

**Tyrone Town Council
Meeting Minutes
August 1, 2019**

Present:

Mayor Pro Tem, Gloria Furr
Council Member, Ken Matthews
Council Member, Ryan Housley
Council Member, Linda Howard
Town Manager, Brandon Perkins
Finance Manager, Sandy Beach
Police Chief, Randy Mundy
Engineer/Public Works Director, Scott Langford
Planning and Zoning Coordinator, Phillip Trocquet
Town Clerk, Dee Baker
Mayor, Eric Dial was absent

Approval of Agenda

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

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

Approval of minutes, July18, 2019

Consideration to approve Walking In Covenant Christian Church's use of Shamrock Park on August 11, 2019 for their Park and Praise event.

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

New Business:

1. Consideration to approve Ordinance No. 2019-03 for the approval of the 2019 Record Retention Schedule. *Dee Baker, Town Clerk*

Ms. Baker informed Council that the Town had operated under the Georgia Archives record retention schedule. She added that with assistance from the legal department and staff, she was asking for approval to amend the ordinance to adopt a tailored record retention schedule. She added that if any changes were to be released from the Georgia Archives, staff would return to Council for approval. She thanked legal, staff and Court Clerk, April Spradlin for their assistance.

Mayor Pro Tem, Furr questioned the 90-day time retention for audio recordings of Council meetings. Ms. Baker stated that the 90-day retention was officially approved by Council in the past. Mr. Davenport stated that audio was used to produce the official Council minutes. Once the minutes were approved by Council, the minutes become the official record and the audio becomes the unofficial record. He added that some municipalities use audio/video to prepare the minutes, then destroy both immediately after the minutes were approved. He added that there was nothing wrong with keeping them, however, they were not the official record, only the minutes were. Mr. Davenport added that having a short shelf life was not uncommon.

Mayor Pro Tem shared that she remembered that someone in the past argued discrepancies between the audio and the minutes. She added that she was ok with the decision if Mr. Davenport was. He added that he was ok with it.

Mayor Pro Tem inquired about the Public Safety section for LED sheets and GCIC forms for stolen property and vehicles. She asked if 30-days was enough retention time for that item. Chief Mundy stated that immediately after receiving the paper report, the information was put into the computer. It was only a “worksheet”. Another example was a missing person report. The report was input into the computer and the worksheet was no longer needed. Mr. Perkins shared that regarding other records such as warrants, they could be considered permanent.

Council Member Housley made a motion to approve Ordinance No. 2019-03, approving the Town’s Record Retention Schedule.

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

Public Comments

Ms. Marge Garrett, who lives on Whitney Court gave a shout out to Laura Higgins and the Library for their Harry Potter Birthday celebration. She added that eighty-eight children were in attendance, that number did not include parents and that everyone enjoyed themselves. She ended by stating that the Library worked hard on the event. She invited folks to visit the Library to see what they had to offer citizens.

Adjournment

Council Member Howard made a motion to adjourn.

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

The meeting adjourned at 7:10 pm.

Eric Dial, Mayor

Dee Baker, Town Clerk