



TOWN COUNCIL MEETING **April 06, 2023 at 7:00 PM**

950 Senoia Road, Tyrone, GA 30290

Eric Dial, Mayor

Gloria Furr, Mayor Pro Tem, Post 4

Linda Howard, Post 1

Melissa Hill, Post 2

Billy Campbell, Post 3

Brandon Perkins, Town Manager

Dee Baker, Town Clerk

Dennis Davenport, Town Attorney

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS: *The first public comment period is reserved for non-agenda items. 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

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 minutes from March 16, 2023 and March 21, 2023.

2. Approval to appoint Gail Joiner as the Tyrone representative to fill the vacancy on the Fayette County Library Board.

VII. PRESENTATIONS

3. Employee Service Recognitions - **Brandon Perkins, Town Manager**

VIII. PUBLIC HEARINGS

IX. OLD BUSINESS

4. Consideration to approve Change Order 1 for the 2022 Dorothea Redwine Park Phase One (Pickleball Courts) project number PW-2022-12. **Scott Langford / Town Engineer, Public Works Director**

X. NEW BUSINESS

5. Consideration to Award the professional engineering services for design and construction administration on the 2023 Sewer Manhole Repair Project PW-2023-11 to Integrated Science and Engineering. **Scott Langford, Town Engineer / Public Works Director**

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

XIV. EXECUTIVE SESSION

XV. ADJOURNMENT

TYRONE TOWN COUNCIL MEETING

MINUTES

March 16, 2023 at 7:00 PM

Eric Dial, Mayor

Gloria Furr, Mayor Pro Tem, Post 4

Linda Howard, Post 1

Melissa Hill, Post 2

Billy Campbell, Post 3

Brandon Perkins, Town Manager

Dee Baker, Town Clerk

Dennis Davenport, Town Attorney

Also present:

Chief Randy Mundy

Phillip Trocquet, Assistant Town Manager

Philip Nelson, Lieutenant

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS: *The first public comment period is reserved for non-agenda items. 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 with the removal of the More Than Moonwalks agreement under consent.

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

Voting Yea: Council Member Hill, Council Member Furr.

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 March 2, 2023 minutes.

A motion was made to approve the consent agenda.

Motion made by Council Member Howard, Seconded by Council Member Hill.

Voting Yea: Council Member Campbell, Council Member Furr.

VII. PRESENTATIONS

VIII. PUBLIC HEARINGS

IX. OLD BUSINESS

X. NEW BUSINESS

2. Consideration to adopt changes to the Town's Code of Ordinances Sections 6-1 and 6-9 to include provisions regulating the restraint (tethering) of animals within the Town limits. - **Brandon Perkins, Town Manager**

Mr. Perkins explained that a resident contacted the Town during extreme cold weather in December 2022, regarding a dog that she had observed was tied up in a backyard. When researched, the address was just outside Town limits, in unincorporated Fayette County, Ellison Road. He added that it was a reminder that the Town's ordinance did not contain sufficient provisions regulating the tethering of animals. We do have a provision against cruelty, however.

Research also revealed that Peachtree City's Chief Moon had recently worked with Jerry Collins, with Fayette County Animal Control on adding tethering regulations to their ordinance. He added that Animal Control was planning to work with all Fayette cities on similar changes to create uniformity since they handled most of the enforcement. Mr. Perkins stated that Peachtree City adopted theirs in October and Fayette County made its changes on March 9, 2023.

Mr. Perkins stated that staff believed approval of the changes would give the Town the greater ability to ensure the safety of animals within the Town limits, which was close to Peachtree City's and that mirrored Fayette County's.

He read the definition in Section 2(b)(1), *No person shall tether, fasten, chain, tie or restrain an animal, or cause such retraining of an animal to a single point, tree, fence, post, doghouse, or other stationary object except as set forth in subparagraph (b)(2) and (b)(3) below.* He added that subsection (2) spoke of a cable trolley system and then read subsection (3) a. and b. *Exemptions. The following animals are exempt from the requirements contained herein: a. Animals that are in immediate attention of a responsible and competent person while still on their property and cannot come within 10 feet of any street, multi-use path or sidewalk; and b. Animals that are under the physical control of a professional who, for compensation, trains, conditions, shows, grooms or provides medical attention.* He added that the ordinance should assist with any cruelty and should help with safety for citizens in general. He reminded Council that a redline version was sent to them for their review.

A motion was made to adopt the changes to the Town Code of Ordinances Sections 6-1 and 6-9 to include provisions regulating the restraint (tethering) of animals within the Town limits.

Motion made by Council Member Campbell, Seconded by Council Member Hill.
Voting Yea: Council Member Howard, Council Member Furr.

3. Consideration to award project PW-2023-01, the 2023 Roadway Resurfacing project to Piedmont Paving Incorporated. **Scott Langford, Town Engineer / Public Works Director**

Mr. Langford stated that a continued effort was being made to improve the road conditions and safety for those who travel in and about the Town. This year's asphalt resurfacing project consisted of a base bid for Full-Depth Reclamation (FDR) and paving of the Tyrone Acres subdivision, Northwood Road, Lloyd Avenue, Lynwood Road, and Howell Road. He added that an alternate was also included for the improvements to the intersection of Senoia/Crabapple/Rockwood Roads. The project was advertised, and bids were received and read aloud on March 8, 2023. The low base bid was \$1,040,673.77. The bid alternate 1, was \$20,946.55. He shared that the total for the base bid and alternate 1 was \$1,061,620.32.

Mr. Langford stated that the project would be funded through LMIG funding and was within their budget, he recommended approval. He noted that the bid tabulation was included in their packets.

Council Member Campbell asked Mr. Langford to give a quick explanation of the bid alternate. Mr. Langford reminded Council that Task Order 2, consisted of a traffic study of the Senoia/Crabapple/Rockwood Roads intersection. The study warranted a 4-way stop. He explained that two new stop signs would be placed on Senoia Road which would be illuminated and flashing. Signs would also be erected indicating the new stop signs, to stop ahead. After six months' time, the warning signs would be removed. He also shared that the intersection would be improved by paving the right turn from Rockwood Road onto Senoia Road, leaving trucks more room for turning safely.

Council Member Campbell asked if the signs would be solar-powered. Mr. Langford stated that they would be. Council Member Furr asked for a breakdown of the funding. He stated that without his budget he could only give estimates. Through LMIG would be \$120,000 from the state with our match of 30%. He stated that through the general fund, paving money was budgeted and Task Order 2 had funding for three culverts on Northwood Road from the stormwater budget. He added that he would send a better breakdown.

Council Member Howard stated that she lived on Lynnwood Road and that she recalled work being performed not too long ago. She asked if it was already time to pave. Mr. Langford informed Council that Lynnwood had a Pavement Condition Index (PCI) number of 54, which was within the milling and matching category. He added that one reason it was added was that work would be performed on Howell Road, downtown. The cost to move equipment would be lower, which made more sense. Council Member Campbell asked if all streets on the list would acquire the full-depth reclamation (FDR). Mr. Langford stated that all but Lynwood would require an FDR.

Mayor Dial stated that he was initially concerned about the angles within the Senoia/Crabapple/Rockwood Roads intersections. Mr. Langford explained that with the creation of a 4-way stop, a driver's line of site would be closer.

A motion was made to award project PW-2023-01, the 2023 Resurfacing project, to Piedmont Paving Inc. in the total sum of \$1,061,620.32 for the Base Bid and Bid Alternate 1.

Motion made by Council Member Campbell, Seconded by Council Member Hill.
Voting Yea: Council Member Howard, 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.*

Valleywood Road resident, Bill Whalen shared his concern regarding citizens no longer begin able to drop packages in an outside drop box at the Tyrone Post Office. He asked if this was a federal issue or Tyrone's. He shared that it was inconvenient. Mr. Perkins stated that the operations of the post office were under federal guidance, not the Towns. Mayor Dial agreed that it was inconvenient.

XII. STAFF COMMENTS

Mr. Perkins updated Council on the Redwine Park Pickleball courts. He stated that he would begin with the bad news. About 30-40 years ago before the Town owned the property, concrete was dumped in that area, making grading difficult and options were discussed on how Council wished to move forward. He added that the engineers on the project, Keck and Wood had brought in a geotechnical engineer to assess the options. They also met with the main contractor, Headley Construction, and Mr. Langford.

Mr. Perkins shared the two options. Option 1 would be to remove the concrete down to the required grade in the current plans, then add 8 inches of a Grated Aggregate Base (GAB) to the current design. This would result in needing to slightly modify the plans, but it should not be too intensive on Keck and Wood's end. Option 2 would be to leave the concrete in place and raise the grade as needed. That option was more expensive due to the amount of material needed to be imported to make up the increased elevations.

Mr. Perkins shared the cost estimates for each option from the engineers. The contractor would then take the options to see if they could deliver service according to the estimates. Option 1 would be an estimated \$93,199.70, including a 10% contingency. Option 2 would be \$115,199.70 including a 10% contingency. He listed four assumptions from the engineer. Assumption 1, for Option 2, the exact amount of suitable fill required was unknown. 12 inches was used for the estimate. Assumption 2, for Option 2, the ramp would likely need to be relocated to the southern entrance to allow for ADA access. That would result in additional storm inlets and pipes.

Assumption 3, all costs were estimated using the costs from the original base bid and/or prices received from the contractor. Assumption 4, the cost of the handrail was an assumption based on similar projects.

Mr. Perkins then shared the good news. He stated that although not an ideal situation, funding was available. Some projects came in under budget, and there was also ARPA funding, which he would explain in detail at the Annual Planning Workshop on Tuesday. He added that the completion date of the courts would be moved due to that issue and the weather. No work could commence until more information was forwarded to him, then passed on to Council for approval.

Council Member Howard asked Mr. Langford to explain what work the contractors were doing on the pond located at Dorthea Redwine Park. Mr. Langford spoke from the staff table (low audio). He compared the pond and the increased pervious surface to a bathtub. Increasing the size of the pond, would slow the runoff with little to no overflow. Council Member Furr asked if the pond would ever become full. Mr. Langford stated that the pond would be designed to withstand a 100-year flood.

Mr. Perkins shared that 14 pews were surplus, and placed on GovDeals.com for auction and 7 were sold. He would relist the remaining 7 soon.

Mr. Perkins stated that tonight's item on tethering was a good example of citizens offering constructive information. It was a good example that staff did listen. He reiterated that if citizens had a concern, it may not always be turned around in such a timely manner but, we do listen. Many times, citizens call and staff satisfies their issues, answer their questions, or instigates change.

Council Member Furr asked for the status of the access road, and ingress/egress to the Shamrock Industrial Park. Mr. Perkins stated currently there was a building moratorium in Shamrock Industrial Park. A couple of years ago, Mr. Scott Moore, the property owner of 14 acres in the industrial park wanted the building moratorium lifted. Council made the decision to have Mr. Moore seek assistance from his surrounding business owners for an additional road, collectively. That was before the Town acquired a strip of land from Peachtree City. The Town and Mr. Moore kept in contact for a little while. Just recently he came to the Town with answers from his fellow business neighbors. The answer was unanimous, no, they did not wish to help.

Mr. Perkins stated that the Town did not have a permanent road for access. The easement that was acquired was a grassy area between to Peachtree City homes in the Cresswind subdivision, backing up to a wooded area. Peachtree City granted the access with no curb cut, so emergency vehicles would be essentially driving across their lawns. When wet, it would become an issue but doable. He added that the property was the Towns along with an easement. Business owners in that area were asked to assist with the facilitation of the egress, to which they said no. The project had fallen back on the Town moving forward. Recently, Mr. Moore shared that he had a buyer for his 14 acres. Mr. Moore asked what it would take for Council to revisit their conversation from two years ago. Mr. Perkins told Mr. Moore that he should begin by completing everything they had initially requested.

Mr. Perkins added that his concern was that there had been a couple of Fire Chief changes since their involvement. He wished to speak with Fire Marshal, Captain Piper, and Fire Chief Hill to see where they stood on the issue. He added that after speaking with them and getting approval, he would then suggest acquiring a price for turning the strip into a dirt path and gate. He stated that public works and public safety would have keys to the gate in case of an emergency. That would give Council the ability to perhaps finally lift the moratorium.

Council Member Campbell clarified that there would be a cost to lay gravel up to the grassy knoll at the end of Town property. Mayor Dial mentioned his concerns for the two Peachtree City residents that may not be aware of the emergency cut-through. Council Member Furr asked if a chain could be placed as a deterrent. Mr. Perkins stated that because the Town only owned a portion of the easement, we would not be able to place the chain, due to a portion belonging to the HOA. The HOA could place a gate on that portion.

Mr. Perkins informed Council that he wanted it to be clear when the train was blocking the tracks, this would not be a way to get around, it would only be for emergency purposes only. The use would be extremely minimal. Council Member Furr asked if the Town had any control over the trails. Mr. Perkins stated that no, the Town had no control over the railroad. He mentioned a supreme court case currently being heard in Kansas by a municipality. The trains fall under the federal government. Council Member Hill inquired about a train schedule. Mr. Perkins stated that it constantly changed, due to their schedules. Also, by them keeping an irregular schedule could also be a safety element.

XIII. COUNCIL COMMENTS

Council Member Campbell thanked Mr. Langford and any staff that was involved in bringing electricity to the Highway 74 Town marquees on the north and south ends of town.

Mayor Dial recognized Planning Commission Vice Chairman, Dia Hunter that was in attendance, he added that being a Planning Commissioner was a thankless job and that Council appreciated them.

XIV. EXECUTIVE SESSION

A motion was made to move into Executive Session to review the March 2, 2023, Executive Session minutes.

Motion made by Council Member Furr, Seconded by Council Member Howard.
Voting Yea: Council Member Hill, Council Member Campbell.

A motion to reconvene was made.

Motion made by Council Member Campbell, Seconded by Council Member Howard.
Voting Yea: Council Member Hill, Council Member Furr.

A motion to approve the Executive Session minutes from March 2, 2023, was made.

Motion made by Council Member Furr, Seconded by Council Member Howard.
Voting Yea: Council Member Hill, Council Member Campbell.

XV. ADJOURNMENT

A motion was made to adjourn.

Motion made by Council Member Campbell.
Voting Yea: Council Member Howard, Council Member Hill, Council Member Furr.

The meeting adjourned at 7:45 pm.

By: _____
Eric Dial, Mayor

Attest: _____
Dee Baker, Town Clerk

TYRONE TOWN COUNCIL MEETING - ANNUAL BUDGET PLANNING WORKSHOP

MINUTES

March 21, 2023 at 9:00 AM

Eric Dial, Mayor

Gloria Furr, Mayor Pro Tem, Post 4

Linda Howard, Post 1

Melissa Hill, Post 2

Billy Campbell, Post 3

Brandon Perkins, Town Manager

Dee Baker, Town Clerk

Dennis Davenport, Town Attorney

Also present:

Tracy Young, Fayette County Development Authority

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS: *The first public comment period is reserved for non-agenda items. 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 Hill.

Voting Yea: Council Member Howard, Council Member Furr.

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.*

VII. PRESENTATIONS

VIII. PUBLIC HEARINGS

IX. OLD BUSINESS

X. NEW BUSINESS

1. Administration and Finance - **Brandon Perkins, Town Manager, and Sandy Beach, Finance / HR Manager**

Mr. Perkins began by stating that the Town was in a healthy financial position. He added that assuming the 2023 SPLOST passed, the Town would obtain an additional \$13,492,500, which would not come in all at once. He stated that there was still \$5,580,384.06 remaining in the 2017 SPLOST fund which was all reserved for upcoming projects. He shared that the ARPA fund had \$2,803,013, and the Reserve fund and Surplus had the same total of \$4,635,743. He explained that Council passed a provision many years ago that stated that the Town would retain 40% of unassigned funds for reserves with a goal of 50%. 50% was for reserves (\$4,635,743) and 50% was for surplus (\$4,635,743). He reiterated that the total of \$31,147,383 was assumed if the 2023 SPLOST passed and \$13,492,500 would come in over a 6-year period. If the 2023 SPLOST did not pass, that would leave the Town with a total of \$17,654,883. Without the 2017 SPLOST, that would still leave us with \$12,074,499.

He stated that on February 19, 2019, Council voted on a policy requiring the Town to maintain a reserve balance of \$40% with a goal of \$50%. He wished to come to them soon with a new official policy making the reserve balance 50% and adding more language for clarity. After our last audit, 50% of operating funds would be \$4,635,743. The Georgia Finance Officer Association (GFOA) standard was to maintain 2-3 months, and 6 months was extremely healthy. He also clarified that the reserve funds were to be used to balance the budget during times in which revenues could not cover operating costs or to assist in the aftermath of a natural disaster or other times of crisis. Unless something very unfortunate happened, the Town should always have a reserve and a surplus fund, surplus would be spent first. He added that if the Town had a major issue, we still had \$9 Million (21.7 months of unassigned funds). He explained that surplus funds were the result of various revenue sources including property and sales taxes paid by our citizens and should be used to fund Town operations including personnel, equipment, capital projects, facilities, and other amenities. The primary focus should be on one-time purchases.

Mr. Perkins gave an overview of American Rescue Plan Act (ARPA) funds. He stated that the funds were provided under ARPA as part of President Biden's Covid Pandemic recovery for State and local governments. The Town was awarded \$2,803,013. He added that the use of the funds was restricted to the U.S. Treasury's Interim Rule document. The Town accepted the funds under the standard allowance and may use them for government services, which had a broad definition. The timeframe for the use must be obligated (orders placed for property/services, entering into contracts, etc. by the end of 2024) and must be fully spent by the end of 2026.

Mayor Dial thanked Mr. Perkins for the funding overview, his presentation made it easy to follow and to better understand the many funding sources.

Mr. Perkins moved to the 2017 SPLOST fund. He stated that the originally projected revenue was \$9,025,000, to date, the actual revenue was \$10,628,252.36 and would continue to be collected through June 2023. That projected amount was \$11,500,000. The Town's project costs, to date, was \$5,208,612, leaving a SPLOST balance of

\$5,580,384.06. He added that the work was being completed, however, that much money was difficult to manage with our small staff.

He reiterated that projects had been completed, but a few were canceled such as a GDOT project due to GDOT declining approval, and the roundabout project grew, which it needed to. He then listed 2017 completed SPLOST projects, repair of roads and streets, with an LMIG match for \$425,000, sanitary sewer expansion for \$1,700,000, the full depth reclamation and repaving of Powers Court/Senoia Road for \$287,402, the milling, patching, and repaving of Briarwood and Farr Roads for \$523,124, the milling patching and repaving of streets within Southampton, River Crest, and Windsong for \$345,000, and the Dogwood Trail culvert for \$445,458. Mr. Perkins then listed the remaining projects, the Palmetto/Senoia/Arrowood roundabout for \$3,500,000, the Handley Park restroom and improvements for \$269,083, the Dorthea Redwine Pickleball courts for an estimated \$700,000, the Pendleton culvert for \$310,074.53 which was in the property acquisition phase, and the 881 Senoia Road renovations for \$275,000. He added that the 881 project had been stalled due to busted pipes from the cold snap. Staff was currently waiting to hear back from the insurance adjuster to see how much they would allow for the damage. The plan was to move Recreation staff into the back of the building, so he and Mr. Langford would be meeting with them to discuss the plans moving forward.

Council Member Furr asked if the remainder of the 2017 SPLOST was spoken for. Mr. Perkins shared that yes, the roundabout would take most of the remainder. He reminded Council that staff met with them individually regarding the potential of a \$100,000 shortfall. The hope was that some projects may come in under budget so there would not be a shortfall. Council Member Howard asked if there was a time limit to spend the 2017 SPLOST funds. Mr. Perkins stated that there was no time limit as long as there was ongoing movement. It was common to work through two SPLOST funds at one time.

Mr. Perkins briefed Council regarding the implementation of ARPA funds. He shared that the Town received \$2,803,013 with the standard allowance of revenue loss. Those funds could be used for government services. He reiterated that the funds must be obligated by December 31, 2024, and spent by December 31, 2026. He also reminded Council of the \$300,000 from CARES Act funds, which was elected toward public safety salaries during the pandemic. The surplus funding was then used toward the Shamrock Park playground, and other equipment for the community. He shared that ARPA funding was similar and would allow staff to apply the \$2.8 Million toward personnel services this fiscal year. That would be reported in next month's report, the remainder would be reported next April for the following fiscal year. That would mean that the funds would be obligated and spent in one movement. The funding would be spent as intended for the community. By electing this type of application, it eliminated the pressure to obligate and spend. He added that the Town's auditors and the James Moore CPA firm approved the method. The firm was hired for that purpose, to oversee the ARPA spending and allocation. Staff would approach Council in April for a vote.

Mayor Dial stated that six months ago, he recalled talk of congressional clawback regarding the ARPA funding. Mr. Perkins stated that the talk was early on before they released the second payment, and was now mute.

Mr. Perkins stated that the funding should go toward government services. He split the fund into two different categories, community impact with 80% (park and facility improvements, economic development, and infrastructure), and government operations for 20% (technology, equipment, and training). This equated to \$2.2 Million for community impact, and \$560,602.60 for government operation, totaling \$2,8 Million. Mr. Perkins broke it down further. For community development \$1,584,410.40 for signage and safety \$230,000, for the public works facility \$300,000, for parks and recreation improvements \$30,000, and for contingencies \$100,000.

He then broke down each item. He stated that in the past, Council requested downtown multiuse path (MUP) improvements. That project amount along with additional downtown parking would be \$1,584,410.40. He suggested expanding the MUP on the Gunnin property, and streetscape project, and enlarging the cart path down Senoia Road toward Castlewood Road as far as the funds would take them. By enlarging the sidewalks, it would accommodate golf carts downtown, which would be safer than sharing the road. He added that for that particular project, additional parking could also be considered.

Mr. Perkins shared the breakdown for signage and safety projects. He stated that the amount would be \$230,000. This would be for upgrades to all Town facility signs, way-finding signs, and parking signs. It would also allow for digital speed signs and traffic data monitoring for Senoia Road, Spencer Lane, and Swanson Road. He added that Spencer and Swanson were share-the-road targets. Studies show that these devices had a positive impact on speed. The devices also record data similar to the SMART trailers.

Mr. Perkins stated that there was \$30,000 for park and facility improvements which were for resurfacing the tennis/basketball courts at Shamrock Park and Veteran Park updates. He added that he had received a request to add a Space Force and Merchant Marine flag. If those flags would be considered, the flag poles would need to be resituated and maintained. He also spoke of adding some sort of military static such as a small artillery piece or carrier. With this would come costs for transport and a concrete pad. Mr. Perkins had someone in the military currently working on that for him.

Mayor Dial stated that it seemed like a low number for resurfacing the courts. Mr. Langford (low audible) stated that it was the quote given for a type of acrylic surface paint. Mr. Perkins added that it was only a preliminary estimate that could be adjusted through ARPA funding if needed.

Mr. Perkins stated that there was \$300,000 budgeted for a new enclosed and fenced-in pole barn at Handley Park. The removal of the current pole barn would create additional downtown parking.

Council Member Campbell mentioned purchasing the remaining Deyton property behind Town hall. Mr. Perkins informed Council that Ms. Sandra Stiltner mentioned giving the Town the first right of refusal for the purchase however, their timeline would be much

longer and not in line with our current plan, plus may cost more in the future. He advised moving forward with the pole barn plan.

Mr. Perkins stated that \$100,000 was placed in the ARPA budget for any unanticipated costs for the associated projects.

He then moved to ARPA funding for government operations in the amount of \$560,602.60. This amount would be split evenly for four department categories totaling \$140,150.65 each. The four categories would consist of public works, administration and court, police and leisure services (library and recreation). He gave examples of purchases for the police: body cameras, an upgrade to in-car laptops, radios, 1 patrol vehicle, lock-out kits, jump bags, rapid ID units, new laser units, and stop sticks. The library, and recreation would also include the museum. Their list consisted of a recreation golf cart, office technology and furniture for their new space (881 Senoia Rd), funding for activities and programming, and Handley Park scoreboards. The library lists consisted of: children's and teen area upgrades, a golf cart, books, and other equipment/services. The museum's list consisted of upgrades. He noted that the 6 passenger golf carts would be used to travel between facilities/parks and they would also reduce the Town's need to rent golf carts for events like Founders Day.

Mr. Perkins stated that ARPA funding for administration and court would consist of: the digitization of court records, Laserfiche Interface for the record management system, open records management software, a radio base station for the court office, new monitors for the breakout room and conference room B, A/V upgrades for chambers/courtroom, after-hours call box for the front door, technology replacements (staff computers and plotter), training and staff development, staff polo shirts for events, and other software, equipment, and services. He added that the chambers and courtroom needed upgrades to audience mics to the two tables and for the audience, the current mics were noise canceling so the clerks and audience were unable to hear most audience comments from the recordings. The call box would be a good safety feature for after hours. If someone needed a report or an officer, all that was needed was a push of a button, that would take a citizen straight to dispatch.

Mr. Perkins shared the ARPA fund requests from public works: a new dump truck, a salt spreader, 1 portable diesel light tower (\$15,000), and other small equipment. He added that Mr. Kelley, Public Works Maintenance Tech I, had repaired the dump truck as much as he could, it was at the end of its life.

Council Member Campbell asked about permanent lighting at Shamrock Park. Mr. Perkins stated that EMC could install lighting but it would not have an on/off switch. The cost was similar to the towers. The towers could also be utilized for storm clean-up and traffic accidents. The Town would also not be bound to a monthly cost. Mr. Trocquet added that for the Shamrock Park upgrades lighting was a topic and if a stage was erected, lighting would also be associated with that.

Council Member Hill inquired about the future crosswalk on Senoia Road from Town Hall to Shamrock Park. Mr. Perkins stated that the project was included in the 2023 SPLOST list. If SPLOST did not pass, staff would come back to Council because the stage

would be a \$2 Million or less project. Mayor Dial thanked Mr. Perkins for the many hours he spent on the presentation.

Mr. Perkins thanked staff for the hours that they put into assisting with the ARPA presentation.

Mr. Perkins began a discussion regarding personnel needs. He informed Council that Ms. Ciara Willis as part of her duties assisted Ms. Baker with occupational taxes and open record requests, she also assisted finance with accounts payable, and the front desk, and she was also the Downtown Development Authority's secretary. He added that he was big on succession and had planned on promoting Ms. Willis to the Assistant Clerk position. She was currently working on her Clerk Certification and would be getting her Record Certification soon. Her role and duties would not change but she would be certified. She had already taken on additional duties. He wished to recognize her for her abilities and added that by promoting her it would not be a huge cost to the Town.

He then discussed the need for an additional Accounting Specialist. He shared that currently Ms. Beach and Ms. Smith made up the Finance department. He reminded Council of the auditors finding staff during the audit for several years of the lack of separation of duties. We are unable to reach that task with only two staff members. They currently work very hard and their workload is increasing. He added that Ms. Beach also wore an HR hat that took her time for onboarding new hires and answering questions regarding retirement and other insurance questions from forty employees. They were just trying to stay afloat.

Mr. Perkins shared a comparison chart for Accounting Specialists for surrounding cities that have similar populations as the Town. Tyrone currently had 7,718 citizens with 2 finance employees and 0 HR dedicated staff, Auburn had 7,902 citizens, 2 finance and 2 HR, Cumming had 6,639 population, 3 finance, and 2 HR, Hampton had 8,184 with 4 finance and 1 HR, Hawkinsville had 5,324 with 3 finance and 0 HR, and Toccoa had 8,300 with 3 finance and 1 HR staff member. He gave some insight regarding this position. In 2016 when Ms. Beach's position was created, the Town's budget was \$3.5 Million, currently, the Town's budget was \$11.5 Million. He shared that the finance staff had to handle ARPA funding, maybe 2 SPLOSTs, 8 grants (vs 2 in 2016), 32 capital projects along with HR duties. We need additional staffing to ensure compliance with the Governmental Accounting Standards Board (GASB) regulations and HR laws. He then shared additional responsibilities for the finance department: there were 11 active funds, 5 bank accounts, SPLOST management, multi grants and loans, project accounting, departmental accounting, capital asset management, the DDA, accounts payable, ensuring proper purchasing procedures, and approvals, management of credit cards, budget preparation and management, the annual millage rate process, the audit process, the annual Department of Community Affairs report, the GASB reporting on leases and reporting on subscription-based information. He then listed the HR duties in addition to Ms. Beach's duties: processing payroll, managing staff turnover, benefits management, FMLA management, pension and retirement, safety and risk management according to GIRM standards, and open record requests. He stated that we all wear different hats

and he did not take coming to Council for personnel lightly, however, he felt it necessary. He would gather costs and a packet together for them at a later date.

Council Members Hill and Campbell agreed that it was a heavy load and Council Member Campbell added that he could attest that Ms. Beach puts in many late hours.

Mr. Trocquet approached Council with a need for a Public Works Specialist. He shared that he met with Mr. Langford and Ms. Boullion regarding the duties of sewer and stormwater project management. Staffing levels had remained the same within their departments since 2013, with the exception of additional Maintenance Workers. He stated that the population increased by 3,000 since 2005. In the fiscal year 2018/19 the Town had 5 major projects that were completed at approximately \$850,000 in construction. Currently, we have 9 projects at \$2,270,000 with 11 projects under design and 4 projects that are under review. He added that the demand for a project manager was increasing. He shared a comparative chart similar to Mr. Perkins' regarding staffing. The Town had 7,500 citizens with 12.88 square miles and 7 public work employees at 0.5 staff members per square mile. Palmetto had 4,707 citizens with 12.04 sq. miles, 15 public works employees with a 63% population/93% land area and 1.2 staff members per sq. mile, Jonesboro had 4,729, 2.60 sq. miles, 8 employees, 63%/20% land, 6.2 times the staff as Tyrone, Dahlonaga had 6,773, 838 sq. miles, 11 public works employees 90% population with 68% land area and 2.6 times the staff (1.3 per sq. mile), Social Circle had 4,447, 11.3 sq. miles, 12 employees, 2.4 times as Tyrone, Eatonton had 6,603 population, 20.7 sq. miles, 12 employees, 88%/16%, 2.4 times the staff, Hapeville had 6,627, 2.40 sq. miles, 20+ public works employees, 88% population/19% land area with 4 times the staff (8.3 staff per sq. mile), and Barnesville had 6,650 population, 6.1 sq. miles of land, 9 public works employees, 89% population to 47% land area and 1.6 times the staff.

Mr. Trocquet added that there were three main areas of focus for A Public Works Specialist position: project management, stormwater, and sewer. He began explaining sewer and stormwater and what that demanded. With sewer, there were regular reports due for the pump stations and the system, grease traps need to be maintained, (keeping the grease levels down) overseeing the sanitary sewer inspection program and infrastructure inventory, coordinating the pump station generator routine maintenance with Coweta County Water and Sewer Authority (WASA), assist the Fulton County Public Works Director with inflow and infiltration reports, oversee the routine maintenance on air release and vacuum valves, implement and oversee the Valve Exercise Program, and assist in fielding sewer inquiries, customer service complaints, and outreach. These duties would increase as we increased our capacity.

He continued with stormwater requirements: to manage field inspections of over 2,500 stormwater structures, which was very time-consuming, assist in fielding stormwater inquiries, customer service complaints, and outreach, maintaining stormwater records, regulations, ordinances, and data, informing project applicants of Town requirements, processes, and deadlines from time of initial contact to completion of projects, coordinating with the Environmental Specialist on pond inspections, annual maintenance documentation, and Green Infrastructure and Low Impact Development (GILID) maintenance, and finally, assisting the Environmental Specialist with inspections

of development sites for compliance. He added that Ms. Boullion was very busy keeping up with her workload and state requirements and this load was increasing.

Mr. Trocquet then covered the project management list for a Public Works Specialist: coordinating the GIS system for Town infrastructure, coordinating major and minor sewer and stormwater infrastructure projects including construction inspections, reviewing all utility permit applications, and coordinating follow-up inspections, coordinating miscellaneous projects as assigned by Mr. Langford, and assisting Mr. Langford with coordinating the RFP's and bidding processes for public works projects. These would take some of the load off Mr. Langford. Mr. Trocquet stated that coordinating projects took a lot of time and Mr. Langford was a pro, his skills were so finetuned, he should write a book on an RFP process. These duties were very important, to have an assistant would be ideal. He stated that there were many facets to that department and many regulations to keep up with. As we grow it becomes more difficult to maintain, having an additional person would help.

Mr. Perkins began a presentation on retirement. The Town went from a standard retirement, with a minimum retirement age of 65, to the Rule of 70, with a minimum age of 55. Currently, the Town's plan had a 1 ¼ multiplier. The employee gets a 1 ¼ % of their salary for every year they have worked with the highest 5 years of service. He gave the example of 1 ¼ of your salary, multiplied by 20 years with the percentage of income, that would be your retirement pay. He added that some surrounding cities were going to 2 and 2.5% which was a large difference. Some employees wish to retire but it was currently not beneficial. He added that the Town should not be responsible for 100% of employees' retirement. From a recruiting, retention, and competition standpoint, he believed there should be more options. He would be requesting funding for another retirement study, not to change the retirement but to look at options for the near future.

2. Fayette County Development Authority (FCDA) update. **Niki Vanderslice**

Mayor Dial congratulated Ms. Vanderslice on her new position.

Ms. Vanderslice stated that in the past, the FCDA would come to the Town asking for money. She added that hopefully they would not be asking for money in the future and thanked everyone for their contributions for the five plus an additional year to get the FCDA up and running. She added that a check was sent to the Town last August for the unforeseen sixth year.

Ms. Vanderslice introduced herself as the new President and CEO of the FCDA. Her recent position was that of the Vice Chair. She had worked in community and economic development on the state, local, and regional levels. She had since been a stay-at-home mom. She was asked to be the Interim and made the decision to take a permanent position in January. She added that it just made sense, there wasn't enough time to acclimate a new hire.

She stated that it was an exciting time to live in Fayette County. She shared that during the board's retreat late last year, they discussed financial security and investments. With the investment funding, projects would be funded throughout the county. She stated that

the stakeholders consisted of the five cities that helped fund the FCDA, the Board of Commissioners, and the Fayette County Board of Education (BOE).

The board was currently working on a revolving loan fund and a grant program that would be eligible to those stakeholders. She added that the goal for the available funding would be July 1, 2023. She shared that in January and February, they facilitated focus groups which were attended by 167 participants including some from Tyrone. The findings would be presented to the board soon and Tyrone was mentioned favorably several times in those meetings. A key issue for the board was product development and with little land available in the county it could be challenging.

Ms. Vanderslice shared that additional staff was focusing on existing industries with a manufacturing element and more than 50 employees. The Fayette County Chamber would focus on smaller businesses. She added that they were also working with the BOE on workforce development. She commended Council Member Hill on her position with the FCDA as the Film Locations Coordinator. They had a pulse on the Trilith Film Studios as they continued growing and how that would impact Fayette County. She informed Council that within the 9 years prior to Trilith Studios, that land paid \$100,000 in taxes. In the 9 years since, they have paid \$4.2 Million in taxes, which was a good return on investment.

She commended the Council for knowing who they were as a Town and added that the FCDA wanted to help the Town get to where we needed to be in future development. She added that regarding the expansion of the FCDA, they would be adding accounting services to their organization. She also shared that Q2S would be breaking ground soon in Fayetteville and also had a candidate for their first tenant.

Mayor Dial asked Ms. Vanderslice if their revolving loans had parameters on how recipients would be chosen. She informed him that the recipients would come from the 7 stakeholders, with no non-profits at this time. Mayor Dial also shared his concern with initially being told that with the introduction of the film industry, Fayette County cites (Tyrone) would see ancillary businesses come in, but we have not. How do we better market ourselves for those types of businesses on the outskirts of downtown? Ms. Vanderslice stated that the FCDA was looking for better ways of tracking the data. Council Member Hill helped initiate the need for an ordinance for filming which helped. The collection of data could better help tell the story and get all the cities in a better position relating to filming. She stated that it may be the end of this year or the beginning of 2024 when that would be completed. Mayor Dial clarified that he was not talking about filming, that happened organically. He was thinking of storage, post-production, and office space. How do we market those spaces? Ms. Vanderslice shared that usually production was temporary, for 3-6 months. Mr. Trocquet stated that Powers Court office park was recently rezoned to Highway Commercial. A gentleman was going to build 3, 30,000 sq. ft. buildings with office and flex space for specialty trade contractors and the film industry. Mayor Dial asked if infrastructure could support development along Highway 74 on land before Sandy Creek. Mr. Trocquet stated that yes, however, sewer capacity was the key. Mayor Dial thanked Ms. Vanderslice and Mr. Tracy Young for their contributions and for serving on the FCDA.

3. Community Development/DDA. **Phillip Trocquet, Community Development**

Mr. Trocquet shared that currently, community development encompassed the DDA, building department, code enforcement, and planning and zoning.

His presentation began with the 2023-24 goals and objectives. They consisted of the continued revision of the fee schedule for the Town. Also, continuing the revision process of the code enforcement ordinances. He mentioned downtown improvements such as beautification, streetscaping, wayfinding signage, and multi-use improvements just to mention a few. He shared that his department would continue with updates to development ordinances which were consistent with the LCI, and Comprehensive Plan update. Some examples were parking requirements and zoning classifications such as requirements for historic downtown homes. Another goal was matching grant activity. He shared that the matching grant activity would be directed specifically toward stretching dollars spent on streetscaping and transportation improvements in the downtown area. These funds would actually take the former studies and put them into action.

Council Member Howard inquired about the Town forming a Historical Society. Mr. Trocquet stated that the Town had nothing that would be considered under the National Register of historical sites. The Town could apply and establish a district downtown encompassing the south end of Senoia Road. Council Member Howard asked if the Town had any that was considered historic. Mr. Trocquet stated that a couple of homes were built in the early 1900s but technically the 1950s and 60s could also be considered historic. Getting started would not essentially allow for preservation. Council Member Howard shared that in that case, the north end could also be listed, such as the Gunnin buildings and the former Mundy's location. Mr. Trocquet stated that he would need to do more research on the matter.

Mr. Trocquet shared before and after examples of street designs, and streetscaping, along with multi-use paths. Staff would facilitate ways to slow downtown traffic and allow for better walkability. He also showed examples of MUP for better mobility and safety and added that the Town planned on expanding and building wider paths downtown.

He then shared the Downtown Development Authority's (DDA) objectives. He began with the DDA's role of promoting a positive image of the downtown area through events and marketing. He stated that the DDA was committed to making the most of what made Tyrone unique, to further economic vitality and development opportunities. He stated that the DDA served as the backbone organization representing downtown economic interests ensuring that resources and opportunities would effectively implement the Town's vision. Lastly, the DDA would continue to support public and private design that enhanced aesthetic appeal as well as pedestrian-friendly streets and places downtown.

He added that the downtown focal point was Shamrock Park, with Town services across the street and the Post Office close.

Mr. Trocquet expanded on the DDA goals. He began with the former fire station redevelopment. He listed 3 loan sources that were available, all with low interest. The loans were from GMA, FCDA, and the GA Cities Foundation. The DDA was seeking a well-established restaurant use and site redevelopment. An RFQ was drafted in the pursuit of a restaurant tenant.

Mr. Trocquet then listed the 2023 First Friday events to bring attendance to Shamrock Park: May 5 Motowners, June 2 Jackie Pelfrey, July 7 Men of SAE, August 5 Hunter Callahan, and September 1 Movie Night. He thanked Ms. Ownes and Ms. McClenney for their dedication to promoting those family-friendly events. Mayor Dial mentioned that Hunter Callahan hailed from Tyrone.

Mr. Trocquet shared that the DDA would be coming to Council asking for a transfer of funding from the FCDA to the DDA. The budget included insurance, events, training, utilities, etc. There were costs to running a DDA. A steady stream of funding would take time. He added that previous contributions and refunds from the FCDA would ensure continued overhead cost and event continuity in perpetuity. It would also allow the DDA to set dollars aside for smaller redevelopment operations such as re-painting, landscaping, or façade grants. These grants could help with streetscaping or allowing businesses such as Spezannos Village Market to open up their front for outdoor seating.

Council took a 10-minute recess at 10:50 am.

4. Public Works- Scott Langford, Town Engineer / Public Works Director

Mr. Langford began the fiscal year 2023-2024 goals with transportation. He shared that roadside tree pruning and removal would be ongoing. They would begin with sidewalk repairs in Tullamore, Maple Shade, Brooks Drive, and Laurel Forest. They would also complete the construction of the Tyrone Road cart path. More projects would include road resurfacing of Strawberry Lane, Laurel Lake Road, Ridge Road, Laurelwood Drive, Foxford Run, East Crestwood (Senoia – SR74), Huntingdon Court, and Tyrone Road near SR-74 to the railroad tracks (Ethel Land). Among the road preventive maintenance, would be crack sealing and pavement markings. He shared that the TIP project on Dogwood Trail would be bid out and the County would begin construction this fiscal year. He added that roadway signage replacement would be ongoing. Mr. Langford stated that an intersection study was on the books for Senoia/Castlewood Roads due to the streetscaping and improvements along Senoia Road. That intersection may need more improvements in the future and could be placed on the 2023 SPLOST list if approved. He stated that his staff would work on improving their permitting processes including ordinances for streets, utilities, land disturbance for developments, and driveways. This would also include sidewalks and mailboxes. He also stated that he would like to see metal piping for infrastructure as it would better protect the homeowners.

Council Member Campbell suggested taking down the large tree in the Senoia/Castlewood Roads intersection, as it pertained to the intersection study.

It would improve the look of the intersection, plus the tree was dying. Council Member Furr asked why did Laurel Forest need sidewalk repairs? Mr. Langford stated that a citizen pointed out 2 trip hazards near the catch basins.

Council Member Furr inquired about the Tyrone Road repair near the railroad tracks. She requested it be repaired some time ago and asked if a developer was still planning on developing that area. Mr. Langford stated that the first developer fell through and another developer was looking into the Valleywood Road area. He added that the opposite end on the Palmetto Road side also needed to be looked at more carefully regarding the intersection and streetscape. Could we wait another year or two? Mr. Perkins stated that yes, that area on Tyrone Road needed to be repaired near the railroad. A smaller development was in discussions. We could keep kicking the tire or improve that intersection per Council's request. Council Member Furr suggested repairing it now. Council Member Howard stated that the area was always wet. Council Member Furr confirmed that there were underground springs at that location.

Mr. Langford moved on to environmental and stormwater. He began naming the top 5 stormwater projects: Shamrock Park Pond improvements which included tree removal, overflow pipe, and the possibility of overflow from downtown parking.

Council Member Howard asked if the pond behind the former fire station could help with overflow. Mr. Langford stated that it could be a possibility however, Shamrock Pond may be a better solution. Council Member Howard inquired about the future walking path behind the post office and fire station. Mr. Langford stated that yes, that was in the plan along with moving the pole barn to allow for more downtown parking.

Mr. Langford then continued with his presentation on environmental and stormwater projects. The list of stormwater projects continued with the Pendleton dam category I upgrade, culvert replacements and repairs, Adams Lake dam improvements, and ongoing maintenance on Town-owned ponds.

Council Member Furr asked if the Town-owned Adams Lake. Mr. Langford stated that we did not, but we did own the road over the dam. Council Member Campbell asked if the homeowners had any financial responsibilities. Mr. Langford stated that was a conversation that Council, management, and legal needed to have.

Council Member Howard asked about Valleywood Road lake. Mr. Langford stated that staff was optimistic that a developer would handle that when they developed the property. She clarified that it was on the paved section. Mr. Davenport stated that the section in question was owned by a citizen.

Mr. Langford continued his presentation regarding environmental and stormwater and listed a few more projects on their list: quarterly category I dam inspections, new EPD requirements for Stormwater Management Program in 2023, infrastructure new 5-year reporting cycle (20% per year inspection), permits, plan review, inspections, stop work

orders, EPD reports, Waters of the State Determinations, Education Outreach, and ordinance revisions. He shared that Ms. Boullion was working very diligently on her reports.

He added that they would be working toward a revised stormwater management program, an enforcement response plan, an illicit discharge plan, and developing/adopting GI/LID practicability policy. He ended with staff continuing their high school internship program. The students were working on stormwater projects, library/recreation projects, and a sewer Excel project.

Mr. Langford then listed the facility goals for 2023-24: relocation of the pole barn, replacing the HVAC unit at the Redwine park concession area, 881 Senoia Road foundation repair, replacing the flooring and painting the interior of the library, evaluating the library parking lot, and the consideration of hiring a janitorial service for the general cleaning of Town facilities.

A discussion took place regarding the HVAC unit at Redwine park. Mr. Langford stated that the cost could be up to \$7,000. Council Member Howard suggested a ductless air conditioner. Mr. Langford stated that it would work if the water was taken out of the center section of the building and then used for storage, currently, it was a concession area.

Mr. Perkins stated that Mr. Maldonado with the Tyrone Youth Baseball Association was interested in perhaps starting up another softball league at Redwine Park. Discussions began regarding parking on the street and the need for better signage at the park.

Mr. Langford informed Council that the 881 Senoia Road building foundation was not as dire as initially thought. The current option may be to seal by caulking instead of rebricking. Also, regarding the library parking lot, an option would be to lay a high-grade sealant and to restripe.

Mr. Langford then moved to the public works equipment requests. He listed the need for portable lights, a tractor/skid steer/CTL implements (broom sweep, side mower, mulch head, grapple, and trencher), a dump truck, bucket truck, pick-up trucks, utility bed truck, compact track loader, a root pruner, and a stump grinder. He added that some funding would fall under SPLOST funding.

Council Member Furr asked why would they request a compact loader on tracks than one with rubber tires. Mr. Langford stated that it would be better for off-road and working in the brush as stumps would puncture the tires. Council Member Furr added that a track vehicle was also more expensive to repair, but agreed that it was more efficient.

Mr. Langford shared their goals for sewer: to continue system maintenance with Coweta WASA, to replace pump station 2 generator, to convert pump station 3 to natural gas, to improve education, tracking, and inspections for fats oils and grease (FOG), pipe and manhole repairs and I & I reports (complete design and construction), sewer capacity,

northern county area sewer capacity planning, and the Southampton sewer manhole stabilization project.

Council Member Campbell inquired about relining the pump stations. Mr. Langford stated that there was no current damage or need to reline at this time.

Mr. Langford shared their Tree Fund goals. He stated that staff would continue to collect funding for tree removal per the Town's ordinance and utilize funding for downtown streetscaping and park projects. The tree fund would be used to plant trees of a certain size, not shrubs.

Council Member Campbell asked where the tree fund came from. Mr. Langford stated that it came from developments that were unable to complete their landscaping requirements, based on density and acreage. Mayor Dial gave the example of GoodWill's requirements and contribution to the tree fund.

Council Member Furr warned not to plant underneath the wiring at Shamrock Park along Senoia Road. Council Member Furr then asked about the brick pavers located on Laurelwood Road. Mr. Langford shared that their purpose was not for traffic calming. She stated that the bricks were raised and she asked for them to be removed. It was added for the school children to walk over to the bus stop.

A motion was made to remove the brick pavers located on Laurelwood Road for a smooth service.

Motion made by Council Member Furr, Seconded by Council Member Hill.
Voting Yea: Council Member Howard, Council Member Campbell.

5. Library - **Patty Newland, Library Supervisor**

Ms. Newland shared that she had been live-streaming the meeting and added that up to that point infrastructure and the normal running of the Town were discussed. She was beginning the Leisure Services section where they served the citizens and added that they were in the people business. She shared that each week new families were coming to the library for the first time. She informed Council that at the end of 2022, statistics were as followed: 69,339 circulations for 2022, attendees totaled 6,765, 169 programs, and 15,283 computer sessions. She felt that she and her staff were in tune with what their patrons wanted and wished to add more programs soon.

Council Member Campbell asked what types of programs. Ms. Newland shared that she did not want to be pigeonholed for younger children so she wanted to add more programs for middle and high school kids. She added that the Children and Youth Services Coordinator, Kate Chambers had added taste tests for the teens such as Pop-Tarts and sodas. Staff would also continue with the Zombie Apocalypse, and that word of mouth always helped to add new members. Mayor Dial asked if the program's members were repeat members. Ms. Newland stated that programs such as Chess accommodated most ages. The age breakdown was youth ages 11-17, and 18 and up were considered an adult. Families ages 5-10 were the bulk of attendees.

Ms. Newland shared the library's free resources: Zoo Atlanta, Georgia State parks & historic sites, Center for Puppetry Arts Museum, The Bremen Museum, Chattahoochee Nature Center, Go Fish Education Center, Macon Museum Pass, Michael C. Carlos Museum on Emory Campus, and the Alliance Theatre - 4 free tickets.

Council Member Campbell shared that he and his family have utilized several free programs.

Ms. Newland then shared the library partnerships: Georgia Farm Bureau Passport & Book of the Month Program, Fox-In-A-Box Exhibit, and Georgia Memory Net. The Georgia Memory Net program was a state-wide program through Emory that assisted families with members suffering from dementia. They were constantly adding programs that added culture. Mr. Perkins asked if Ancestry.com was through a grant and if the museum could partner with them. Ms. Newland stated that it was through Galileo and yes it was through a grant and that she could research if they could partner.

Mayor Dial inquired about Fox in a Box. Ms. Newland shared that it was a very interesting display and a formal program. The next two days for the formal program were March 17th and 28th.

She shared the online services: Galileo, Mango Languages, Ancestry.com, and Find a Grave USA. She shared that the library ordered a Bluetooth speaker, a microphone, and a lavalier microphone through a LibTech Grant 2023. This was a grant through the state that budgeted for everything that the public touched such as computers, tablets, and a smart board.

She added that the Fox-in-a-box was currently displayed at the library. The Tyrone branch was chosen as one of the libraries to receive the exhibit to showcase and educate the public on the history of the Atlanta landmark. The display started during COVID season and patrons could walk in and read or attend the hosted program through libraries. Local people speak of their history and experiences with the Fox Theatre as part of the program. She added that if you have visited the Fox, at least go for the architecture.

She shared that the library had a new partnership with Georgia Memory Net. This was a statewide program developed with Emory University and was dedicated to fighting Alzheimer's and other forms of dementia. It was a cruel disease and a lot of misinformation was out there. This was a way to be better informed. The library also had handouts. She hoped that in the near future, a representative would be willing to come and speak at the library.

She shared pictures and a plan for a covered path between the library and recreation buildings. She also shared ideas for updating the children's area and the reference desk area. She stated that an Eagle Scout project provided them with 4 beautiful, stained Adirondack chairs that overlooked the park/lake. She shared that she sees the area between the library and recreation building as a separate venue. She would like to see some grading and landscaping. She thanked the public works guys for their assistance in hanging lights in that area.

The area currently housed a couple of picnic tables and she would also like to purchase some oversized games. Ms. Newland envisioned programs or poetry readings for the space. Mayor Dial asked if soft seating was discussed or just the cover for the path. She discussed that the area was near the former septic tank which had remained mushy and wet, the cover could help with that. She would not be opposed to making the cover wider. Her hopes were to obtain a rendering of what the area could look like.

Mr. Perkins offered that as part of the 2023 SPLOST if passed would be grading for that area. Ms. Newland reiterated that a cover would assist with the elements for those that go from one building to the next and for outdoor programming. Recreation could also utilize the space.

Ms. Newland stated that the building was 15 years old and some areas such as the children's area and the reference desk area needed some upgrades. She found a window bench for the children's area. She would like to turn the reference area into a teen area with shelving, a charging area, and comfy seating. She added that the inside also needed painting and modern flooring would be nice and more durable, especially in the work area. She added that staff was looking forward to adding more programs and that she appreciated her staff.

Council Member Howard stated that she was blown away by all of the activities that were offered and how many citizens have tapped into them. Council Member Campbell asked about the "hotdog" cart. Ms. Newland shared that the cart would be fixed-up to attend Town functions, housing flyers, book marks, and other materials. It would be a good way to mingle with the crowd and also inform them.

Mayor Dial opened a conversation regarding signage for the library. Ms. Newland agreed that the library needed better wayfinding signage to the library. They did a good job of advertising on social media but better signage would be beneficial. We are trying to reach more people. Mr. Perkins informed everyone that updated signage was on the project list. By not knowing what business would end up on the corner of Commerce/Senoia, temporarily, a library staff member could add information to the Town Hall marquee. Council Member Hill suggested a book display similar to that at the Trilith Village. Mr. Perkins stated that staff would be working with a designer for a packet to visualize what each sign could look like and the costs.

Council took a 15-minute break at 12:17 pm for lunch.

6. Recreation - **Linda Owens, Recreation Manager, and Krista McClenny, Recreation Assistant**

Ms. McClenny filled in for Ms. Owens. She shared that Ms. Owens had been very accommodating while recovering. She shared their successes from 2022: the implementation of the Tyrone Tree Farm during Christmas 22, the expansion of the Tree Lighting Celebration to 2:00 pm - 6:00 pm, the addition of a Christmas Market, the inclusion of DDA in the Christmas event, the addition of an art activity class, the inclusion of Disney Princesses at Halloween, the coordination of the First Friday events, adding a Spring Market, May 5th (Cinco de Mayo) and the floating Christmas tree.

She added that she was a vendor for the previous Spring Market and now she would get to see it from a different angle.

Council Member Campbell inquired about the art activity class as it would relate to the art classes now being held within the former Tyrone Elementary School. Ms. McClenny stated that the group was just a group of women enjoying their fellowship and painting together.

Ms. McClenny updated Council on the 2023 priorities. She shared that within the short month, she had been there she was working on expanding the recreation volunteer base. She had already reached out to partner with several local organizations such as Operation Mobilization. She had also reached out to Sandy Creek Highschool and its different organizations that required volunteer hours.

She was also working to build their new Pickleball program. She was working with the Huddleston's which were members of the Professional Pickleball Registry (PPR) and have won many medals. They would be assisting with lessons and forming tournaments. Mr. Perkins stated that currently, there were several different individuals related to Pickleball, and we need a single point of contact. Council Member Campbell also knew people with credentials. Mayor Dial stated that folks asked for the Pickleball courts, and they needed to form a volunteer board. Ms. McClenny stated that she was also currently researching surrounding courts in the local area; how many, their costs, and availability. By acquiring the information, they would be better equipped when the program took off, and others from the surrounding areas would be looking for available courts. Council Member Howard asked if the Huddlestons were local. Ms. McClenny stated that they were.

Ms. McClenny informed Council that they were working on an ad reel to show before the movie, during the DDA First Friday, movie event in September. The ad would also highlight the library and recreation programs.

She then listed other priorities for 2023: a Back to School Bash, recreation and library hosting events together, adding a yoga class, and special programs. She added that staff would also step up efforts to better inform businesses of current events and offer more ways to be a part of and or sponsor events. She shared that the Back to School Bash would work with schools in the district to have families attend. The goal was to have everything oversized such as games, sunglasses, and big turkey legs. The Way of Life Church would work with the Rotary would gather backpacks and school supplies, and the local barber shops could offer haircuts. She also shared that the new classes would be set-up as others with a 25%/75% cost split. The instructor receives 75% and the

Town receives 25% of the profit. She expanded on the hosting of events for recreation and the library. When senior services are added, they would like to bring back Lunch & Learns. This would include the Great Pollinator Census from the Fayette County Extension and UGA. She shared that they would also like to bring back the quilters and initiate CAVA lessons. She was also excited to announce Goat Yoga coming soon.

She then listed ways for promoting more event growth: launching an Elf on a Shelf social media campaign, promoting the Pickleball program with classes and tournaments, and creating a reel for the DDA and Town to be shown before the movie, on Movie Night in September.

Ms. McClenny listed the special events for 2023: April 21 Spring Market with Sandy Creek Jazz band, May 5 would be the First Friday event which was Motown, June 2 would be country, July 7 funk/80's, July 21 Big Back to School Bash, August 4 Hunter Callahan would perform, September 1 the movie How to Train Your Dragon would play, October 6 and 7 Founders Day, and finally, November 26 the tree lighting and Christmas Market.

Ms. McClenny then gave a brief overview of the budget. The special programs line had \$16,000 for FY22-23, not all was spent and some of the remainders were offered to the DDA for their First Friday events. She shared that this fiscal year staff was requesting \$31,000 for the Christmas fireworks show, an ice-skating rink, and the Christmas Mer-Go-Round. Most of the cost would be offset through ticket sales and perhaps sponsors.

She shared that staff was requesting \$17,000 for park maintenance. This would be for the resurfacing and painting of the concrete pad at Shamrock Park located in front, for the Strongman competition.

Mayor Dial excused himself at 12:54, Mayor Pro Tem took her seat.

Ms. McClenny listed the additions to existing events. Founders Day would add the Shamrock Wheel (Ferris Wheel) and carnival game trailers. The Christmas program would add an ice-skating rink, fireworks, and a merry-go-round.

She then touched on the Founders Day budget and the Christmas decoration budget. Last year's Founders Day did not happen so sponsors were given the opportunity to move their sponsorships. The AAbby Group moved theirs to sponsor the Christmas fireworks show. She stated that this year staff was asking for \$50,000 for a 50' Ferris Wheel and game trailer, and they would also be pursuing additional sponsorship money. This would include working with Home Depot for Edison lights for the park. The need was 60 strands of 48' each. She would also like to bring the "Elf off the Shelf" event to Home Depot.

Council Member Hill asked if the lights would only be for Christmas. Ms. McClenny shared that the lights would stay up throughout the year. She then gave a visual of the game trailer. She shared that the ice-skating event would cost \$10 per 20 minutes with

time bracelets, the carousel would be \$1, the Ferris Wheel \$2, and Zip Line \$5. This would offset costs and assist with crowd control.

She announced that the Founders Day entertainer would be Rongo and Friends, a Ringo Starr tribute band. The other entertainer would be the Block Party Band from Peachtree City, featuring classic rock, R&B, and pop. They were also trying to get Ken Scott (magic) and the Birds of Prey show. Council Member Campbell asked who would provide the ice skates. Ms. McClenny stated that the rink vendor would provide them.

Ms. McClenny then shared the Christmas decoration budget with Council. Last year's budget was \$12,000 with a deficit of \$853.85 due to the quality upgrade. This year they were requesting \$18,000, \$10,000 would go toward fireworks. Mr. Perkins asked to include Chief Mundy in the next fireworks meeting for safety measures. Ms. McClenny stated that \$5,000 would go toward the ice-skating rink. Staff was looking for a sponsor like Home Depot to increase levels and to cover the merry-go-round. She shared the idea of sponsorship activation such as a cooling station from Coke. They could market themselves and assist the Town.

Ms. McClenny gave an account of the proposed Christmas decorations: wreath bows, paper lanterns, lights for lanterns, a giant wreath for the clock tower with lights, a lighted arch for Shamrock Lake bridge, lighted deer, large ornaments, swag over Senoia Rd., light pole garland, business lights (trees), lighted Christmas packages, and 60 strands of Edison Lights.

Council Member Campbell shared that there were large ornaments currently stored upstairs at 881 Senoia Road in the Christmas room in black plastic bags.

7. Municipal Court - **April Spradlin, Court Clerk**

Ms. Spradlin introduced herself and shared that she had an amazing assistant, Lindsey King. The Town Prosecutor was Amy Godfrey and if she could not attend, her husband Issac Godfrey would. She also shared that Alisha Thompson was the Town's Judge.

Ms. Spradlin shared the Municipal Court Mission Statement; *Tyrone Municipal Court is committed to having the trust and confidence of the people we serve to fulfill our constitutional role.*

She shared the department took training seriously. She added that Judge Thompson and Prosecutor Godfrey had completed their annual training and would continue with their respective certifications. Ms. Spradlin shared that she would attend a Virtual Georgia Records Conference, obtain her annual recertification through the UGA Institute of Continuing Judicial Education, and obtain her TAC recertification. Ms. Lindsey King the Assistant Court Clerk would attend Municipal Court Clerk Training, obtain her GCIC Certification, and complete the Criminal History training.

Ms. Spradlin shared that their accomplishments consisted of the completion of the GCIC audit for the Tyrone Police Department and Tyrone Municipal Court. She thanked Chief Mundy for their assistance. They also completed the Town audit with Rushton and

Company, continued to maintain records in accordance with the State of Georgia Official Judicial Branch Retention Schedule, and finally, continue to maintain a positive working relationship with the Fayette County Magistrate Court for handling all warrants for the Tyrone Police Department and first appearance hearings. One of her goals was to digitize her records by the use of the intergraded software, Laserfiche.

Ms. Spradlin stated that the court adjudicated a total of 1,101 citations including traffic violations, city ordinance violations, misdemeanor drug cases, serious traffic cases (including DUIs), and cases transferred to state or state/superior court. There was an increase in funds of \$284.71.

She then reviewed the court fines collected and pain from January-December 2022.

Ms. Spradlin shared her department goals for 2023. To maintain the GCIC requirements and training for court and the police department, maintain the security of the building, to have no appeals or formal complaints, complete all training requirements through ICJE and annual recertification, and maintain courtroom security and develop a virtual court procedure. She added that larger courts had better options for virtual, however, they were attempting to find a smaller angle to make it work for Tyrone.

8. Public Safety - **Randy Mundy, Police Chief**

Chief Mundy began by sharing that at the last Council meeting, a gentleman inquired about the use of the blue mailboxes located at the Tyrone Post Office. He checked into his concern regarding the post office ceasing their use, temporarily. He stated that there was attempted vandalization, however, the public could still use them. He added that the Post Master shared that new ones were on their way. The Post Master encouraged everyone to place their mail in the boxes before 5:00 pm Monday – Friday or noon on Saturdays, that was when the boxes were emptied.

He then spoke regarding the resurfacing of the concrete pad located at Shamrock Park. He added that it was not level and needed to be, he also shared that the Tyrone Strongman logo would be painted on top when leveled.

Chief Mundy shared that 2022 was a good year and the department met all of its goals. He added that in 2022, the Part 1 crime rate totaled 75, and Part 2 was 127. The Town was ranked number 3 in the state as being the Safest City in Georgia. His goal was to keep Part 1 under 100, and Part 2 under 200 for 2023. Another goal was to be ranked Georgia's SAFEST city this year.

He listed all of the community outreach programs: 4th annual Citizen's Police Academy in the Fall, STOP - Students/new driver program, Coffee with a Cop, Zombie Apocalypse at the library, Touch a Truck at Birch Elementary, HOA meetings, Truck or Treat Founders Day booth, and making smores at the Christmas Tree Lighting event. He added that the STOP program began last year and was a way to acclimate new drivers on what police officers were looking for if they were ever pulled over for any reason.

He shared four purchase requests for the next fiscal year through ARPA funding: a Ford F-150 fully loaded, a patrol vehicle fully equipped, Dodge Charger equipped excluding radio and radar, 6-radar signs, and an additional message trailer current one was purchased in 2009. He added that the F-150 would come in handy when pulling over to pick up such items as a bicycle or to remove items from the road.

He expanded on the radar signs and message trailer they were proven speed deterrents, and the radar would be a permanent fixture. When there was a need for a speed study, staff would only need to download the information from their desktop.

Council Member Campbell asked about the average purchase of new vehicles per year. Chief Mundy informed Council that staff was asked to tighten their budgets during COVID (2020), placing them behind the curve for vehicle rotation. No vehicles were purchased and staff was attempting to catch up. Council Member Campbell asked if the vehicle purchase total could be increased for a year or two. Chief Mundy stated that normally, two were purchased. He would request 3 this fiscal year, and possibly 3 next year putting them back on track.

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

Mr. Perkins thanked staff for an outstanding job today. This was something that was not just thrown together. He commended their hard work today, and throughout the year.

XIII. COUNCIL COMMENTS

Council Member Campbell commended staff for relating the extensive amount of information. He thanked everyone for their hard work.

Council Member Howard announced that May 15th was the second-year anniversary of the Town Museum. She invited everyone to attend the Saturday, May 13th celebration beginning with the Coffee and Cars, car show from 9 am to 11 am. Their program would begin at noon. She added that there would also be an anniversary cake. She also informed everyone of the Easter celebration with the Easter Bunny on April 2nd.

Council Member Hill stated that a citizen shared that she watched the last Council meeting online and added how impressed she was with the Town Manager. He was very smart and thorough.

XIV. EXECUTIVE SESSION

XV. ADJOURNMENT

A motion was made to adjourn.

Motion made by Council Member Campbell.

Voting Yea: Council Member Howard, Council Member Hill, Council Member Furr.

The meeting adjourned at 1:28 pm.

By: _____
Eric Dial, Mayor

Attest: _____
Dee Baker, Town Clerk



COUNCIL AGENDA ITEM COVER SHEET

Meeting Type: Council - Regular

Meeting Date: April 6, 2023

Agenda Item Type: Consent Agenda

Staff Contact: Patty Newland

STAFF REPORT

AGENDA ITEM:

Appointment of Gail Joiner to serve as Tyrone's representative on the Fayette County Library Board.

BACKGROUND:

The position is a four year term.

FUNDING:

N/A

STAFF RECOMMENDATION:

Approval

ATTACHMENTS:

N/A

PREVIOUS DISCUSSIONS:

N/A



COUNCIL AGENDA ITEM COVER SHEET
Meeting Type: Council - Regular
Meeting Date: April 6, 2023
Agenda Item Type: Presentation
Staff Contact: Brandon Perkins, Town Manager

STAFF REPORT

AGENDA ITEM:

Presentation: Recognizing Town employees for their work anniversaries.

BACKGROUND:

The following employees are being recognized:

Susan Bolling – Library – 10 Years of Service

Ciara Willis – Administration – 5 Years of Service

Anthony Koranda – Police Department – 5 Years of Service

FUNDING:

None

STAFF RECOMMENDATION:

None

ATTACHMENTS:

None

PREVIOUS DISCUSSIONS:

None



COUNCIL AGENDA ITEM COVER SHEET

Meeting Type: Council - Regular

Meeting Date: April 6, 2023

Agenda Item Type: Old Business

Staff Contact: Scott Langford

STAFF REPORT

AGENDA ITEM:

Consideration to approve Change Order 1 for the 2022 Dorothea Redwine Park Phase One (Pickleball Courts) project number PW-2022-12.

BACKGROUND:

The 2017 SPLOST projects included pickleball courts at Dorothea Redwine Park. The project was awarded to Headley Construction on December 15, 2022. Construction started on the project and the contractor encountered an unforeseen condition of a large amount of concrete below the ball field surface. The Town, contractor and A&E looked at several options on how best to construct the courts and minimize the costs. In the last month, Town Manager Brandon Perkins has been updating the Council on the staff's efforts to resolve the issue. The result of discussions with A&E and Contractor is now formalized into Change Order Number 1 for Council's consideration.

FUNDING:

2017 SPLOST 321-69-54.1230

STAFF RECOMMENDATION:

Approve the 2022 Dorothea Redwine Park Phase One – Change Order 1

ATTACHMENTS:

Change Order 1

PREVIOUS DISCUSSIONS:

Council Meetings and Workshop in March 2023

Project: Dorothea Redwine Park

Contractor's Name: Headley Construction

The Contract is modified as follows upon execution of this Change Order: Description:

1. **The asphalt courts were raised 8 inches to accommodate the additional GAB.**
2. **Conduit was added to the plans to serve future electrical needs.**
3. **Steel handrail was added to accommodate the ramp at the entrance.**

Item No.	Item Description	Units	Qty	Price	Total
7	Infiltration Trench	LS	1	(\$31,273.00)	(\$31,273.00)
CO.1	Concrete demo to the required sub grade	LS	1	\$35,551.59	\$35,551.59
CO.2	8" Graded Aggregate Base	SY	1640	\$29.85	\$48,954.00
CO.3	Import Suitable Fill	LS	1	\$19,045.49	\$19,045.49
CO.4	Handrail	LF	50	\$206.71	\$10,335.35
CO.5	2 IN PVC Conduit W/ Tracer Wire and Magnetic Locator Tape	LS	1	\$1,904.55	\$1,904.55
CO.6	Weir Inlet	EA	1	\$5,713.65	\$5,713.65
CO.7	Survey and Geotechnical Investigation	LS	1	\$5,000.00	\$5,000.00
Total					\$95,231.63

EJCDC® C-941, Change Order.

Prepared and published 2013 by the Engineers Joint Contract Documents Committee.

Page 009463-1 of 2



WORK AUTHORIZATION

1039 Sullivan Road, Suite 200, Newnan, GA 30265
(p) 678.552.2106 (f) 678.552.2107

To: Scott Langford, P.E.
Company: Town of Tyrone
Address: 950 Senoia Road
Tyrone, Georgia 30290

Date: March 29, 2023
From: Cary Dial, P.E.
Copy to: Scott Thompson, P.E.
File

Project: Manhole Rehabilitation

Background Information:

In 2018, Red Zone Robotics (RZR) evaluated manholes within the Town of Tyrone's (Town) collection system. This included manholes within the Southampton, Rivercrest, and School Complex drainage basins. Each manhole was graded using what appears to be a shortened version of the Manhole Assessment and Certification Program (MACP) protocol, which is an officially recognized standard for grading the condition of a manhole. The assessment was transmitted to the Town in February 2023 for review. The Town provided a detailed spreadsheet of their findings with photographs of select manholes to ISE, desiring a complete review, assessment, and recommendation for which manholes needing rehabilitation and with what method.

After the evaluation, ISE will prepare Construction Drawings, Specifications, and Contract Documents for competitive project bidding. ISE will be available for Bid and Construction Phase assistance as requested.

This Work Authorization (WA) outlines the Scope, Schedule, and Fee associated with this project's design, bid, and construction phases.

Scope of Work:

Task 1 – Project Management. ISE will provide project management, coordination, and correspondence with Town staff and other stakeholders. This task includes meeting with the Town and representatives from manhole rehabilitation manufacturers for guidance on the rehabilitation of the infrastructure.

Task 2 –Manhole Evaluation and Rehabilitation Options. There are numerous methods and manufacturers for rehabilitating manholes. Options include chemical grout, cementitious lining, epoxies, polymers, chimney seals, bench repairs, etc. ISE will make recommendations on which manholes and what method of rehabilitation for each. A specification will be developed to ensure only quality manufacturers and contractors are allowed in the competitive bidding process.

Task 3 – Overall Project Drawing. ISE shall prepare a simple drawing that shows the locations of all manholes to be rehabilitated—each manhole to be color coded, indicating the rehabilitation method.

Task 4 –Contract Documents and Technical Specifications. ISE uses Contract Documents developed by the Engineers Joint Contract Documents Committee (EJCDC). These documents involve the participation of more than 15 professional engineering, design, construction, owner, legal, and risk management organizations

WORK AUTHORIZATION

- See more at: <http://www.nspe.org/resources/shop-nspe/ejcdc-contract-documents#sthash.wHuYu9Ps.dpuf>. Documents to include a bid form suitable for various rehabilitation methods on a unit price basis.

For the Technical Specifications, ISE uses the Construction Specifications Institute (CSI) Master Format 2020 specifications. These specifications are based on a six digit – 48 division system. ISE shall provide all the necessary specifications to ensure a successful project. This includes a manhole rehabilitation specification developed from Task 2.

Task 5 – Bid Phase Assistance. ISE will assist Town staff during the competitive bidding process. This includes issuing bid documents, responding to bid phase RFIs, issuing addenda, attending the bid opening, evaluating bids, and making contractor award recommendations—all activities in this phase are to be accomplished jointly with Town staff.

Task 6 – Construction Phase Assistance. ISE will assist Town staff as requested during the construction process. This includes contract administration, shop drawing review, pay request review, site visits, preparation of any change orders, and contract closeout. Again all activities in this phase are to be accomplished jointly with Town staff.

Schedule:

Task 1 – Project Management: Provided for the duration of the project.

Task 2 – Evaluation of Manhole Rehabilitation Options: April 21, 2023

Task 3 – Overall Project Drawing: April 28, 2017

Task 4 – Contract Documents and Technical Specifications: May 9, 2023

Task 5 – Bid Phase Assistance: Provided from conclusion of all tasks above and continuing for a period of approximately 45 days (estimated bidding period).

Task 6 – Construction Phase Assistance: Provided from conclusion of Task 5 and continuing for a period of approximately 120 days (estimated construction period).

Fee Estimate:

Task No.	Task Name	Contract Amount	Billing Type
1	Project Management	\$3,360	Lump Sum
2	Evaluation of Manhole Rehabilitation Options	\$3,760	Lump Sum
3	Overall Project Drawing	\$1,720	Lump Sum
4	Contract Documents and Technical Specifications	\$3,590	Lump Sum
5	Bid Phase Assistance	\$3,440	Hourly ¹
6	Construction Phase Assistance	\$3,560	Hourly ¹
TOTAL		\$19,430	

¹ – Contract amount given is a not to exceed unless requested by the Town.

All work will be performed in accordance with the attached Terms and Conditions. The fees listed contain ISE labor, subconsultants, and direct project expenses previously noted in the Scope of Work section. Additional efforts, including fees and services outside the Scope of Work detailed herein will be coordinated directly with the Client prior to proceeding. Additional fees will be billed hourly and in accordance with the rate schedule herein.

If this Work Authorization is acceptable, please sign and return a copy for our records as our notice to proceed.

Authorization:

Authorized by: _____ Title: _____

Print Name: _____ Date: _____

Terms and Conditions Included

WORK AUTHORIZATION

TERMS AND CONDITIONS

Integrated Science & Engineering, Inc. (ISE) shall perform the services outlined in this agreement for the stated fee arrangement.

Access to Site: Unless otherwise stated ISE will have reasonable access to the site for activities necessary for the performance of the services. If reasonable access is not provided and consequently ISE is denied or delayed in performing their services, the associated cost may be viewed as a reimbursable expense.

Billings/Payment: Invoices for ISE's services shall be submitted, at ISE's option, either upon completion of such services or on a monthly basis (unless noted otherwise) and are due when rendered. Invoices shall be considered "Past Due" if not paid within 30 days after the invoice date. If the invoice is not paid within 30 days, ISE may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Unpaid accounts shall be subject to a monthly service charge of 1.5% on the unpaid balance at the sole election of ISE. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including attorney's fees.

Reimbursable Expenses: Any expenses that are required beyond those identified under professional services will be billed at a multiple of 1.15 times the cost incurred.

Additional Services: Additional services include increase or change in scope of project, major revisions when such revisions are inconsistent with written approvals or instructions previously given, services after award of contract in evaluation of substitutions proposed by the construction contractor, and other services that are not included under professional services; provided, however, that additional services shall not be classified as reimbursable expenses and will be billed at ISE's cost incurred or normal prevailing rate. ISE will only perform additional services when authorized in writing by the Client.

Indemnification: The Client shall indemnify and hold harmless ISE and all of its personnel from and against any claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from the performance of the services, provided that any such claim, damage, loss or expense is caused by the negligent act, omission, and/or strict liability of the Client, anyone directly employed by the Client (except ISE), or anyone for whose acts any of them may be liable.

ISE shall indemnify and hold harmless Client and all of Client's personnel from and against any claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from the performance of the services, provided that any such claim, damage, loss or expense is caused by the negligent act, omission, and/or strict liability of ISE, anyone directly employed by ISE, or anyone for whose acts any of them may be liable.

Risk Allocation: In recognition of the relative risks, rewards and benefits of the project to both the Client and ISE, the risks have been allocated such that ISE and the Client agree that, to the fullest extent permitted by the law, each parties' total aggregate liability to the one another and their respective contractors, subcontractors, consultants and other parties with legal standing to file claims resulting from any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed \$50,000 or the total fee for services contemplated under this Agreement, whichever is less. Such causes include, but are not limited to, ISE's or Client's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Termination of Services: This agreement may be terminated by written notice by either the Client or ISE should the other fail to perform its obligations

hereunder. In the event of termination, the Client shall pay ISE for all services rendered to the date of termination and all reimbursable expenses.

Ownership of Documents: All documents produced by ISE under this agreement shall remain the property of ISE and may not be used by the Client for any other endeavor without the written consent of ISE. Any unauthorized use or distribution shall be at Client's and Recipient's sole risk and without liability to ISE. Client further agrees that documents produced by ISE pursuant to this agreement will not be used at any location or for any project not expressly provided for in this agreement without ISE's written approval.

Discovery of Unanticipated Hazardous Materials: Hazardous materials may exist where there is no reason to believe they could or should be present. The client acknowledges that ISE's scope of services for this project does not include any services related to hazardous wastes. ISE and the Client agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. ISE and the Client also agree that the discovery of unanticipated hazardous materials may make it necessary for ISE to take immediate measures to protect human health and safety, and/or the environment. ISE agrees to notify the Client as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials be encountered. The Client encourages ISE to take any and all measures that in ISE professional opinion are justified to preserve and protect the health and safety of ISE personnel and the public, and/or the environment, and the Client agrees to compensate ISE for the additional cost of such work.

Site Operations: ISE field personnel will avoid hazards or utilities which are visible to them at the site. If ISE is advised or given data in writing that reveals the presence or potential presence of underground or overground obstructions, such as utilities, ISE will give special instructions to their field personnel. ISE will conduct the research that in its professional opinion is necessary to locate utility lines and other man-made objects that may exist beneath the site's surface. The Client recognizes that ISE's research may not identify all subsurface utility lines and man-made objects, and that the information upon which ISE relies may contain errors or may not be complete. ISE is not responsible for any damage or loss due to undisclosed or unknown surface or subsurface conditions, owned by Client or third parties. Evaluations of existing buildings require that certain assumptions be made regarding existing conditions, many of which are not able to be reviewed by reasonable visual observation. These assumptions cannot be verified without substantial cost of demolition. Where the detailed investigation of such a condition is not authorized, ISE shall not be responsible for the condition of the existing structure. The Client understands that actual field conditions may subsequently be found to vary from design assumptions which in turn may alter or increase the scope of the design and/or construction services. The Client is fully responsible for and assumes all risks associated with such conditions.

Construction Activities: Unless specifically stated otherwise, the Client and his contractor(s) are fully and solely liable for all means and methods of construction, temporary bracing and shoring, and construction site safety.

Integration: This agreement, the attached documents and those incorporated herein constitute the entire agreement between the parties and cannot be changed except by a written instrument signed by both parties.

Governing Law: Unless otherwise specified, this agreement shall be governed by the laws in the State of Georgia.

WORK AUTHORIZATION

UNIT RATES – 2023 BILLING RATES

Integrated Science & Engineering, Inc.

	Rate/Hour
Sr. Principal	\$ 230.00
Principal	\$ 210.00
Sr. Project Manager	\$ 185.00
Project Manager	\$ 170.00
Project Engineer III	\$ 165.00
Project Engineer II	\$ 150.00
Project Engineer I	\$ 135.00
Engineer II	\$ 125.00
Engineer I	\$ 110.00
Sr. Environmental Scientist	\$ 145.00
Environmental Scientist	\$ 115.00
Sr. Professional Land Surveyor	\$ 160.00
Survey Crew (1-person)	\$ 150.00
Survey Crew (2-person)	\$ 175.00
Planner	\$ 125.00
Technician III	\$ 125.00
Technician II	\$ 105.00
Technician I	\$ 85.00
Administrative	\$ 75.00
Subcontractor / Subconsultant	Cost + 15%
Reimbursables	Cost + 15%



COUNCIL AGENDA ITEM COVER SHEET

Meeting Type: Council - Regular

Meeting Date: April 6, 2023

Agenda Item Type: New Business

Staff Contact: Scott Langford

STAFF REPORT

AGENDA ITEM:

Consideration to Award the professional engineering services for design and construction administration on the Sewer Manhole Repair Project PW-2023-11 to Integrated Science and Engineering.

BACKGROUND:

The Town has been working on inspecting, evaluating, and prioritizing sewer system repairs to infrastructure. This FY staff focused on manhole repairs that includes reduction of inflow and infiltration rates. Using the Redzone data, the identified manholes that need repair was given to ISE to prepare a proposal. The proposal includes identifying the best option for rehabilitating each manhole, preparing drawings, specifications and bid documents, and construction administration. All these items except for Bid Assistance and Construction Administration are lump sum fees. The bid assistance and construction administration are billed at an hourly rate. ISE has estimated the fees for bid assistance and construction administration services. The total proposed fee is \$19,430.

FUNDING:

Sewer Enterprise Fund

STAFF RECOMMENDATION:

Staff recommends approving the A&E's Proposal for the Sewer Manhole Repair Project PW-2023-11 to Integrated Science and Engineering for the fee of \$19,430.00 contingent upon Legal Counsel's approval of the contract documents.

ATTACHMENTS:

Proposal from ISE

PREVIOUS DISCUSSIONS:

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