

**CITY OF HELEN  
COMMISSION MEETING  
JANUARY 7, 2014  
10:00 A.M.  
AGENDA**

1. CALL TO ORDER BY MAYOR
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. NOMINATION AND VOTE FOR MAYOR
5. NOMINATION AND VOTE FOR MAYOR PRO TEMPORE
6. ADMINISTRATION OF OATH OF OFFICE TO MAYOR, MAYOR PRO TEMPORE, AND NEW COMMISSIONER FRED GARMON
7. APPROVAL OF AGENDA
8. APPROVAL OF MINUTES FROM DECEMBER 17, 2013
9. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
10. ADMINISTRATIVE OPERATIONS
  - A. FINANCIAL REPORT
  - B. APPROVAL OF AGREEMENT FOR CELL TOWER WITH NEW CINGULAR WIRELESS PCS, LLC.
  - C. DISCUSSION OF PROPERTY APPRAISALS FROM GIRMA FOR INSURANCE PURPOSES.
  - D. DISCUSSION FOR APPROVAL OF ACTION TO BE TAKEN CONCERNING A1 VACATIONS RENTALS FOR FAILURE TO REMIT HOTEL/MOTEL TAX COLLECTIONS.
  - E. CONSIDERATION FOR APPROVAL OF ALCOHOL LICENSE FOR JEFFREY N ASH D/B/A INNSBRUCK GOLF RESORT, INC., LOCATED AT 664 BAHN INNSBRUCK
11. POLICE DEPARTMENT OPERATIONS
12. FIRE DEPARTMENT OPERATIONS
13. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS
14. BUILDING AND ZONING OPERATIONS

15. PURCHASES AND BIDS

16. ORDINANCES

A. CONSIDERATION OF, AND FIRST READING OF ORDINANCE 14-01-01; AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY AMENDING CHAPTER 34, LAND DEVELOPMENT CODE, ARTICLE VII SIGNS; SPECIFICALLY, THOSE SECTIONS PERTAINING TO INTERNALLY ILLUMINATED SIGNAGE

17. RESOLUTIONS

18. CITY COMMISSION COMMENTS

19. ADJOURNMENT

**THIS AGENDA WAS POSTED JANUARY 3, 2014 @ 1:30 P.M.**

**CITY OF HELEN  
COMMISSION MEETING  
JANUARY 7, 2014  
10:00 A.M.  
MINUTES OF MEETING**

Meeting called to order by Mayor Pro Tempore Jeff Ash at 10:00 a.m.

Pledge of allegiance to the Flag

Roll call by City Clerk Marilyn Chastain; present were Judy Holloway, Helen Wilkins, Commissioner Jeff Ash, Fred Garmon. Commissioner Dona K Burke was absent. Also attending were City Manager Jerry Elkins, City Attorney Carl Free, City Clerk Marilyn Chastain, Police Chief Jim Couch, Fire Captain Lee Poteat, Building & Zoning Director Patrick Couch, Public Works Director Ross Hewell.

Mayor Pro Tempore Jeff Ash asked to move ahead to item #6 on the Agenda Oaths of Office. Commissioner Judy Holloway, Commissioner Helen Wilkins and Commissioner Fred Garmon each were sworn into Office by taking the Oath of Office.

Mayor Judy Holloway presented former Commissioner Lynn Whitener a Plaque for appreciation of Service to the Commission and City of Helen, she also presented a Plaque to Sergeant Brian Stevens for appreciation of 5 years service with the Helen Police Department and City of Helen.

Nomination and Vote for Mayor; Motion to appoint Judy Holloway as Mayor 2014 made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

Nomination and Vote for 2014 Mayor Pro Tempore; Motion to appoint Commissioner Dona K Burke as Mayor Pro Tempore 2014, made by Commissioner Helen Wilkins, 2<sup>nd</sup> by Mayor Judy Holloway. Motion approved with a unanimous vote of the Commission present. Oath of Office to be at the next Commission meeting attended by Commissioner Dona K Burke upon her return from vacation.

**CITY OF HELEN  
COMMISSION MEETING  
JANUARY 7, 2014  
MINUTES OF MEETING  
PAGE 2**

Approval of Agenda; Motion to amend the Agenda by adding after Pledge of Allegiance to the Flag, presentation of Plaques to Lynn Whitener and Bryan Stevens for service to the City. Motion to approve change and approval of Agenda made by Commissioner Helen Wilkins, 2<sup>nd</sup> by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission present.

Approval of Minutes from December 17, 2013; Motion to approve made by Commissioner Helen Wilkins, 2<sup>nd</sup> by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission present.

Petitions and Communications from the Public; None

Administrative Operations;

**A.** Financial Report; Report included as an integral part of the minutes. Motion to approve made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

**B.** Approval of Agreement for Cell Tower with New Cingular Wireless PCS, LLC. City Manager Jerry Elkins explained the Contract had been received without the change to allow the City to install a storage building for the necessary generator needed for the City equipment that is to be installed at the Tower when built. Motion to approve City Manager Jerry Elkins the authority to execute the agreement with any necessary changes once changes are approved by Police Chief Jim Couch, and City Attorney Carl Free made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission present.

**C.** Discussion of Property Appraisals from GIRMA for insurance purposes, a copy of the appraisals is included as an integral part of the minutes. City Manager Jerry Elkins explained the Appraisal report that was received from GIRMA as incorrect on most of the values of the City owned properties. Commissioner Jeff Ash made a motion to form a committee consisting of City Manager Jerry Elkins, Commissioner Fred Garmon, EMI Director Fletcher Holiday and City Department Heads to further study the appraisals, 2<sup>nd</sup> by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

**CITY OF HELEN  
COMMISSION MEETING  
JANUARY 7, 2014  
MINUTES OF MEETING  
PAGE 3**

**D.** Discussion for approval of Action to be taken concerning A1 Vacation Rentals for failure to remit Hotel/Motel Tax Collections. City Manager Jerry Elkins explained to the Commission that A1 Vacation Rentals is 4 months past due remitting Hotel/Motel taxes they had collected for the City. City Attorney Carl Free explained that these are government funds they are holding owed to the City of Helen, and by State law are required to remit them by the 20<sup>th</sup> of each month and have failed to do so, by not doing as State law requires, they could face criminal charges. Motion to allow A1 Vacation Rentals until the next Commission meeting in 2 weeks on January 21, 2014 to remit all past due Hotel/Motel taxes plus penalties collected for, and due to the City of Helen, or Citations to be issued if not remitted, made by Commissioner Fred Garmon, 2<sup>nd</sup> by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

**E.** Consideration for approval of Alcohol License for Jeffrey N Ash D/B/A Innsbruck Golf Resort, Inc., Located at 664 Bahn Innsbruck. Motion to approve made by Commissioner Helen Wilkins, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission present. Commissioner Jeff Ash abstained from the vote.

Police Department Operations; Police Chief Jim Couch stated due to the weather conditions he came in at 1:00 a.m. on Monday to help watch the roads and help with patrolling if needed. He also informed the Commission he had offered his part time officers the option to go full time to help fill a vacancy, and they were to let him know by Friday, if no one does elect to go full time then he will advertise for the positions. He also stated that compared to last year's financial statement he is down on salaries & overtime for the month of November, and has had an increase in fine's collected since this time last year. He reported the new software is on order and should be delivered shortly.

Fire Department Operations; Fire Captain Lee Poteat reported on calls to the Jamison Inn due to a water line break in the fire suppression line, and to the old Sunflower Restaurant for a break in the fire sprinkler system that flooded the building and reported the water loss to be around 250,000 gallons, also that the door to the restaurant was damaged due to having to gain access before the owner arrived. He also reported that the new Air packs had been delivered.

Public Works, Water and Waste Water Operations; Public Works Director Ross Hewell stated his department had started de-icing the roads at 4:00 a.m. on Monday due to the freezing weather conditions, and were already getting calls about broken water lines and had been very busy trying to get to them all. Also that 140 ft of drain line had been installed in the Island area project, and the trees have also been removed.

**CITY OF HELEN  
COMMISSION MEETING  
JANUARY 7, 2014  
MINUTES OF MEETING  
PAGE 4**

Building and Zoning Operations; Building and Zoning Director Patrick Couch informed the Commission that 2 Special Event applications had been submitted, one from SOWO, and one from the Covair club, also that Bigg Daddys is wanting to build an addition for a cooler and storage area, and that he had been contacted by EPD to have a meeting on January 15, 2014 about Flood plain management.

Mayor Judy Holloway asked when the hand written poster board signs that are at several business down town were going to be removed. City Manager Jerry Elkins stated that he and Patrick would look into the problem and work on getting them removed.

Purchases and Bids; None

Ordinances;

**A.** Consideration of, and first reading of Ordinance 14-01-01; an Ordinance of the City of Helen, Georgia, to amend the official code of the City of Helen, Georgia, by amending chapter 34, Land Development code, Article VII Signs; specifically, those sections pertaining to internally illuminated signage; After much discussion, City Attorney Carl Free stated he would like to redraft ordinance 14-01-01 before a first reading.

Resolutions; None

City Commission Comments; Commissioner Jeff Ash stated he is grateful to be here and glad to have Fred Garmon on the Commission. Commissioner Helen Wilkins wished everyone a Happy New Year.

Motion to adjourn at 11:05 a.m. made by Commissioner Fred Garmon, 2<sup>nd</sup> by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

RESPECTFULLY SUBMITTED,

CITY CLERK MARILYN CHASTAIN