

# **Tyrone Council Retreat Minutes**

February 26, 2011

## **Present:**

Mayor Don Rehwaldt  
Council Member Tracy Young  
Council Member Eric Dial  
Council Member Ken Matthews  
Council Member Gloria Furr  
Town Manager Richard Newbern  
Town Attorney Dennis Davenport  
Town Clerk Pamela Megill  
Police Chief Brandon Perkins  
Finance/HR Manager Penny Hunter

The annual Council retreat was called to order by Mayor Rehwaldt on Saturday, February 26, 2011, at 9:00 a.m.

The invocation was given by Council Member Dial, followed by the Pledge of Allegiance.

Council Member Dial made a motion to approve the agenda. Council Member Young seconded the motion. Motion approved 4-0.

## **1. Discuss FY 2011/12 expenditure/revenue projections. *Richard Newbern, Town Manager***

Mr. Newbern stated he intends to begin the 2011-12 budget process with the Department heads at the March 9 Department Head meeting, and the plan is to present a draft budget to the Council during the first week of May and hold two budget hearings beginning the third week of May. Fayette County is projecting a 6% - 10% reduction in real property revenues; this will impact the revenues generated by our 2.89 Town millage rate. Property taxes comprise 31.92% of the Town's revenue. A 6% reduction in property tax will result in an estimated \$61,505 revenue decrease; a 10% reduction would result in an estimated \$102,508 decrease. The projected revenue shortfall can be addressed in three ways:

- Cut expenditures – the Town's operational budget was reduced by 3% from FY 2009-10 to FY 2010-11. These cuts were offset by an increase in health insurance premiums and capital project costs in the total budget. It should be noted that the Town's capital needs are increasing. The Town's capital budget is likely to be at least as much as this year's.
- Transfer from reserves. This year, the Town budgeted \$197,100 in reserve transfers. We have not had to transfer from reserves to date, but we have yet to spend most of our capital budget.

- Millage adjustment. The Town's millage rate has not changed in eight years, according to the Fayette County Tax office. This rate is lower than Fayetteville, Peachtree City, and Fayette County. Tyrone's 2.89 mills generate \$1,025,081.

Council Member Dial stated that since he had been elected into office he has felt as if he is being constantly pushed to increase the millage rate, and thinks the majority of the elected officials have said raising the millage rate is the last thing we want to do, and most of the staff neither have to pay the increase or take the heat if there is an increase. Council Member Dial stated he was not criticizing but wanted to make his feelings known. Mr. Newbern thanked Council Member Dial for his guidance. Council Member Young stated he supported Council Member Dial's view and noted that revenues in most areas have increased. Mayor Rehwaldt stated that he also agreed that revenues have increased.

## **2. Tennis Courts Update. *Richard Newbern, Town Manager***

Mr. Newbern stated that Recreation Coordinator, Jennifer Patton, had done a lot of work on this project. Mr. Newbern stated he had enlisted the services of Town Engineer, David Yaeger, and as a result, had received three proposals:

- Repair cracks and overlay (1 tennis, 1 basketball) new fence, new nets/posts/goals, new paint \$38,250.00
- Demolish and rebuild (2 tennis), new fence, new nets/posts/goals, new paint new lighting. \$61,000.00
- Demolish and rebuild (2 tennis and 1 basketball) new fence, new nets, new posts, new paint. \$93,000.00

Mayor Rehwaldt stated that in his experience many basketball courts have been shut down in our surrounding areas due to the clientele, rowdiness and police inter-action which is then required. I would select option number two. Council Member Dial stated that basketball is probably one of the most utilized, unorganized recreational sports, and I have not seen or heard of any problems with it. Mayor Pro Tem Furr asked Chief Perkins if he had experienced any problems at the basketball court. Chief Perkins responded there had not been any problems, but noted it was located next to the Police Station, and said if the court was located at Handley Park there could be potential problems, and stated that the South Hampton sub division had closed their basketball court due to problems. Council Member Young stated that currently the tennis courts are unusable, and stated he agreed with option number 2 and in the long run, basketball should be considered as a separate structure. Council Member Matthews stated he would choose option number 2.

Council Member Dial made a motion to authorize staff to obtain bids for option number 2 for two tennis courts and to add only one basketball goal. Council Member Matthews seconded the motion. Motion followed 4-0.

### **3. Employee Morale Update. *Richard Newbern, Town Manager***

Mr. Newbern stated that Ms. Megill did a lot of research on this item. Mr. Newbern invited consideration and discussion on implementing an Employee Awards/Recognition Program. Examples of various levels of programs from other municipalities were provided to the Town Council. Ms. Megill stated that the majority of the other Town Clerks had stated their respective cities/towns did have some type of recognition programs in place, and it's a matter of how much you want to invest in a program of this type, if at all. Council Dial stated he had no objection. Mayor Rehwaldt stated that his experience of these types of programs do not last long. Council Member Young stated having the employee attend a Council meeting would not be a requirement, and stated the Council should consider implementing a program during the budget process. Ms. Hunter stated she would agree with that, and explained that payment of employee recognition of service could be built into the payroll system. Mayor Pro Tem Furr stated she did not think a payment of one hundred and twenty-five dollars after twenty-five years of service was sufficient.

The consensus was to continue discussion of implementing an employee recognition program during the forthcoming budget sessions.

### **4. Format for Monthly Financial Reports. *Tracy Young Council Member***

Council Member Young provided copies of Monthly Financial Reports from other municipalities as examples of how the Tyrone Monthly Report could be revised. Council Member Young stated that he would like to see the Town's Monthly Report posted on the Town's web site by the end of calendar year 2011. Council Member Young stated that an upgrade to "Incode" is recommended to achieve a more advanced report as currently the information is manually placed into a spreadsheet versus a download into a spreadsheet. The estimated cost of the upgrade is \$4,100 and stated he would like to see this item placed in the FY 2011-12 budget. Council Member Young commented on the various examples of the reports he had provided. Council Member Dial asked if in addition to the \$4,100 would there be additional costs. Council Member Young answered it would probably cost approximately \$1,000 a year for additional upgrades and maintenance. Council Member Dial expressed concerns that people may view false positives. Council Member Young stated this is the citizen's money and we need to be able to show our citizens what we are doing with it; they should not have to call and ask for financial status. Mayor Rehwaldt asked if the monthly report was placed on the Town's web site, how many people would look at it. Chief Perkins stated the Tyrone web site has been operational for approximately 3 years and it has had in excess of 300,000 hits.

Consensus was to consider this item again during the forthcoming budget process.

### **5. Legal - Open Records. *Dennis Davenport, Town Attorney***

Mr. Davenport stated he wanted to bring the Council up to speed on the issue of open records. Mr. Davenport stressed the importance of forwarding open records requests onto the right person

and the requirement to send a response to the requestor within 3 business days. Mr. Davenport listed the many examples of what a public record could be. Mr. Davenport briefed the Council on the subject of e-mail as a public record, and stated that using a private computer could still be subject to disclosure of open records when governmental business is being discussed. Mr. Davenport stated if a Council Member is communicating via e-mail to anyone about Town business, then that e-mail is a public record; this does not necessarily mean that the record will be disclosed. Mayor Rehwaldt asked if 3 or more Town Council members were e-mailing as a group did this count as a quorum. Mr. Davenport stated it did not as the requirement in the State of Georgia was for physical presence.

#### **6. Golf Cart Paths – Maintenance and Funding. *Don Rehwaldt, Mayor***

Mayor Rehwaldt stated he had placed this item on the agenda to remind the Town Council that during the forthcoming budget sessions the funding of maintenance costs for the Golf Cart paths needs to be included.

#### **7. Employee Pay Increases. *Don Rehwaldt, Mayor***

Mayor Rehwaldt stated that approximately one year ago the town adopted a merit raise policy. This was after performance reviews were changed to reflect the change from across the board raises to merit raises. Two review cycles have passed with no raises due to the economy and the Town's ability to grant merit raises. The Town's annual payroll is approximately \$1,753,000. A merit raise of 1% would amount to \$17,500. Mayor Rehwaldt asked the council to keep in mind during the budget process that the employees have not had a pay raise in three years. Mayor Rehwaldt stated that merit, be it 1%, 2% or 3% would be determined on an individual basis. Mayor Rehwaldt said he was recommending having a line item to address pay increases. Ms. Hunter stated that she thought the reason Mr. Newbern had itemized the millage increases was because he knew the pay raise issue would be an item, but it is not recommended by the Government Finance Officers Association and governmental accounting practices to give pay raises out of a one time funding source, and if you are serious about pay raises you have to have an ongoing revenue stream to continue the pay raises year after year.

Ms. Hunter stated she would recommend the Council determine how much of the reserves do they want to retain permanently. Ms. Hunter stated there have been many organizations that have used reserves to balance budgets and are now in a predicament due to not being prudent over the long term. Mayor Rehwaldt stated there was a recommendation to keep four months of reserves, and the Town is over that by quite a lot. Mayor Pro Tem Furr asked how do you justify giving the Town employees a pay raise of any kind, which the public is paying for and they (the public) are not getting one. Mayor Rehwaldt stated this item would be addressed during the budget sessions.

## **8. Storm Water. *Richard Newbern, Town Manager***

Mr. Newbern stated that Beth Vaughn, Environmental Technician had provided most of the information and work for this item. Mr. Newbern referred to a power point presentation that Ms. Vaughn had produced. Mr. Newbern briefed the Town Council with the following report:

The Town Council is asked to continue considering a Stormwater Utility to encourage stormwater control and generate construction/maintenance funds. Many of our surrounding communities, such as Peachtree City, Fayetteville, Fairburn and Griffin, have stormwater utilities. Presently, stormwater construction (also called drainage projects), are paid from the Town's \$100,000 Public Works line item. The Town has high-cost drainage needs. The most recent emergency drainage projects were Valley View (\$36,600) and Laurel Circle (\$14,400). Due to the life expectancy of metal pipes and the fact that the majority of our system is composed of metal pipes, the Town has many pipes that are rapidly deteriorating and are in need of replacement. Currently, the Town has 3 major drainage projects that are requiring urgent attention. Those projects include drainage improvements along Castlewood Road, Valleywood Road, and a project that will combine 3 small projects in Maple Shade, The Estates, and on Tyrone Road. Also, the Town will soon need to address a variety of pond maintenance issues. The Town needs to devote more resources to the stormwater management program. The Town has a need for a dedicated funding source for stormwater infrastructure replacement and improvements. The Town currently replaces old and installs new infrastructure using the \$100,000 road maintenance line item that will no longer be sufficient. The stormwater utility will be used to fund an entire stormwater management program, including federal flood mapping requirements and other mandates, and for storm water infrastructure improvements and repairs. At the direction of Mayor and Council, the Town has proceeded to partner with Fayette County in the creation of a Stormwater Utility to address the necessary maintenance of the Town's dilapidated storm sewer system. The County contracted the creation of this utility with Integrated Science Engineering (ISE). The first phase of creating the utility consisted of ISE conducting a feasibility study in an effort to prove the need for a utility. Currently, ISE has begun work on the next phase of the utility, which is conducting meetings of a stormwater stakeholder advisory group. This group consists of stakeholders from the Fayette County community, such as a pastor, various homeowners, government officials, developers, environmentalists, a lawyer, a banker, etc. The purpose of this group is to provide feedback to elected officials regarding the extent of service/level of service policies regarding the future stormwater management program. These meetings will continue to be held until late spring or early summer of this year. The next meeting will be held Monday, February 28 at 7:00 PM at the Fayette County Library. An invitation is extended to any and all parties interested in learning more about a stormwater utility. After the final stakeholder advisory group meeting, the group will present their findings to the Fayette County Commissioners for them to consider moving on to the next phase of implementing the utility. As part of a County-wide utility, the Town Council will be asked to concur with the County rates that will be charged to Tyrone residents. The next, and final, phase of creating a stormwater utility will consist of general public education, billing system development, finalization of the rate study, writing of the actual stormwater utility ordinance, passing the ordinance, and finalization of credit policies. The time frame for completion of this phase will actually depend on the Commission, which may take anywhere from 6 to 12 months depending on how long the Commission wants to educate the public regarding the utility. After the completion of this phase, the utility bills will be mailed out.

The Town currently pays for drainage improvements with the standard \$100,000 line item in the Public Works budget. However, the Town's drainage/pond maintenance needs far outstrip the current budget allocations. The Town currently faces 3 options of generating revenues for drainage improvements, which must be done to deal with the outstanding and ever growing maintenance back log of stormwater issues. One option is that the Town can continue to be reactive to stormwater maintenance instead of proactive. Due to the prediction that the system is going to continue to fail and possibly, due to the age and material of the system, at a much faster rate than in recent years, the Town will need to prepare to figure out what services to cut in order to allocate more money for stormwater repairs. The second option that the Town may consider to deal with the growing maintenance needs is to increase the millage rate in Tyrone. The third option would be for the Town to implement a stormwater utility. A stormwater utility may generate approximately \$160,000 in construction funds per year for the Town of Tyrone. This would be a proprietary fund in the budget, such as the Sanitation Fund. The stormwater utility funds would not be intermingled with General Fund monies.

This was a briefing only, and no consensus was given.

**9. Recreation Building – Maintenance for Floors and Walls. *Richard Newbern, Town Manager***

Mr. Newbern stated that Jennifer Patton, Recreation Coordinator has gathered information and has provided a cost proposal for the painting of the community center, which is approximately \$4,881. The Roger Spencer Community Center was built in May 2003. The center is swept and mopped weekly, but the floors have never been properly maintained by thoroughly cleaning, buffing or painting. The building has a constant flow of traffic due to the many classes and programs offered at the facility. Mayor Pro Tem Furr asked Mr. Newbern if the Public Works Department could do some of the cleaning and painting. Mr. Newbern said they may be able to, and said he would discuss a schedule with Ms. Holt.

There was no consensus.

**10. Drug Money Expenditures. *Brandon Perkins, Police Chief***

Chief Perkins stated he holds the responsibility of managing the agency's seized assets program to include making plans for expenditures from the fund. Chief Perkins provided the Town Council with a written plan for major purchases. Chief Perkins stated as of February 9, 2011 the Federal Drug Fund holds a balance of \$318,732.39 in seized funds. The proposed capital outlays beginning in March 2011 are for:

1. Two vehicles at an estimated cost of \$63,993.72.
2. Radar Units at an estimated cost of \$9,505.74
3. Radios at an estimated cost of \$5,000.

The total for the proposed purchases will be \$83,499.46. Chief Perkins stated he believed that these purchases will keep maintenance costs down over the next few fiscal years and provide

leverage for budgeting. Chief Perkins stated all purchases will be presented to the Town Council during scheduled meetings for their approval prior to the actual purchase.

The consensus of the Town Council was for Chief Perkins to move forward with his purchasing plan.

#### **11. Traffic Issues on Ashland Trail. *Brandon Perkins, Police Chief***

Chief Perkins gave the following briefing: The Police Department has received a constant stream of complaints from the residents of Ashland Trail about traffic volume and speeding ever since McDade Street was paved back in 2006, which created a convenient cut through for Coweta residents travelling to PTC. The Council passed an ordinance in 2006 designating Ashland Trail as a no through traffic zone in an attempt to alleviate some of these issues, but it appears that many drivers ignore the signs and enforcement actions have failed to help in the past. When our SMART trailer was delivered, we placed it on Ashland Trail and it recorded over 1000 vehicles in an 8 hour period and it counted an average speed of 45 mph. Ashland Trail is a 25 mph zone. After this study, we conducted a couple of early morning road checks in the area in an attempt to detect and educate cut through traffic. Each vehicle coming through the road checks was recorded and we counted a total of 36 cars over the 2 days between 7 and 8:30 a.m. and issued warnings to 9 motorists. All of the other motorists were residents or had legitimate business in the area, so this action did not match the data from our SMART Trailer study and the input from residents. Based on my experience and research, several fundamental design flaws exist on Ashland Trail that need to be corrected before these traffic issues can be fully alleviated as this roadway was never designed for the amounts of traffic it is experiencing:

- there are no sidewalks;
- the road is extremely hilly and curvy;
- it is not striped; and
- there are no stop signs at the intersections.

Obviously, installing sidewalks is not a financial possibility at this time and we cannot do anything about the hills and curves. I just mentioned these because they add to the issue. The hills make it impossible for us to get approved for a radar permit in this area, so effective speed enforcement is out of the question. Outside of barricading the road at its intersection with McDade Street, striping the road and adding 3-way stops at Regal Oak, Crimson Ridge and Autumn Trace are our best options for controlling traffic (speed) at this time. I am not a proponent of speed humps as studies exist which show that they can actually increase speeds and reduce property values. They are also an expensive option. Striping on a roadway has a psychological effect on a driver by creating the illusion that they are “boxed in” which has been connected to reduced speeds. Installing stop signs will also slow drivers down and it would add to our ability to take enforcement actions in the area.

Discussion followed on the potential installation of speed bumps and placement of stop-signs.

Council Member Matthews made a motion to have four stop-signs installed at Regal Oak and Crimson Ridge and for the Chief to obtain cost quotes for striping. Council Member Dial seconded the motion. Motion approved 4-0.

## **12. Courtroom Security. *Kathy Bright, Court Clerk***

Ms. Bright state the Court currently has no security equipment in place. The court is responsible for providing a reasonably safe environment to those in the courtroom. The use of a metal detector or security wand would prevent people entering the courtroom with contraband and other prohibited items. Ms. Bright provided information to the Town Council on various examples of equipment and the associated costs. Chief Perkins said it may be possible to use a portion of drug money for security purchases and would research further.

There was no consensus on this item.

## **13. Upkeep and Cleaning of Town Properties and HWY 74 Underpass. *Richard Newbern, Town Manager***

Mr. Newbern stated he invited discussion on keeping the Town's right-of-way and Parks cleaned and maintained. Public Works has a regular mowing and trash pick-up schedule on the Town's right-of-way and parks. Council Member Matthews stated there are other issues around Town that he wanted to address, and stated he had been trying to work with Mr. Newbern on these issues for about a year. Council Member Matthews stated he believes we have a lot of issues around Town that have not been taken care of by Public Works, and asked Mr. Newbern if the cause was morale or staff level, and said we need to get to the bottom of this. Council Member Young asked how many staff are in the Public Works Department. Mr. Newbern replied there are four full time staff and two part-time positions. Council Member Matthews stated he drives around Town on a regular basis and many times he has seen 2-4 Public Works staff members working on a job; which he believes could be accomplished by less staff, and believes there is a lot of wasted time. Mayor Pro Tem Furr stated she had seen workers parked and not doing anything. Council Member Dial asked if Mayor Pro Tem Furr had any discussions with Ms. Holt regarding her dissatisfaction. Mr. Newbern stated he had feedback from Ms. Holt and stated he did not think there was a morale problem, but thinks there is a motivation problem. Mr. Newbern said that the crew is responsible for ditch maintenance and cleaning out pipes, work orders, etc., and if Ms. Holt is not at work it can be a case of "when the cat is away..." I think there needs to be better supervision and the crew needs to be more motivated, on paper they are meeting the schedule, but then I get feedback about the crew talking on cell phones, sitting in the truck, and not following through. Mayor Rehwaldt said he would challenge everyone to compare the look of Tyrone to any of the other near-by towns and cities, and stated that Tyrone looks a whole lot better than any of the others, and Tyrone looks good. Mayor Pro Tem Furr stated she would like to know how much it would cost to contract Public Works out. Mr. Newbern stated he is working on the supervision and motivation. Council Member Young asked if either Council Member Matthews or Mayor Pro Tem Furr had sat down and discussed all the issues with Ms. Holt. Council Member Matthews stated he had, in October and Mr. Newbern was also in attendance. Mayor Pro Tem Furr stated she did not have any inkling to speak with Ms. Holt, as that is Mr. Newbern's job. Council Member Matthews questioned why so many sewer locates were being done. A discussion took place on the subject of mulch for Shamrock Park.



Mr. Newbern stated he would regularly report to the Town Council on this item.

Mayor Rehwaldt adjourned the meeting at 11:45 a.m. for a lunch break. The meeting reconvened at 12:10 p.m.

**14. Veterans Park. *Richard Newbern, Town Manager***

Mr. Newbern stated the Town has taken over the maintenance of Veteran's Park. The funds from the Veterans Park Committee, which is a 501 (c) 19 non-profit are still being retained by the Committee. Mr. Newbern stated he would like to get this resolved. Mayor Rehwaldt said the Town really does not have any say regarding these funds, as it is the Committee's money.

This item was a briefing only and there was no consensus.

**15. Tyrone Fire Station. *Richard Newbern, Town Manager & Brandon Perkins, Police Chief***

Mr. Newbern stated Fire Station No. 3 is likely to vacate their station during 2011 or 2012. When the County vacates the building, the Town can possibly use it for storage, public works, or recreational functions, or some combination. It would be a good location for housing Town employees during a snowstorm or some other event. The structure does have four problems: It's approximately 33 years old. Although the HVAC, plumbing and electrical are apparently in good condition, the building is of age when systems can begin to break down. The roof needs to be replaced soon, although there are no major leaks. The parking lot needs to be resurfaced and the septic system has very limited capacity. Mr. Davenport suggested the Town look into what happened to the vacated fire stations in Brooks and Wolsey. Council Member Matthews stated we should put this issue on the back burner until the Fire Department announces a move. Council Member Dial stated his frustration at the length of time that it was taking for the Fire Department to act on this issue.

No consensus was given on this item.

**16. Skateboard Park. *Richard Newbern, Town Manager***

Mr. Newbern introduced Liam Devlin to the Town Council and stated he had met with Liam on a couple of occasions and been with him to look at a potential skateboard park site situated on a parcel of land just south of Partners Pizza and Publix. The Town has clear title to the property, and staff has determined that a skateboard park will not adversely affect liability insurance rates. The site is prime commercial property. Council Member Young asked if any other sites had been identified besides this one. Mr. Devlin said this site is the main focus at this time. Council Member Dial asked what the agreement would consist of if the grant is awarded. Mr. Devlin stated it would require the park be open 365 days per year, dawn to dusk, no entrance fees, and

no requirement to sign waivers. Council Matthews stated we should explore other locations for a site as this site has mixed opinions from the businesses located in the immediate area of whether a skateboard park would help or hinder business. Council Member Young asked if the Council was looking towards funding this project. Mr. Newbern stated he thought pursuing grant monies was the intention and then the Town would be responsible for the costs of long term maintenance. Mr. Devlin listed several organizations that could be applied to for grant funding. Mayor Pro Tem Furr stated that the corner lot is valuable real estate and does not think this is appropriate use of the Town's property. Council Member Dial asked if Handley Park could be considered to see if there was appropriate space and also consider the fire station lot, and asked that this be done quickly (to have a site plan), due to grant application deadlines.

The Mayor and Council Members thanked Mr. Devlin for all of his hard work.

#### **17. Grading/Seeding/Mulching at Handley Park. *Richard Newbern, Town Manager***

Mr. Newbern stated the front parking lot at Handley Park needs to be graded and either grassed or mulched. The parking lot is needed for Founder's Day in September, and if the parking lot is grassed, it is almost required that the stand of grass be left alone for approximately one year to allow for the grass cover to develop. This would mean that the parking lot could not be used for the 2011 Founder's Day. Mr. Newbern stated this would be a budget item. Council Member Dial stated he did not like the idea of not having the parking lot available for Founder's Day. A discussion followed on past remedies that have been tried Council Member Matthews stated he had been out to the park with Mr. Newbern, Ms. Vaughn and Ms. Holt to try to get a sense of the issues.

Council Member Dial made a motion to get estimates on all of the proposals whether it is for mulch, grass, or permeable surface and along with the estimates we get time lines of when there would be access so the surface can be used for events. Council Member Young seconded the motion. Motion approved 4-0.

#### **18. Records Storage Review/Use of Space behind Council Chambers. *Richard Newbern, Town Manager***

The space behind the Council chambers will be cleared out relatively soon once the items (i.e. computers, furniture, etc.) are declared surplus and sold or discarded. There has been much informal discussion about what should be done with the space. Such as, moving a particular department to the vacant office (Dottie's old office), and allow them to use the vacant open floor space for extra office space or materials. There has also been discussion about moving the building inspection records and other non-personnel records from the attic to the vacant floor space in front of Dottie's old office. The Town has budgeted \$800.00 for shelving for records storage, and the shelving could possibly be located at the open floor space. The office (Dottie's old office) is now fully equipped with a phone jack and computer outlet. I suggest that it perhaps be left vacant for the auditors when they are at Town Hall, intermittently, during the months of September through December. The records upstairs need to be better organized. This is an

opportunity to discuss if the upstairs records should be moved downstairs to the empty floor space, with new shelving. Also, there can be a discussion about what to do with the vacant office space. A discussion followed on making the back room a community room. Mayor Rehwaldt stated he would like to see Public Works located in the building, as most of the time they are out of the office. Mayor Rehwaldt stated he would not want to see Recreation located at Town Hall as they have the recreation building and that needs to be staffed. Mayor Pro Tem Furr stated she would also like to see Public Works located at Town Hall. Council Member Young stated he did not mind exploring the option of locating Public Works at Town Hall. Council Member Matthews stated he was also in agreement. Council Member Matthews asked if the Town would explore the costs of installing a heating/cooling system for the upstairs records rooms.

**19. Destruction/Repair of old Public Works Buildings (Town Hall and by Police Department). *Richard Newbern, Town Manager***

Mr. Newbern stated that the Public Works building is an old C&S Bank building. The building is in stable condition, but it is many years old and has one persistent leak in the back storage room. The building is unattractive and is located in a high-profile location along Senoia Road. There is also a three-bay storage building located at the rear of Town Hall, and a small shed located to the immediate east of the three bay building. The Public Works building could also be demolished but an alternate location for Public Works would have to be found. Discussion followed on the contents of the shed and the garage building.

Council Member Matthews made a motion to declare the small shed as surplus to the Town to be either torn down or disposed of at auction. Council Member Dial seconded the motion. Motion approved 4-0.

**20. Planning Commission Ordinance Review Update. *Richard Newbern, Town Manager***

Gordon Shenkle, Planning Commission Chairman stated that a time line for forthcoming items had been created. During March and April the Commission will finish the review and revisions of the current zoning ordinance. In May and June Workshops and Public Hearings will be held, and in June and July the Planning Commission will consider the revisions and make a recommendation to the Town Council. In July and August the review and revision of the Land Development Regulations will begin and the wrap up for that project will be during September/October time frame.

This item was for briefing only and no consensus was given.

**21. Weed Ordinance/Trash Unsightly Properties. *Richard Newbern, Town Manager***

Mr. Newbern stated the Town's weed ordinance needs updating. Presently, the Town can only cite property owners with grass over 12 inches in height if the grass is within 40 feet of a dwelling, house or place of business. This keeps the Town from issuing citations for tall grass or

weeds on vacant properties that no building on them. A new draft ordinance has been developed by staff for the Town Attorney to review. A discussion followed on the issues of the 40 feet requirement and natural buffers.

Council Member Dial made a motion to instruct legal to present to us an amendment to the ordinance addressing natural buffer and planting issues. Council Member Young seconded the motion. Motion approved 4-0.

## **22. Library Update. *Don Rehwaldt, Mayor***

Mayor Rehwaldt stated County Commissioner Steve Brown had called a meeting to discuss the relationship between the County, and associated cities (Peachtree City, Fayetteville, Tyrone) and the Flint River Regional Library (FRRL). The meeting was also to discuss how to achieve maximum efficiencies. Currently there are only County and Regional library systems in the State and many County systems are looking to join regional systems due to costs. Tyrone pays \$15,600 per year to FRRL, while Peach Tree City is only paying \$17,500 per year; hopefully this inequity will be adjusted. Julie Digby, Library Supervisor, will be providing a list of all services to submit to Mr. Brown. Tyrone's library circulation is increasing, services are increasing and all of the library staff is part-time. A decision on distribution of services, hours etc. if any, may affect Tyrone's direction. Council Member Young stated this was the first he had heard of Ms. Digby spending staff time for sending information to Steve Brown. Mayor Rehwaldt stated that Ms. Digby had probably only spend two hours on the project.

## **23. Briefing on Town wide Safety and Liability Training Program progress and improvements. *Brandon Perkins, Police Chief/Penny Hunter, HR/Finance Director***

Chief Perkins stated the Mayor and Council approved the development and implementation of a safety and liability training program in 2008 in order to ensure that its employees receive proper training in these important areas and we have been holding quarterly training sessions since that time. Today's briefing will show you how we are going to take this program to the next level with a new online initiative from the LGRMS online training. Chief Perkins provided the Town Council with a power point presentation. Chief Perkins stated LGRMS has partnered with LocalGovU to provide its members with no-cost online training for their employees. Ms. Hunter and I have reviewed this product from our respective standpoints and both feel that it will be highly beneficial Town-wide. Among MANY other topics, the product provides sexual harassment and drug training that will fit our needs. Each employee is issued a pin for login purposes; Administrators can assign courses to individual employees or departments (groups) as needed and view progress and test results. Administrators have the capability to run and print/export reports detailing courses taken and individual test results for documentation purposes. Each course takes around 30 minutes to complete and include text, images, audio, and video. The system is easy to use, so students (employees) can get right to the course without much technical knowledge. Supervisors or employees can take courses when their schedule permits, which eliminates the logistical problem of getting a big group together for training and it helps to maximize productivity. The system saves your spot if you have to quit in the middle of

a course and allows you to pick up where you left off at a later time. This new program is going to maximize our efficiency in delivering and documenting these important training courses and reduce the possibility of downtime exponentially. Should a liability situation arise, the Town will be equipped with proper documentation to show that we adhere to our policies on training and our emphasis on safety. We plan to have employees begin with the Sexual Harassment training by March 15, 2011 and we will provide you with a summary of how we progress shortly thereafter and as the program progresses.

Mayor Rehwaldt and the Council Members thanked Chief Perkins for his presentation; all were in agreement that this was an excellent program.

#### **Citizen Comments**

There were no staff comments

#### **Staff Comments**

There were no staff comments.

#### **Mayor Rehwaldt**

Mayor Rehwaldt announced that the March 3, 2011 Town Council meeting has only two items listed on the agenda: the Annual Fayette County Fire and Emergency Services report, and a Resolution; pertaining to HB 277. Mayor Rehwaldt stated we could cancel the meeting if the Fire Department is willing and in agreement to reschedule. Mayor Rehwaldt asked Ms. Megill to contact the Fire Chief and report back to the Town Council.

#### **Council Comments**

There were no further comments from the Council Members

Council Member Dial made a motion to adjourn. Council Member Young seconded the motion. Motion approved 4-0.

The Town of Tyrone Council Retreat Meeting adjourned at 1:28 p.m.

By: \_\_\_\_\_  
Don Rehwaldt, Mayor

Attest: \_\_\_\_\_  
Pamela J. Megill, Town Clerk