

**CITY OF HELEN
COMMISSION MEETING
MARCH 5, 2013
10:00 A.M.
AGENDA**

1. CALL TO ORDER BY MAYOR LYNN WHITENER
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. SALUTE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM FEBRUARY 19, 2013
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
 - A. Upper Chattahoochee Big Sweep Event May 4, 2013
7. ADMINISTRATIVE OPERATIONS
 - A. Consideration of Alcohol Beverage License for Robert A. Lordo d/b/a Hofbrau Haus Restaurant & GI Germany Pub, located at 9001 Main Street, Helen, GA 30545, for Beer on Premises, Wine on Premises, Liquor Pouring, Sunday Sales.
 - B. Financial Report
 - C. Consideration for approval of constructing steps on Narr Weg to Wendy's.
 - D. Consideration for approval of additional expenditures for the 4th of July fireworks for centennial celebration.
 - E. Consideration for approval to add a Motor Vehicle Seat Belt Use Policy to the Personnel Policy.
8. POLICE DEPARTMENT OPERATIONS
9. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS
10. BUILDING AND ZONING OPERATIONS
 - A. Consideration for approval for the Episcopal Church of the Resurrection to use city streets for a 5K run and use of the Riverside Park Pavilion on May 11, 2013.
 - B. Consideration for approval for the Shoal Creek Baptist Church to use city streets and the Riverside Park Pavilion for a Relay for Life 5K run on April 13, 2013.
11. EXECUTIVE SESSION FOR POSSIBLE LITIGATION
12. CITY COMMISSION COMMENTS
13. ADJOURNMENT

THIS AGENDA WAS POSTED

**CITY OF HELEN
COMMISSION MEETING
MARCH 5, 2013
10:00 A.M.
MINUTES OF MEETING**

The Helen City Commission met on Tuesday March 5, 2013 at 10:00 a.m. in the Commission Chambers at Helen City Hall.

Mayor Lynn Whitener called the meeting to order at 10:04 a.m. City Clerk Marilyn Chastain called the Roll and the following were present: Commissioner Judy Holloway, Commissioner Helen Wilkins, Mayor Lynn Whitener, Commissioner Dona K Burke, and Commissioner Jeff Ash. Also present for the meeting were Police Chief Jim Couch, Building and Zoning Administrator Randy DeShon, Public Works Director Ross Hewell, City Manager Jerry Elkins, City Attorney Carl Free, and City Clerk Marilyn Chastain.

Approval of Minutes from February 19, 2013.

Commissioner Helen Wilkins made a motion to approve the Minutes from February 19, 2013, 2nd by Commissioner Judy Holloway.

Motion approved with a unanimous vote of the Commission.

Approval of Agenda.

Commissioner Jeff Ash made a motion to approve the Agenda, 2nd by Commissioner Dona K Burke.

Motion approved with a unanimous vote of the Commission.

Petitions and Communications from the Public.

- A. Upper Chattahoochee Big Sweep event. Scarlett Fuller the event organizer was present for the meeting and explained to the Commission the event planned is to clean up the river, she explained the routes the volunteers would be cleaning.

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- A. Consideration of Alcohol Beverage License for Robert A. Lordo d/b/a/ Hofbrau Haus Restaurant and GI Germany Lounge located at 9001 Main Street, Helen, GA. Motion to approve Alcohol Beverage License for Robert A. Lordo d/b/a Hofbrau Haus Restaurant and GI Germany Lounge located at 9001 Main Street, Helen, Georgia made by Commissioner Jeff Ash, 2nd by Commissioner Dona K Burke.
Motion approved with a unanimous vote of the Commission.
- B. Financial Report. City Manager Jerry Elkins told the commission the Financial Reports look great and that Revenues and Expenses are on schedule. Motion to approve the Financial Report made by Commissioner Jeff Ash, 2nd by Commissioner Dona K Burke.
Motion approved with a unanimous vote of the Commission.
- C. Consideration for approval of constructing steps on Narr Weg to Wendy's restaurant. City Manager Jerry Elkins explained to the Commission that Pickens Lindsay owner of Wendy's would agree to donate the property needed behind his restaurant for the construction of that portion of Narr Weg, provided the city would construct steps from Narr Weg to the rear of his parking lot. Motion to approve providing steps in exchange for the property made by Commissioner Helen Wilkins, 2nd by Mayor Lynn Whitener.
Motion approved with a unanimous vote of the Commission.
- D. Consideration for approval of additional expenditures for the 4th of July Fireworks for the centennial celebration. Commissioner Helen Wilkins stated she would like to see the fireworks last longer and have a bigger ending. Commissioner Jeff Ash made a motion to authorize City Manager Jerry Elkins to negotiate on the price with the vendor. Commissioner Jeff Ash amended his motion to approve up to \$3200.00 for additional fireworks, 2nd by Commissioner Dona K Burke.
Motion approved with a unanimous vote of the Commission.

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There was discussion from the Commission regarding the upcoming Centennial celebration. Commissioner Jeff Ash made a motion to approve a Lumber Jack event for the Centennial celebration with the funds to come out of the Hotel Motel tax fund if allowed, 2nd by Commissioner Dona K Burke.

Motion approved with a unanimous vote of the Commission.

Commissioner Jeff Ash made a motion to approve the Centennial Logo David Greear had presented at the Centennial planning, 2nd by Commissioner Dona K Burke.

Motion approved with a unanimous vote of the Commission.

City Manager Jerry Elkins asked the Commission for approval to purchase 5 Centennial Signs of similar size as the existing City Limit Signs. Two signs to be installed on each end of the city on Main Street, one at City Hall and one at the CVB. An additional two-sided sign would be purchased for display in the Market platz. In addition, the city will purchase decals for the Centennial Logo to be displayed on city vehicles. Motion to approve the purchase of 5 signs and decals of the Centennial Logo made by Commissioner Dona K Burke, 2nd by Commissioner Jeff Ash.

Motion approved with a unanimous vote of the Commission.

- E. City Manager Jerry Elkins asked the Commission to approve adding the the City Personnel Policy a seat belt requirement for city employees driving city vehicles. Motion to approve adding a seat belt requirement for city employees driving city vehicles to the City Personnel Policy made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway.

Motion approved with a unanimous vote of the Commission.

Police Department Operations. Police Chief Jim Couch presented to the Commission 8 different designs for the decals to be put on the police cars, stating that the cost will be about \$450.00 per car. Commissioner Jeff Ash made a motion to approve the design chosen by the Commission and to add the police department phone number, and HPD, 2nd by Commissioner Judy Holloway.

Motion approved with a unanimous vote of the Commission.

Public Works, Water and Waste Water operations. Public works director Ross Hewell informed the Commission the department had been working on clearing the right of way's on day's weather permitted, and working inside when the weather was bad.

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Building and Zoning Operations. Building and Zoning Director Randy DeShon updated the Commission on the progress of the Public restrooms stating that he had talked with builder Jonathon Sims to find out if he would be finished with the construction by April 15th, and was assured by Jonathon Sims he would be finished. Public Works Director Ross Hewell told the Commission the fixtures had been delivered and are in storage ready to be installed.

- A. Consideration for approval for the Episcopal Church of the Resurrection to use city streets for a 5k run and use of the Riverside Park Pavilion on May 11, 2013. Commissioner Jeff Ash made a motion to approve the event, and use of the Riverside Park Pavilion on May 11, 2013 contingent upon approval from the Planning Design and Review Board, 2nd by Commissioner Dona K Burke. Motion approved with a unanimous vote of the Commission.
- B. Consideration for approval for the Shoal Creek Baptist Church to use city streets and the Riverside Park Pavilion for a Relay for Life 5K run on April 13, 2013. Motion to approve the event and use of the Riverside Park Pavilion made by Commissioner Jeff Ash, 2nd by Commissioner Dona K Burke. Motion approved with a unanimous vote of the Commission.

Motion to go into Executive Session to discuss possible Litigation at 10:45 a.m. made by Commissioner Helen Wilkins, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

Motion to go back into the Commission Meeting at 11:02 a.m. made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins.

Motion to adjourn at 11:07 a.m. made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

Respectfully Submitted by

City Clerk Marilyn Chastain