



**City of Helen
Georgia's Alpine
Village**

25 Alpenrosen Strasse
PO Box 280
Helen, Georgia 30545
706-878-2733
706-878-1655 -fax
www.cityofhelen.org



The City of Helen is an equal
opportunity provider and employer

**CITY OF HELEN
COMMISSION MEETING
JUNE 21, 2022
10:00 A.M.
AGENDA**

Commissioners:

Jeff Ash
Steve Fowler
Fred Garmon
Cliff Hood
Cinnamon Ruston

City Manager:

Jerry M. Elkins

**City Clerk/
Clerk of Court**

Marilyn M. Chastain

Finance Officer

Mona Wood

Chief of Police:

**Building and Zoning
Administrator:**

Darrell Westmoreland

Public Works

Director:

Jack Morgan

Fire Department

Chief:

Jody Prickett

1. CALL TO ORDER BY MAYOR
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM MAY 17, 2022
6. ADMINISTRATIVE OPERATIONS
7. PUBLIC HEARING TO DISCUSS 2022/2023 BUDGET
 - A. UPDATE FROM CITY MANAGER ON CURRENT PROJECTS
 - B. FINANCIAL REPORT
 - C. CONSIDERATION FOR APPROVAL OF ALCOHOL LICENSE FOR VINCE VISUTI OF 456 ALT LLC, D/B/A SPICE 55 LOCATED AT 705 BRUCKEN STRASSE HELEN, GEORGIA FOR; BEER ON PREMISES, WINE ON PREMISES, LIQUOR POURING, & SUNDAY SALES
 - D. CONSIDERATION FOR APPROVAL OF ALCOHOL LICENSE FOR BRUCE WILLIAM POMEROY OF CHRISTOFF'S VILLAGE, LLC D/B/A CHRISTOFF'S @ SEVENTY-SIX, LOCATED AT 76 MUNICH STRASSE HELEN, GEORGIA FOR BEER ON PREMISES, AND SUNDAY SALES
8. PETITIONS AND COMMUNICATION FROM THE PUBLIC
9. HELEN/WHITE COUNTY CVB MONTHLY REPORT
10. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
11. POLICE DEPARTMENT MONTHLY REPORT
12. FIRE DEPARTMENT MONTHLY REPORT
13. PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT

14. BUILDING AND ZONING MONTHLY REPORT
 - A. DISCUSSION OF NEW PUBLIC RESTROOMS
 - B. DISCUSSION OF CONDITIONAL USE IN ISLAND AREA FOR NIGHTLY RENTALS
15. PURCHASES AND BIDS
16. ORDINANCES
17. RESOLUTIONS
18. EXECUTIVE SESSION TO DISCUSS REAL ESTATE, PERSONNEL
19. CITY COMMISSION COMMENTS
20. ADJOURNMENT

**THIS AGENDA WAS POSTED JUNE 17, 2022 @ 11:45 A.M.
THE MEETING AGENDA IS SUBJECT TO CHANGE AND IS NOT FINAL UNTIL APPROVED BY THE
CITY OF HELEN COMMISSION AT THE COMMISSION MEETING STATED HEREIN.**



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**CITY OF HELEN
COMMISSION MEETING
MAY 17, 2022
MINUTES OF MEETING**

Commissioners:

Jeff Ash
Steve Fowler
Fred Garmon
Cliff Hood
Cinnamon Ruston

City Manager:

Jerry M. Elkins

**City Clerk/
Clerk of Court**

Marilyn M. Chastain

Finance Officer

Mona Wood

Chief of Police:

Aletha Barrett

**Building and Zoning
Administrator:**

Darrell Westmoreland

Public Works

Director:

Jack Morgan

Fire Department

Chief:

Jody Prickett

The Helen City Commission met on Tuesday May 17, 2022 in the Commission Chambers at Helen City Hall. Mayor Fred Garmon called the meeting to order. City Clerk Marilyn Chastain called the roll and the following were present; Commissioner Cinnamon Ruston, Mayor Fred Garmon, Commissioner Cliff Hood, Commissioner Steve Fowler, Commissioner Jeff Ash arrived at 10:25 a.m. Also attending were Finance Director Mona Wood, City Manager Jerry Elkins, City Attorney Carl Free, City Clerk Marilyn Chastain, Police Chief Aletha Barrett, Fire Chief Jody Prickett, Public Works Director Jack Morgan, Building & Zoning Director Darrell Westmoreland.

Pledge of Allegiance to the Flag was given.

APPROVAL OF AGENDA; Motion to approve made by Commissioner Cliff Hood, 2nd by Commissioner Cinnamon Ruston. Motion approved with unanimous vote of the Commission.

20. APPROVAL OF MINUTES FROM APRIL 19, 2022; Motion to approve made by Commissioner Steve Fowler, 2nd by Commissioner Cinnamon Ruston. Motion approved with a unanimous vote of the Commission present.

21. ADMINISTRATIVE OPERATIONS

D. UPDATE FROM CITY MANAGER ON CURRENT PROJECTS; Fletcher Holliday of EMI presented the Commission with an updated list of current projects and gave a verbal report. A copy included as an integral part of the Minutes. He then explained that the well site on Chattahoochee may be a better site according to reports, he explained that the meter replacement was going well but there had been a delay getting 7 of the larger meters. Also presented were copies of pictures of the Wilkins pond sediment and erosion problems and possible ways to correct the issue with additional inspections and repairs. Commissioner Steve Fowler made a motion to move forward with the current approved repairs that are already in place, 2nd by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission.

E. FINANCIAL REPORT; Report included, Finance Director Mona Wood gave a verbal report. She reported that she had completed 80 hours of software conversion and are planning to go live July 5th, and that after returning from vacation will move forward with preparing the budget for review. Commissioner Steve Fowler asked that there also be figures from the 2019 amended budget for comparing. Motion to approve the monthly financials made by Commissioner

**COMMISSION MEETING
MAY 17, 2022
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PAGE 2**

Steve Fowler, 2nd by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission.

CONSIDERATION FOR APPROVAL OF ALCOHOL LICENSE FOR LEISA COYNE OF MCCOYNE'S LLC D/B/A MCCOYNE'S BREW PUB LOCATED AT 369 EDELWEISS STRASSE FOR BEER ON PREMISES, WINE ON PREMISES, LIQUOR POURING, BREWERY LICENSE, & SUNDAY SALES; Motion to approve made by Commissioner Steve Fowler, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC CHRIS WILLIAMS OF COWBOYS & ANGELS TO DISCUSS PARKING; Chris Williams asked the Commission to look at the Mixed Drink and Hotel Motel Tax forms and consider a different time period for when the reports are due. He stated that he had been late on 2 separate occasions while on vacation and thinks that the due dates or penalties should be waived. Also on parking he stated that he had an employee that had his car towed that was parked in the municipal parking lot because of being there during the Covair car club event, and would like the DDA and City to come up with a plan to possibly add a parking deck. Commissioner Steve Fowler stated the current lots may not be large enough to build a parking deck on but would like Chris to help come up with ideas. Commissioner Jeff Ash volunteered to go to the next PDRB meeting and discuss future parking ideas and possible grant money that may be available to help with the cost.

HELEN/WHITE COUNTY CVB MONTHLY REPORT; Report included. Director Jerry Brown gave a verbal report.

HELEN CHAMBER OF COMMERCE REPORT; Judy Holloway gave a verbal report and update on work that had been done at the Festhall and recent events.

POLICE DEPARTMENT MONTHLY REPORT; Report included. Police Chief Aletha Barrett gave a verbal report stating that the community had donated \$17,000.00 for the new K9 units and the 2 handlers are in Florida now picking up one of the dogs and are in training. She also stated she had hired a full time IT to the staff and that he is planning on starting the Police Academy to become an officer soon. She stated that one of her Officers had responded to a call of an overdose and had administered 2 doses of Narcan and saved his life with aid from the Fire Department. She stated that their supply of Narcan had gotten very low but had received a donation of 70 units.

**COMMISSION MEETING
MAY 17, 2022
MINUTES OF MEETING
PAGE 3**

FIRE DEPARTMENT MONTHLY REPORT; Report included. Fire Chief Jody Prickett gave a verbal report and stated that he had completed the annual inspection of the Fire extinguishers.

PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT; Report included. Public Works Director Jack Morgan was present for any questions.

BUILDING AND ZONING MONTHLY REPORT; Report included as an integral part of the Minutes. Building and Zoning Director Darrell Westmoreland gave a verbal report.

A picture of a sign variance request was given and explained the request had been forwarded to the Commission with recommended approval from the PDRB board for Black Forest Cuckoo Clocks due to the PDRB not allowed to grant a variance. Motion to approve made by Commissioner Cinnamon Ruston, 2nd by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission.

PURCHASES AND BIDS; None

ORDINANCES; SECOND READING ORDINANCE 22-04-01; AN ORDINANCE OF THE CITY OF HELEN, GEORGIA TO AMEND CHAPTER 14, BUSINESS, OF THE OFFICAL CITY CODE OF HELEN, GEORGIA; Commissioner Cliff Hood asked for clarification on the definition section and recommended that the wording be changed to clearly understand what is required. Commissioner Steve Fowler made a motion to approve the second reading as amended, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

RESOLUTIONS; None

EXECUTIVE SESSION TO DISCUSS PERSONNEL AND ACQUISITION OR SALE OF REAL ESTATE; Motion to go into Executive Session at 11:25 a.m. made by Commissioner Steve Fowler, 2nd by Commissioner Cinnamon Ruston. Motion approved with a unanimous vote of the Commission.

Motion to come out of Executive Session and resume the regular Commission meeting at 11:55 a.m. made by Commissioner Steve Fowler, 2nd by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission.

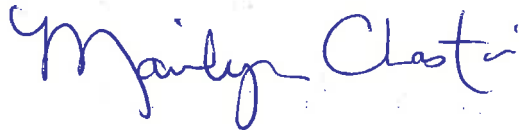
There were no motions made as a result of the Executive Session.

**COMMISSION MEETING
MAY 17, 2022
MINUTES OF MEETING
PAGE 4**

CITY COMMISSION COMMENTS; None

ADJOURNMENT; Motion to adjourn at 11:56 a.m. made by Commissioner Steve Fowler, 2nd by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN

A handwritten signature in blue ink that reads "Marilyn Chastain". The signature is written in a cursive style with a large initial "M".

6/21

Water/Wastewater - Infrastructure Projects Update - City of Helen

Hex Strasse Well: *Bid Date: 8/24/21 - Award Date: 9/21/21 - Construction Start Date: 12/20/21 – Anticipated Completion Date July 2022. Construction Cost: \$115,701* Well construction is moving along, the well house building is constructed with piping and electrical moving slowly. EMI has recently approved some alternate electrical components due to extended back-order issues. Current anticipated completion date is early July.

Groundwater Development: *Bid Date: 10/13/21 - Award Date: 11/16/21 - Start Date: 12/20/21 - Construction Cost: \$43,700* EMI is investigating the two potential ground water sources for development and subsequent EPD approval. EMI has provided cost estimates and exhibits for both well sites. The Chattahoochee St. well will require a well siting variance from EPD. The well site on Bahn Innsbruck will require property to be purchased and grading work prior to the test well being drilled.

Meter Replacement Project: *Bid Date: 11/30/21 - Construction is currently underway - Anticipated Completion Date June 2022.* All but a few meters that can be replaced at this time have been installed and programmed. Approximately 12 additional larger meters will be ordered. These can be deducted from the current contract and installed at a later date.

Main Street Sidewalk: Initial design of the sidewalk, curb/gutter and storm drain has been completed. *Construction is currently slated for Fall 2022.*

Solids Removal WWTF: EMI has developed a cost estimate and has also prepared specifications for removal and disposal of solids accumulated in the WWTF ponds. Bids will be opened on July 26, 2022. *This project is slated to begin solids removal in September 2022- Anticipated Completion Date November 2022.*

6/21

Helen Project Update

Page 2 of 2

Main Lift-Station: EMI has completed design plans and specifications. The EPD buffer variance approval is imminent. Bids to open late July/early August.

Construction is currently slated for September 2022 - Anticipated Completion Date March 2023.

Well # 11 (Lenzen Property Well): EMI has developed a cost estimate for EPD permitting and development of the well. *This project is slated to be under construction in 2023. Construction is currently slated for February 2023 - Anticipated Completion Date July 2023.*

SSES: All smoke testing and manhole evaluations has been finished in Helen and Innsbruck. The final report with recommendations has been completed and submitted to City staff for review. *Recommendations as a result of this report are scheduled to be completed in 2023-2024. Construction is currently slated for October 2023 - Anticipated Completion Date May 2024.*

LAS Improvements: EMI is slated to complete final evaluation of the LAS the winter of 2022 in order to develop final plans and specs for a projected construction schedule to begin spring 2024. ASI is waiting on materials to be delivered to start installing pipe on spray field 1b. EMI is working on plans and specifications to obtain pricing for the remediation efforts on spray fields 3a, 3b, and 3c. EMI is moving forward with the survey of the upper Wilkins property pond, development of plans and specifications, and permitting (Army Corps, EPD Buffer Variance, Erosion Control Review). *Construction is currently slated for November 2023 - Anticipated Completion Date June 2024.*

Comprehensive Sidewalk Plan: EMI has developed new maps utilizing the 2019 aerials obtained from the County to use as a basis for the sidewalk study. EMI will begin using the maps combined with field work to inventory and assess the sidewalks in Helen in order to provide a report of findings to the City.

City of Helen, Georgia
Chattahoochee St. Well Development and Construction
Estimate of Probable Cost
June 2022

CONSTRUCTION

Description	Units	Quantity	Unit Price	Item Cost
Test Well Drilling	LS	1	\$ 15,000	\$ 15,000
Production Well Development	LS	1	\$ 15,000	\$ 15,000
72-Hr Aquifer Test	LS	1	\$ 10,000	\$ 10,000
Well Building and Treatment	LS	1	\$ 125,000	\$ 125,000
Telemetry	LS	1	\$ 15,000	\$ 15,000
Electrical	LS	1	\$ 25,000	\$ 25,000
Disinfection and Water Quality Testing	LS	1	\$ 2,500	\$ 2,500
Total Estimated Cost for Construction				\$ 207,500

SUPPORT COSTS

Design Engineering Water Distribution	\$	25,000
Erosion Control Permit	\$	4,000
Groundwater Withdrawal Permit and Water Conservation Plan	\$	10,000
Boundary Survey for Well	\$	6,000
Bid Phase Management	\$	5,000
Construction Observation	\$	15,000
Engineering During Construction	\$	8,000
Legal/Admin	\$	5,000
Contingency	\$	21,000
Total Estimated Support Costs		\$ 99,000

Total Estimated Cost Water Distribution System Improvements = \$ 306,500

City of Helen, Georgia
Innsbruck Well Development and Construction
Estimate of Probable Cost
June 2022

CONSTRUCTION

Description	Units	Quantity	Unit Price	Item Cost
Grading Prior to Test Well Drilling	LS	1	\$ 25,000	\$ 25,000
Test Well Drilling	LS	1	\$ 15,000	\$ 15,000
Production Well Development	LS	1	\$ 15,000	\$ 15,000
72-Hr Aquifer Test	LS	1	\$ 10,000	\$ 10,000
Well Building and Treatment	LS	1	\$ 125,000	\$ 125,000
Retaining Wall and Finish Grading	LS	1	\$ 30,000	\$ 30,000
Telemetry	LS	1	\$ 15,000	\$ 15,000
Electrical	LS	1	\$ 25,000	\$ 25,000
Disinfection and Water Quality Testing	LS	1	\$ 2,500	\$ 2,500
Total Estimated Cost for Construction				\$ 262,500

SUPPORT COSTS

Design Engineering Water Distribution	\$	25,000
Erosion Control Permit	\$	4,000
Groundwater Withdrawal Permit and Water Conservation Plan	\$	10,000
Boundary Survey for Well	\$	6,000
Bid Phase Management	\$	5,000
Construction Observation	\$	15,000
Engineering During Construction	\$	8,000
Property Acquisition	\$	10,000
Legal/Admin	\$	5,000
Contingency	\$	26,000
Total Estimated Support Costs		\$ 114,000
Total Estimated Cost Water Distribution System Improvements =		\$ 376,500

CITY OF HELEN
FINANCIAL REPORT SUMMARY
ELEVEN MONTHS ENDED MAY 31, 2022
TAX REVENUES SUMMARY COMPARISON

TAX REVENUES

HOTEL/MOTEL TAX FUND

<u>Monthly Comparison</u>			
May-21	May-22	Difference	% Inc(Dec)
193,433	204,037	10,604	5.48%

<u>Fiscal YTD Comparison - Eleven Months Ended 5/31/22</u>			
May-21	May-22	Difference	% Inc(Dec)
1,906,132	2,694,001	787,869	41.33%

SALES TAX

<u>Monthly Comparison</u>			
May-21	May-22	Difference	% Inc(Dec)
106,545	119,893	13,348	12.53%

<u>Fiscal YTD Comparison - Eleven Months Ended 5/31/22</u>			
May-21	May-22	Difference	% Inc(Dec)
1,194,717	1,304,196	109,479	9.16%

BEER/WINE EXCISE TAX

<u>Monthly Comparison</u>			
May-21	May-22	Difference	% Inc(Dec)
12,206	10,102	-2,104	-17.24%

<u>Fiscal YTD Comparison - Eleven Months Ended 5/31/22</u>			
May-21	May-22	Difference	% Inc(Dec)
139,987	138,777	-1,210	-0.86%

LIQUOR EXCISE TAX

<u>Monthly Comparison</u>			
May-21	May-22	Difference	% Inc(Dec)
4,475	4,041	-434	-9.70%

<u>Fiscal YTD Comparison - Eleven Months Ended 5/31/22</u>			
May-21	May-22	Difference	% Inc(Dec)
47,719	47,488	-231	-0.48%

MIXED DRINK TAX

<u>Monthly Comparison</u>			
May-21	May-22	Difference	% Inc(Dec)
8,190	8,772	582	7.11%

<u>Fiscal YTD Comparison - Eleven Months Ended 5/31/22</u>			
May-21	May-22	Difference	% Inc(Dec)
87,860	99,040	11,180	12.72%

2020 SPLOST

<u>Monthly Comparison</u>			
May-21	May-22	Difference	% Inc(Dec)
105,480	118,694	13,214	12.53%

Fiscal YTD Budget Comparison - Eleven Months Ended 5/31/22

Budget	Actual	% Inc(Dec)
933,300	1,291,156	138.34%

Cumulative #17	Estimated 2020	Difference	% of Estimate
2,000,198	5,600,000	3,599,802	35.72%

CITY OF HELEN
BUDGET SUMMARY - General Fund
2022/2023

GENERAL FUND REVENUES		%		Expenditure	% of Budget
Real Estate Tax	455,000	11%	Total Salaries	1,747,558	30%
Sales Tax	1,250,000	30%	Total Benefits	631,801	11%
Hotel/Motel	1,125,000	27%		<u>2,379,359</u>	41%
Other	1,340,700	32%			
Total Revenues	<u>4,170,700</u>	100%			
General Fund Expenditures					
General Overhead					
Liability Insurance	90,000				
Workers Comp	79,200				
Utilities	115,000				
Library	88,500				
Audit	30,650				
Other	163,250				
	<u>566,600</u>	10%			
Administrative					
Salaries	390,000		Add 1 FT		
Health Insurance	105,000				
All Other	80,500				
	<u>575,500</u>	10%			
City Commission	17,300	0%			
Judicial	32,314	1%			
Fire Department					
Salaries	314,518		Add 3 FT		
Health Insurance	88,659				
All Other	137,799				
	<u>540,976</u>	9%			
Building & Zoning					
Salaries	94,968		Add 1 PT		
Health Insurance	15,000				
Fireworks	20,000				
Decorations	50,000				
New Bathrooms	1,500,000		Pd from Hotel/Motel Taxes		
Restroom Supplies/Maint	100,000		Pd from Hotel/Motel Taxes		
Other	56,600		Includes Golf Cart @ \$10k		
	<u>1,836,568</u>	32%			
Public Works					
Salaries	199,700				
Health Insurance	135,000				
Contract Landscaping	161,200				
Other	161,000				
	<u>656,900</u>	11%			
Police Department					
Salaries	748,372		Propose Add 2 FT	Add'l Salary	91,728
Insurance	288,142			Add'l Benefits	44,330
Equipment/Cap Exp	98,843				<u>136,058</u>
Other	311,150				
	<u>1,446,507</u>	25%			
Community Relations	15,500	0%			
Solid Waste	53,300	1%			
Total Expenditures	<u>5,741,465</u>	100%			
Draw From Fund Balance	(1,570,765)				

CITY OF HELEN
BUDGET SUMMARY - Water Sewer
2022/2023

		<u>%</u>
Water Sewer Revenues	1,100,629	100%
Water Sewer Expenses		
Salaries	246,854	13%
Health Insurance	110,000	6%
Liability Insurance	15,600	1%
Workers Comp	16,221	1%
Contract Labor	60,000	3%
Power	113,000	6%
Bond Payment	490,000	26%
White County Water Auth	75,000	4%
Depreciation	375,000	20%
Other	371,758	20%
Total Expenses	<u>1,873,433</u>	100%
Draw From Net Position	(772,804)	

**CITY OF HELEN
BUDGET SUMMARY - HOTEL/MOTEL
2022/2023**

Revenues 8%

Hotel Motel - 5%	1,250,000
Hotel Motel - 3%	750,000
	<hr/>
	2,000,000

Expenditures

City of Helen	1,125,000
CVB	875,000
	<hr/>
Total Expenditures	2,000,000

**CITY OF HELEN
BUDGET SUMMARY - 2020 SPLOST
2022/2023**

Revenues

2020 SPLOST	933,300
Other	500
Total Revenues	<u>933,800</u>

Expenditures

Public Building Site Improvements	301,759
Roads, Streets, Bridges, Sidewalks	216,667
Water/Waste Improvement	316,667
Admin/Equip/Facilities/Vehicles	98,707
Total Expenditures	<u>933,800</u>

Roads, Streets, Bridges Sidewalks Include -

Bucket Truck	30,000
Excavator	48,150
F-150	32,000
F-150	32,000
	<u>142,150</u>

Water/Waste Water Includes -

F-150	32,000
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Admin/Equip Includes -

New Software	98,500
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Proposed Public Site -

PD - 2 Tahoes	102,000
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Alpine Helen/White County Convention & Visitors Bureau

P.O. Box 730 • Helen, Georgia 30545 • 706-878-2181 • FAX 706-878-4032

CVB Report May 2022

ADVERTISEMENTS:

- LRC – Social Media posts – Helen/ White County- Nature Awaits.
- Georgia EMC Magazine.
- BlueRidge Country Magazine.
- Atlanta Magazine.
- Narcity.com – 7 Fun Things to do in Georgia that feel like a European Vacation if you're too broke to travel – Helen. 3 million Impressions, with an estimated value of \$28,552.
- Southern Living – The Prettiest Small Towns in Georgia – Helen. 11.4 million Impressions, with an estimated value of \$105,450.
- Trips to Discover and MSN Travel - The Most Charming Small Town in Every State - Helen. 1.1 Billion Impressions, with an estimated value of \$10,467,796.
- Only in Your State.com – Easy 1-mile hike to Anna Ruby Falls – Helen. 6.4 million Impressions, with an estimated value of \$59,290.
- Northeast Georgia Arts Tour – Support/ Sponsor.
- The Atlanta Journal-Constitution – These Georgia Wineries are perfect for a quick get-away – Yonah Mountain Vineyards – White County. 10.8 million Impressions, with an estimated value of \$99,900.
- Bring Fido – Fido's countdown to summer – Unicoi State Park. 1.7 million Impressions, with an estimated value of \$15,769.
- Blue Ridge Country.com – On the Trail of Grist Mills – Nora Mills – 353,919 Impressions, with an estimated value of \$3,341.
- Narcity.com – This Small German town in Georgia was remodeled to look like an Alpine Village – Helen. 3 million Impressions, with an estimated value of \$28,552.
- Lincoln Report.com – The 3 Best Small Towns in Georgia – Helen.
- Coastal Breeze News.com – Alpine Village in the Georgia Mountains – Helen.

WELCOME CENTER:

- 2903 Visitors stopped by the Welcome Center in May (2,799. Last year).
- Helen Travel Guides delivered over 212 cases of the new guides to date. We had 115 request for guides and 158 Travel Guide downloads from the website.
- Website visits for the month of May 69,561 (Last yr. 81,368.) with 67,426 (Last yr. 78,838.) unique/ new visitors 3.23 page visits per user with over 294,009. (Last Yr. 704,968.) Page views with duration of 2.44 minutes per view. Bounce rate 47.13%.

TRAVEL SHOWS/MEETINGS:

- May 2nd - Director Brown, Doris Skelton and Tanya Stanley went through training on the new website.
- May 3rd – Director Brown met with Carol Danford with GPB to discuss next year’s campaign.
- May 4th – Director Brown met with Patrice McCabe with RV There Yet show to plan filming in July in Helen and surrounding locations.
- May 5th – Director Brown met with Wayne Emerson with Advance Travel & Tourism to go over the monthly digital campaign report.
- May 12th – Director Brown conducted and attended a celebration of Mr. David Jones event.
- May 17th – Director Brown gave the CVB monthly report to the Helen City Commission.
- May 18th – Director Brown met with ESI Phone Systems to sign contract for the new cloud based phone system.
- May 19th – Director Brown gave the CVB report during the monthly CVB Board meeting.
- May 19th – Director Brown and Doris Skelton met with the City to discuss Event assistance to the city.
- May 20th – Director Brown represented the CVB in the Helen/ White County Rotary Golf Tournament at Valhalla Golf Club.
- May 24th – Director Brown met with Charles Ernst to update the Welcome Center’s You Tube Channel.

Helen Police Department

Monthly Report



May 2022

<p style="text-align: center;"><u>Arrests</u></p> <p style="text-align: center; color: red;">21</p> <ul style="list-style-type: none"> • Felony- 2 • Misdemeanor- 9 • FVA- 2 • VGCSA- 8 	<p style="text-align: center;"><u>Citations</u></p> <p style="text-align: center; color: red;">102</p> <p style="text-align: center; color: red;">148 (including warnings)</p>
<p style="text-align: center;"><u>Security Checks</u></p> <p style="text-align: center; color: red;">1,063</p> <p style="text-align: center; color: red;">*Downtown businesses 56 (4,144)</p>	<p style="text-align: center;"><u>Calls for Service</u></p> <p style="text-align: center; color: red;">558</p>
<p style="text-align: center;"><u>Foot Patrol Hours</u></p> <p style="text-align: center; color: red;">39</p>	<p style="text-align: center;"><u>Accident Reports</u></p> <p style="text-align: center; color: red;">10</p>
<p style="text-align: center;"><u>Criminal Trespass</u></p> <p style="text-align: center; color: red;">2</p>	<p style="text-align: center;"><u>Investigations</u></p> <ul style="list-style-type: none"> • Cases cleared by arrest • Cases closed • Cases opened • Investigative Interviews • Search warrants obtained

Calls for Service

911 Accidental/Open Line/Hang Up	18	Fight	2	Road Rage	
Abandoned Vehicle	1	Fire Calls	1	Security / Business Check	18
Accident	9	Flag Down	4	Shots Fired	
Active Shooter		Follow up Report	8	Special Detail	7
Alarm Calls		Foot Patrol	39	Speeding Vehicle	2
Amber/Levi/Matties Call/Alert	2	For Your Information	1	Stalking	
Animal Call	8	Forgery		Subject Screaming	
Apparent Death		Fraud	1	Suicide (attempt or threat)	
Armed Robbery		Harassment		Suspicious Person or Vehicle	27
Assault	4	Hit and Run	6	Taking Report	14
Assist Fire / LEO	1	Hostage Situation		Temporary Protection Order	1
Assist Motorist	2	Improperly Parked Vehicle	7	Test Call	
Assistance Needed		In the Area	1	Theft Report	6
Attempting to Stop		Intoxicated Driver/ Ped.	7	Threats	
BOLO	17	Indecent Exposure		Traffic Hazard	1
Bomb Threat		Juvenile Problem	1	Traffic Stop	142
Bond	4	Kidnapping		Trespassing	3
Burglary	12	Lines Down		Problem Unknown	
Call by Phone	21	Loitering		Vandalism	
Car Jacking		Lost Person		Vehicle Lock Out	
Chase in Progress		Lost/Found Item	11	Vehicle Registration Info.	15
Child Abuse/ DFCS		Mechanical Breakdown	2	Vehicle Taken without Permission	
City/County Ordinance Violation	9	Medical Calls	9	Walk Thru	11
Court Detail		Meet in Person	15	Wanted Person/Warrant	8
Criminal Trespass	1	Mental Subject		Welfare Check	5
Damage to Property	10	Missing Person	1	Juvenile Problem	
Debris in Roadway		Noise Complaint	6	Illegal Dumping	2
Deliver Message		Not Otherwise Specified	8	Tree Down	3
Direct Traffic	1	Open Door		Duplicate Call	2
Dispute	7	Overdue Motorist	2		
Disturbance	7	Pandering			
Domestic	9	Pick up Prisoner/ Subject			
Driver/Criminal History Requested		Possible Dam Failure			
Driver's License Info.	1	Prowler			
Drug Suspect	1	Public Assist	1		
Emergency Road Repair		Reckless Driving	1		
Entering Auto		Refusing to Leave	3		
Escort	5	River Patrol			
Extra Patrol	3	Road Blocked			

Total call for service: 558



City of Helen Fire & Rescue

Monthly Report for May 2022

Total "911 Responses" = 66 / Year to Date = 201
 Total "Non 911 Responses" = 6

Major Incident Type(s) Breakdown

Major Incident Type	# of Incidents Current Month	2021 Monthly Comparison	% of Total Current Month
(1) Fires	1	1	1.52%
(2) Overpressure rupture, explosion, overheat (No Fire)	0	0	0%
(3) Rescue & Emergency Medical Service	39	34	59.09%
(4) Hazardous Condition (No Fire)	1	2	1.52%
(5) Service Call	14	11	21.21%
(6) Good Intent Call	6	10	9.09%
(7) False Alarm & False Call	4	1	6.06%
(8) Severe Weather & Natural Disaster	0	0	0%
(9) Special Incident Type	1	0	1.52%
TOTAL	66	59	

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TTL
2021	40	28	45	49	59	90	97	53	52	59	40	40	653
2022	41	30	24	40	66								201
Difference	+1	+2	-22	-9	+7								

Count of Aid Given and Received for Incidents for Date Range				# Of Incidents by Day of the Week for Date Range						
AID TYPE	TOTAL	% of TOTAL		MON	TUE	WED	THU	FRI	SAT	SUN
Mutual Aid Given	2	3.0%		11	3	12	8	9	10	13
Automatic Aid Given	1	1.5%		Busiest Hours for Date Range						
None	58	87.9%		0900-2059						
Aid Received	5	7.6%								

AGENCY		Average Response Time for Non-Aid Incidents for Date Range	AVERAGE RESPONSE TIME (Dispatched to Arrived)	NUMBER OF INCIDENTS
City of Helen Fire & Rescue			4:54	47



Apparatus Responses: This chart identifies our busiest apparatus for the Month of May

Apparatus Call Sign	Type of Vehicle	Number of Responses For Apparatus
Engine 31	2017 HME "Ahrens Fox"	31
Engine 32	1997 Ferrara "Spartan"	1
Truck 31	2002 Ferrara "Igniter Series"	1
Rescue 31	2000 Ford "F-650"	13
Utility 31	1996 Ford "Bronco"	3
301	2017 Ford "F-150"	15
ATV 31	2016 Polaris "Ranger"	1

Fire Personnel completed a total of **27.00 hours of classroom and practical training.**

Training

Department Moodle Training in February included:

- EMS – Pediatric Cardiac Arrest (4hrs.)
- Fire – Forcible Entry Review (3hrs.)
- Driver/Operator – Apparatus Inspection and Maintenance (2hr.)
- Officer – Emergency Incident Rehab (2 hr.)
- HazMat – Implementing the Plan Response (2hr.)

Fire Department Non-Emergency Activities

Walk In Evaluation & Public Assist	6	*Firefighter attended – Apparatus Operator Course GPSTC
COVID 19 was a factor in incidents	12	*All City Fire Extinguishers got Inspected/Serviceed – 62 total Fire Extinguishers
Station Tour/Visitors	25	*Replaced Siren on ATV 31 – Fire Personnel
Public Relation Hours	96.73 hrs	*Attended Memorial Day Ceremony at Veterans Park
Fire Safety Program	1	*Pulled and Sprayed Weeds around Fire Station
CPR/BLS Class	0	*Stood by for Rodeo – 2 Days "No Issues"
Smoke Detector Installation	0	*Picked up Cases of Water from Ingles for Fire, Police and P. W.
Pre-Fire Plans/Inspections	7	*Replaced Front Tires on Engine 31 (\$1,500) – done at station
Hose Testing (Feet)	0	*Attended Meeting with P. D. on Operation Plans for Alpine Volks Fair "No issues during event"
Hydrant Testing / Maintenance (Total #)	52	*Replaced Light Bulbs going upstairs at Fire Station – Fire Personnel
		*A/C unit repaired on EMS Side – "ACE Comfort"

Public Works Report May 2022

- Fixed 4 water leaks.
- Spray guardrails throughout town.
- Remodel office at city hall.
- Spray all mulch beds.
- Worked on the backhoe hydraulic lines.
- Put out trash cans for the car show .

- Normal routine (bathrooms, trash, road sides, work orders, market platz , cut grass, read meters.

- Help cut off valves for the meter guys.
- Put out black mulch in veteran park.
- Put out chairs and blow off veteran park .
- Put out trash cans for the motorcycle show.
- Cut trees out of veteran park after storm.
- Paint handicap ramps in side walks.
- Cut up and haul off big tree on midway street.

- Keep locks cut off bridge.

Summary by Work Order Code

Code	Description	Count
100	MISC - See Comments	29
101	Unlock & Read	1
104	Unlock & Turn Back On	5
106	Read To Transfer	2
110	Re-Read	24
114	Leak Check	2
115	Low Pressure	1
116	Read	15
300	Pick Up Trash	3
301	Pick Up Trash Can	1
302	Deliver Trash Can	2
303	Do Chipping	1

Number of Work Orders: 77

End of Report



**City of Helen
Georgia's Alpine
Village**

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PO Box 280
Helen, Georgia 30545
706-878-2733
706-878-1655 -fax
www.cityofhelen.org



The City of Helen is an equal
opportunity provider and employer

**Building and Zoning Monthly Report
May, 2022**

Commissioners:

Jeff Ash
Steve Fowler
Fred Garmon
Cinnamon Ruston
Cliff Hood

City Manager:

Jerry M. Elkins

**City Clerk/
Clerk of Court**

Marilyn M. Chastain

Chief of Police:

Aletha Barrett

**Building and Zoning
Administrator:**

Darrell Westmoreland

Fire Chief

Jody Prickett

Public Works

Director:

Jack Morgan

Permits: (11)

Building (4)
Plumbing (2)
Electrical (2)
Mechanical (2)
Signs (1)

Inspections:

Permit Inspections (17)
Courtesy Inspections / Consultations

Special Details:

Plan reviews
Attended Building Officials of Georgia training.
BOAG Board meeting
Zoning Conf.
Work with Bandit Run event

City of Helen

Job Title: Code Compliance Officer

Job status: Part-time (8:00am – 6:00pm) Saturday, Sunday and certain holidays as directed.

Supervisor: City Manager & Code Enforcement Admin.

General Description of Job

He / She shall be responsible for patrolling and identifying any city ordinance violations within the City Parks, pavilions or Marketplatz or any area within the city limits.

Specific Duties

Have knowledge of City ordinances, codes and regulations pertaining to the parks and pavilions.

Concentrates their patrols starting at 8:00am in order to control infractions or violations.

Maintains an enthusiastic, self-reliant and self-starting approach to meet the job responsibilities with minimum supervision

Acts as a Public Relations Liaison and exercises analytical judgement on problems or situations as they occur.

Compliance Officer shall have the ability to have constant contact to a Helen Police officer at all times.

Note: This job description is not intended to be all inclusive. It is intended to identify the major responsibilities and requirements of the job. Employee may be requested to perform job-related responsibilities or tasks other than those stated in this description.