

TYRONE TOWN COUNCIL MEETING

MINUTES

April 04, 2024 at 7:00 PM

Eric Dial, Mayor

Gloria Furr, Mayor Pro Tem, Post 4

Jessica Whelan, Post 1

Dia Hunter, Post 2

Billy Campbell, Post 3

Brandon Perkins, Town Manager

Dee Baker, Town Clerk

Dennis Davenport, Town Attorney

Also present:

Lindsay King, Assistant Court Clerk

Mitch Bowman, Public Works Maintenance Supervisor

Randy Mundy, Police Chief

Sandy Beach, Finance Manager

Terry Nobel, Planning Commissioner

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. **PUBLIC COMMENTS:** *Comments are limited to three (3) minutes. Please state your name & address. Comments that require a response may not be answered during this time. The Council or staff may respond at a later date.*

V. APPROVAL OF AGENDA

A motion was made to approve the agenda.

Motion made by Council Member Campbell, Seconded by Council Member Whelan.

Voting Yea: Council Member Furr, Council Member Hunter.

VI. **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.*

1. Approval of the 2024 TYBA (Baseball) field agreement.
2. Approval of The L.E.G.A.C.Y Fundraiser kickball tournament on May 11th at Redwine Park time TBD.
3. Approval of Crossroads Christian School's fundraiser at Shamrock Park on April 20th beginning at 8:00 a.m.

4. Approval of the agreement for the Founders Day parade marching band the 116 Army Marching Band.

A motion was made to approve the consent agenda.

Motion made by Council Member Hunter, Seconded by Council Member Whelan.

Voting Yea: Council Member Campbell, Council Member Furr.

VII. PRESENTATIONS

VIII. PUBLIC HEARINGS

IX. OLD BUSINESS

5. Consideration to adopt a resolution for the Fayette County 2023 Annual Fire Impact Fee Report, Comprehensive Plan Update, and 2024-2028 STWP Update. Phillip Trocquet, Community Development

Mr. Trocquet reminded everyone that the transmittal resolution was sent to the Department of Community Affairs which was reviewed and approved for the County Fire Impact Fee Report. He added that tonight was to adopt the Fire Impact Fee.

A motion was made to adopt a resolution for the Fayette County 2023 Annual Fire Impact Fee Report, Comprehensive Plan Update, and 2024-2028 Short-Term Work Program.

Motion made by Council Member Campbell, Seconded by Council Member Furr.

Voting Yea: Council Member Whelan, Council Member Hunter.

X. NEW BUSINESS

6. Consideration to Award Project Number PW-2024-25, 2024 Roadside Tree Pruning and Removal project to LRS Land Services. Scott Langford, Public Works Director and Town Engineer

Mr. Langford stated that roadside pruning was placed in the Public Works budget. It allowed for better lines of site and safer conditions along the Town's roads. The current project included sections of Farr and Castlewood Roads. He added that the project was bid on March 20th and the lowest bidder was LRS Land Services for \$23,900. He stated that the funding would come from the General Fund/Public Works line number 100-40-52.2205 (road paving & repair). He shared a bid tabulation and added that it was discussed at previous meetings.

Council Member Furr inquired about the two roads. Mr. Langford explained that those two roads were included due to the heavy traffic and curves making them more dangerous.

A motion was made to award Project Number PW-2024-25 the 2024 Roadside Tree Pruning and Removal project to LRS Land Services for \$23,900.

Motion made by Council Member Campbell, Seconded by Council Member Whelan.
Voting Yea: Council Member Furr, Council Member Hunter.

7. Consideration to purchase Just FOIA Open Records Software in the amount of \$8,942.50, April Spradlin, Clerk of Court

Ms. Spradlin shared the bid tabulation form and explained why JustFOIA was chosen. She stated that JustFOIA was a GovTech company that provided open records software. As part of the Town's efforts to become paperless and more efficient, the online service would provide better efficiency in completing open record requests within Town Hall, Court, and all other Town departments. She stated that it was hosted by Microsoft Azure Government Cloud as well as Criminal Justice Information Services (CJIS) compliance for safety. It opened opportunities for her, Ms. Baker, Mr. Trocquet, and Mr. Perkins, for efficacy from start to finish.

Mr. Spradlin explained the process, a citizen could click the link from the website, create an account, and file their request with a specific department. Within the departments, notes could be created internally. When staff compiled the information, it would be sent to the requestor along with an invoice.

Ms. Spradlin explained that the first year would cost more due to the onboarding fee. The initial fee would be \$8,942.50 which included configuring our specific request forms. Also included was a sign-on cost of \$750 which included extra safety for staff only and the direct flow configuration. She stated that currently, the requests are routed to main departments such as Admin., not Court. She explained that the \$3,250 portion of the total was a one-time service fee. The first year would be \$5,692.50 with a 5% increase. She explained that she received bids because many companies had similar software, but she researched the safest and most effective for a town our size. Most cities in Fayette County used another company due to their size and volume and price accordingly. JustFOIA based their pricing on population, which was better for us being that we only processed 10-20 requests a month and would be charged a higher rate than other companies.

Ms. Spradlin informed Council that the client's journey was important to staff. In the first phase of the process we would be assigned a facilitator. They would ensure that our request forms were correct and establish a go-live timeline. Phase 2 would be Administrator training and system configuration. She shared that the training program was recorded and could be reviewed in the future and included Power Points. Phase 3 included all staff training. She explained that the entire process would take up to 12 weeks. Phase 4 included the rollout. She informed Council that Planning and Zoning had plats that were compatible with Laserfiche which was one side of a triangle which included Municode (the Town's code codification and meeting's software), and JustFOIA.

Ms. Spradlin stated that if at any time staff was unsatisfied with the product, we would need to give JustFOIA a written 60-day notice and incur no penalties. She added that after termination we would keep all our data. She listed many cities that were utilizing JustFOIA among which were Alpharetta, Savannah, Macon, Sandy Springs, Villa Rica, and Union City.

Council Member Campbell inquired about the \$750. Ms. Spradlin stated that it was a single sign-on safety layer that included Microsoft Azure, and CJIS compliance, it was a one-time fee for the cloud-based software. Council Member Campbell asked if the system was compatible with any type of growth. Ms. Spradlin explained that as a growing town, they would have access to additional modules and upgrades periodically. The modules included storage upgrades and a credit card payment option. She added that the initial storage would be 3 terabytes which was plenty.

Council Member Whelan inquired about the single sign-in. Ms. Spradlin stated that it was good for all staff members. She added that it also had a redaction tool for sensitive information. Council Member Whelan inquired about the Cloud data download if termination occurred. Ms. Spradlin stated that it would always be our data and we could download it internally or externally. After that timeframe, JustFOIA would wipe all data.

Ms. Spradlin reiterated that the first year cost would be \$8942.50, and every year after that would be \$5,692.50 with a 5% increase and would be split between departments.

A motion was made to approve the purchase of Just FOIA Open Records software for \$8,942.50 which included the onboarding cost.

Motion made by Council Member Hunter, Seconded by Council Member Campbell.
Voting Yea: Council Member Furr, Council Member Whelan.

8. Consideration to amend professional engineering services for the 2022 Public Works Storage Building, Project Number PW-2022-14, to Keck and Wood, Inc. **Scott Langford, Public Works Director and Town Engineer**

Mr. Langford stated that the project was to replace the pole barn at 945 Senoia Rd. The new Public Works maintenance storage building would be located next to the existing Public Works building at Handley Park. He added that Keck and Wood were contracted to design the site work to include stormwater and utilities in September of 2023. He stated that at that time, the Town was going to procure a metal building contract under a separate contract.

Mr. Landford informed Council that after efforts to procure the building under State Contract, it became evident that the procurement was not desirable. Staff then reached out to Keck & Wood to include the building in their scope of work. The additional fee amended the scope of work to not exceed \$14,900. The cost was included in the budget under 100-40-54.1300 line for buildings under the Public Works General Fund.

Council Member Campbell inquired about the wells on the property and if they were still operable. Mr. Langford stated that they were, however, the pump was not pumping from the pond to the sprinkler heads. Council Member Campbell inquired about the fan ventilation, he understood that there would be no heat or air. Mr. Langford stated that ventilation fans were in the planning process. Mayor Dial stated that he understood that the building would be heated. Mr. Langford shared that it would be heated but no air. It could be upgraded in the future. He added that staff would not be spending a lot of time in the building, it was mostly on equipment and repair, and they had offices within Town Hall.

Council Member Campbell shared his concern regarding staff having toilets in the building. Mr. Langford stated that initially the plan was to have restrooms, but it was not required by code, he also wanted enough space for growth including equipment. He added that he wished to go through the concept plan to see what the numbers would look like regarding the budget. There were two options, plan where the restroom would be and stub for sewer along with the water line. Option two was to add a bid alternate for the restroom for budget. Council at that time could vote to increase the budget.

Council Member Campbell suggested placing the restrooms in the plan at the start. Staff would be working on equipment not knowing what the weather would hold instead of traveling to use the restroom. Mr. Langford stated that there were currently restrooms within 300 ft. of the proposed building. Council Member Furr stated that it was the length of a football field to use the restroom. Mr. Langford stated that he was for the restroom. Council Member Campbell reiterated to place it in the plan upfront instead of later.

Mayor Dial clarified that the item was for architectural and engineering (A&E) only. He asked if the restrooms were included in the A&E how much of an increase would there be and from what line item. Mr. Langford stated that it would come from the same Public Works General Fund Building line. The amendment amount of \$14,900 would increase. He estimated that surveying could increase for sewer or septic and location. There would be no increase in the geotechnical testing, however, an increase to permitting. There may be an increase in the architectural coordination. Mayor Dial asked for an amount. Mr. Langford estimated an additional \$10,000 to \$12,000. Mayor Dial asked for an estimate on the building portion of the project. Mr. Langford estimated an increase of \$20,000 to \$30,000 to add restrooms to the building. Mr. Trocquet stated that when it came time to add the restrooms and it came in over budget, Council had the option to increase the budget.

Council Member Hunter inquired about how much time was spent in the current pole barn and what was the estimated time for the new building regarding equipment and repair. Mr. Bowman explained that the current pole barn was staff's morning and lunch meeting place. Some days 8 hours were spent in the building, on average 3-4 hours a day. Mayor Dial asked where staff used the restroom. Mr. Boman stated that it depended on the individual. Some used the park restroom some used the more private Town Hall restrooms. He then clarified that that Wi-Fi was not needed.

Mr. Trocquet explained that Wi-Fi was required for the security system. Mr. Bowman added that on rainy days, staff usually spent all day in the pole barn.

Council Member Furr inquired about the \$30,000 for septic. Mr. Langford stated that the amount was conservative, but it was needed for plumbing, fixtures, walls, electrical, ADA grab bars, and the outdoor pump to the force main. Mayor Dial asked if restrooms could be included in the \$300,000 budgeted amount. Mr. Langford stated that it was probable, however, as the project moved forward, staff would gain a better idea.

Council Member Whelan asked if the amount to be voted on (\$14,900) included stubbing out for plumbing. Mr. Langford stated that no, it would be added later. Council Member Whelan asked if the building could be prepared for a restroom and if staff could move in and destroy the current building. Mr. Langford stated that it could be done.

Mayor Dial asked for specific language for a motion. Mr. Langford stated that he was now asking for an amount from \$14,900 to \$27,000. Council Member Furr asked for the amount to be paid to Keck & Wood for their services before the building portion begins. Mr. Langford stated that the packet was \$74,300. Council Member Furr commented that it was a large amount. Mayor Dial asked if it was bid out. Mr. Langford explained that according to the procurement process, it was not required. He added that it was required for larger projects. Mayor Dial asked how much additional time would be needed to bid. Mr. Langford stated that it would add several months to the process. Mr. Trocquet informed Council that the Town continues working with Keck & Wood because of their fair pricing and great service.

Council Member Campbell inquired about the geotechnical testing cost. Mr. Langford explained that currently it was \$59,400 but they were adding \$1,000 for the slab. Initially, discussions were regarding site and utility work, the building was coming back as a separate project. The \$1,000 was for the engineer to have data for the foundation.

Council Member Campbell stated that he was at the site and noted flags for soil samples, was that a geotechnical survey? Mr. Langford stated that it was, however, the geotechnical services were for what was for the foundation under the building. Council Member Campbell inquired about the flags. Mr. Langford stated that it was general soil samples for roads and depth. He reminded Council that the stated amount was not to exceed. They may already have the required information. He added that some of the \$1,000 could also go toward a perk test. Council Member Campbell asked what the \$27,000 would cover. Mr. Langford stated that it would cover everything on page 88 of the Council packet (on the website), plus additional work for a restroom and the waste disposal system.

Council Member Hunter asked for a timeline including the modifications. Mr. Langford stated that he anticipated breaking ground this fall.

A motion was made to authorize Mayor Dial to execute the professional service contract Amendment Number 1 to Keck and Wood for a fee not to exceed \$27,000 including the design and installation of a restroom, plumbing, and an eyewash station for the 2022 Public Works Storage Building, Project Number PW-2022-14.

Motion made by Council Member Campbell, Seconded by Council Member Whelan.

Voting Yea: Council Member Hunter.

Voting Nay: Council Member Furr.

9. Consideration to approve the purchase of two 6-Passenger Carrier Golf Carts from Botero Golf Carts in an amount not to exceed \$23,990. Phillip Trocquet, Assistant Town Manager

Mr. Trocquet informed Council that Botero revised their quote to reflect a reduction by \$4,000 from \$23,990 to \$19,990. Mr. Trocquet stated that last June the Town had budgeted \$40,000 for the purchase of two 6-passenger Golf Carts for use at events and employees to travel between facilities. At the time, the Police Department had a golf cart that was utilized but had since been surplus. He added that the Town currently had ten events a year and the Recreation Department would utilize them for each event. Golf carts were also used to travel to other Town facilities, for dog waste collection. They would also be used as an ADA shuttle for events, especially for shutting during the closure and renovation of the park and parking lots.

Mr. Trocquet explained that quotes for base-model 6-passenger golf carts from nearby dealers for the brands they sell. Well-known mainstream brands such as Club Car, Yamaha, and EX-Go were all considerably more expensive than smaller brands. He added that staff subsequently received a low quote from Botero Golf Carts, LLC for a new 6-passenger golf cart from the brand Carrier at \$9,995 each. He stated that the golf carts could also be used for multi-use path inspections. It could also be used by the Library as they often visit Town Hall. The total amount would be \$19,990 for two golf carts. If Council chose to purchase one it would be \$9,995.

Council Member Hunter clarified that the former Council voted to include \$40,000 in the budget for golf carts and now the cost was half of that for two carts. Mr. Trocquet clarified that most of the quotes were in the \$13,000- to \$16,000 range and the bigger name brands were \$17,000 to \$18,000. Mayor Dial added that initially, the cost estimate was not from bids.

Council Member Furr inquired about the dealer. Mr. Trocquet stated that Botero Golf Carts were located on Senoia Rd. just past the town in Peachtree City, and the brand was Evolution Carrier. Council Member Whelan inquired if they had lithium batteries. He stated that they did.

Council Member Campbell stated that there was no need for two carts. He added that the use needed to be protected with a sign-out sheet giving the reason for use. He agreed that one was needed for Ms. Owens, Ms. Newland, and Mayor Dial to give folks a tour.

Council Member Hutner stated that it was his opinion that two were needed. If one was being used the other would be available especially for opposite sides of the park (Admin). He reminded everyone that it was now half the cost. He added that it was the wish of the former Council. Mr. Trocquet shared that the funds were from the Assigned Funds and that the savings would go toward other projects.

A motion was made to approve the purchase of two 6-passenger Carrier Golf Carts from Botero Golf Carts in an amount not to exceed \$19,990.

Motion made by Council Member Hunter, Seconded by Council Member Whelan.
Voting Nay: Council Member Campbell, Council Member Furr.

Voting Yea: Mayor Dial breaking the tie.

10. Consideration to procure well abandonment services from Well Watchers for 969 Senoia Road in an amount not to exceed \$7,000. Phillip Trocquet, Assistant Town Manager

Mr. Trocquet explained that staff received three quotes for well abandonment services for 969 Senoia Rd. He stated that they all came back at the same price. One of the contractors was difficult to communicate with. The remaining two contractors still had the same price, however, Well Watchers, Inc. quoted stating that one of the wells could potentially be filled for less. That would be the final phase except for some clearing remaining before the temporary parking lot was built.

Council Member Furr asked how it would be filled. Mr. Trocquet explained that the licensed drillers would begin with gravel and then compact that with a grouting-type system. Council Member Furr asked if it would be limestone then bentonite. Mr. Trocquet stated that he was unsure of the stone but that the contractor did mention bentonite. Council Member asked if Public Works could complete the project. Mr. Trocquet explained that a licensed contractor was required for liability reasons.

A motion was made to procure well abandonment services from Well Watchers for 969 Senoia Road in an amount not to exceed \$7,000.

Motion made by Council Member Whelan, Seconded by Council Member Hunter.
Voting Yea: Council Member Campbell, Council Member Furr.

- XI. PUBLIC COMMENTS:** *The second public comment period is for any issue. Comments are limited to three (3) minutes. Please state your name & address. Comments that require a response may not be answered during this time. The Council or staff may respond at a later date.*

XII. STAFF COMMENTS

XIII. COUNCIL COMMENTS

Mayor Dial shared a picture of a Public Works vehicle full of bagged trash and stated that while he and his family attended Easter Church service and went to lunch, Mr. Bowman was cleaning up that trash. He added that 10% of his passion was that of anger for people acting like that with no regard, and the other 90% was that of gratitude for Mr. Bowman taking care of the situation quickly.

Council Member Campbell shared his concerns regarding the downed cables on Senoia Rd. He understood it to be a private matter but did not want anyone harmed. Mr. Langford explained that yes it was on private property, but that AT&T had been proactive. However, they sent the wrong crew. He was expecting a call from AT&T soon. He then asked Mr. Bowman to place cones around the site for added caution. Mr. Trocquet stated that if staff did not hear from them soon it would become a code enforcement case. Mr. Langford assured Council that staff was working on it.

XIV. EXECUTIVE SESSION

XV. ADJOURNMENT

A motion was made to adjourn.

Motion made by Council Member Campbell.

Voting Yea: Council Member Furr, Council Member Whelan, Council Member Hunter.

The meeting adjourned at 8:00 p.m.

By: _____
Eric Dial, Mayor

Attest: _____
Dee Baker, Town Clerk