

**Tyrone Town Council
Retreat
Meeting Minutes
February 19, 2019**

Present:

Mayor, Eric Dial
Mayor Pro Tem, Gloria Furr
Council Member, Ken Matthews
Council Member, Ryan Housley
Council Member, Linda Howard
Town Manager, Brandon Perkins
Town Attorney, Dennis Davenport
Finance Manager, Sandy Beach
Town Clerk, Dee Baker
Planning & Zoning Coordinator, Phillip Trocquet
Engineer/Public Works Director, Scott Langford
Police Chief, Randy Mundy
Recreation Manager, Rebecca Brock
Accounting Specialist, Ellie Emini
Court Clerk, April Spradlin

Mayor Dial opened the meeting and gave the Invocation which was followed by the Pledge of Allegiance.

Approval of Agenda

Council Member Matthew made a motion to approve the agenda.
Council Member Howard seconded the motion. Motion was approved 3-0.

New Business:

Finance:

Financial Update – *Sandy Beach, Finance Manager*

Ms. Beach supplied Council with an updated Income Statement and a Detail vs Budget Report. She opened a conversation and asked how much detail they would like to see in their monthly financial reports.

She briefly reviewed the recent report and stated that currently \$639,413.79 was brought in early, in revenues but that expenses would soon bring this number down significantly.

Ms. Beach stated that there were a lot of unexpected expenses coming in this fiscal year, one of which was the sink hole located in the Pendleton subdivision.

Council Member Furr questioned why the Tree Fund reflected a zero balance. Ms. Beach explained that a few items were sitting in the Unrestricted Line until special direction was given to each project. Mr. Langford stated that he was currently waiting on a quote for a permanent Christmas tree to be planted at Shamrock Park. Ms. Beach explained that the Detail vs Budget Report reflected each department's current budget and that the Admin budget showed a remainder of 46.87%. A few vendors had not been paid at that time so there were more funds expected. She added that in order to receive a true interpretation of the Town's budget, it was reflected at least six months after the close of the last fiscal year. Council Member Howard shared that she would like to see a monthly report of assets. Mayor Dial added that he did not need the Tree, Animal and Federal Confiscated Asset Funds on a monthly basis. Mayor Dial acknowledged that Council should receive a detailed monthly report through email.

Ms. Beach stated that it was an exciting time in the Town; a lot was happening. A new municipal complex, the possibility of sewer expansion for downtown and the Pendleton sinkhole/dam were just a few on the list. She added that with that, there was a need for more revenue sources. She stated that there was a decrease in court revenue. She mentioned that the Town was in line with other sewer rates in the county. If a Tyrone citizen used over 4,000 gallons of water, currently they are charged a hefty fee. She added that we are currently bringing in enough to cover the sewer cost; however, there was a need for infrastructure and pump improvements, which costs.

Mayor Dial gave an example of when asked how much money was in the sewer fund, he was told 1.6 million, but on the Income Statement it reflected \$26,000. Ms. Beach clarified that the 1.6 million was in cash which included prior years. She explained that the Sewer Fund was included within the Pooled Cash account and the Money Market account, along with the Tree Fund. Federal Drug money and SPLOST was not included in the Pooled Cash account. The Money Market yields a better interest rate. She added that the Income Statement reflected budgeted money, when that amount decrease, the funds then came from reserves.

Ms. Beach asked Council to start thinking of possibly approving a resolution to commit a certain amount toward Capital Outlay projects, such as, the new complex, additional sewer and the dam. It would be for these projects only. The money would come out of our reserves as uncommitted, to a committed line. We have the money, but all money needed for next couple of years was placed under months of reserves. She suggested a policy change. The general public would better understand that we aren't just "sitting on money", it is reserved for certain projects. Ms. Beach added that the Reserve Policy needed to be changed to reflect how many months Council would like to keep. In the near future if these projects do not take place, you can issue another resolution. If the policy update was completed by June, our financials would be better reflected.

Council Member Furr showed her displeasure that the reserve funds were currently located in a regular bank account and had not been invested. Mayor Dial asked when and how long should the money be invested?

Ms. Beach stated that the municipal complex financial advisor from Stifel, Nicholas and Co., suggested placing the money in a Georgia Fund 1 CD account, as opposed to a local bank or another account through ACCG. She added that we need to decide how much and when.

Mr. Perkins stated that this was a perfect example of the importance of initiating an Investment Policy, it would leave staff with no questions on how to move forward. Ms. Beach added that the money market account was currently making 1.9%.

Mayor Dial asked Ms. Beach, what was a good time-frame for a CD account. Ms. Beach stated that the reserve money was labeled unrestricted funds. She added that she needed to know in regards to the new complex, would there be a down payment and would the remainder be financed? Mayor Dial stated, no money would be put down, we planned on paying \$300,000 for the land, then paying ourselves back. He asked Ms. Beach what she was comfortable with, moving forward. Ms. Beach stated that she would move \$1 million into CD's for two years. She added that if there were no money down, and the entire project would be financed, there may be an approximate \$35,000 monthly payment moving forward. Mayor Dial asked what the penalty would be if the money had to be pulled out of the CD. Ms. Emini stated that the Town would pay six months interest. The Town was not losing money just paying back the gains. Ms. Beach stated that if Council chose not to put any money down, you could spare more than \$1 million.

Ms. Emini suggested splitting the money into two six-month terms. Council Member Howard suggested perhaps looking into a down-payment then financing the remaining balance. Ms. Emini agreed that normally, a large purchase was 20% down, that would yield a better interest rate. Mr. Perkins stated that the financial timeframe of the municipal complex was approaching in three to four months.

Mayor Dial posed the question to Ms. Beach; if we were to put \$1 million down, which was 20% and \$1 million in a CD for six months, are you comfortable with that? Ms. Beach stated that the scenario was conservative but she agreed. Council Member Furr shared that she disagreed with \$1 million sitting in a money market account. Ms. Beach shared that the sewer fund was also in a money market account. Council Member Furr asked how much interest would \$1 million earn in a six-month CD? Ms. Beach stated that she would need to research.

Council Member Matthews made a motion for staff to come back in one month with a recommendation.

Motion dies for lack of a second.

Council Member Furr repeated her dismay that the money had been sitting there, declining the best yield. Mr. Perkins reiterated the need for an Investment Policy.

Council Member Housley made a motion to revisit the conversation in two months with staff recommendations.

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

Ms. Beach brought back the topic of additional revenue sources. There are other ways to raise revenue, such as, a stormwater utility which Mr. Trocquet would speak of soon. Council Member Furr stated that she does not wish to initiate a utility fee.

Ms. Beach suggested changing the sewer rate to include a commercial rate as well. Mr. Davenport made Council aware that the Town was more than likely paying more comparatively, due to Tyrone not housing a plant within the town limits. Mayor Dial stated that the infrastructure was aging and the Town needed to invest for future repairs.

Mr. Davenport made the suggestion of how to begin a sewer rate comparison. He stated to begin with the sewer treatment rate, add in maintenance and operational fees, the premium to Fairburn then add in contingency. Mayor Dial declared that he does not think that Council should consider a cost connected to expansion of the sewer footprint. We placed that rate into SPLOST, we would be double charging our citizens, the two should not connect.

Council Member Housley made a motion to direct staff to come back to Council with recommended action on sewer rates as soon as possible.

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

Ms. Beach continued on the topic of additional revenue and shared that the millage rate had not been increased since 2002. Our expenses keep rising and our revenue is not. She pointed out that Fayette County Fire charges county citizens 3.07 mills. This rate is more than Tyrone's entire millage rate, which pays for infrastructure, public safety and expenses. She stated that when Council was interested, she had last year's rates and what the numbers would have been if the Town raised the rate. She added that in order to meet the budget every year, money had to be taken out of reserves. Each year the reserves are decreasing.

Ms. Beach suggest that Council consider changing the reserve fund as a reflection of percentage instead of months. GFOA recommended the Town spend down to 26% at a minimum. This was based on a number of questions such as: how volatile is our revenue source and how susceptible we are to natural disasters. Ms. Beach suggested the reserves not go below 30%. She also restated to commit money for the major future projects such as: the municipal complex, sewer and the Pendleton dam. We do not want to violate our own reserve policy, it would be prudent to lower the months. Currently, the policy states, ten months of reserves is required.

Council Member Matthews made a motion to set the reserve policy at 40% of reserves with a goal of 50%.

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

Mr. Perkins stated that a representative from Goodwyn, Mills and Cawood was in attendance and suggested moving the item up. All were in agreement.

Consideration of a contract with Goodwyn, Mills, and Cawood to perform engineering and design services for the downtown sewer expansion project. **Brandon Perkins, Town Manager**

Mr. Charles “Corky” Welch represented the company. Mr. Perkins presented the item and stated that the purpose for the contract was for engineering and design services for the downtown sewer expansion project. He shared that the Town was approved SPLOST funding for the particular project. It was pertinent to engage an engineering firm that specialized in the area to assist the Town in the development of a Sewer Master Plan. Mr. Perkins reminded everyone that Goodwyn, Mills, and Cawood was also the firm that was supplying the architectural design and engineering aspect of the new municipal complex. The contract was sent to the legal department who sent it back with several changes which GMC accepted.

He explained that \$204,000 was for engineering and construction administration and \$45,000 was for the development of the sewer master plan. He added that a portion of the sewer cost for that property would be absorbed by a local land owner. A request for proposal for the construction manager/contractor would be the next step in the process.

Mayor Dial wanted confirmation that the latest map of the property reflected all updated changes. Mr. Welch informed Council that he wished to call a scope meeting to make sure that everyone was in unison, which included any recent changes. Mr. Perkins confirmed that the map was updated to reflect the latest change in the outlay of the property. Mr. Perkins referred to Line C of the Senoia Road Gravity Sewer, Force Main & Pump Station Improvements outline. He added that the school sewer system was listed accordingly with costs. Discussion ensued regarding the map and where the additional sewer lines would be located.

The map reflected that the additional tie-in would begin at Wynfield Drive (Southampton subdivision), continue on to Spencer Lane, up Arrowood Road, to Laurel Circle. From Arrowood Road it would cross Senoia Road, branch-off behind the post office then behind Shamrock Lake, under the railroad tracks... up to Valleywood Road, branching off Crestwood Road.

Mayor Dial asked Mr. Welch, if the amount of sewer line were to decrease, would the cost of construction also. Mr. Welch confirmed that the cost would decrease, it was a sliding rate.

Council Member Howard asked if anyone could tie into the sanitary sewer line. Mr. Welch stated that they could, unless they were near a force-main. They would also be required to pay tap fees. He reminded everyone that the plan was preliminary, a survey needed to be completed as well.

A conversation began regarding construction costs. Mr. Welch assured Council that his firm would be billed a percentage of the entire construction cost. If the costs were to decrease, so would his percentage. Mr. Perkins explained that the motion would reflect that both parties would agree to any substantive changes and overall costs. Mayor Dial shared his concerns regarding the contingency fee percentages and placing a cap on the entire project at \$1.9 million. Mr. Davenport explained that the projects were separate and that it was difficult to cap percentages due to the continued fluctuation. If the project were to be capped at \$1.9 million, the engineer may not agree to the terms. Mr. Welch stated that he was confident that according to the contract, he did not foresee any major cost increase, especially with the 20% contingency. Mr. Perkins shared that the cost should decrease due to Fayette County Board of Education’s portion of the tie-in.

Council Member Howard made a motion to approve the contract contingent on all Council and Legal recommendations.

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

Impact Fees. *Phillip Trocquet, Planning & Zoning Coordinator*

Mr. Trocquet presented the purpose and intent of impact fees. He stated that impact fees were used to regulate the use and development of real property. Essentially, new growth and development would bear a proportionate share of the cost of new public facilities needed to serve new growth and development. He added that the fee would essentially be placed on the development of new residential or commercial lots. The fees were meant to help cover costs of new infrastructure items, system improvements, or public facilities. He added that a portion of the fees were connected with the Comprehensive Plan and the Capital Improvement Element (CIE).

Mr. Trocquet continued, Tyrone had gone through the process with the Department of Community Affairs to establish an impact fee ordinance. He added that it was developed in 2002 for the purpose of building the Town's new Library. He named several items that could benefit from impact fees: water treatment and distribution, roads, traffic signals, stormwater improvements, parks, libraries, public safety, and wastewater facilities. He shared the last seven-year totals of Fire Impact Fees that Fayette County had collected from the Town. The amount collected for commercial and residential for seven years totaled \$168,000. Mr. Trocquet then listed several components for the collection of impact fees: a comprehensive plan, a designation of service areas, a projection of needs, a methodology report, level of service, Capital Improvement Plan, an impact fee ordinance, and proposed funding sources. He added that through new growth, the Town needed to project the level of public safety, new road construction and levels of Town services. When a new home was constructed, how much impact would occur? With three new subdivisions, approximately four miles of road would be inherited, along with needed repairs and services. Mr. Trocquet gave examples of the Tyrone 2017-2022 Capital Improvement Element projects: A Town Center District vision and development strategy, park facility construction, multi-use path expansion, a disc golf course, Palmetto Road round-a-bout, LMIG resurfacing, sewer system upgrades, Dogwood Trail stormwater pipes and town hall renovations. He added that there were several Georgia law guidelines that needed to be followed. Mayor Dial asked, if the Town collected impact fees on a new neighborhood, what was the timeframe in regards to geographically, and if the money was not spent in a certain time-frame, when did the money need to be refunded? Mr. Trocquet stated that he believed it to be two years. It was tied in with Capital Improvements and geographically depended on town limits and residential versus commercial property. Mr. Davenport added that it mostly depended on the activity of the project, it should not sit idle. Mr. Trocquet gave examples of exemptions: projects determined to provide extraordinary economic development or job creation, the comprehensive plan supports exemptions and the development's share of the system improvement is funded through another revenue source.

Council Member Furr asked Mr. Trocquet if he thought impact fees were beneficial to the Town. Mr. Trocquet stated that the need was there and that he forecasted commercial growth on Highway 74, along with the need for new roads with new subdivisions. Impact fees would assist with maintaining a high level of services for the citizens as the Town grows. Impact fees also allow us to supplement our general fund. He explained that impact fees could not be allotted for long-term projects. Mr. Davenport stated further that general funds needed to be used; however, the impact fees would be a supplement. Mr. Trocquet explained that the methodology report would clarify the use of funds.

Council Member Howard asked what the recommended percentage would be. Mr. Trocquet suggested establishing projects that consistently needed funding, such as parks and public safety. Mr. Davenport shared that if Council chose to establish an impact fee, the next step would be to determine what area you would like to see enhanced, such as roads or public safety. Mr. Perkins and Chief Mundy stated that without the stream of Federal Drug Funds, the true cost to run a Police Department would be revealed soon. Ms. Beach echoed that the Town was in need of an additional revenue source. Mr. Trocquet stated that impact fees would allow for better service and amenities and long-term planning. Mayor Dial stated that staff shared that it would be prudent to have impact fees for public safety and roads. Ms. Brock added that it could also be included in her five-year plan for parks and recreation, the Shamrock playground needed to be replaced. Council Member Howard asked how the fees would be collected. Mr. Trocquet stated that it would be included when builders pay for their building permit fees. Council Member Housley asked if it would be a deterrent. Mr. Trocquet stated that studies showed that it did not affect development.

Council Member Matthews made a motion for staff to return in two months with a directive. Council Member Howard seconded the motion. Motion was approved 4-0.

Consideration of a new option for banking. ***Sandy Beach Finance Manager***

Ms. Beach shared that the Town was currently operating with South Crest bank, and was no longer located in Tyrone. South Crest currently has an agreement with ATM, a money transfer service. Since the move, customer services have dwindled. She added that staff was currently seeking a local bank to transfer to. There were two banks currently located in Tyrone. United Community Bank presented themselves very well and they have better rates. She recommended moving funds to United Community Bank.

Council Member Housley made a motion to move all money out of South Crest Bank and into United Community Bank.

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

Ms. Beach informed Council that the process could take up to two months but that she would begin immediately.

Administration:

Municipal Complex Timeline and Update. ***Brandon Perkins, Town Manager***

Mr. Perkins stated that the property purchase should be completed by the end of March and the core samples and completed surveys were expected back soon. April and May of 2019 should begin the design phase, June through July would be the development phase. The next five months was slated for a complete review and confirmation of all needed documents and plans. Construction should begin in January of 2020 and go through August. The closeout was slated for September 2020.

Mr. Perkins shared that he believed the time-line to be very ambitious, especially beginning construction during winter months. He shared that topography site work would be required.

Consideration of a contract with Coweta WASA for lift station maintenance. ***Scott Langford, Public Works Director***

Mr. Langford informed Council that the Town currently has a sewer contract with Peachtree City's Water and Sewer Authority (WASA) for maintenance. In October WASA re-evaluated their fees. He explained their calculations. WASA took the total maintenance cost for all forty-two pump stations which also included Tyrone's. WASA then divided that amount by forty-two and multiplied the amount by the number of pump stations the Town has, which is four. This amount totaled approximately \$3,600 per month for Tyrone. Staff was asked to evaluate the cost by checking with other companies to determine what option would be best for the Town.

Among the three companies researched, two were private and one was Coweta County Water and Sewer Authority. Mr. Langford stated that Coweta WASA's customer service, staff level and fees were very good. Their monthly fees totaled, \$2,200. The cost also includes a SCADA system upgrade which was \$40,000. The SCADA cost would be spread over four years which would total \$10,000 per year for the remaining nine-year contract with Peachtree City. Mr. Langford also shared that Peachtree City had sent the Town a letter, terminating the contract, effective April 14, 2019. Mr. Langford stated that there was miscommunication from both parties (Tyrone and Peachtree City). Peachtree City WASA staff was willing to seek further direction from their board. He added that, given the latest information and significant cost reduction, it would be prudent to move forward with Coweta WASA. Council Member Furr asked if there would be any penalties regarding the contract. Mr. Langford stated that the Town would not be penalized.

Discussion ensued regarding the termination of the Peachtree City WASA contract. Mayor Dial stated that PTC WASA made a recommendation to the Town on what action to take. The Town acted on that advice, and PTC WASA then penalized the Town. Mr. Langford shared that PTC WASA had not followed through with specific duties laid out in their contract. Mayor Dial asked Mr. Davenport to draft a letter to PTC WASA on the Town's behalf.

Council Member Furr made a motion to move forward contingent on legal review and the approval of Coweta County Board.

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

Elected official compensation. ***Ken Matthews, Council Member***

Council Member Matthews informed Council that the Mayor and Council's compensation had not been raised in approximately fifteen years. Mayor Dial added that in preparation of the item, he researched and stated that if fees were to change, it would not require a change in the Town's Charter. However, if a change was made, the Charter would need to be changed to reflect the qualifying fees as well. The qualifying fees are a percentage of the compensation. Mr. Davenport shared that Council could propose a change to the Charter if the change was under Home Rule. The process could take approximately ninety days and require two public hearings.

This would be subsequent to the following election. Mayor Dial asked what Council Member Matthews proposed. Council Member Matthews shared his proposal; the Planning Commission would be increased from \$75 to \$100, Council increase to from \$400 to \$500 and Mayor increase to \$1,000. This would be a 25% increase. Council Member Housley shared that he believed the Mayor's compensation should increase by more than what was proposed. He added that Mayor Dial puts more hours than anyone and should be compensated more. The Town has prospered greatly under Mayor Dial's guidance and his position is more demanding. Council Member Furr asked, is it really worth going through the process? Council Member Housley stated that he believed it was worth raising the Mayor's compensation to \$1,500 or \$2,000 and Planning Commission to \$150 up to \$200. Council Member Matthews stated that the Planning Commission worked hard too. Mr. Davenport stated that the Planning Commission's compensation process was much simpler.

Mayor Dial shared that he would entertain raising the Planning Commission's salary and suggested revisiting the item at budget-time. Mr. Davenport reminded Council of the ninety-day deadline as it pertained to Mayor and Council's change in pay. Mayor Dial stated that the topic would be revisited soon.

Administration IT Hardware needs. ***Brandon Perkins, Town Manager***

Mr. Perkins informed Council that the Town Hall server was past the end of life and was out of space. It acts as the domain controller and the file server, it also hosts Incode, which is the financial software. All other departments cannot connect for Incode shared programs. Incode offers a Cloud function that would allow all department heads to obtain their own purchase orders, as one example. This would free up space and it may cost less. He added, that was his preference. CMIT's estimate to replace the server would be \$14,000. He shared his desire to transfer the Town's IT infrastructure to the Cloud. Mr. Trocquet shared that NuLink offered free fiber connection to the Town. Mr. Perkins stated that he was still waiting on information from those he reached out to but that he would provide more information at a later date.

Council Member Housley made a motion to adjourn for lunch at 12:27 pm.
Council Member Howard seconded the motion. Motion was approved 4-0.

Council Member Howard made a motion to reconvene at 1:00 pm.
Council Member Housley seconded the motion. Motion was approved 4-0.

Public Works:

Public Works project list update. ***Scott Langford, Public Works Director***

Mr. Langford shared that the list was recently updated and it included funding sources and timelines. Council Member Furr questioned "new parking off Swanson Road". Mr. Langford stated that it was part of the Handley and Redwine Park SPLOST project list, which currently was not funded. Mr. Langford clarified that the parking lot would be adjacent to the soccer field and it included golf cart parking.

Public Works Infrastructure Maintenance needs and priorities. **Scott Langford,**
Public Works Director

Mr. Langford informed Council that the 2019 LMIG projects were underway and the 2020 LMIG list was being updated. He mentioned several streets in need of repair that were on the list that needed confirmation. He gave examples of drainage issues and what damage it could do to our paved and dirt roads in Town. The plan is to rid the Town of most of its drainage issues. He stated that the paved roads were in good shape with a 75 PCI index, with only four roads in poor shape. When the 2019 LMIG projects are completed, there should be no roads in poor shape, which was great news. The plan was to keep preservation moving forward by use of sealants and sealing cracks as part of a preventative maintenance program. He shared information on two different types of sealants. One type takes approximately ten hours to dry and was usually implemented at night-time and runs \$3 to \$5 a square yard installed. The other type was Reclamite and runs approximately \$0.85 a square yard installed. Fayette County has tested Reclamite and had begun implementing the product. Mr. Langford shared three different ways of caring for paved roads: worse to first which would cost approximately \$310,000 per mile over thirty years. The second was to mill and pave or cut and patch the roads that were at a 60 PCI grade which would cost \$230,000 per mile over thirty years and the third method was preventative maintenance by sealing and patching, costing \$180,000 per mile over thirty years.

Mr. Langford shared information regarding maintenance for dirt roads. He informed Council that in low areas where drainage was more difficult, laying down a geogrid prior to the road base would add extra strength to the road by distributing the load over a larger area. This method was similar to how a snow-shoe works.

Mr. Langford informed Council regarding sidewalks. He stated that a survey was completed in the River Oaks subdivision and reported that approximately one hundred areas of sidewalk was in need of repair. He added that another survey was completed in Southampton for roughly one third of the subdivision and another one hundred were found in need of repair there. He shared that the cost to bring both subdivisions up to standard would be \$33,000.

Mr. Langford stated that a Peachtree City WASA engineer informed him that they were concerned about our force main at the discharge point, located at pump station #2, that flows into Fairburn. Within a particular section, the hydrogen sulfide build-up was corroding the pipe. A section of the pipe would be cut-out for examination, it would be replaced and sealed back. The testing would be performed near The World of Beverage. A discussion took place regarding what jurisdiction was responsible for that section of line. Mr. Langford stated that he would verify then move forward if needed.

Mr. Langford stated that next year, his goal was to obtain a back-up pump for pump station #4, and to improve the liner on pump station #2. He explained that by introducing Bioxide AQ, a chemical that reduces the production of hydrogen sulfide in the sewerage system, it would improve the longevity of the ductile iron pipes and concrete, by reducing the hydrogen sulfide levels, which caused corrosion.

Mr. Langford shared information regarding the Gavity Sewer System Preliminary Report from Redzone. He stated that most of the report had been completed and only a few areas needed to be explored. He added that when the report was completed, he would bring back a more comprehensive plan for moving forward.

Mr. Langford continued with information regarding stormwater repairs. Among the repairs were sinkhole repairs, catch basin repairs, detention pond maintenance, flushing culverts and uncovering buried junction boxes. Most projects would be completed in-house. He stated that due to the Town acquiring over seventy inches of rain this year, there had been an influx in citizen concerns. He explained that the extra run-off was alarming to most homeowners, but that the water was usually flowing naturally and did not require any additional maintenance on the Town's behalf. He added that Public Works would assist citizens but not outside of Town's regulations or for private property matters.

Public Works Maintenance Equipment needs. ***Scott Langford, Public Works Director***

Mr. Langford stated that the scrape blade for the tractor that the department currently owns did not meet the required needs such as: cutting back vegetation in the right-of-way and chipping and disposal. He introduced the Gyro Track, which cuts large vegetation, mulches, and chips without the need for any disposal. This piece of machinery would save several man hours.

Mr. Langford discussed the replacement of the Toro utility vehicle, which was stolen and added that it was a budgeted item. Chief Mundy informed everyone that the theft was still being investigated.

Consideration of adding two temporary employees to the Public Works Department during summer months. ***Scott Langford, Public Works Director***

Mr. Langford discussed the possible acquisition of two temporary employees for six months, which would allow for better efficiency and safety. He added that Public Works' overtime totaled \$14,000 for FY 2017-2018. Discussion ensued regarding the differences between part-time, full-time and temporary employees including benefits. Temporary employees do not receive benefits. Mr. Davenport suggested that a better term to use would be, "seasonal employees". Mr. Langford shared that the employees would be hired at the same time in the spring in order to have a five-man crew.

Council Member Furr inquired about the cost of all of the aforementioned projects. Mr. Langford stated that costs depended on what Council thought was priority. Council Member Furr shared that \$15,000 was needed for machinery, the boom mount was \$18,000, and two seasonal employees would be \$19,000, which totaled \$52,000. Mr. Langford shared that the Town was partnering with the County for the Local Assistance Program (LAP) for \$500,000. \$425,000 was for slated for GDOT and \$85,000 was for engineering costs. He added that he has kept the engineering cost down to a minimum with his services as engineer. \$110,000 would go toward LMIG and SPLOST projects such as cart paths.

He named several roads, some of which were previously paved that needed preventative maintenance: Briarwood Road, Montego Trail, Calypso Court, North Senoia Road, Ashford Drive, Rosses Point and Lismore Court. Mr. Langford stated that all of the roads add up to approximately four miles for \$75,000 using the product, Reclamite. He added that if crack sealant was used for approximately nine miles of road, the cost would be \$55,000. He added that each project was solely dependent on Council's wishes. Mr. Langford estimated a cost of \$70,000 to repair the unpaved roads, which included labor and materials. Mr. Davenport referred to Crabapple Road and stated that if half was the county's, it was considered a county road and should be maintained by the county. Mr. Perkins informed Council that closer to budget-time and updated list of priorities would be submitted.

Planning:

Multi-use Path Master Plan. ***Phillip Trocquet, Planning & Zoning Development Coordinator***

Mr. Trocquet shared that Fayette County recently developed a Master Path Plan. He added that Tyrone currently had SPLOST monies dedicated to cart paths. He pointed out that listed in the path expansions were: Commerce Drive, Spencer Lane, Palmetto Road and Swanson Road. Also included was a miniature roundabout located at the corners of Arrowood Road, Palmetto Road and Spencer Lane. He added that along with the Comprehensive Plan and a method which included areas that would benefit from cart expansion and connectivity, a better system and Master Plan could be established. He recommended applying for path plan assistance, similar to the ARC downtown corridor community assistance program. The plan would assist with the cost and planning. He added that the program would allow integration planning with Peachtree City and the county for consistency. Discussion ensued regarding rail road crossings. Mayor Dial asked if there were any plans to connect Lake Windsong with Maple Shade. Mr. Trocquet stated according to the current map, not at this time. Mayor Dial inquired about the Southampton connection to downtown. Mr. Trocquet shared that the path was part of the SPLOST roundabout and connection from Spencer Lane to Arrowood and Palmetto Roads, which could connect Southampton to downtown. Council Member Furr asked if there was a fee to enroll in the program. Mr. Trocquet stated that it would require a local match, approximately \$5,500, which was currently budgeted.

Discussion on Civic Signage. ***Phillip Trocquet, Planning & Zoning Development Coordinator***

Through discussion, it was determined that the item had been discussed at an earlier date; however, an exact sign and permanent location was never decided. Mr. Trocquet informed Council that the civic signage was budgeted for in the SPLOST downtown and gateway signage item. The last sign discussed was quoted at \$17,000 and was made from wood and metal. Discussion ensued regarding SPLOST fund wording and subtopics. Mr. Trocquet stated that technically, gateway and downtown street improvements fit neatly with the SPLOST subtopics.

Council Member Housley shared that the signage should be consistent with the Highway 74 Gateway signage and that the downtown signage showed pride for downtown and the civic organizations. Council Member Furr asked how many civic organizations would currently be placed on the sign. Mr. Trocquet stated that currently there was only Rotary.

Mayor Dial added that the local Boy Scout Troop had invested in the Town and they should represent themselves on the sign. Council discussed the sign that was presented. Cost was an issue. Mr. Trocquet added that he would obtain additional examples. Council Member Housley shared that he felt the Town should invest in nice signage for downtown. Mr. Trocquet mentioned that the SPLOST line item and the Comprehensive Plan were also dedicated to “way finding signage”. It would point out specific Town locations such as Town Hall or the Library, similar to downtown Fayetteville. Mayor Dial shared that there should be a larger sign at the bottom of the Senoia Road exit ramp and he also suggested a smaller downtown sign located on Senoia Road, near Crestwood Road. Council discussed how many signs were needed and at what cost would the downtown signage be. All agreed on a combined amount of \$10,000. Council Member Housley volunteered to be a member of the ARC Town Center District ordinance steering committee.

Police Department:

Radio Leasing. Randy **Mundy, Chief of Police**

Chief Munday informed Council that E-911, Fayette County and, county municipalities were collectively transferring their emergency radio system to a new operating system. The current system was near end of life. The new system is a Kenwood P25. Due to the entire county changing systems, there would be a 20% savings. However, if the Town agreed to purchase/lease prior to March 31st the Town would receive an additional 10% savings. Chief Mundy shared two separate options; one would be 10% of funding to come from the Federal Drug Fund, with a five-year lease. The second option would be 10% from the Drug Fund and the remainder be funded by the contingency fund. He added that Ms. Beach did clarify with him that she was confident that there was a sufficient amount of funds to make a cash purchase which would not impede the budget for five-years with payments.

Mayor Dial questioned if there were \$70,000 in the Federal Drug Fund, why not use that money? Chief Mundy addressed Mayor Dial that he did not wish for the Drug Fund to be completely depleted, in case of an unforeseen need.

Council Member Housley made a motion to purchase the radios with a 10% cash payment through Federal Drug Funds and the remainder to be paid through the Contingency Fund. Council Member Howard seconded the motion. Motion was approved 4-0.

Recreation:

Consideration to increase the Special Program supplies line item. **Rebecca Brock, Recreation Manager**

Ms. Brock thanked Council for the opportunity. Ms. Brock shared the reason for the request in an increase was the plan to add new events for the 2019-2020 schedule and budget. Two additions would be Cookies for Santa (with Mrs. Claus) and the Tyrone Golf Cart Drive-In. She shared that the Drive-In would begin around August, when families would return from summer vacations, and would be located at Shamrock Park.

The cost for the Drive-In event was estimated at \$3,000, which included movie rights and the blow-up screen. She added that Cookies with the Clauses was a very successful event at her former job in Hampton which generated over 800 participants. All costs were encompassed for \$1,000. Ms. Brock recommended the special program increase at budget-time.

Consideration to approve Laptop computers for the Recreation Department. **Rebecca Brock, Recreation Manager**

Ms. Brock shared that the Recreation Department computers were well past the expiration and continued to shut down during projects. She recommended a computer budget of \$5,000, which included a desktop, laptop, hardware and software.

Consideration to approve the purchase of a Cannon T6 Rebel DSLR camera. **Rebecca Brock, Recreation Manager**

Ms. Brock shared that the camera purchase would not only benefit the Recreation Department but other departments as well. The professional handheld camera was able to take quality photos for Town events, programs, head shots and special moments during Council meetings. It could also assist Public Works out in the field. She added that she located a Cannon T6 Rebel DSLR camera on Amazon which included all supplies needed, for \$469.00. She recommended approval.

Update on Recreation Department Visioning in 2019-2020. **Rebecca Brock, Recreation Manager**

Ms. Brock informed Council of the St. Patrick's Day Celebration on March 16th at Shamrock Park. Currently, there were twelve, possibly thirteen, food trucks that have committed. She added to please spread the word. If the food trucks do well, they may return for Founders Day. She shared that the Town would partner with Burch Elementary School for a Color Run. During the race, green powder would be thrown, which is very safe and would not stain. She would meet with Burch for a final location to be established for the race.

She continued and informed Council that the Sandy Creek Valentines event went very well. She added that Recreation had updated their website and would continue to do so. Baseball season was coming to an end and Laser Soccer was beginning. She stated that two new donated benches were being placed at Shamrock Park, bird houses were being spruced-up and painted green. She shared that everyone loved the new Playground at Fabon Brown Park. She shared that the last Wrestling event went well and that their next performance would be located at Sandy Creek.

Ms. Brock informed Council that the community came together to name the local white ducks that had lived at Shamrock Park for a while. Their names were Huey, Dewey and Louie.

She shared that Recreation was adding new classes, one of which was Pilates.

A wellness check was slated for April 15th and would also include staff. She informed Council that there would be an online newsletter and a more prominent social media presence. She informed Council of several forthcoming events such as: Paws for a Purpose on May 4th, Easter Egg Hunt, Encore and the St. Patrick's Day event. She stated that in regards to St. Patrick's Day; bird houses were painted, staff would meet with Burch Elementary, the Recreation Center would be decorated and Shamrock Lake would be dyed green.

She ensured everyone that the dye was not harmful to humans or wildlife. It would dissipate within twenty-four hours. She asked for the Mayor to ceremoniously pour a bottle of dye into Shamrock Lake. Ms. Brock shared the St. Patrick's Day line-up: The Color Run would begin at 9:00 am, a chalk event would also at 9:00 am, the Kelly Porter Dance Academy would perform Irish dancing at 11:00 am, the Little Leprechaun contest would take place at noon, the St. Patty's Day dog costume contest would follow at 1:30 pm, and Pro Wrestling would wrap-up the performances at 3:00 pm. The Police Department would sponsor the Little Leprechaun contest and the winner would be presented with a new bike (girl and boy). Coco's Cupboard would sponsor the dog costume contest. She shared that the more folks we encourage to attend, the better the event, and it would improve our chances for the food vendors to return for Founders Day.

Ms. Brock shared that Tyrone businesses were participating in a St. Patrick's Day storefront contest, leading up to the event. The judges would be Mr. Perkins, Mayor Dial and Council Member Furr.

Ms. Brock shared the Recreation Department five-year goals with Council. The first would be to implement bioswale vegetation to our Town parks in order to eliminate the standing water and any drainage issues. This would add color to the landscape and improve the any mosquito nesting grounds, among many other benefits. She explained that these rain gardens could be funded by SPLOST. If they take hold, there would be a possibility to move the Tyrone Community Garden from the Tyrone Elementary space to Shamrock Park.

Ms. Brock informed Council that with the introduction of new events, it was important that along with encouraging citizens to attend, not to cancel the events the following year if they were not well attended. It normally takes three to five years for a new event to gain momentum and to be successful.

Ms. Brock requested that the playground at Shamrock Park adjacent to the tennis courts be replaced, it is aging. She suggested that perhaps it could be funded by impact fees.

Ms. Brock informed Council that currently, staff was looking forward to hosting a CPR and AED class, not only for staff but the community as well.

Ms. Brock informed Council that along with a new logo, artwork and newsletter, staff has reached out to local schools to submit artwork for their building's décor. She added that the new advertising plan was paying off, the St. Patrick's Day outreach had reached over 8,000 people and was still growing.

Mayor Dial asked if the CPR and AED training could also be incorporated with the Citizen Police Academy. Chief Mundy shared that he was currently in contact with the Fayette County Fire Department and that prior to his departure with Palmetto, their citizens were trained on both topics, for one three-hour class.

Council Member Furr asked why was the aforementioned event was titled, the Tyrone Golf Cart Drive-In? Ms. Brock explained that citizens with golf carts could attend the movie event and citizens could also bring chairs. Council Member Furr asked how much it would cost to purchase the inflatable movie screen. Ms. Brock stated that it would be \$1,500 to rent and approximately \$10,000 to purchase, plus there were maintenance fees involved if purchased. Council Member Furr showed her concerns with interfering with Way of Life Church's movie night. Council Member Matthews stated that he believed that they no longer hosted movie nights.

Council Member Furr shared her opposition in regards to moving the Tyrone Garden to Shamrock Park. Mayor Dial added some clarification, if the bioswales were to be implemented, that would clear most of the wetlands, leaving better grounds for garden plots. Council Member Furr shared that the Environmental Protection Division (EPD) would need to be contacted prior to any implementation of any kind, located near the lake. Ms. Brock explained that with the combination of rocks, sand, sediment and various plant life, the water would either be absorbed into the ground or flow naturally into the lake.

Mr. Perkins thanked staff for their hard work.

Council Comments:

Council Member Furr inquired about the Pendleton dam and had there been any word from EPD? Mr. Perkins stated that he had heard from Mr. Jaeger earlier that week and asked Mr. Langford to brief Council. Mr. Langford shared that the local EPD representative was in favor of the concept of the sinkhole repair and also in favor of bringing the water level back up. He shared that the bids for the project are due back by February 26th. He stated that an engineer from the Georgia Safe Dams Program was in favor of a streamlined geotechnical study. He added that there were communications regarding moving toward a Category II dam. He added that the representative stated that the Pendleton tennis courts, walking path, and pool may have to be removed, along with one home, due to their location of the dam. The HOA would be in charge of securing the area if this option was chosen. Council Member Furr inquired about the associated grant that was applied for. Mr. Perkins stated that the application process opens on March 1st, and that he was prepared. He added that the latest cost estimate, if the dam was rated as a Category I, would be \$2 million and that he hoped the grant would come through. Ms. Beach informed everyone that the latest cost, not including the cost to pump the sinkhole was \$6,000. She added that the cost to pump was \$6,000 per month and it was already the second month of pumping.

Council Member Furr asked if there was any word regarding the sale of the Handley Road properties. Mayor Dial stated that the response was moderate and that cost was not an issue, however the space was. It had been advertised to over two hundred brokers twice a month.

Mr. Perkins stated that in regards to the Pendleton dam, the HOA was considering implementing a siphoning system, which in the future could control the lake levels without a pump. Staff was looking into a mechanical siphoning system that would run under the road, at the HOA's expense. The cost for an over-road system would be approximately \$11,000.

Council Member Furr asked for clarification regarding an agreement with Fairburn as it pertained to sewer. Mr. Davenport stated that the Town just responded to the ninety-day renewal letter, the agreement expires on June 30, 2019. The original agreement allowed for a five-year renewal and the letter requested five additional years. This would allow the Town more time to acquire a longer agreement. Mayor Dial stated that he called Fairburn's Mayor to advise her that the letter had been mailed. Council Member Furr asked that if Fairburn was unwilling to renew, would Fairburn owe the Town money. Mr. Davenport stated, yes.

Council Member Furr informed everyone that she drove by the new playground at Fabon Brown Park and noticed that children were playing on the dog park equipment. She noted that the equipment was probably not sturdy enough to hold children. Council Member Howard suggested signage indicating; for dogs only.

Adjournment

Council Member Housley made a motion to adjourn. Motion was approved 4-0.
The meeting adjourned at 3:17pm.

Eric Dial, Mayor

Dee Baker, Town Clerk