmetto had fifteen public works employees, Jonesboro had eight, Dahlonega had eleven, Social Circle had twelve, Eatonton had twelve, Hapeville had at least twenty, and Barnesville had nine public works employees. He then shared that Palmetto had three times the staff then Tyrone, Jonesboro had 1.6 times the staff, Dahlonega has 2.2 times the staff, Social Circle was at 2.5, Eatonton was 2.5, Hapeville had four times the staff as Tyrone, and Barnesville had 1.8. Mr. Langford shared, "we need more employees". He added that he would share during budget time that it would be ideal for the public work's staff to have four additional employees, but he understood other department's needs as well and would be grateful for two. He then thanked Mayor and Council for their time, consideration, and support. He added that their accomplishments could not be obtained without the support of the Town's wonderful citizens and elected officials.

Council Member Hill inquired about the need for road repair in the River Crest subdivision, being a newer subdivision. Mr. Langford explained that the section of road that needed repair was one of the first roads placed in the subdivision. The road was much older than. He explained that the section was located at a stop sign, and added that heavy equipment had traveled on that section for the entire construction of the subdivision. There were many causes associated with the damage. He explained the process in which it needed to be repaired, there was no need for an FDR.

Council Member Campbell inquired about the lining of the four original pump stations. Mr. Langford shared that only pump station #2 needed additional lining. He added that there was a change order recently approved for that project. Council Member Campbell stated that staff could begin budgeting for maintenance on the other pump stations. Mr. Langford explained that the Enterprise Fund and a portion of reserves were in place for the purpose if the need were to arise. He added that the generator at pump station #2 was also nearing its end.

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Council Member Campbell asked if Bioxide was still being utilized for the sewer lines. Mr. Langford stated that yes, it was still being utilized for combating corrosion.

Mr. Perkins announced a change to the agenda. Chief Munday requested that Fayette County Sheriff Major, Ethon Harper speak regarding the Flock Safety Falcon Camera. Chief Mundy shared he wished to be respectful of everyone's time. SPLOST would be directly following the presentation.

Chief Mundy introduced Mr. Harper as a local expert on a matter that could potentially change Tyrone's fight against crime. He then offered Council a presentation hand-out. He added that Council had probably seen Flock cameras and did not realize it. They were cameras on a pole with a solar panel. Mr. Harper explained that the newer model was bigger, had a harder case and a larger battery. He added that 70% - 80% of crimes involve a vehicle. People drive into town, commit a crime, and then leave; most having car tags. He explained that the tag readers in the police vehicles work mostly worked on infrared. Some vehicles did not have tags or may have a paper tag and they were not easily read. The camera captured visuals through a computer and could detect colors, and makes and models of vehicles. Mr. Harper shared that the previous provider estimated a cost of \$60,000 the Flock cameras were \$5,000 a year for the lease. The Town would not own the camera but would own the data. He noted a difference between the tag readers in patrol cars to the Flock cameras, officers only work a certain number of hours a day, the Flock cameras were capturing data 24 hours a day. The cameras lasted up to twelve years and maintenance and upgrades were included in the lease, and there was no need for infrastructure. Chief Mundy shared that although Tyrone had a low crime rate, he was happy to announce that if adopted, the Flock cameras would communicate with all other applicable municipalities in the nation. He explained that if there was a crime committed in Shamrock Industrial Park and we had a description of the vehicle, the perpetrator could be arrested in Mississippi after passing a Flock camera. It also uploaded wanted person information. Chief Mundy added that technology usually intimidated him, but that this was the absolute future of law enforcement. Major Harper shared that most of their cases were solved due to these cameras. The cameras do not rely on infrared images, it captured everything by detecting motion. He also shared that one camera was set up at the Hwy 279 edge of the County. A crime was committed in Clayton County, due to the information captured by the camera, the crime was solved. He also shared that he had identified at least eighteen prime locations in Town for the camera. Mr. Harper stated that the County already had cameras entering Tyrone from Castlewood Road, Palmetto Road, and Bohannon Road. He added that most gaps were filled in Fayette County, but the Tyrone area needed some coverage. He stated that he had requested one hundred cameras but we only allowed fifty.

Mr. Harper stated that the camera was invented by a Georgia Tech graduate who was a victim of a crime. Essentially, the camera was created for neighborhoods. A police chief in Texas asked for fifty cameras a couple of years ago, and the product excelled in law enforcement. Now there were over one hundred agencies that participated in the program with a total of seven hundred cameras nationwide.

Chief Mundy stated that if Council approved the use of the cameras, his next plan was to contact the Tyrone HOA's. If the Town had cameras on the main roadways and subdivisions had them at their entrances, it would be very difficult to get out of Town. He noted that within the handout was case study after case study indicating the benefits of the program. Not only would it help Tyrone but other agencies as well. Major Harper shared that Peachtree City, Fayetteville, Senoia, Coweta County, South Fulton, Fairburn, and College Park all have the cameras. If a crime was committed anywhere near Tyrone, the vehicle would be traced by the camera. If HOA's were involved, the crime could be solved very quickly.

Council Member Hill asked if the HOA's would absorb the cost? Chief Mundy stated that yes, they would be responsible for the \$2,5000 per year cost. He added that if approved, he would attend HOA meetings to suggest the use of the cameras.

Council Member Furr asked Major Harper how difficult was it for him to acquire fifty cameras? He stated that it was more time-consuming for him than the cities, due to the placement of the cameras in the GDOT right-of-way. He added that Flock would provide the placement poles. Council Member Furr stated that according to the numbers, he only had 8 cameras remaining. Major Harper stated that he had 8-10 remaining. Chief Mundy stated that Major Harper had a total of fifty to deploy where they wish. The County was asking Tyrone to place two on Hwy 74 and to cover Tyrone Road, but he would take as many cameras as Council would allow. Major Harper stated that if Tyrone could cover incoming traffic, the County could cover outgoing traffic. Chief Mundy also asked for a camera to cover Shamrock Industrial Park. Council Member Hill asked if the cameras would assist with Amber Alerts. Major Harper stated that yes, it assists with Amber Alerts, missing person alerts, and more. Mr. Perkins asked Major Harper if the agencies that were moving toward Flock cameras, were removing their patrol car tag readers? Major Harper stated that the tag readers were entering their end of life, and were more expensive to replace. The Flock camera also allows for better data. Mr. Perkins stated that his neighborhood had a Flock camera, and agreed that it was a game-changer for law enforcement. Major Harper ended by stating that \$2,500 a year for 24-hour surveillance could not be beaten. Council Member Campbell asked for clarification regarding the cost. He shared that it was mentioned earlier that the cost was \$5,000, not \$2,500. Major Harper stated that \$5,000 would cover two cameras for Hwy 74, plus maintenance and replacement.

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Mr. Langford resumed updating Council on the SPLOST priorities. He shared the SPLOST project master schedule. He stated that within the schedule, was current funding and a revenue overview with the projected list of projects according to priority. He then shared the project philosophy. He stated that there was initially a general design review, then land acquisitions, utility relocations, the construction documentation review, the Town then advertised for the bid and awarded the bid, construction then takes place, then finally the warranty inspection. Mr. Langford shared the slide for projected revenue. He stated that the first three years indicated the known revenue, the final five years were listed as projections, year four being less due to COVID. He also indicated a graph chart with the projections. He then referred to the excel spreadsheet. The first column indicating the budget, the second and third column expenditures, according to the fiscal year-date, and a balance column. The next column reflected the status of a particular project. He highlighted that the paving of Powers Court, Senoia Road, and the Hwy 74 on-ramp projects that were denied by GDOT reflect a credit within the available for transfer columns, accompanied by their amounts. The approximate, \$263,000 and \$398,000 could be transferred to other SPLOST projects. This would allow for better tracking and no double-spending. He also shared how the projected SPLOST cash balance would ebb and flow on a graph chart, throughout the projected fiscal years. He shared that the lists assist with projecting when SPLOST monies could be spent, identifying projects and priorities. Mr. Langford stated that helpful tools for identifying SPLOST projects were, utilizing the Comp Plan, the LCI study, and traffic studies, and more. He added that it would be wise to begin a list for a potential future SPLOST fund.

Council Member Howard inquired about the Enterprise Fund. Mr. Langford stated that the fund was the Sewer Fund.

Council took a twelve-minute break at 11:41 am.

Public Safety

Chief Mundy shared the Police Department 2020 highlights and announced that Part 1 crime was down 17.5% in 2020 and Part 2 crime was down 31.95%, in part from COVID. He stated that Sgt. Kyle Pescetto earned his General Instructor and Defensive Tactics instructor certifications. He added that COVID affected the community outreach events. They were still able to attend ten events last year. He then shared the 2021 priorities. He stated that the department wished to maintain a Part 1 crime rate under one hundred, and a Part 2 under two hundred. He added that they usually maintained fifty and one hundred. He shared that two officers were added to the Traffic Unit without hiring additional officers, this added to traffic safety. Regarding community outreach, Chief Mundy shared that they were preparing for the 3rd annual Citizen Police Academy, and try to implement the student STOP program.

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He stated that the program initially stemmed from an idea the Mayor had. He had a friend whose son was a new driver and wanted him to speak to the police regarding what to do when pulled during a traffic stop. Council Member Howard asked how the program would be introduced.

Chief Mundy stated that flyers would be placed at driver services, stating that if you were a new driver and were in the Tyrone area, please attend the class. The course explained why someone would be pulled over, what to expect when you were pulled over, and what steps you should take. He then gave examples such as turn on your dome light at night, or place your hands on the steering wheel. He added that another successful community outreach program they were planning on bringing back in 2021 was Coffee with a Cop.

Chief Mundy explained additional 2021 priorities such as certification incentives. He informed Council that Georgia Post offered certification training beyond what the police academy offered. The certification training included training for instructors, intermediate, advanced, supervisory, and managerial. He relayed that within Council's packets, all requirements for the certifications. He added that Mr. Perkins while in the Chief's position, was pushing the officers toward these goals, and they have since stepped up. The biggest issue to becoming certified was that officers must have a college education to continue with the certification process. They have taken the classes, however could not be certified without a college degree. He added that he would encourage his officers to enroll in college, even if it was online. Chief Mundy stated that for those that had completed the certifications, he would like to reward them with incentives. This was a career progression that benefited the Town as well.

Chief Mundy continued with 2021 priorities and shared a firearm program titled Trijicon Red Dot Optics. He added that officers could obtain partial trade-in credit for their current Glock weapons for newer models with the scope attached.

Chief Mundy then spoke regarding the Drone Program that the Certification Manager, Cayla Banks was researching. He added that the cost was minimal and that it could assist with finding missing children or a fleeing suspect in a wooded area. It could also assist in areas that were difficult to reach with a patrol car.

Chief Mundy then shared that the re-certification would take place this fall and auditors would be assessing our certifications. He shared that he did not doubt that the department would meet the requirements once again, due to the hard work of Officer Banks.

Mayor Dial inquired of a privacy policy for the Drone program. Chief Mundy stated that as part of the license, there were requirements for a drone's pilot license.

He was sure that it would cover all privacy rules and any restrictions, if not, it would be created internally. Chief Mundy thanked Council and stated that they could contact him with any questions.

Court

Ms. Spradlin thanked Mayor and Council for the opportunity to present. She stated that Court had a staff of four, Judge Alisha Thompson, Solicitor, Amy Godfrey, Ms. Spradlin as Clerk of Court, and Ms. Cassandra Barksdale, Assistant Court Clerk. She added that there were also two bailiffs. Ms. Spradlin recited the Tyrone Municipal Court Mission Statement – “Tyrone Municipal Court is committed to have the trust and confidence of the people we serve to fulfill our constitutional role”.

Ms. Spradlin shared that each Court representative was responsible for their training and explained that she and the Judge were required to maintain certification through the Georgia Crime Information Center (GCIC). She added that Judge Thompson complete additional training recently. Ms. Spradlin stated she, as the Court Clerk was also a certified Record Specialist through the Georgia Records Association. Ms. Godfrey was also continuing legal education courses and was GCIC certified. Ms. Barksdale had GCIC validation training and was working on her GCIC recertification. Ms. Spradlin shared that Ms. Barksdale was also attending training to step in for Ms. Spradlin for court if ever she was needed. Last year the desired training was halted for Ms. Barksdale due to COVID and the need for extra staff during court for COVID procedures.

Ms. Spradlin then shared her department’s accomplishments. The Administrative Office of the Courts (AOC) approved of the written procedures regarding safe COVID measures in the courtroom, they had a successful transition to a new probation company which in turn allowed for a successful audit of the probation audit. Her department also had a successful audit from Rushton and Company. They continue to maintain records following the State of Georgia Official Judicial Branch Retention Schedule to ensure statutory requirements are maintained. Ms. Spradlin also added that they maintained a positive working relationship with the Fayette County Magistrate Court for handling all warrants for the Tyrone Police Department and first appearance hearings.

Ms. Spradlin shared the 2020 Court activity overview. She stated that the court revenue was essentially funded by police citations and arrests. She added that only three months of court were canceled in 2020 due to COVID. Court opened back up due to the approval of procedures from the AOC.

Tyrone Court adjudicated a total of 790 citations including traffic violations, city ordinance violations, misdemeanor drug cases, serious traffic cases, (including DUI's), and cases transferred to another court. She shared that there was a 43.43% decrease in funds turned over to the Town of Tyrone which was equivalent to \$82,243.50.

Ms. Spradlin shared a summary of fines collected and fees paid for January 1, 2020, to December 31, 2020. The first column indicated the month, the second was cases adjudicated, the third was credit card payments, the next was the total fines and fees collected. The bottom line highlighted in yellow indicated the yearly total. She added that the last three columns were add-ons from State and County, jail fees paid, and finally, jail fees billed by the County. She explained that from April through December, nothing was billed from the County due to jail restrictions from COVID. This was not typical. The first three months were accurate.

Mr. Spradlin shared a slide with a four-year breakdown of revenue turned over to the Town that was collected by the Tyrone Municipal Court. 2016 reflected \$258,784.34, 2017 was \$252,567.53, 2018 showed \$167,054.87, 2019 was \$187,340.66 and 2020 paid \$107,097.16

Ms. Spradlin then shared the 2021 goals for her department, to maintain GCIC standards, to have no appeals or formal complaints, to complete all training requirements through ICJE for annual recertification, and to maintain courtroom security and the wellbeing of others. She thanked everyone and stated that she would be happy to answer any questions.

Council Member Hill asked if the County jail was currently taking folks. Ms. Spradlin stated yes, she utilized the County recently and that the facility was now open however, they were moving slowly attempting to keep COVID cases down.

Recreation

Ms. Brock also thanked Council for the opportunity. She shared that 2020 had its challenges due to COVID. Through the closure, staff hosted at-home scavenger hunts and activities. When they were allowed to re-open, Tyrone Recreation was one of the first centers to do so. Instructors and citizens gave great feedback on how they opened and the measures in which they did. Staff also thought outside of the box to maintain safe events for the citizens such as, the very successful Trick-or-Treat-Trail at Shamrock Park which had approximately 2,500 people in attendance, the Lighting of the Christmas Tree, Drive-In -Movie The Grinch, they assisted Sandy Creek High School with their homecoming parade, they had an Eagle Scout open the trail from Handley Park to Shamrock Park, Recreation was also a part of the Christmas Committee.

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She continued and stated that the annual Angel Tree tradition continued as well, along with additional Memorial Benches added to Shamrock Park.

Ms. Brock shared that they had added new programs this year, one of which was Kindermusic, an ever-growing children's program. She added that they may need to add two additional times.

Ms. Brock stated that moving into the former Tyrone Police Department may open spaces for new senior activities and yoga classes. She added that another program being added was the Veterans Cross Program. She stated that the small committee had been working diligently to launch the program on Memorial Day. She thanked Mr. Billy Howard for assisting with the preparation of the wood for the crosses, however, they still needed assistance with constructing all of the crosses.

Ms. Brock spoke of the events for 2021-2022. She shared that Founders Day would take place on October 1-2, with the first evening hosting a wrestling event and the Strongman event. There would also be a BBQ food truck. She added that the movie Hocus Pocus would be the Halloween Drive-In movie, on October 16th. She shared that the Trick-or-Treat-Trail would return on October 29th, and staff would purchase more candy this year, due to the success of last year. The Lighting of the Tree would be on November 28th, and Cookies with the Clauses would be on December 4th. The annual Laying of the Wreath at Veterans Park would be on December 7th. Ms. Brock shared that the final event of the year would be a Drive-In movie, Elf on December 11th.

Ms. Brock stated that last year, a lot of their plans were canceled due to COVID. Staff had been adjusting and was moving forward. She shared that staff planned on moving into the former Police Department building and thanked Council for the expansion. Only minor improvements would be made due to budgeting constraints. She added that she was excited about the new class space for larger and more classes for citizens. She shared that staff planned on replacing key pieces to the Shamrock Park playground equipment. She stated that the equipment was out of date and one piece needed to be replaced due to safety issues. She shared visually three examples of new equipment. She added that staff would also look for quotes for more mulch. She spoke of a temporary-additional Pickleball court to be placed in the parking lot of Handley Park, due to the heavy attendance of Pickleball at the Recreation Center. She also mentioned the future construction of the Redwine Park Pickleball courts, there were currently three very large groups that attended.

Ms. Brock shared that staff would be proactive and place a large spectrum Eagle Scout list on their website for any upcoming Eagle Scouts that required a final project. This would allow the Town to complete projects that were needed and could assist the Scouts as well. She added that she would welcome projects from other Town departments as well.

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Ms. Brock also announced that she was launching the Trail Watch Program and that she had consulted Mr. Langford and Mr. Konwick regarding the project. Citizens would essentially walk the trails and help keep them clean and would report any hazardous materials that required removal. This would allow Ms. Brock and Mr. Konwick to stay abreast of any environmental issues or any other issues that they do not currently have the manpower for monitoring.

Council Member Campbell began a discussion regarding the current tree root issue due to erosion located at the Shamrock Park playground area. Ms. Brock shared that she had spoken with Mr. Langford regarding the issue and that there would be a need for more mulch or a boundary around that area.

Council Member Hill asked how long the current playground equipment had been in place. She believed it was when Mayor Dial came on board. Ms. Brock stated that she was unclear how old the equipment was, but that she was working on becoming a Certified Georgia Playground Equipment Inspector. She added that she was currently aware of several safety hazards that needed replacing on the equipment.

Council Member Campbell stated that the equipment should be ADA compliant but he noticed that the entrance to the park may not be wheelchair accessible. Ms. Brock stated that information would be shared while receiving quotes for mulch, other pathways had also been discussed. She thanked Council for their support.

Council Member Campbell made a motion to recess for lunch at 12:28 pm.
Council Member Hill seconded the motion. Motion was approved 4-0.

Council Member Campbell made a motion to reconvene at 1:11 pm.
Council Member Howard seconded the motion. Motion was approved 4-0.

Library

Ms. Newland shared that she hoped that at the end of her presentation, Council would have a better idea of how they operate. She stated that the video shown was awarded to Flint River as a promotion and was currently on YouTube. The video indicted utilized resources and was filmed at the Tyrone, Fayetteville, Peachtree City, and Griffin Libraries. Staring in the video was Ms. Katie Rees from the Tyrone Library. Ms. Newland stated that 2019 was a mega year with outstanding numbers, then COVID hit. She shared the timeline. March 12, 2020, was the last full day of operations. On May 18th staff reported to work, May 19th curbside pick-up began, and June 15th patrons were allowed inside the building.

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She added that her staff was an amazing group of women, especially with the overwhelming logistics. She explained despite the difficulties due to the restrictions; she came in every day. During the lockdown, all staff members had their special duties. Cindy Ferrill ordered books for the juvenile area and recorded story time segments. Laura Higgins posted and updated the library's Facebook page and posted Ms. Ferrill's segments. Ms. Rees tracked outgoing items to other libraries, updated the library's page on the Town's website, and worked on a discard/weed project in the juvenile non-fiction area. Galilla Mulugeta posted on the library Instagram account and worked with Ms. Rees on the discard/weeding project. Finally, Ms. Susan Bolling traced incoming items that were sent for patron holds and monitored social networks.

Ms. Newland shared that teamwork did make the dream work. By working with Pines, patrons did not accrue fines for overdue books during this special time. Also, Pines extended the two-year expiration for Library cards. She shared the major difficulties with trying to figure logistics regarding incoming book quarantine. Ms. Newland stated that plexiglass was installed around the circulation desk, and added a security camera inside the library. The camera was in place to monitor the numbers of people in the library at one time. She stated to restore a warm and inviting feeling for their patrons, staff reconfigured the public study tables and computers for social distancing. Staff also set up the procedure and protocol for quarantined items. She added that a part of this, curbside service was still ongoing. Ms. Newland stated that through a grant from the Georgia Public Library Service (GPLS), an emergency fund was released for the purchase of PPE materials for the safety of the staff and patrons. This was very helpful due to the Library's main function being customer service and interaction with the public.

Ms. Newland shared that regarding priorities, 2020 was purely survival mode. She reiterated that her staff was superheroes with superpowers that were unable to wear their caps because they would get caught in the carts that they pushed all day. She felt that everyone needed to know how special they were, and shared that a former Town Manager referred to them as "a well-oiled machine". Staff was always behind the scenes, helping out the community, "we like what we do". In 2021, staff plans on developing flex programs that can run virtual or live, continuing the curbside service, and working with the Finance and Administration departments to finally enable credit card payments. That became an issue during the lockdown with no means to pay for fines. Accepting credit or debit cards would be more convenient.

Ms. Newland shared that she had one foot in Tyrone, and one foot in Pines, who dictated how they operate our daily operations. She added that staff planned on reinstating regular operating hours soon, and would return to in-house programming. Chest Club was doing well and so was the Caring Paws program, which allowed children to read to dogs. All of that came to a stop during the lockdown.

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Ms. Newland explained that the Tyrone Library paid annual dues to be a part of the Flint River Library program. The program allowed for state-funded books. In 2020, the Library had purchased over \$4,200 in downloadable titles for children, young adults, and adults. The Town did not pay for that. The Tyrone Library also received LibTech grant money for technology. In 2020, \$2,164.00 was allotted for the purchase of a Kindle Fire Table, an iPad, a Samsung Galaxy Tablet, an Amazon Kindle 10” Gen. Tablet, three webcams, and a 70” SMART Board Interactive Whiteboard. The grant required that all items had to be touched by the public, it also paid for Wi-Fi service. Ms. Newland also shared that one of her goals was to host a much-needed adult computer class.

Ms. Newland then shared many free resources that the Library offered, passes to Zoo Atlanta, Georgia State Parks, and Historic Sites, the Center for Puppetry Arts Museum, the Breman Museum, Chattahoochee Nature Center, Go Fish Education Center, Macon Museum Pass, and the Michael C. Carlos Museum on Emory Campus. She shared the free sports partnerships between, the Atlanta Braves, Hawks, and Gladiators. She also shared free online resources, Galileo, Mango Languages, Ancestry.com, and the Fox Theatre Institute. These are all available to the public with a Library card. She shared that Tyrone was the fourth busiest library in the region, and had a 4.7 on Yelp!

In closing, Ms. Newland shared that during this unique time, everyone was impacted. However, every day she went to work she saw, Mr. Bowman, Mr. Underwood, and Mr. Moretz taking care of the buildings, the Police Officers were still on patrol. She saw the amazing process of our beautiful new Town Hall that now anchored our community. She saw departments sharing scarce supplies and an ongoing group text between staff members for morale. Also, during that time, she took Mr. Langford on a field trip to the Fayetteville and Peachtree City Libraries to get a better idea of the much-needed plexiglass protection around the circulation desk. She shared that Mr. Trocquet assisted her with remote messages to patrons by phone regarding their account, and for any updates. Mr. Perkins supported her detailed method for reopening the library. Ms. Willis worked with her to return invoices on time, and Ms. Baker delivered mail. She stated that although these may have all been small gestures, to her it was a reflection of how everyone looked out for each other. She thanked Council for their time.

Council Member Campbell asked for an estimated amount of current fines owed to the Town. Ms. Newland stated that currently, it was approximately \$45,000. Statistics were run every month; we need a better method for collecting fines. She added that the implementation of the credit card machine would be a tremendous help. Council Member Campbell asked how Tyrone compared to other libraries. Ms. Newland stated that by her recollection, Peachtree City patrons owed \$315,000, and Fayetteville patrons owed \$418,000.

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She added that being a part of Pines was also part of Libraries Without Borders. This meant that a book could be checked out in one city and returned to another, fines could also be paid at other locations. She had seen a decline in Tyrone fines, and the sticky part of accepting credit cards was that the system had to integrate with Pines and our accounting software. She added that the library was in the people, and programming field.

Council Member Furr inquired of the age of the library fines. Ms. Newland stated that some were ten years old. When a patron owed more than \$10, their account was blocked, they had to pay before they could move forward. The account must also be paid when it was renewal time every two years. Some folks only utilize the library for special projects, they picked up what they needed, and then they would never hear from them again, some would move away. The fines keep accruing, after six months the account was reviewed. Staff then had the decision to let the fine stay or void it. She added that last month patrons paid approximately \$25 in fines. Ms. Newland stated that she would much rather collect some fine payment than none. If a patron came to Tyrone and they owed fines and were unable to pay by credit card, they would travel to Peachtree City and pay, that would be money we would lose. We need a credit card reader. She stated that they implemented the Strike program last summer for a few weeks, but it did not work well with our Finance department.

Council Member Furr asked if invoices were sent out? Ms. Newland stated that patrons received a text, or call. After thirty days a letter or email was sent from Pines informing them of their balance. People move, lose their cards, or just do not return.

Council Member Hill asked if all other libraries in the area took credit cards. Ms. Newland stated yes, but Brooks was an independent library and she was unsure. All others did, including Griffin and Zebulon. She planned on shadowing Zebulon, they took Square, similar to the method used at Circa Coffee. She was excited that there may be a method in place soon that would work with Pines and our Finance department.

Planning & Zoning, Building Department and Code Enforcement

Mr. Trocquet briefed Council regarding the 2020 Planning and Zoning milestones. He shared that the Town was awarded the LCI, the zoning map was readopted, there were process improvements for the building department and several ordinance updates, and major subdivision growth. He stated that permit growth had more than doubled within the last ten years.

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Mr. Trocquet gave an overview timeline for the LCI project. He stated that a core team had been developed, and during March and April, there would be analysis on existing conditions, a market analysis, and public input. Currently, the team was setting the elected official and citizen base for input. In May and June, the team would be looking more into the market analysis and creating pop-up workshops and their first Charette meeting. The Charette meeting would be an opportunity for the public to gather around a large map and begin pinning areas of interest and what they would like to see regarding the Town Center area. In June the concept plan would be created. Mr. Trocquet stated that during July – August, the market analysis would be conducted, results from public input, and the concept plan would be in their final stages. During October – November the final deliverables and master plan would produce a final draft.

Council Member Campbell inquired about what was accomplished during the last Comp Plan in 2017. How many items on the list were completed? Mr. Trocquet shared the next slide regarding the Comp Plan 2020 5-year update. He stated that in 2017 the major item that was repeated was to focus on downtown. We added sewer and built the new Town Hall, these were very significant for improving the downtown area. The 2022 update was a minor update for our needs and goals, he added that the layout of the plan would be updated, along with the narrative and statistics. Revisions were more frequent due to the possible change to the public's vision. The Department of Community Affairs (DCA) recommended an update every five years. He shared that the LCI had lifted the burden from the Town regarding the update, they would update the process. They would also take citizen input and plug it into the Comp Plan narrative. He added that regarding the Comp Plan, downtown would be taken care of by the LCI. We could then concentrate on the peripheral, the Future Land Use Map character areas that had recently been developed, the highway commercial and gateway areas in particular (Hwy 74).

Mr. Trocquet presented two Tyrone maps highlighting the six-character areas, estate residential, community gateway, production and employment, the commercial corridor, and in-town residential and town center. He shared that during the Comp Plan update, staff would have an open dialog regarding if the current outline of the districts should remain the same. In particular, the area between Palmetto Road and Publix, does Highway Commercial belong there? We need to investigate those areas. He added that it would also help with future planning for potential developers, for infrastructure and intersection improvements.

Mr. Trocquet gave Council an update on the Comp Plan timeline. He shared that March-August, discussions would take place with Council, staff would meet with ARC and begin reviewing the 2017 Comp Plan updates.

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During September – December, staff would assess which statistics would need to be updated and begin gathering information. January – March of 2022 there would be public outreach meetings and Council workshops, staff would also have a draft update started with new statistics and updated narratives. April – June of 2022 the final document would be sent to DCA for approval and final adoption.

Mr. Trocquet then shared information regarding the Hwy 74 Overlay District amendment. He shared that this would play a big part in the Future Land Use Map amendment and the corridor on Hwy 74. He added that from the SR 74 Corridor Gateway Coalition meeting, updates were needed for the overlay, in addition to any requirements from the current zoning of particular properties located on Hwy 74. He stated that the overlay district was universal. Mr. Trocquet stated that among the requirements were landscaping, architectural and traffic, and approvals. The corridor consisted of Hwy 74 and its fronting properties. He then listed several staff suggestions regarding landscaping such as, making an effort to preserve trees and landform, maintaining a planted 50 ft. buffer, adding a tree planning guide, requiring berms, and requiring at least sodding within the GDOT right-of-way. Regarding architectural requirements he suggested, loading and trash be kept in the rear of the property, screening HVAC, using 70% premium materials, and 30% B grade materials. Mr. Trocquet shared with Council information regarding traffic and approvals. He stated that currently, landscaping plans were approved by the Planning Commission and architectural plans were approved by the Planning Commission and Council. He added that Council could choose to change any approval process. He stated that traffic studies would continue to be required for large developments however, the Northwest Corridor Special Traffic Management Area from Kirkley Road to Thompson Road, was labeled by the County as a heavily commercial area. Within the County's ordinance, it was specified that there must be an inter-parcel connection or a parallel road that kept heavy traffic off of Hwy 74 as much as possible. This would be beneficial.

Mr. Trocquet shared information regarding the Business Technology Park (BTP) and posed several questions in his presentation such as, is this what we want, where should it go, what uses are we looking to allow, what do we wish to prevent, and what would the development plan look like? Currently, the market is calling for high residential and light industrial, staff feels that this would be an option for light industrial, and to preserve the feel we currently have on Hwy 74 with the corridor overlay.

Mr. Trocquet shared his need for an additional position for his department. He stated that currently, his duties consisted of Planning and Zoning, Building, and Code Enforcement. He gave a brief history and shared that in 2007 a code enforcement officer was hired for a short time. Within the past ten years, the annual permit intake and Building Department activity had increased between 116%-122%. He added that the population had increased roughly by 3,000 people since 2005.

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He shared that Planning and Code Enforcement functions had seen a corresponding increase within the past three years and that the IGA with the County was limited and only reactive. The contracted services with SAFEbuilt provide inspections and construction review, not departmental and permit management. He added that Code Enforcement issues increase during spring due to overgrown grass complaints. Mr. Trocquet shared a similar chart as Mr. Langford regarding comparative staffing levels for similarly populated cities.

He shared that Tyrone's Planning and Zoning staff consisted of one person, the Building Department inspections, and plan reviews were contracted, and Officer Hammock was a tremendous help while on light duty. She handled all permits which allowed a full-staff and for all duties to be performed at the level the Town deserves. He added that Code Enforcement services averaged only two hours per week. He noted that most municipalities had two or more additional staff members for each function. They also have a Permit Technician while the Town does not. The other communities also have at least one full-time Code Enforcement Officer. Mr. Trocquet shared he discussed the duties of an additional employee with Mr. Perkins. The employee would have some Planning and Zoning, as well as some Code Enforcement duties, but mostly Building Department duties. The bulk of the duties being permit technician-type work. The unique position as it related to code enforcement would be that we could still maintain our contract with Fayette County. He shared that 80% of code enforcement complaints could be handled through this person via email or letter. However, those who consistently do not comply would be handled by the county.

Council Member Howard inquired about the returned information from the 2020 Census. Mr. Trocquet stated that the information should be returned by July. Mr. Davenport shared that he believed it would be available as early as March 30th.

Council Member Howard then inquired about the Town's Code Enforcement Officer. Mr. Trocquet shared that the Town currently did not have an officer. The Town contracts through the Fayette County Sheriff's office on an as-needed basis. They only clock approximately two hours a week for posting citations and visiting property owners. They also represent us in court, as needed, as they are licensed and trained. Mr. Trocquet suggested that we maintain that relationship and said agreement.

Council Member Howard asked if the Town received many inquiries for the Business Technology Park (BTP). Mr. Trocquet stated that the Town received as many inquiries for the BTP as we did for downtown, if not more.

Council Member Hill asked if the Tyrone Police Officers could get paid extra for performing Code Enforcement duties.

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Mr. Perkins shared that they could, however, he felt that it would send mixed messages to the citizens. Some cities do utilize their officers for code enforcement, but when citizens see a patrol car riding through the neighborhood to “keep the area safe”, and they were looking for tall grass, the citizens would get mixed messages. If they had a car marked differently or a different uniform that would be ideal. He added that in an ideal scenario someone similar to Officer Hammock would be helpful for this position. She is a Police Officer and has learned a lot regarding these particular roles, he also added that it would be a hybrid position with a combination of duties. Council Member Hill asked if it would work financially to pay Police Officers extra for that sort of role. Mr. Perkins stated that yes, it would be less expensive. Officers would need to be trained and they would be offered overtime, it would be less expensive than a new employee. Council Member Hill inquired about the cost of Fayette County’s services. Mr. Trocquet shared that it was a case-by-case fee, but a total of under \$5,000 a year. He then shared that the permit technician position was desperately needed. If Council does not approve a full-time employee, SAFEbuilt could be contracted for that purpose. It would cost \$25,000 a year with only 2-3 days of service per week, and our service level would suffer. Currently, Officer Hammock has been administering permits within five days which in other communities would normally take fifteen to thirty days, she is truly an asset.

Council Member Howard asked if there was a reason why Officer Hammock could not continue the position. Mr. Perkins shared that the position was temporary. If Council approved the full-time position and she were to apply and be awarded the position then that would be fine, If Council did not approve, she would continue her position as a Police Officer.

Council Member Campbell asked if there would be some reluctance for Police Officers to be in the code enforcement position. Mr. Perkins shared that he believed there could be. Officers would volunteer for the extra hours. Mr. Perkins and Mr. Trocquet gave an example of the Town having lost a code enforcement case due to the lack of code enforcement by a visiting judge and case law. Mr. Trocquet stated that the judge pointed out that we were not enforcing our codes regularly, which depended on a case-by-case situation. We do not have the staffing. He added that staff attempts to add a customer service element to the violations and give individuals ample time to fix their issues, this takes time. Mr. Trocquet reiterated that staff could resolve approximately 80% of all code issues with the help of an IGA in place for more serious violations.

Council Member Campbell shared that the Town was so far behind concerning enforcement that we have not been fair to all of those in violation, acting from a more reactionary stance. If one officer could begin slowly handling all issues, we could work our way into taking care of all issues.

FINANCE

Ms. Beach gave Council the 2020 highlights. She shared that the Town had another favorable audit in the fiscal year 2019-2020. She added that Ms. Smith had been working on an accounting project that tracked expenses, documentation, bonds, record keeping, and third-party billing for the sewer expansion project. Ms. Smith explained that would enter information through the accounting software which created a project number, any incoming information could be added to that particular project for more efficient tracking. She added that the system also worked well with any ongoing project.

Ms. Beach shared that as per Ms. Newland, staff was completing the process of accepting credit cards soon. This would be in conjunction with NCR and the building department software, which would allow for spreadsheets to be generated through the finance software system. This would allow most departments to accept cards through the website or a card reader. She added that the project was 90% complete.

Ms. Beach also shared that the 70 Rule Pension Plan was implemented, along with the ability to sign checks electronically for accounts payable. She added that in the past, the Mayor and Town Manager would have to sign each payable check manually. The new system would be very secure.

Ms. Beach shared that being that she and Ms. Smith were in charge of HR and Finance, COVID made a major impact on them. All information from the Federal and State levels was continuously evolving. They, along with Mr. Perkins had to remain on top of the situation by reading all incoming information, that would change on an hourly basis. It was still a fluid situation.

Ms. Beach stated that conversations began with Mr. Perkins before his current position as Town Manager regarding the possible implementation of budget software. The current financial software only tracked information; the other method used was spreadsheets. Neither worked well for budgeting. Staff was currently researching cost-effective budget software. She also shared that her department would be researching software that made searching simpler for the public to view the budget for better transparency. She added that staff was looking for software that could essentially combine the two services.

Ms. Beach shared that Ms. Smith was also tracking the film permits with assistance from Council Member Hill in her capacity with the Development Authority.

Ms. Beach stated that Ms. Smith was also currently working on updating the property insurance list through the Georgia Interlocal Risk Management Agency (GIRMA).

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Each year, staff sent GIRMA a list of Town-owned property and equipment to be properly insured. If the list was not updated, we were insuring items that we no longer owned.

Ms. Beach shared that one of her goals was to transfer all financial software to a cloud-based system for better security. She added that although the process was costly, it needed to be accomplished for better protection.

Ms. Beach stated that Ms. Baker would be speaking on the topic of scanning documents. She added that the finance department had many types of documents that needed to be scanned to better track, especially in time for any employee that wished to retire. She added that there were records such as hard-copy time cards on file, scanning would be a more efficient method for retrieval.

Ms. Beach displayed a Months of Reserves chart, reflecting the number of months in reserves and the fiscal years. She stated that staff had come to Council, encouraging them that the Town had an excess of reserves that needed to be spent on projects such as road paving. She added that it was being accomplished. She then shared a Revenue vs Expenses chart. This chart reflected the general fund revenue, general fund and SPLOST revenue, general fund, and SPLOST expenses, and the general fund, and SPLOST expenses excluding the new Town Hall and sewer. She indicated that as shown, in two years the SPLOST fund would be spent or there would be a need for another SPLOST to complete needed projects. If a new 1% sales tax (SPLOST) would not be approved, the revenue would drop considerably. The chart reflected how many projects had been completed through SPLOST funds. She added that after COVID hit and staff cut back on expenses, the chart reflected how conservative the Town was. Ms. Beach then displayed a bar graph reflecting the Budget Remaining Per Department. It indicated the budget amounts, activity, and remaining amounts. She highlighted Public Works and asked Council to keep in mind that the amounts included the Pendleton Dam and a few road paving projects during the springtime.

Council Member Furr inquired about the high activity in Administration. Ms. Beach stated that the completion of the new complex was included in the total. Ms. Beach shared a pie chart indicating that most of the Town's revenue came from different types of taxes and a very small portion was from services and permits. The next slide broke down the more than nine different types of taxes and a few types of permits and services.

Ms. Beach shared the current bank information. She stated that there was only one investment account. No investment accounts were making money at this special time. That account currently had \$713,000 invested. She stated that the four cash accounts were earning interest as well. She shared that on occasion monies would be moved for better leverage.

ADMINISTRATION

Mr. Perkins shared the 2020 highlights. He stated that he wanted all other staff to present first to paint their picture and to give their accomplishments and plans for 2021. He reflected that staff pulled together and accomplished much given the 2020 circumstances and obstacles. He stated that the new municipal complex broke ground in January 2020 and staff moved in October of 2020. We are very proud of the building and get compliments daily from visitors. He thanked the legal team for acquiring much-needed land acquisition for the downtown sewer project. He shared that the Arrowood Road force main was completed, and pump station #5 work commenced and the railroad boring was completed.

Mr. Perkins shared that the employee retirement plan was updated and employees may now receive full retirement benefits at the age of 55 and years of service were equal to 70. He also shared that there were updates to the purchasing and credit card policies, and changes were made to the alcohol ordinance, making it more business-friendly.

Mr. Perkins updated Council on staff's adaptation to COVID. He shared that staff-maintained continuity of operations. Word of COVID hit, there was roughly a fifteen-minute meeting and staff began to work from home for several weeks. Everyone pulled together, and the group text was very helpful to keep everyone connected.

Mr. Perkins shared additional 2020 highlights. He stated that the Town applied for, and received \$392,922 in funding. So far, it had provided for technological upgrades to the municipal complex, the temporary septic connection, and the forthcoming generator. He stated that Ms. Baker was continuing her training for elections, emergency management, clerk certification, and record management. Ms. Willis was also taking Clerk classes to be cross-trained. He shared that he attended the GAZA conference, and the virtual GMA conference, and a Personal Law course. He also added that an upgrade was made to the server before the move and that staff was still utilizing VC3 (Sophicity) for IT support.

Mr. Perkins updated Council on the progress of the sewer expansion. He stated that the completion was slated for next month, and a letter was sent to business owners with a fee schedule if they chose to tie in. He added that staff was maintaining a close watch over capacity. President Biden recently signed a COVID relief package, and the Town should receive approximately \$2,364,876. He also shared that economic development for downtown improvements was moving forward. The LCI was underway, and there were plans for 881 Senoia Road and it would also include the former fire station. He added that downtown signage, including 881 Senoia, the Recreation Center, and the Library and Parks needed to be updated to match our current brand.

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Mr. Perkins stated that sixteen applicants applied for the Downtown Development Authority (DDA) but not all met the requirements. He stated that Council could invite citizens to apply and the process could be revisited at a later date. He shared progress was possible without a DDA. Staff could list the fire station for sale to the highest bidder, and that the Town could reserve the right to reject any bids. The administration area at the former Town Hall could be the least, which would also require a bidding process. Staff could work on new events to bring people downtown. He shared that the Town's website had not been updated in five or six years and needed an overhaul. This would allow us to focus on being business-friendly and work on branding and marketing downtown. We need to work with the business community to ascertain their needs and wants. We could create pocket parks and areas that people want to be in, by repurposing what we have.

Mr. Perkins shared his 2021 priorities with Council. He stated that the last employee handbook update took place in 2010, since then we have updated several policies. He added that staff also needed a new job description overhaul. Some staff members were performing three separate job duties, and a few titles had changed, we need a new analysis completed. The analysis would also locate areas that we could improve, due to the Town's growth. He stated that there was a definite need for additional staff. The study was also needed for compensation purposes.

He continued with the 2021 priorities. He stated that Safe Dams would push the Town to complete the Pendleton dam project this year regardless if we were awarded the grant or not. He shared that the cart path project would move forward focusing on Tyrone Road and segments covered by SPLOST. He added that he would be in contact with Mr. David Jaeger regarding the Tyrone Road preliminaries for a draft plan and cost would also be discussed. Mr. Perkins stated that staff was moving forward with a paperless meeting packet process that would be more efficient and would reduce cost over the long term. He shared with Council his vision for potentially changing the time of year the Council Retreat was held. He stated that some cities brought in professionals to man the meetings, with break-out discussion sessions. He shared that Retreats were not a time for discussions regarding funding projects, it was a time of reflection and discussions on plans from staff members. He stated that staff would like to begin holding the annual Retreat in mid-December or early January. It made more sense from a timing perspective, preferably before the holidays. He added that if that meant beginning this year, then we could make it happen. This would allow staff and Council to plan better for the budget meetings in April and May. All agreed. Mr. Davenport stated that when the details were ironed out, staff could then come to Council for an official vote on the subject.

Town Clerk

Ms. Baker stated that a few of her colleagues paved the way for a few of her topics. Her three 2021 priorities were to consider an agenda and meeting management system, scanning important records, and assisting businesses through this unique time. Ms. Baker described the current time-consuming agenda and meeting process. She shared that there were cloud-based programs that would allow management and staff to compile their agenda times, cover sheets, and backing materials in the same program. It would allow staff members to make several changes to their documents before the cut-off time. She stated that these programs allowed for the use of many different formats such as Word, Excel, pdf, and videos. There were also administrative levels in place for review, along with the possibility of automated code codification. Her favorite feature was for short-cuts in the minute transcription process. She added that it would be a smooth transition for the Planning Commission and Council with their new tablets. The process would be more efficient and less time-consuming.

Ms. Baker shared that along with the potential of paperless meetings, she gave a shout-out to Police Officers Hammock and West for their assistance with beginning the administration scanning process. They assisted with scanning sixteen years of Resolutions and preparing eight of forty building permit boxes for scanning. She stated that this was phase one of many for the building department. Currently, there were approximately four hundred sets of building plans, forty boxes of permits, in addition to forty boxes of administration records that needed to be scanned for better productivity. He shared that there were document specialists that would prepare the documents, scan them and index them so they could be readily available during emergencies. All staff would benefit when answering open record requests. If staff needed to work from home, they could locate most records through the indexing system. Some contractors could also destroy records according to the Town's retention schedule.

Ms. Baker spoke regarding the local businesses and ways to help them thrive through this special time. She spoke of how staff highlighted a few restaurants on our website and Facebook page that were utilizing take-out services in the middle of the COVID shut-down. She shared that since January of 2021, the Town had processed more new businesses than 2019 and 2020 combined. She began a discussion regarding ideas for assisting businesses to gain more exposure. She suggested highlighting businesses monthly on the Facebook page. Council Member Howard shared that as many businesses that we have, it would take too long to go through most businesses. Ms. Baker shared that a business list could be placed on the website, and we could encourage businesses to subscribe to the Town's email list to be more informed of Town events. Staff could also encourage residents to buy local or host a "buy a gift card day" for someone special. She then welcomed others' suggestions.

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Staff and Council members suggested a Taste of Tyrone, where all Tyrone restaurants would gather at Shamrock Park, a Business After Hours event, and businesses could also form a Business Coalition. Ms. Baker then thanked the finance department for working on the acceptance of credit cards and added that it would also help businesses during their renewal time. She thanked Council for their time and future considerations.

Consideration to amend Section 36-73 of the Golf Cart Ordinance

Ms. Baker shared that a discrepancy was noted in the Golf Cart Ordinance, in Section 36-73 regarding times certain equipment was required. She recommended approval of the amendment.

Council Member Campbell made a motion to approve the amendment of Section 36-73 of the Golf Cart Ordinance.

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

Council Discussion Items

Council Member Campbell shared that there were approximately thirty Town street lights downtown and that four or five additional lights were needed from the Hwy 74 overpass to Swanson Road for safety. Mr. Perkins shared that the cost to run the parking lot lights at the new building, which were not the same light were \$4,500 plus the monthly utility fee. Mr. Perkins agreed that it was dark under the bridge and beyond, he also included the lack of lighting on Handley Road. Council Member Hill agreed that there needed to be lighting added to those areas.

Council Member Howard inquired about the above-mentioned Golf Cart amendment. Mr. Davenport explained that the ordinance initially read that headlights were required from sunrise to sunset. The amendment stated that headlights were required from sunset to sunrise.

Ms. Beach informed Council that downtown street lights cost approximately \$112 to \$120 a month to maintain. Mr. Perkins added that all town street lights cost \$160,000 per month to maintain, up from \$95,000 in 2016 when Coweta Fayette EMC reassessed.

Council Member Campbell began a discussion regarding the method of lighting for the Hwy 74 Tyrone Gateway signage on the north and south ends. He shared that the current solar method was not working as planned. It would cost too much to run electricity that far. Mr. Perkins stated that he would research better solar options, when done properly it should look better. Council Member Furr stated that the landscaping around the signs should be spruced up also, perhaps with perennials.

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Council Member Campbell then began a discussion regarding the recognition of employees for their service and years of service. He suggested to publicly recognize them at a Council meeting on their 5, 10, and 15-year anniversaries. We have a special group of people, we need to let them know how valuable they are, we do not want to lose them to other municipalities. Mr. Perkins reflected that the Town did have an employee appreciation program years ago. Council Member Campbell stated that even if it was a pin or \$25 gift card, something to show appreciation. The discussion continued regarding the need to set the criteria for Employee of the Year. Council Member Campbell suggested wall plaques and added that the employee benefits package was very strong at this time. He had not heard any complaints. Ms. Beach shared that the Town's insurance company offered a discount program. Mr. Perkins stated that he was open to more suggestions on implementing a longevity employee of the year program.

Council Member Hill began discussions regarding the possibility of serving alcohol on a case-by-case basis at Shamrock Park, for instance at a food truck event. We are trying to attract more millennial-aged citizens and families to Tyrone. Council Member Furr shared that she was opposed to allowing alcohol in Town Parks. Council Member Hill suggested a night market, similar to Peachtree City's. Council Member Hill stated that most of the people that she spoke with would approve of events that included alcohol. Mr. Trocquet reminded Council that the current revision to the Town's alcohol ordinance permitted alcohol downtown, but not currently within Town Parks. He added that Council did vote to approve the special event permits. Council Member Howard stated that she was totally against having alcohol at Town Parks. People could drink in their homes, not in our public parks. Council Member Campbell agreed with Council Member Howard and added that alcohol would not bring more people to events. He added that it would set a bad precedent, that would be hard to stop. Council Member Furr shared that the Peachtree City day market near Bank of American was always well attended, without alcohol. Council Member Hill suggested serving alcohol at a night concert, only on a case-by-case basis. Council Member Howard replied, "no alcohol in public parks".

Staff Comments

Mr. Perkins brought to Council a proposed donation form for their review and consideration for items to be donated to the Tyrone Museum.

Council Member Campbell made a motion to approve the Tyrone Museum donation form. Council Member Howard seconded the motion. Motion was approved 4-0.

Council Member Campbell asked for clarification regarding who was in charge of accepting donations for the Tyrone Museum.

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Council Member Howard explained that there was an organization such as the Friends of the Tyrone Library, only for the museum that would run the museum. Mr. Perkins added that the museum was still a function of the Town and that it was insured by the Town and under our care.

Mr. Perkins reminded everyone regarding the Sandy Creek JROTC statue dedication on the following date at 12:30 pm. It was initially postponed twice. This would be a great ceremony administered by Eagle Scout, Elliot Ewing, which would be followed by the flag burning ceremony hosted by the Knights of Columbus.

Council Member Howard made a motion to adjourn. Council Member Hill seconded the motion. Motion was approved 4-0. The meeting adjourned at 4:05 pm.

By: _____
Eric Dial, Mayor

Attest: _____
Dee Baker, Town Clerk