Tyrone Town Council
Meeting Minutes
February 7, 2019

Present:
Mayor, Eric Dial
Council Member, Ken Matthews
Council Member, Ryan Housley
Council Member, Linda Howard
Town Manager, Brandon Perkins
Engineer/Public Works Director
Finance Manager, Sandy Beach
Accounting Specialist, Ellie Emini
Town Attorney, Dennis Davenport

Mayor Pro Tem, Gloria Furr was absent
Planning & Zoning Coordinator, Phillip Trocquet was absent

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

Approval of Agenda

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

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 separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.*

Approval of minutes, January 17, 2019.

Consideration to approve the Tyrone Lasers' 2019 Soccer Field Use Agreement.
Rebecca Brock, Recreation Manager

Consideration to approve Piedmont Geotechnical Consultants, LLC to perform a Subsurface Exploration and Geotechnical Engineering Evaluation at the proposed Municipal Complex site at 962 Senoia Road. ***Brandon Perkins, Town Manager***

Council Member Matthews made a motion to approve the consent agenda.
Council Member Housley seconded the motion. Motion was approved 3-0.

Presentations/Recognition:

Rushton Audit Report. ***Julie George, CPA, Rushton and Company***

Ms. Beach introduced Ms. Julie George, Chris Hollifield and Ms. Kelly Parmer from Rushton and Company, LLC.

Ms. Julie George presented the report and shared that the audit went very well. She thanked Sandy Beach, Mr. Perkins and staff. She indicated that there were no changes in accounting policies and no disagreements with management. She began with the audit opinion and shared that the financial statements were the responsibility of Town management and that Rushton's responsibility was to express their opinions on the fair presentation of those statements. Rushton's unmodified opinion was that financial statements were presented fairly as of June 30, 2018. Ms. George referred to pages four and five of the complete report and stated that the statement of net position reflected all activities of the Town. The Town ended fiscal year 2018 with $9.7 million dollars, net investment in capital assets. That amount would include land, buildings, vehicles and machinery; minus G.T.I.B loan and capital lease. She added that there was $1.1 million in the restricted net position, which reflected SPLOST and confiscated assets. The report reflected that the year ended with $7.4 million in the unrestricted net position. The total net came in at $18.2 million which was an increase from last year by $2.2 million; $1.6 million was due to L.O.S.T. and it may continue to rise.

Ms. George then moved on to the general fund. She shared that there was an increase in revenue of $349,000 and an increase in expenditures of $278,000. She stated that there was a significant increase in property taxes, sales tax and vehicle tax in the general fund. The unassigned fund balance was at $4.9 million, which was a decrease mostly due to capital projects. Ms. George informed everyone that the reserve was under thirteen months and that the budget was very healthy. She added that if the Town had a four-month reserve, that would also be healthy. A healthy decline came from capital outlays and an advance to S.P.L.O.S.T from the sewer fund.

Ms. George explained that in fiscal year 2018 the revenues were greater than the expenditures; the $4.6 million did not include the transfer from the sewer fund. Prior to the transfers the revenues exceeded the expenditures by approximately $300,000.

She stated that regarding the sewer fund in 2018, the operating revenue decreased by $3,371 and the operating expense decreased by $50,669; which was mostly due to depreciation. The sanitation fund, operating revenues and expenses decreased significantly due to the outsourcing of sanitation.

Ms. George informed Council that the report of internal controls was a scope of testing and results and was not reported as an audit opinion. She reported two deficiencies; one was a lack of segregation of duties which was reported last year and is common among smaller cities with limited staff. The other was due to limited staff as well; bank statements were reconciled but not timely. She added that the finance department was able to correct this in the next fiscal year due to additional staff.

Ms. George informed Council of current and future reporting changes. She stated that according to the Government Accounting Standards Board (GASB), effective for June 30, 2020, governments would be required to recognize certain lease assts and liabilities that previously were classified as operating leases. She gave the example of the Town's copier lease. This standard was titled GASB 87. She then informed everyone that according to GASB 88, which is effective June 30, 2019, the statement defines debt and increases disclosure in notes to financial statements of all state and local governments.

Mayor Dial asked Ms. George, in her opinion, how many months would be ideal for a city to retain an unassigned fund balance reserve? She shared that two months would be low and three months was recommended, however, four to six months would be a very healthy amount.

Proclamation: Harlie C Deyton appreciation. ***Eric Dial, Mayor***

Mayor Dial read the proclamation and thanked Mr. Deyton and his family and friends.

Public Hearing:

1. Consideration for a Text Amendment regarding Section 113-136, pertaining to the "Community Mixed Use District," of Article V of the Zoning Ordinance of the Town of Tyrone, to remove subsection 'b', paragraph (4).

Phillip Trocquet, Planning and Zoning Coordinator

Mr. Perkins presented on behalf of Mr. Trocquet. He shared that the Community Mixed Use (CMU) Zoning District was established to provide an option for planned unit development mixed use projects to apply for Planning Commission and Council approval. The district was modeled off of our existing PUD ordinance as well as specific regulations found in successfully implemented mixed use zoning districts in the metro Atlanta region for cities Tyrone's size. The proposed text amendment was initiated by the Town.

He added that although the district went through a rigorous review process, it was pointed out to staff, after adoption, that subparagraph four (4) of paragraph (b) was in need of reform or redaction. Although the intent of the language was to define what attributes constituted an applicable CMU property, the language was rather bulky and superfluous. Mr. Perkins stated that given the nature of the zoning district as a PUD and the other development standards listed in the district, it was ultimately recommended that the language be removed altogether. He shared the language: *For the purposes of this section, where two or more properties, lots or parcels are located within the same block or where two or more properties, lots or parcels have frontage on the same side of the street and are adjoining and such properties, lots or parcels are under common ownership or control and/or are being developed in a single development operation or a series of coordinated development operations, such properties, lots or parcels shall be considered as a single property*. Mr. Perkins recommended approval of the removal of the aforementioned section. Mayor Dial indicated that this section was in part referring to the Highway 74 frontage.

Mayor Dial opened the public hearing for anyone that wished to speak in favor of the item.
No one spoke.

Mayor Dial opened the public hearing for anyone that wished to speak in opposition of the item.
No one spoke.

Council Member Housley made a motion to approve the text amendment to remove Section 113-136 subparagraph (4) of paragraph (b).
Council Member Matthews seconded the motion. Motion was approved 3-0.

New Business:

2. Consideration of approval of an updated Employee Handbook.
Brandon Perkins, Town Manager

Mr. Perkins stated that staff was currently operating under the employee handbook that was initially adopted in March of 2010 and that updates had not been added since then. He informed Council that a full version update was necessary. He stated that recently, Ms. Beach noted that the social media policy that was passed in 2011 had also not been included. He then recommended approval of what was presented to Council as a baseline. Moving forward, he would work with staff and the attorneys to make needed changes, in order to create a new handbook.

Mayor Dial shared his concern with the currently listed, Annual/Vacation Leave time.

He stated that the handbook was written to reflect that when a new employee works up to one year, they would only accrue five (5) days leave-time. After one-year it reflects that (one to five years), the employee earned ten (10) days of vacation time.

He added that it was his opinion, it was not fair that a new employee had to work 365 days until they were allotted only five days' vacation time. It is healthy for an employee and their productivity to have at least two weeks a year of vacation time. He suggested rolling the first year of employment into the one to five-year range of ten days accrued vacation time. Council Member Housley asked for the comparable corporate range. Ms. Beach stated that it was normally two weeks. Ms. Beach explained that each pay period, the employee accrues a certain amount of time that builds-up their vacation time. Mr. Perkins reiterated that currently, the handbook was written such that a new employee earns 1.54 hours each pay period towards vacation time. He added that Mayor Dial was proposing that they earn 3.08 each pay period.

Council Member Matthews made a motion to approve the Employee Handbook as presented and to include the social media policy.
Council Member Housley seconded the motion. Motion was approved 3-0.

3. Consideration to approve Resolution No. 2019-04 to acquire real property.
Brandon Perkins, Town Manager

Mr. Perkins stated that the resolution would authorize the purchase of 3.47 acres of real estate located at 962 Senoia Road from Harlie C. Deyton, and the Estate of June M. Deyton, in the amount of $310,000 pursuant to the conditions of presented in the Purchase Agreement. Mr. Perkins informed Council that all due diligence was under way including core drilling. He added that he would update them soon regarding the results.

Council Member Matthews made a motion to approve Resolution number 2019-04 to acquire real property from Harlie C Deyton and the Estate of June M. Deyton in the amount of $310,000.
Council Member Howard seconded the motion. Motion was approved 3-0.

4. Consideration to approve the sewer pump estimate from Pro Pump Solutions, Inc. for the repair of sewer pump stations 1 and 2. ***Scott Langford, Town Engineer/Public Works Director***

Mr. Langford thanked Council for allowing the purchase of two pumps in December and added that one pump had just failed; it was perfect timing. He stated that the estimate to replace the two pumps had come back more than staff had anticipated. One pump was estimated at $9,686, the other at $10,173.

Mr. Langford stated that currently, the Town had two new pumps and two back-up pumps. He recommended approval of the installation of two pumps from Pro Pump Solutions, Inc. for $19,859.

Council Member Housley made a motion to approve the installation of two sewer pumps totaling $19,859.
Council Member Howard seconded the motion. Motion was approved 3-0.

Staff Comments

Scott Langford congratulated Environmental Technician, Brad Konwick, for his efforts completing the Metropolitan North Georgia Water Planning District's five-year audit. He explained that the audit encompassed Tyrone's water, sewer, and stormwater maintenance. He stated that their response was very favorable. He added that as a result of the audit, two ordinance changes would need to be made and that Mr. Konwick was meeting with our attorneys to move the process along; congratulations Brad.

Mr. Perkins thanked Ms. Beach and Ms. Emini for their efforts in completing the Town's Financial Audit. He stated that they were the unsung heroes; congratulations on several years of great audits.

Executive Session

Council Member Matthews made a motion to move into Executive Session to review the Executive Session minutes from the January 17, 2019 meeting.
Council Member Housley seconded the motion. Motion was approved 3-0.

Council Member Howard made a motion to reconvene.
Council Member Housley seconded the motion. Motion was approved 3-0.

Council Member Howard made a motion to approve the Executive Session minutes from January 17, 2019.
Council Member Housley seconded the motion. Motion was approved 3-0.

Adjournment

Council Member Matthews   made a motion to adjourn. Motion was approved 3-0.
The meeting adjourned at 7:41pm.

Eric Dial, Mayor

Dee Baker, Town Clerk