



**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
DECEMBER 16, 2025
10:00 A.M.
AGENDA**

Commissioners:

Lee Landress
Steve Fowler
Mervin Barbree
Cliff Hood
Helen Wilkins

City Manager:

Darrell Westmoreland

City Clerk:

Marilyn M. Chastain

Finance Director:

Mona Wood

Chief of Police:

Aletha Barrett

Clerk of Court:

Jaclyn Burke

**Building and Zoning
Administrator:**

Jonah Casper

**Public Works
Director:**

Jack Morgan

**Fire Department
Chief:**

Jody Prickett

1. CALL TO ORDER BY MAYOR CLIFF HOOD
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. SALUTE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM NOVEMBER 18, 2025
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. ALPINE HELEN/WHITE COUNTY C.V.B. MONTHLY REPORT
8. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
9. ADMINISTRATIVE
 - A. CITY MANAGER UPDATE
 - B. FINANCIAL REPORT
 - C. DISCUSSION OF 2026 COLA AND PAY RATE INCREASES
 - D. APPROVAL OF 2026 ALCOHOL LICENSE RENEWALS
 - E. CONSIDERATION FOR APPROVAL OF ALCOHOL LICENSE FOR MATTHEW DANIEL BOGGS OF CAMPFIRE HOOTIN & HOLLERING ENTERTAINMENT LLC D/B/A CAMPFIRE, LOCATED AT 8160 S. MAIN STREET STE B-66 FOR BEER ON PREMISES, WINE ON PREMISES, LIQUOR POURING ON PREMISES, AND SUNDAY SALES. (adding Liquor pouring on premises)
 - F. CONSIDERATION FOR APPROVAL OF ALCOHOL LICENSE FOR GUY SLABBAERT OF ARYANA HOTELS INC. D/B/A HOLIDAY INN EXPRESS & SUITES LOCATED AT 8100 S. MAIN STREET FOR BEER PACKAGE AND WINE PACKAGE.
10. POLICE DEPARTMENT MONTHLY REPORT
11. FIRE DEPARTMENT MONTHLY REPORT

12. PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT

13. BUILDING AND ZONING DEPARTMENT MONTHLY REPORT

14. PURCHASES AND BIDS

15. ORDINANCES

A -ORDINANCE 25-11-02; SECOND READING OF ORDINANCE 25-11-01 AN ORDINANCE OF THE CITY OF HELEN GEORGIA TO AMEND THE CHARTER OF THE CITY OF HELEN, GEORGIA, ARTICLE VI. SECTION 6.27 "CONTRACTING PROCEDURES" TO GRANT AUTHORITY TO THE CITY MANAGER TO ENTER INTO CONTRACTS ON BEHALF OF THE CITY NOT TO EXCEED \$25,000.00 IN VALUE FOR GOODS AND SERVICES PREVIOUSLY BUDGETED FOR; AND TO PROVIDE PROCEDURES FOR ENTERING INTO CONTRACTS IN EXCESS OF \$25,000.00 IN VALUE

B- ORDINANCE 25-11-02; SECOND READING OF ORDINANCE 25-11-02 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA REGULATING LEFT TURNS FROM CHATTAHOOCHEE STREET ONTO NORTH MAIN STREET; AND FROM RIVER STREET ONTO NORTH MAIN STREET

16. RESOLUTIONS; BUDGET AMENDMENT RESOLUTION 25-12-01; A RESOLUTION OF THE CITY OF HELEN, GEORGIA AUTHORIZING A FINAL COMPREHENSIVE ADJUSTMENT TO FISCAL YEAR 2024/2025 BUDGETARY APPROPRIATIONS;

17. EXECUTIVE SESSION FOR POSSIBLE REAL ESTATE ACQUISITION AND LITIGATION

18. CITY COMMISSION COMMENTS

19. ADJOURNMENT

THIS AGENDA WAS POSTED DECEMBER 12, 2025 @ 11:15 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
November 18, 2025
MINUTES OF MEETING**

Commissioners:

Lee Landress
Steve Fowler
Mervin Barbree
Cliff Hood
Helen Wilkins

The Helen City Commission met on Tuesday, November 18, 2025, in the commission chambers at Helen City Hall. Mayor Cliff Hood called the meeting to order at 10:00 a.m. City Clerk Marilyn Chastain called the roll. The following commissioners were present: Commissioner Mervin Barbree, Commissioner Helen Wilkins, Commissioner Steve Fowler, Commissioner Lee Landress and Mayor Cliff Hood.

City Manager:

Darrell Westmoreland

Also, in attendance were Finance Director Mona Wood, City Manager Darrell Westmoreland, City Attorney Carl Free, City Clerk Marilyn Chastain, Police Chief Aletha Barrett, Building & Zoning Director Jonah Casper, and Fire Chief Jody Prickett. Public Works Director Jack Morgan was absent.

City Clerk:

Marilyn M. Chastain

Pledge of Allegiance was given.

Finance Director:

Mona Wood

APPROVAL OF AGENDA; Motion to amend the agenda by adding litigation to the Executive Session and approve made by Commissioner Steve Fowler, 2nd by Commissioner Mervin Barbree. Motion approved with a unanimous vote of the Commission.

Chief of Police:

Aletha Barrett

Clerk of Court:

Jaclyn Burke

APPROVAL OF MINUTES FROM; OCTOBER 16, 2025 SPECIAL CALLED MEETING, AND OCTOBER 21, 2025 COMMISSION MEETING; Motion to approve both sets of Minutes made by Commissioner Helen Wilkins, 2nd by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission.

**Building and Zoning
Administrator:**

Jonah Casper

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; Pam Summers representing Helen Presbyterian Church stated that the money collected for the pay parking goes to various missions and that this year they elected to give each person working for the City Fire Department and City Police Department a cash gift to show their appreciation. She then called up the Police Chief and proceeded to explain the various events worked by herself and volunteers such as t-shirt sales, and keg tappings and stated that there had been over \$21,908. Collected. Jessica Wood spoke about reasons to help. Commissioner Helen Wilkins stated the volunteers are an amazing group of people. Dennis Doll that the Volksmark Club will be having their 50th event in Helen during the 2026 and are planning to make it a National Event. Shriner Michael Mcmillin stated that the Shriners enjoy coming to Helen each year and are looking forward to next year. He told of how many children and families are helped and to express his gratitude and to Thank the City for allowing the event. Earl Darby from the Shriners asked for the Commission to consider allowing side by sides during their special event. After much discussion Commissioner Steve Fowler made a motion to allow thru a special process and with City Manager and Chief of Police to determining the routes and times, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

**Public Works
Director:**

Jack Morgan

**Fire Department
Chief:**

Jody Prickett

**CITY OF HELEN
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NOVEMBER 18, 2025
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PAGE 2**

Shriner Jeff Ferguson asked if the permit will also allow the Porker Run and if the City would allow it again having being done for 12 years in a row? City Manager Darrell Westmoreland stated that the pressure washer could not be part of the event due to wetting of tourist.

ALPINE HELEN/WHITE COUNTY C.V.B. MONTHLY REPORT; Report included as an integral part of the Minutes. Director Jerry Brown was not present.

HELEN CHAMBER OF COMMERCE MONTHLY REPORT; Member Judy Holloway gave a verbal report for the Chamber. She stated that this year was the 55th annual Oktoberfest and that sales were up 28%, and that 70 vendors had applied for the Christmas Mart.

ADMINISTRATIVE

A. CITY MANAGER UPDATE; City Manager Darrell Westmoreland stated that the Public Works department have been working super hard trying to get the lights up for the Lighting of the Village and that someone had climbed to the top and stolen the star from the top of the tree. He then reminded the Commission of upcoming dates for the Community Dinner being on December 1st and the Employee Dinner on December 12th. He then went over the EMI report, copy of report included as an integral part of the Minutes.

DISCUSSION OF GARBAGE RATES; City Manager Darrell Westmoreland explained to the Commission that the current trash company has not increased it's rates in 7 years and wants to increase the monthly bills \$2.50 each bringing up the monthly total to \$21.50. Motion to increase the monthly rate by \$2.50 made by Commissioner Steve Fowler, 2nd by Commissioner Mervin Barree. Motion approved with a unanimous vote of the Commission.

FINANCIAL REPORT; Finance Director Mona Wood gave a verbal report, written report included as an integral part of the Minutes. Motion to approve the Financial report made by Commissioner Steve Fowler, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

CONSIDERATION OF ALCOHOL LICENSE APPLICATION OF JOHN THOMAS BROADWAY OF PAT-BRO, INC D/B/A BETTY'S COUNTRY STORE LOCATED AT 18 YONAH STREET, FOR BEER PACKAGE, WINE PACKAGE, BEER ON PREMISES, WINE ON PREMISES, GROWLERS, AND SUNDAY SALES; Motion to approve made by Commissioner Mervin

**CITY OF HELEN
COMMISSION MEETING
NOVENBER 18, 2025
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PAGE 3**

Barbree, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

CONSIDERATION OF ALCOHOL LICENSE APPLICATION OF BRUCE POMEROY AND CHRISTY SABOL OF CHRISTOFFS CARAMEL CORN & COFFEE LLC, D/B/A CHRISTOFFS ON THE RIVER LOCATED AT 75 RIVER STREET FOR BEER ON PREMISES, WINE ON PREMISES AND SUNDAY SALES; Motion to approve made by Commissioner Steve Fowler, 2nd by Commissioner Mervin Barbree. Motion approved with a unanimous vote of the Commission.

DISCUSSION AND APPROVAL OF 2026 MEETING DATES AND TIMES BEING THE THIRD TUESDAY OF EACH MONTH AT 10:00 A.M.. JANUARY 20, FEBRUARY 17, MARCH 17, APRIL 21, MAY 19, JUNE 16, JULY 21, AUGUST 18, SEPTEMBER 15, OCTOBER 20, NOVEMBER 17, AND DECEMBER 15, 2026; Motion to approve made by Commissioner Helen Wilkins, 2nd by Commissioner Mervin Barbree. Motion approved with a unanimous vote of the Commission.

POLICE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Police Chief Aletha Barrett gave a verbal report as well. She stated that the Veterans luncheon went well and they had given each veteran attending a gift card for their service. She stated also that the Car show had raised \$7300.00 this year being the largest amount so far, and thanked all those that had helped with it and thankful for the volunteers that will help with the shopping for the White Christmas on December 4th, she also stated the Christmas parade is December 13th.

FIRE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Fire Chief Jody Prickett was present and gave a verbal report. He also stated that there was a problem with the wiring on the new truck an was being repaired.

PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT; Report included as an integral part of the Minutes.

BUILDING AND ZONING DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Building & Zoning Director Jonah Casper gave a verbal report and informed the Commission that the Planning Design and Review Board had sent over a variance request from JT Gangwall of Home 2 Suites for the new Hotel across the Street requesting they be allowed 5 signs for their new Hotel and Restaurant and explained where the signs would be located.

**CITY OF HELEN
COMMISSION MEETING
NOVEMBER 18, 2025
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Motion to approve the variance request for 5 signs made by Commissioner Steve Fowler, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

PURCHASES AND BIDS; None

ORDINANCES; 25-11-01; FIRST READING OF ORDINANCE 25-11-01 AN ORDINANCE OF THE CITY OF HELEN GEORGIA TO AMEND THE CHARTER OF THE CITY OF HELEN, GEORGIA, ARTICLE VI. SECTION 6.27 "CONTRACTING PROCEDURES" TO GRANT AUTHORITY TO THE CITY MANAGER TO ENTER INTO CONTRACTS ON BEHALF OF THE CITY NOT TO EXCEED \$25,000.00 IN VALUE FOR GOODS AND SERVICES PREVIOUSLY BUDGETED FOR; AND TO PROVIDE PROCEDURES FOR ENTERING INTO CONTRACTS IN EXCESS OF \$25,000.00 IN VALUE; Motion to approve the first reading made by Commissioner Lee Landress, 2nd by Commissioner Mervin Barbree. Motion approved with a unanimous vote of the Commission.

ORDINANCE 25-11-02; FIRST READING OF ORDINANCE 25-11-02 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA REGULATING LEFT TURNS FROM CHATTAHOOCHEE STREET ONTO NORTH MAIN STREET; AND FROM RIVER STREET ONTO NORTH MAIN STREET; Motion to approve the first reading made by Commissioner Steve Fowler, 2nd by Commissioner Mervin Barbree. Motion approved with a unanimous vote of the Commission.

RESOLUTIONS; None

EXECUTIVE SESSION TO DISCUSS REAL ESTATE ACQUISITION AND LITIGATION; Motion to go into Executive Session at 11:15 a.m. made by Commissioner Mervin Barbree, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

Motion to come out of the Executive Session at 12:05 p.m. made by Commissioner Mervin Barbree, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

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

**CITY OF HELEN
COMMISSION MEETING
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CITY COMMISSION COMMENTS; None

ADJOURNMENT; Motion to adjourn at 12:07 p.m. made by Commissioner Steve Fowler, 2nd by Commissioner Mervin Barbree. Motion approved with a unanimous vote of the Commission.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN

A handwritten signature in cursive script that reads "Marilyn Chastain".



Alpine Helen/White County Convention & Visitors Bureau

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

CVB Report November, 2025

ADVERTISEMENTS:

- Blue Ridge Country Magazine.
- LRC Inc. Blogs, etc.
- Georgia EMC Magazine.
- Atlanta Magazine.
- Group Tour Magazine.
- Atlanta Parent Magazine.
- North Georgia Living Magazine.
- Taste of the South Magazine.
- American Road Magazine.
- WorldAtlas.com – 7 Best Georgia Towns for a winter getaway – Helen. 7.8 million impressions, with an estimated value of \$72,565
- MentalFloss.com – 10 American Towns that feel like they’re in Europe – Helen. 2.6 million impressions, with an estimated value of \$24,064.
- USA Today, Savannah Now, Athen Herald Banner and Augusta Chronicle – Discover the Peach State’s hidden vineyard gems – Yonah Mountain Vineyards and Habersham Vineyards and Winery. 66.2 million impressions, with an estimated value of \$613,143.
- Fox 5 News Atlanta – Helen’s Capyfriends Café serves up “wild” encounters for guests – Partnership between North Georgia Zoo and Nacoochee Adventures – Helen. 2.03 million impressions, with an estimated value of 26,500.
- TravelAwaits.com – 9 Traditional Christmas markets in the United States in 2025- Helen’s. 100,905. Impressions, with an estimated value of \$ 933.
- Garden & Gun Magazine – Seven small Georgia Mountain Towns to Love – Helen. 345,824. Impressions, with an estimated value of \$ 3,199.
- World Atlas. Com – 10 Amazing Georgia day trips that are worth the drive in 2025 – Helen. 7.5 million impressions, with an estimated value of \$69,515.



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TRAVEL SHOWS/MEETINGS:

- November 4th - Director Brown and Rita Morgan met with Rob Mundy the CVB's CPA to go over the Annual audit review.
- November 5th - Director Brown met with Our State Magazine to discuss continuing our Annual partnership for 2026.
- November 7th – Director Brown met with Monica Hall with ITI Digital to discuss a new AI platform - Travel Buddy for our Website.
- November 12th – Director Brown conducted the monthly Regional Travel Association Board meeting and membership meeting in Dawsonville.
- November 13th – Director Brown presented the monthly CVB report to the CVB Board.
- November 15th – Director Brown met with Advance Travel to review the October progress report and to plan our next annual campaign.
- November 16th-18th - Director Brown attended the Annual GACVB Board meeting and Sales Symposium in Decatur Georgia.
- November 28th – Director Brown and Doris Skelton assisted the City with the Annual Lighting of the Village celebration welcoming over 14 thousand visitors.

-

*Director in office 14 of 20 possible days in November. 3 Days attending the GACVB Board and Sales Symposium, 1 Day at the Travel Association meeting in Dawsonville and 2 days worked from home. Met with three additional members in November.



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Advertisements con't:

- CBS News Atlanta – Months-long Oktoberfest celebration keeps North Georgia city's traditions and businesses alive – Helen. 39.1 million impressions, with an estimated value of \$361,521.
- World Atlas.com – 9 Best places to call home in the southern U.S. in 20256 – Helen. 7.5 million impressions, with an estimated value of \$69,515.
- Family Destinations Guide.com – This small-town restaurant in Georgia will give you the best breakfast in your life – Hofer's of Helen. 1.3 million impressions, with an estimated value of \$12,477.
- Cheapism.com – Best Places to see fall foliage – Helen. 388,724 impressions, with an estimated value of \$3,500.

WELCOME CENTER:

- 3,378 (124 less) Visitors stopped by the Welcome Center in November.
- Helen Travel Guides delivered over 415 cases of the 2025 guides. Mailed out an additional 536 Travel Guides by request in November. We had 941 Travel Guide downloads. The 2026 guides are to arrive mid-December.
- Website visits for the month of November 144,000 (8,000 more than last year) With 138,000 unique/new visitors. 3.05 page visits per user with over 433,000. page views with duration of 3.01 minutes per view. Bounce rate 48.68%.

Water/Wastewater - Infrastructure Projects Update - City of Helen

Groundwater Development:

The hydrogeologist retained by the City has identified four potential sites for groundwater exploration. The City has elected to proceed with development at the Lenzen Property site. Additional locations will be evaluated and recommended following initial development activities. It appears there is an additional site near the Lenzen well property. Concurrently, EMI is preparing an ARC grant application to support future groundwater well projects. The City has just completed the procurement process for engineering services.

Well No. 11 (Lenzen Property):

Well design is underway; waterline route is on hold due to road and water/sewer design of development behind City property. We have reviewed draft easement drawings and submitted comments. It is our understanding that complete plans have been submitted to city for review.

Sanitary Sewer Evaluation Survey (SSES):

All scheduled sanitary sewer point repairs, manhole sealing, and CIPP (cured-in-place pipe) work have been completed. Additional point repairs are currently underway.

Land Application System (LAS) Improvements:

Solids removal from the large pond is scheduled for the first of the year. Design work for Spray Fields 4 and 5 is completed, pricing from the contractor will follow shortly thereafter, with work beginning soon.

LAS Vegetation Plan

Project has been bid with correspondence presented to the city.

Telescopic Valve:

Preliminary engineering has been completed, site visit, survey and initial investigation has been completed.

Zone Meters:

Preliminary engineering of water system zoning has been completed, location of zone meters, water system preliminary plans and cost estimate has been presented to city.

LAS Monitoring Well:

Plans and engineering letter report for LAS ground water monitoring well has been approved by EPD.

December 15, 2025

Mr. Darrell Westmoreland, City Manager
City of Helen
25 Alpenrosen Strasse
PO Box 280
Helen GA, 30545

Re: 24022 - 2026 Spray Field Vegetation Improvements, Recommendation of Award

Dear Mr. Westmoreland:

Following completion of plans for the subject project, the City duly advertised for construction bids for the required four weeks. The project was posted on the Georgia procurement website.

Bids were duly opened at City Hall on December 11, 2025, at 10:00 AM. The City received one (1) valid bid from qualified contracting firms for \$585,424.00 as indicated on the attached certified bid tabulation.

We have reviewed the bid as prepared by the Contractor, and Contractor is qualified, has adequate references and was responsive. Engineering Management has determined the lowest responsive, responsible bidder is Top Tier Trees, LLC.

Based on Top Tier Trees previous work history and experience, we take no exceptions to awarding the contract of the 2026 Spray Field Vegetation Improvements to Top Tier Trees, LLC. in the bid amount of five hundred eighty-five thousand four hundred twenty-four dollars, and zero cents (\$585,424.00). Before awarding the project, the City may consider the remaining priority projects for 2026 and the total planning budget. Below is a summary table with planning versus construction cost based on current information.

Planning Budget / Construction Cost

1. \$250,000 / \$585,242 – 2026 Spray Field Vegetation Improvements*
2. \$N/A / TBD – Gypsum Application**
3. \$150,000 / TBD – Telescoping Valve Replacement
4. \$470,000 / TBD – Zone Metering

\$870,000 / \$585,242 – Current Planning Budget

* The first round of annual maintenance (e.g. tree removal and invasive species control) was added to the scope of work after the planning phase. This accounts for \$280,000 of the \$585,242 total construction costs.

** Gypsum application was initially included in the vegetation improvements but was then separated out after the planning phase.

Due to the price of the work and lack of bidders, the City may choose not to award the bid. Alternative award options include reducing the project scope, rejecting the bid and rebidding, or rejecting the bid and forgoing the work. To reduce the project scope the City could work with the Contractor to deduct scope items from the Contract. For example, removing tree removal from the Contract reduces the price by \$280,000 from \$585,424 to \$305,424.

If the City chooses to reject the current bid and rebid the work, the project schedule may need be postponed until the Fall of 2026, given the ideal planting season of late fall/early winter.

Mr. Darrell Westmoreland
December 15, 2025
Page 2 of 2

If this award recommendation is acceptable to the City, please find an enclosed copy of the Notice of Award and Resolution of Award. Then, please sign and return the Notice and Resolution for inclusion in the Contract Documents. Subsequently, the Contractor will be notified, and the contract documents may be completed, followed by the scheduling of a preconstruction conference and issuance of a notice to proceed with construction.

If this award recommendation is unacceptable, we are happy to work with the City to pursue another alternative.

Please feel free to contact us at any time should you have questions. We appreciate our association with the City of Helen.

Sincerely,

ENGINEERING MANAGEMENT, INC.



Fletcher Holliday
President

Enclosures

- Tabulation of Bids
- Notice of Award
- Resolution of Award

Z:\PROJECTS\24\24022 Helen Las Vegetation Plan\Bid Phase\BP4-Engr's Recommendation of Award-Budget Analysis\24022 - Letter of Recommendation.docx

2026 Spray Field Vegetation Improvements
For the
City of Helen, Georgia

Top Tier Trees
1531 Gresham Road
Marietta, GA 30062
678-541-7768

ITEM NO.	DESCRIPTION	UNIT	Est. No. of Units	UNIT PRICE	TOTAL FOR ITEM
00001.00	Allowance for Unforeseen issues to be Used at the Discretion of the Owner	LS	1	\$25,000.00	\$25,000.00
00002.00	Mobilization - The total of Mobilization & De-Mobilization shall not exceed 3% of the total bid price.	LS	1	\$20,728.00	\$20,728.00
00003.00	De-Mobilization - The total of Mobilization & De-Mobilization shall not exceed 3% of the total bid price.	LS	1	\$20,585.00	\$20,585.00
00520.00	Performance Bond - The total of bonds and Insurance shall not exceed 2% of the total bid price	LS	1	\$5,650.00	\$5,650.00
00530.00	Labor & Material Payment Bond - The total of bonds and Insurance shall not exceed 2% of the total bid price.	LS	1	\$5,650.00	\$5,650.00
00700.00	Insurance - The total of bonds and Insurance shall not exceed 2% of the total bid price	LS	1	\$0.00	\$0.00
P1	Reforestation (Bare Root Stock)	LS	1	\$70,965.00	\$70,965.00
P2	Reforestation, No Harvest (1-Gallon Containerized Stock)	LS	1	\$35,553.00	\$35,553.00
P3	Supplemental Planting (Bare Root Stock)	EA	100	\$62.50	\$6,250.00
P4	Additional Planting at Owners Request (Bare Root Stock)	EA	10	\$125.00	\$1,250.00
P5	Additional Planting at Owners Request (1-Gallon Containerized Stock)	EA	175	\$800.00	\$140,000.00
M1.1	Select Cutting - 20 to 25" DBH	EA	175	\$800.00	\$140,000.00
M1.2	Select Cutting - 15-19.9" DBH	EA	1	\$0.00	\$0.00
M2	Invasive Species Removal - Privet and Kudzu	LS	1	\$0.00	\$0.00
TOTAL BASE BID:					\$585,424.00

*INCORRECT TOTALS ARE IN BOLD AND ITALICS AND CORRECTED
I hereby certify this to be a true and accurate tabulation
of bids received by the City of Helen, Georgia
on December 15, 2025

Wiley Helm, Project Manager
Engineering Management, Inc.



**A RESOLUTION BY THE CITY OF HELEN
FOR THE PURPOSES OF AWARDING A CONSTRUCTION CONTRACT
FOR THE 2026 SPRAY FIELD VEGETATION IMPROVEMENTS PROJECT
AND TO AUTHORIZE THE CITY MANAGER TO EXECUTE APPROPRIATE DOCUMENTS FOR
IMPLEMENTATION OF THE PROJECT**

WHEREAS, the City of Helen desires to make improvements to its spray field vegetation, and

WHEREAS, the City of Helen has authorized engineering design for materials and methods to be utilized, and

WHEREAS, the City of Helen authorized their consulting engineers, Engineering Management, Inc., to prepare construction plans, specifications and bid documents for the project, and

WHEREAS, all required rights and permits have been secured for the project; and

WHEREAS, plans and specifications were prepared for the project; and

WHEREAS, the City of Helen advertised and received bids for the project October 31, 2025, and

WHEREAS, the consulting engineers have tabulated and reviewed the bids, and

WHEREAS, an appropriate review of the bids indicate that the most qualified firm and the best bid for the project is that of Top Tier Trees, LLC. of Marietta, Georgia in the amount of Five Hundred Eighty-Five Thousand Four Hundred Twenty-Four, and 00/100 (\$585,424).

NOW THEREFORE be it resolved by the City Commission of the City of Helen to award the 2026 Spray Field Vegetation Improvements project to Top Tier Trees, LLC. of Marietta, Georgia in the amount of Five Hundred Eighty-Five Thousand Four Hundred Twenty-Four, and 00/100 (\$585,424).

BE IT FURTHER RESOLVED to authorize Darrell Westmoreland, City Manager, to execute all documents required for implementation of the proposed project.

This Resolution read and passed by a quorum on the _____ day of December 2025.

Certified correct by:

Darrell Westmoreland, City Manager

I, Marilyn Chastain, City Clerk, and official keeper of the records, do hereby certify that the above Resolution was passed in regular session this _____ day of December 2025 and has not been rescinded in any way.

Marilyn Chastain, City Clerk
(SEAL)

NOTICE OF AWARD

TO: Top Tier Trees, LLC.
1531 Gresham Road
Marietta, GA 30062

Project Description

The site of the proposed work is in Helen, Georgia. The project consists of, but is not limited to, the following major elements:

Reforestation and supplemental planting of 3,100 trees, select cutting of existing trees, and invasive species removal of kudzu and privet. The project takes place across 26 acres of rugged terrain within the land application system spray fields for the City of Helen.

CONTRACTOR agrees to commence work on or before a date to be specified in a written "Notice to Proceed" of the OWNER and to fully complete all work associated with this project in a total construction time of one-hundred fifty (150) consecutive calendar days from the date of the "Notice to Proceed" from the OWNER.

The OWNER has considered the Bid submitted by you for the above described WORK in response to its Advertisement for Bids and has decided to award you the Contract.

You are hereby notified that your Bid has been accepted for the Contract Price of \$585,424.00 for 2026 Spray Field Vegetation Improvements which is based on the Units/Lump Sum Prices shown on the Bid Form (Section 00300).

You are required by the Information for Bidders to execute the Agreement and furnish the required CONTRACTOR's Performance and Payment Bonds and Certificates of Insurance within ten (10) calendar days from the date of this Notice.

If you fail to execute said Agreement and to furnish said Bonds within ten (10) calendar days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER's acceptance of your Bid as abandoned and as a forfeiture as may be granted by law.

You are required to return an acknowledged copy of this Notice of Award to the OWNER.

Dated this ___ day of _____, 20__.

CITY OF HELEN, GEORGIA

BY: _____
Darrell Westmoreland, City Manager

ACKNOWLEDGEMENT OF NOTICE

Top Tier Trees, LLC
CONTRACTOR

BY: _____

DATE: _____

TITLE: _____

END OF SECTION

December 15, 2025

Mr. Darrell Westmoreland, City Manager
City of Helen
25 Alpenrosen Strasse
PO Box 280
Helen GA, 30545

Re: Water System Zone Meters: Preliminary Layout and Cost Estimate

Dear Darrell:

As you are aware, the City of Helen has directed Engineering Management, Inc. to develop preliminary layout options and a cost estimate for a project to establish water metering zones within the water system. This task is in direct response to a significant amount of water loss within the City's water distribution system. These zone meters would allow the City to establish multiple zones within the water distribution system that are metered by larger water meters. The values recorded by these larger water meters can then be compared to the sum-total of the individual residential and commercial water meters within a particular zone to determine the estimated amount of water loss. This information is utilized to determine more accurate location(s) of the water losses. This information in turn allows the City to further hone-in on the suspect areas, determine causes and viable solutions, and ultimately reduce the water loss in that zone.

Establishing metered water zones is accomplished by installing zone meters in the water distribution system at key locations; in which each "zone" is master metered by a single meter (or combination of meters) that measure the total flow demanded within the designated zone. The most important characteristic of the location of a zone meter is that the water demand is isolated such that it only and always flows in the downstream direction of the meter. This may require closing specific valves in the areas of the proposed zone meters to ensure this single direction of flow occurs while utilizing the zone meters to record data.

EMI has worked on several options for establishing meter zones. Attached is the option that has been selected to proceed with for final design. The attached layout has six (6) proposed zones. The proposed zones and their associated meters are listed below:

The total project cost currently is estimated at \$470,000 including construction and support costs. The construction cost at bids can vary significantly sometimes between different contractors, as the work is more labor intensive, as it requires shutdowns of existing watermains, line draining, and cutting-in new piping, fittings, valves, and meters. EMI has taken this into account in the overall estimate. Attached is a detailed breakdown of the cost estimate for construction and project support, depicting meter zones as well.

Water System Zone Meters: Preliminary Layout and Cost Estimate

December 15, 2025

Page 2 of 2

It is anticipated that this project would be designed, permitted appropriately, and placed out to public for bids as customary for municipal public works construction projects. EMI would work with the water department and the local manufacturer's representatives for the proposed master meters to ensure adequate size and types of meters are specified, and that the meters are compatible with the City's existing meter reading infrastructure.

Please review the above information and let us at EMI know if there are any questions or concerns. We of course plan on meeting with the City staff as well to review this information and get feedback.

Sincerely,

ENGINEERING MANAGEMENT, INC.



Fletcher Holliday

President

Attachments: Proposed Zone Map, Detailed Cost Estimate

Z:\PROJECTS\25\25082 Helen Zone Meters\Design Stage\DS1-Correspondence\25082 Prelim Design-Cost Letter Report 121525.docx

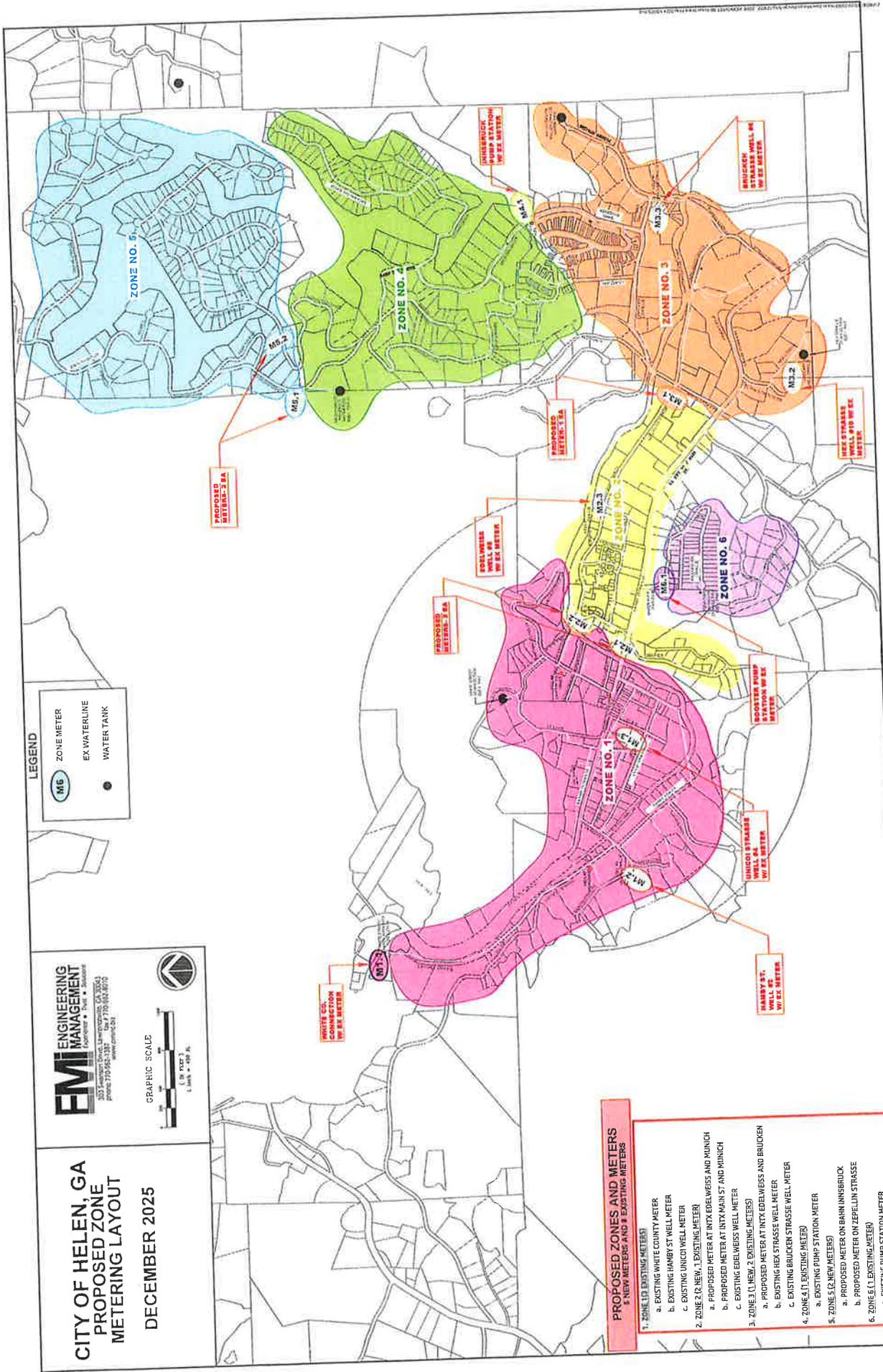
CITY OF HELEN, GA
PROPOSED ZONE
METERING LAYOUT
DECEMBER 2025

EMI ENGINEERING MANAGEMENT
 PROFESSIONAL FIRM
 353 Savannah Blvd., Lawrenceville, GA 30044
 phone 770-965-1337 fax 770-963-8070
 email emi@emi.com



LEGEND

- MB ZONE METER
- EX WATERLINE
- WATER TANK



- PROPOSED ZONES AND METERS**
 5. NEW METERS AND 3. EXISTING METERS
1. ZONE 1 (3. EXISTING METERS)
 - a. EXISTING WHITE COUNTY METER
 - b. EXISTING HANBY ST WELL METER
 - c. EXISTING UNIBRO WELL METER
 2. ZONE 2 (2. NEW, 1. EXISTING METER)
 - a. PROPOSED METER AT INTX EDELWEISS AND MUNICH
 - b. PROPOSED METER AT INTX MAIN ST AND MUNICH
 - c. EXISTING EDELWEISS WELL METER
 3. ZONE 3 (1. NEW, 2. EXISTING METERS)
 - a. PROPOSED METER AT INTX EDELWEISS AND BRUCKEN
 - b. EXISTING BRUCKEN STRASSE WELL METER
 - c. EXISTING BRUCKEN STRASSE WELL METER
 4. ZONE 4 (1. EXISTING METER)
 - a. EXISTING PUMP STATION METER
 5. ZONE 5 (2. NEW METERS)
 - a. PROPOSED METER ON BAHN INNSBRUCK
 - b. PROPOSED METER ON ZEPPELIN STRASSE
 6. ZONE 6 (1. EXISTING METER)
 - c. EXISTING PUMP STATION METER

**ZONE METER PROJECT
CITY OF HELEN
PRELIMINARY COST ESTIMATE**

DECEMBER 2025

METER ZONES				
DESCRIPTION	UNIT	No. of Units	UNIT PRICE	TOTAL FOR ITEM
ZONE 1 (3 EXISTING METERS)				
EXISTING WHITE COUNTY METER- leave as is	LS	-	\$0	\$0
EXISTING HAMBY ST WELL METER replace- 2" Meter	LS	1	\$7,500	\$7,500
EXISTING UNICOI WELL METER replace- 3" Meter	LS	1	\$12,000	\$12,000
ZONE 2 (2 NEW, 1 EXISTING METER)				
PROPOSED 6" METER-VAULT AT INTX EDELWEISS AND MUNICH	LS	1	\$55,000	\$55,000
PROPOSED 6" METER-VAULT AT INTX MAIN ST AND MUNICH	LS	1	\$55,000	\$55,000
EXISTING EDELWEISS WELL METER replace- 3" Meter	LS	1	\$12,000	\$12,000
ZONE 3 (1 NEW, 2 EXISTING METERS)				
PROPOSED 6" METER-VAULT AT INTX EDELWEISS AND BRUCKEN	LS	1	\$55,000	\$55,000
EXISTING HEX STRASSE WELL METER-replace- 2" Meter	LS	1	\$7,500	\$7,500
EXISTING BRUCKEN STRASSE WELL METER-replace- 2" Meter	LS	1	\$7,500	\$7,500
ZONE 4 (1 EXISTING METER)				
EXISTING PUMP STATION METER- leave as is	LS	-	\$0	\$0
ZONE 5 (2 NEW METERS)				
PROPOSED 4" METER-VAULT ON BAHN INNSBRUCK	LS	1	\$45,000	\$45,000
PROPOSED 4" METER ON ZEPPELLIN STRASSE	LS	1	\$45,000	\$45,000
ZONE 6 (1 EXISTING METER)				
EXISTING PUMP STATION METER- leave as is	LS	-	\$0	\$0

CONSTRUCTION COST= \$301,500

Design Engineering	\$45,000
Bid Phase Management	\$4,500
Construction Phase Engineering	\$24,000
Legal and Administrative	\$5,000
Project Contingencies	\$90,000

TOTAL PROJECT COST= \$470,000



**CITY OF HELEN
FINANCIAL REPORT SUMMARY
FIVE MONTHS ENDED NOVEMBER 30, 2025
TAX REVENUES SUMMARY COMPARISON**

TAX REVENUES

HOTEL/MOTEL TAX FUND

<u>Monthly Comparison</u>			
Nov-24	Nov-25	Difference	% Inc(Dec)
389,845	313,636	-76,209	-19.55%
	0		
	313,636		

<u>Fiscal YTD Comparison - Five Months Ended 11/30/25</u>			
Nov-24	Nov-25	Difference	% Inc(Dec)
1,487,048	1,412,420	-74,628	-5.02%
	131,088 * Prior Periods Adjs		
	1,543,508		

SALES TAX

<u>Monthly Comparison</u>			
Nov-24	Nov-25	Difference	% Inc(Dec)
157,708	152,741	-4,967	-3.15%

<u>Fiscal YTD Comparison - Five Months Ended 11/30/25</u>			
Nov-24	Nov-25	Difference	% Inc(Dec)
710,598	739,921	29,323	4.13%

BEER/WINE/LIQUOR EXCISE TAX

<u>Monthly Comparison</u>			
Nov-24	Nov-25	Difference	% Inc(Dec)
24,275	24,044	-231	-0.95%

<u>Fiscal YTD Comparison - Five Months Ended 11/30/25</u>			
Nov-24	Nov-25	Difference	% Inc(Dec)
88,428	83,288	-5,140	-5.81%

MIXED DRINK TAX

<u>Monthly Comparison</u>			
Nov-24	Nov-25	Difference	% Inc(Dec)
14,193	15,810	1,617	11.39%

<u>Fiscal YTD Comparison - Five Months Ended 11/30/25</u>			
Nov-24	Nov-25	Difference	% Inc(Dec)
56,145	59,534	3,389	6.04%

2020 SPLOST

<u>Monthly Comparison</u>			
Nov-24	Nov-25	Difference	% Inc(Dec)
156,131	151,222	-4,909	-3.14%

<u>Fiscal YTD Comparison - Five Months Ended 11/30/25</u>			
Nov-24	Nov-25	Difference	% Inc(Dec)
703,512	732,581	29,069	4.13%

Fiscal YTD Comparison - Five Months Ended 11/30/25

Budget	Actual	% Inc(Dec)
1,700,000	732,581	43.09%

Cumulative #60	Estimated 2020	Difference	% of Estimate
7,596,111	5,600,000	-1,996,111	135.64%



Unaudited Draft

**2021 Construction Fund
Account Summary**

Date Range: 08/01/2021 - 11/30/25

	Original Budget	To Date 11/30/25	Available @ 11/30/25	Budget Reallocation	Available @ 11/30/25 After Budget Reallocation
HEX STRASSE WELL (Complete)	250,000	80,471	169,529	0	0
LENZEN PROPERTY WELL #11	495,000	184,682	310,318	330,667	314,112
MAIN LIFT STATION (Complete)	1,450,000	1,295,230	154,770	0	0
SSES IMPROVEMENTS	1,500,000	953,778	546,222	267,967	261,562
CHATTAHOOCHEE RIVER SEWER LINE (Complete)	375,000	239,360	135,640	0	0
GROUND WATER DEVELOPMENT	25,000	37,569	(12,569)	106,052	106,052
METER REPLACEMENT (Complete)	595,000	409,286	185,714	0	0
WWTF SOLIDS REMOVAL (Complete)	425,000	558,379	(133,379)	0	0
LAS IMPROVEMENTS	875,000	1,012,648	(137,648)	583,317	536,871
	<u>5,990,000</u>	<u>4,771,403</u>	<u>1,218,597</u>	<u>1,288,003</u>	<u>1,218,597</u>



**CITY OF HELEN AVAILABLE 2020 SPLOST FUNDS
AS OF NOVEMBER 30, 2025**

Unaudited Draft

<u>2020 SPLOST (20%)</u>	<u>ROADS, STREETS, BRIDGES, SIDEWALKS (23.21%)</u>	<u>WATER/WASTEWATER IMPROVEMENTS (33.93%)</u>	<u>PUBLIC BUILDINGS AND GROUNDS (37.5%)</u>	<u>ADMIN EQUIP., FACILITIES & VEHICLES (5.36%)</u>	<u>2020 SPLOST REVENUE</u>
TOTALS FOR					
6 YEAR PERIOD					
CURRENT ESTIMATE	1,300,000.00	1,900,000.00	2,100,000.00	300,000.00	5,600,000.00
REVENUE					
ACTUAL RECEIVED	1,763,080.99	2,577,395.00	2,848,579.80	407,157.01	7,596,212.80
INTEREST EARNED	112,929.75	165,088.60	182,458.67	26,079.43	486,556.45
EXPENSES					
PRIOR YEARS TOTALS	1,282,147.58	618,508.97	1,149,203.87	132,307.52	3,182,167.94
CURRENT YEAR TOTALS	51,645.00	1,595.00	1,134,786.16	0.00	1,188,026.16
BANK FEES	6.97	10.18	11.25	1.60	30.00
2020 SPLOST AVAILABLE	542,211.19	2,122,369.46	747,037.19	300,927.31	3,712,545.15



City of Helen Debt Service as of November, 2025

Lender	Collateral	Loan Amount	Rate	Pmt. Amount	Due	Balance	Matures
BB&T	HME Ahrens Fire Truck	406,802	3.060	47,721	January*	91,234	Jan-27
GEFA CWSRF 14-018	Willow Pond Sewer Rehab	281,000	0.500	2,401	Monthly	26,347	Oct-26
GEFA DWSRG 13-012	Hamby St Bridge Crossing	309,041	0.660	2,662	Monthly	45,030	Mar-27
				<u>52,784</u>		<u>162,611</u>	

Debt Service 2021 Construction Bond (Principal + Interest) \$ 7,325,248 Semi-Annual 5,401,900 Aug-36
 February 2026 Interest Only changes
 August 2026 Principal + Interest



<input type="checkbox"/>	License					
<input type="checkbox"/>	Number↑	License Code	↑ Property	↑	Status↑	Issued To
<input type="checkbox"/>	2098	ALCOHOL LICENSE	705 BRUCKEN STRASSE, SUI		Active	DAS ICE CREAM CAFE, LLC
<input type="checkbox"/>	2099	ALCOHOL LICENSE	9001 NORTH MAIN STREET		Active	HOFBRAUHAUS RESTAURANT & PL
<input type="checkbox"/>	2100	ALCOHOL LICENSE	8660 NORTH MAIN STREET/WH		Active	OLD HEIDELBERG RESTAURANT
<input type="checkbox"/>	2101	ALCOHOL LICENSE	707 EDELWEISS STRASSE		Active	LA CABANA HELEN
<input type="checkbox"/>	2102	ALCOHOL LICENSE	8520 SOUTH MAIN STREET		Active	LA CABANA EXPRESS
<input type="checkbox"/>	2103	ALCOHOL LICENSE	64 MUNICH STRASSE		Active	BODENSEE RESTAURANT
<input type="checkbox"/>	2104	ALCOHOL LICENSE	8590-B NORTH MAIN STREET		Active	THE TROLL TAVERN
<input type="checkbox"/>	2106	ALCOHOL LICENSE	60 CHATTAHOOCHEE STRASS		Active	COWBOYS & ANGELS
<input type="checkbox"/>	2108	ALCOHOL LICENSE	807 EDELWEISS STRASSE		Active	BIGG DADDYS RESTAURANT TAVEF
<input type="checkbox"/>	2109	ALCOHOL LICENSE	8619 NORTH MAIN STREET		Active	OLD BAVARIA INN RESTAURANT
<input type="checkbox"/>	2110	ALCOHOL LICENSE	8537 SOUTH MAIN STREET		Active	PAUL'S STEAKHOUSE
<input type="checkbox"/>	2111	ALCOHOL LICENSE	8537 SOUTH MAIN STREET		Active	PAUL'S MARGARITA DECK
<input type="checkbox"/>	2112	ALCOHOL LICENSE	8252 SOUTH MAIN STREET		Active	A SLICE OF HELEN
<input type="checkbox"/>	2113	ALCOHOL LICENSE	8546 SOUTH MAIN STREET		Active	CAFE INTERNATIONAL
<input type="checkbox"/>	2115	ALCOHOL LICENSE	7934 SOUTH MAIN STREET		Active	MONDAY'S PUB
<input type="checkbox"/>	2116	ALCOHOL LICENSE	8735 NORTH MAIN STREET		Active	TWO TIRE TAVERN
<input type="checkbox"/>	2117	ALCOHOL LICENSE	8660 NORTH MAIN STREET		Active	KING LUDWIG'S BIERGARTEN
<input type="checkbox"/>	2118	ALCOHOL LICENSE	8660 NORTH MAIN STREET, U 10		Active	HELENBACH
<input type="checkbox"/>	2119	ALCOHOL LICENSE	7934 SOUTH MAIN STREET		Active	CIRCLE K STORES INC #1222
<input type="checkbox"/>	2120	ALCOHOL LICENSE	8217 SOUTH MAIN STREET		Active	ALPINE CHEVRON





<input type="checkbox"/>	License	Number↑	License Code	↑	Property	↑	Status↑	Issued To
<input type="checkbox"/>		2121	ALCOHOL LICENSE		9677 HWY 75 NORTH		Active	KWIK SAK
<input type="checkbox"/>		2124	ALCOHOL LICENSE		8759 NORTH MAIN STREET		Active	BRICKHOUSE BURGERS PIZZA
<input type="checkbox"/>		2126	ALCOHOL LICENSE		18 YONAH STREET		Active	BETTY'S COUNTRY STORE
<input type="checkbox"/>		2127	ALCOHOL LICENSE		8265 SOUTH MAIN STREET		Active	ALPINE BREW AND BOTTLE HAUS
<input type="checkbox"/>		2129	ALCOHOL LICENSE		8661 SOUTH MAIN STREET		Active	GOURMET SHOPPE, LLC
<input type="checkbox"/>		2130	ALCOHOL LICENSE		8016 SOUTH MAIN STREET B-1		Pending	SWEET ACRE FARMS WINERY
<input type="checkbox"/>		2131	ALCOHOL LICENSE		688 & 664 BAHN INNSBRUCK		Active	VALHALLA RESORT HOTEL
<input type="checkbox"/>		2131	ALCOHOL LICENSE		688 & 664 BAHN INNSBRUCK		Active	VALHALLA RESORT HOTEL
<input type="checkbox"/>		2132	ALCOHOL LICENSE		8016 SOUTH MAIN STREET		Pending	CHATTAHOOCHEE DOG HAUS
<input type="checkbox"/>		2133	ALCOHOL LICENSE		8758 NORTH MAIN STREET		Active	HOFER'S BAKERY & CAFE
<input type="checkbox"/>		2134	ALCOHOL LICENSE		1074 EDELWEISS STRASSE		Active	HELEN CHAMBER OF COMMERCE
<input type="checkbox"/>		2135	ALCOHOL LICENSE		8056 SOUTH MAIN STREET		Active	HELEN CELLAR
<input type="checkbox"/>		2152	ALCOHOL LICENSE		50 YONAH STREET		Active	DISCOUNT SPIRITS OF HELEN
<input type="checkbox"/>		2173	ALCOHOL LICENSE		69 TANNEN WEG		Active	FRANCESCO'S ITALIAN CAFE
<input type="checkbox"/>		2176	ALCOHOL LICENSE		76 Munich Strasse		Active	CHRISTOFF'S @ SEVENTY-SIX
<input type="checkbox"/>		2177	ALCOHOL LICENSE		705 BRUCKEN STRASSE 103		Active	SPICE 55
<input type="checkbox"/>		2226	ALCOHOL LICENSE		11 RIVER STREET		Active	ALPINE BREW DECK
<input type="checkbox"/>		2236	ALCOHOL LICENSE		8660 NORTH MAIN STREET		Active	THE HEIDI HAUS
<input type="checkbox"/>		2241	ALCOHOL LICENSE		689 EDELWEISS STRASSE A 6		Active	BANGKOK HAUS RESTAURANT
<input type="checkbox"/>		2256	ALCOHOL LICENSE		8797 N. MAIN STREET		Active	ALPINE CAFE & PIZZA GARDEN





License



Number↑

License Code



Property



Status↑

Issued To



2278

ALCOHOL LICENSE

8160 SOUTH MAIN STREET B-5

Active

AXEBILLY



2282

ALCOHOL LICENSE

19 CHATTAHOOCHEE STRASS

Pending

CHATTAHOOCHEE STREET TAP RO



2436

ALCOHOL LICENSE

202 C NARR WEG

Active

Q'PASO LATIN GRUB



2444

ALCOHOL LICENSE

663 BRUCKEN STRASSE

Active

PINK PIG SOUTHERN BBQ



2475

ALCOHOL LICENSE

8160 S. MAIN ST B6

Active

CAMPFIRE



2506

ALCOHOL LICENSE

8065 SOUTH MAIN St #900

Active

EARTH MOMMA'S KITCHEN



2545

Alcohol

8016 SOUTH MAIN STREET A-1

Active

Alpine Shine LLC d/b/a RM Rose



2563

ALCOHOL LICENSE

8661 NORTH MAIN STREET 2-B

Active

THE CORNER CREPERIE & COCKTA



2573

Alcohol

75 RIVER STREET

Active

CORN AND COFFEE CHRISTOFFS C



2578

Alcohol

8100 SOUTH MAIN STREET

Active

HOLIDAY INN EXPRESS & SUITES H





Helen Police Department

Monthly Report

November 2025

<u>Nov. 2025</u> Arrests - 4 Felony - 0 Misdemeanor - 4 FVA - 0 VGCSA - 0	<u>Nov. 2024</u> Arrests - 11 Felony - 1 Misdemeanor - 5 FVA - 2 VGCSA - 3	<u>Nov. 2025</u> Citations 233	<u>Nov. 2024</u> Citations 289
<u>Nov. 2025</u> Security Checks 1,030	<u>Nov. 2024</u> Security Checks 2,162	<u>Nov. 2025</u> Calls for Service 1,604	<u>Nov. 2024</u> Calls for Service 580
<u>Nov. 2025</u> Foot Patrol Hours 104	<u>Nov. 2024</u> Foot Patrol Hours 44	<u>Nov. 2025</u> Accident Reports 11	<u>Nov. 2024</u> Accident Reports 11
<u>Nov. 2025</u> Criminal Trespass 1 <u>Nov. 2024</u> Criminal Trespass 0	<u>Arrest Summary</u> <u>Nov. 2024</u> Felony - 10 Misdemeanor - 133 FVA - 22 VGCSA - 33	<u>2025 Year to Date</u> Arrests - 117 Security Checks - 10,398 Foot Patrol - 530 Criminal Trespass - 32 Citations - 2,652 Calls for Service - 8,306 Accidents - 68	<u>2024 Totals</u> Arrests - 198 Security Checks - 111,368 Foot Patrol - 470 Criminal Trespass - 57 Citations - 3,282 Calls for Service - 8,098 Accidents - 108

911 Accidental / Open Line / Hang	15	Fight	4	Road Rage	
Abandoned Vehicle		Fire Calls	2	Security / Business Check	1030
Active Shooter		Flag Down	1	Sexual Assault Reported	2
Alarm Calls	4	Follow up Report	6	Shots Fired	
Amber / Levi / Matties Call / Alert		Foot Patrol	104	Special Detail	12
Animal Call	2	For Your Information	3	Speeding Vehicle	
Apparent Death		Forgery		Stalking	
Armed Robbery		Fraud		Subject Screaming	
Assault	1	Harassment		Suicide (attempt or threat)	
Assist Fire / LEO	3	Hit & Run	2	Suspicious Person or Vehicle	30
Assist Motorist	10	Hostage Situation		Taking Report	
Assistance Needed		Improperly Parked Vehicle	10	Temporary Protection Order	
Attempting to Stop		In the Area		Test Call	
BOLO		Intoxicated Driver / Ped.	5	Theft Report	
Bomb Threat		Indecent Exposure		Threats	
Bond	2	Juvenile Problem	1	Traffic Accident	11
Burglary		Kidnapping		Traffic Hazard	
Call by Phone	3	Lines Down		Traffic Stop	226
Car Jacking		Loitering		Tree Down / Across Roadway	
Chase in Progress		Lost / Found Item or Person	2	Trespassing	
Child Abuse / DFCS		Mechanical Breakdown	3	Problem Unknown	
City / County Ordinance Violation	9	Medical Calls	20	Vandalism	
Court Detail		Meet in Person	7	Vehicle Lock Out	2
Criminal Trespass	1	Mental Subject		Vehicle Registration Info.	
Damage to Property	3	Missing Person		Vehicle Taken without Permission	
Debris in Roadway		Noise Complaint	1	Vin Verification	2
Deliver Message		Not Otherwise Specified	1	Walk Thru	11
Direct Traffic		Open Door	2	Wanted Person / Warrant	1
Dispute	2	Overdue Motorist		Wanted / Stolen Indicated	
Disturbance	2	Pandering		Welfare Check	3
Domestic	8	Pick up Prisoner / Subject		School Crossing / Traffic	
Driver / Criminal History Requested		Possible Dam Failure		Subject in Custody	
Driver's License Information	1	Prowler		Wrecker needed	
Drug Suspect		Public Assist		Civil Process	
Emergency Road Repair		Reckless Driving	2	Illegal Dumping	
Entering Auto		Refusing to Leave		Unknown Problem	6
Escort	2	River Patrol		Calls for Water Dept Problems	
Extra Patrol	1	Road Blocked		Walk In Report	1

Total calls for service: 1604

City of Helen Fire & Rescue

Monthly Report for November 2025

Total "911 Responses" = 66 / Year to Date = 769

Major Incident Type(s) Breakdown

Major Incident Type	# Of Incidents Current Month	2024 Monthly Comparison
Fires	0	3
Overpressure rupture, explosion, overhear (No Fire)	1	0
Rescue & Emergency Medical Service	39	35
Hazardous Condition (No Fire)	2	1
Service Call	8	16
Good Intent Call	12	6
False Alarm & False Call	4	3
Severe Weather & Natural Disaster	0	0
Special Incident Type	0	0
TOTAL	66	64

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TTL
2024	40	55	53	61	79	93	116	76	74	76	64	66	853
2025	65	50	47	52	79	87	102	77	67	78	66		769
Difference	+25	-5	-6	-9	0	-6	-14	+1	-7	+2	+2		-20

Count of Aid Given and Received for Incidents for Date Range			# Of Incidents by Day of the Week for Date Range						
AID TYPE	TOTAL		MON	TUE	WED	THU	FRI	SAT	SUN
Aid Given	26		11	6	9	5	7	13	15
Aid Received	4		Busiest Hours for Date Range						
None	36		1400-2059						

Average Response Time for Non-Aid Incidents for Date Range		
AGENCY	AVERAGE RESPONSE TIME (Dispatched to Arrival)	NUMBER OF INCIDENTS
City of Helen Fire & Rescue	4:24	8

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

Apparatus Call Sign	Type of Vehicle	Number of Responses for Apparatus
Engine 31	2017 HME "Ahrens Fox"	39
Engine 32	1997 Ferrara "Spartan"	1
Truck 31	2002 Ferrara "Igniter Series"	6
Rescue 31	2000 Ford "F-650"	14
301	2016 Ford "F-150"	16
ATV 31	2016 Polaris "Ranger"	0

Training Hours for November

Fire Department completed a total of **122** hours of classroom and practical training



Incident Types by Month Breakdown

Incident Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	%
Building Fire	1	2	1	0	0	0	0	0	0	0	0	0	4	0.52
Cooking fire, confined to container	0	0	0	0	1	0	0	0	1	0	0	0	2	0.26
Trash or rubbish fire (contained)	0	1	0	1	0	0	0	0	0	0	0	0	2	0.26
Passenger vehicle fire	0	0	0	0	0	0	1	0	0	0	0	0	1	0.13
Road freight or transport vehicle fire	0	0	0	0	0	0	0	1	0	0	0	0	1	0.13
Forest, woods or wildland fire	0	1	2	0	0	0	0	0	0	0	0	0	3	0.39
Brush or brush-grass fire	1	0	0	1	0	0	0	0	0	1	0	0	3	0.39
Outside rubbish, trash or waste fire	0	0	0	0	0	0	0	0	1	0	0	0	1	0.13
Dumpster or other outside trash fire	0	0	0	0	0	0	1	0	0	0	0	0	1	0.13
Air or gas rupture of pressure or process vessel	0	0	0	0	0	0	0	0	0	0	1	0	1	0.13
Fireworks explosion (no fire)	0	0	0	0	0	1	0	0	0	0	0	0	1	0.13
Medical Assist, assist EMS crew	1	0	1	0	0	0	0	1	1	1	1	0	6	0.78
EMS call, excluding vehicle accident w/ injury	33	20	23	27	46	40	56	38	33	46	27	0	389	50.46
Motor vehicle accident w/ injury	0	3	2	3	4	1	2	3	1	1	3	0	23	2.99
Motor vehicle/pedestrian accident	0	0	0	0	1	0	0	0	0	0	0	0	1	0.13
Motor vehicle accident w/ no injuries	6	1	1	0	3	1	2	0	2	1	5	0	23	2.86
Lock-in	0	0	0	0	1	1	0	0	0	1	0	0	3	0.39
Search for person on land	0	0	1	0	1	0	0	0	0	0	0	0	2	0.26
Search for person in water	0	0	0	0	0	0	1	0	0	0	0	0	1	0.13
Extrication of victim(s) from vehicle	1	0	0	0	0	0	1	1	0	0	2	0	5	0.65
Removal of victim(s) from stalled elevator	0	0	0	1	0	1	0	0	0	0	1	0	3	0.39
Swift water rescue	0	0	0	0	0	0	2	0	0	0	0	0	2	0.26
Gas leak (natural gas or LPG)	0	2	0	1	1	0	0	0	0	0	1	0	4	0.65
Electrical wiring/equipment problem, other	0	0	0	0	0	0	0	0	0	0	1	0	1	0.13
Power line down	0	0	0	0	1	2	0	1	1	1	0	0	6	0.78
Arcing, shorted electrical equipment	0	0	0	0	0	1	0	0	0	0	0	0	1	0.13
Lock-out	4	10	5	6	7	20	10	8	6	3	7	0	79	11.18
Animal Problem	0	0	0	0	0	0	0	0	1	0	0	0	1	0.13
Animal Rescue	0	0	0	2	0	0	0	0	0	2	1	0	4	0.65
Public Service assistance, other	2	0	0	0	0	0	0	0	0	0	0	0	2	0.26
Assist police or other governmental agency	0	1	1	0	0	2	1	0	0	0	0	0	5	0.65
Police matter	0	0	0	0	0	0	0	0	1	0	0	0	1	0.13
Public Service	0	0	0	0	1	0	0	0	0	1	0	0	2	0.26
Assist invalid	3	1	0	1	0	2	5	4	0	5	0	0	21	2.73
Dispatched & canceled en route	4	3	4	5	2	5	8	9	5	7	7	0	52	7.67
No incident found on arrival at dispatch address	1	2	1	2	2	4	5	2	5	2	4	0	26	3.9
Authorized controlled burning	0	0	0	0	1	0	0	0	0	0	0	0	1	0.13
Smoke scare, odor of smoke	2	0	3	0	3	1	1	1	0	1	1	0	13	1.69
Steam, vapor, for or dust thought to be smoke	0	0	0	0	0	0	0	0	1	0	0	0	1	0.13
HazMat release investigation w/ no HazMat	0	0	0	0	0	0	0	0	1	0	0	0	1	0.13



Sprinkler activation due to malfunction	1	0	1	0	0	0	0	0	0	0	0	0	2	0.26
Alarm system sounded due to malfunction	5	1	0	1	4	0	2	2	4	2	0	0	21	2.73
Sprinkler activation, no fire-unintentional	0	0	0	0	0	0	0	1	0	0	0	0	1	0.13
Smoke detector activation, no fire-unintentional	0	0	0	1	0	1	0	0	0	0	1	0	3	0.39
Alarm system activation, no fire-unintentional	0	2	1	0	0	3	3	5	3	3	3	0	23	2.99
Carbon monoxide detector activation, no CO	0	0	0	0	0	1	1	0	0	0	0	0	2	0.26
Total Runs by Month	65	50	47	52	79	87	102	77	67	77	66	0	769	100

Job Code Summary

<u>Job Code</u>	<u>Issued</u>	<u>Completed</u>	<u>Voided</u>	<u>New</u>
CONNECT - CONNECT	2	2	0	0
DELIVER CAN - DELIVER CAN	5	5	0	0
DISCONNECT & READ - DISCONNECT & READ	2	1	1	0
LEAK CK - LEAK CHECK	2	2	0	0
LOCK NON PAYMENT - LOCK NON PAYMENT	5	5	0	0
MISC - MISC	6	6	0	0
PICK UP CAN- TERM - PICK UP CAN - TERMINATE SERVI	2	2	0	0
PULL DATA - PULL METER DATA	3	3	0	0
READ - READ	4	4	0	0
READ TO TRANSFER - READ TO TRANSFER	2	2	0	0
REINSTATE - REINSTATE	2	2	0	0
TURN OFF & LOCK - TURN OFF & LOCK	3	3	0	0
Grand Totals	38	37	1	0

Action Summary

<u>Action</u>	<u>Issued</u>	<u>Completed</u>	<u>Voided</u>	<u>New</u>
Connect	2	2	0	0
Disconnect	2	1	1	0
Occupant Change	2	2	0	0
Miscellaneous	15	15	0	0
Cutoff	5	5	0	0
Reinstate	2	2	0	0
Service Action	7	7	0	0
Begin Suspend	3	3	0	0
Grand Totals	38	37	1	0

Issued by User

<u>User</u>	<u>Issued</u>
Katie	6
Susie	32
Grand Totals	38

Completed by User

<u>User</u>	<u>Completed</u>
esalway	31
ksutton	1
ssanders	5
Grand Totals	37



**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

**BUILDING AND ZONING MONTHLY REPORT
November 2025**

Commissioners:

Steve Fowler
Helen Wilkins
Cliff Hood
Mervin Barbree
Lee Landress

City Manager:

Darrell Westmoreland

City Clerk:

Marilyn M. Chastain

Clerk of Court:

Jaclyn Burke

City Finance Director:

Mona Wood

Chief of Police:

Aletha Barrett

Building and Zoning

Director:

Jonah Casper

Fire Chief:

Jody Prickett

Public Works

Director:

Jack Morgan

PERMITS

Building: 0
Electrical: 0
Mechanical: 0
Plumbing: 0
Demo: 0
Sign: 3
Special Event: 2

INSPECTIONS

Permitted: 13
Builder and Architect consultations: 4

CERTIFICATES ISSUED

Residential: 0
Commercial: 0

Proposed medical plans (Continued)

CITY OF HELEN
 Quote ID: 01505586
 Effective Date: January 01, 2026
 Association: Georgia Chamber SMART



Contract code	CSP Clear Choice Blue Open Access POS 40/6000 Blue Open Access POS	CSP Clear Choice Blue Open Access POS 40/6000 Blue Open Access POS	CSP Blue Open Access POS 1500/0%/3500 Blue Open Access POS
95QV	95QJ	95SC	
\$0 per Individual or \$0 per Family. Calendar Year / Embedded 0%	\$0 per Individual or \$0 per Family. Calendar Year / Embedded 0%	\$1,500 per Individual or \$3,000 per Family. Calendar Year / Embedded 0%	
\$6,000 per Individual or \$12,000 per Family.	\$4,000 per Individual or \$8,000 per Family.	\$3,500 per Individual or \$7,000 per Family.	
Office visit primary care physician copay Office visit specialist copay Inpatient hospital copay Emergency room copay Urgent care copay Prescription drugs - drug list	\$40 \$80 \$1,500 (per day for 4 days) \$800 \$80 Essential	\$30 \$70 Ded:0% Ded:\$350 \$70 Essential	
Prescription deductible Deductible applies to tiers Prescription drugs - retail	n/a per Individual or n/a per Family. n/a \$10/\$60/\$125/\$400	n/a per Individual or n/a per Family. n/a \$0/\$10/\$60/\$125/\$200	
Proposed premium equivalent rates	\$41,134.75	\$41,808.15	\$41,832.57
Employee	\$1,111.75	\$1,129.95	\$1,130.61
Employee + spouse	\$2,334.68	\$2,372.90	\$2,374.28
Employee + child(ren)	\$2,167.91	\$2,203.40	\$2,204.69
Employee + family	\$3,390.84	\$3,446.35	\$3,448.36

- 34% DECREASE
 \$62,282.55
 \$4689.70 employee per month

** Deductible must be satisfied before copay/coinsurance is applied.

The estimated monthly premium equivalent rates are inclusive of all charges provided in your Participation Agreement. For further information about the calculation of your premium equivalent rates, please contact your Anthem Sales Representative. Premium equivalent rates are proposed for an effective date of 1/1/2026. Rerate is required after this date. Final rates will be based on the actual effective date. Premium equivalent rates are based on SIC 9111, located primarily in the 30545 zipcode area. Final rates will be based on the actual location, enrolled census, final benefits selected. This proposal is subject to underwriting approval by THE PLAN and please do not cancel your coverage until the application has been approved in writing. This information is intended to present only a general overview of the benefits. New business rates calculated using standard underwriting guidelines.

Group signature: _____ Date: _____
 Per the Affordable Care Act (or health care reform law), Summary of Benefits and Coverage (SBCs) can be accessed through our Internet Posting Site at sbc.anthem.com/dps/. Anthem Blue Cross and Blue Shield is the trade name of Blue Cross Blue Shield Healthcare Plan of Georgia, Inc. Independent licensee of the Blue Cross and Blue Shield Association. ©ANTHEM is a registered trademark of Anthem Insurance Companies, Inc.

ORDINANCE 25-11-01

AN ORDINANCE OF THE CITY OF HELEN GEORGIA TO AMEND THE CHARTER OF THE CITY OF HELEN, GEORGIA, ARTICLE VI. SECTION 6.27 "CONTRACTING PROCEDURES" TO GRANT AUTHORITY TO THE CITY MANAGER TO ENTER INTO CONTRACTS ON BEHALF OF THE CITY NOT TO EXCEED \$25,000.00 IN VALUE FOR GOODS AND SERVICES PREVIOUSLY BUDGETED FOR; AND TO PROVIDE PROCEDURES FOR ENTERING INTO CONTRACTS IN EXCESS OF \$25,000.00 IN VALUE;

WHEREAS, the Article IX, Section II, Paragraph II of the Constitution of the State of Georgia provides that matters pertaining to municipalities may be dealt with without the necessity of action by the General Assembly; and

WHEREAS, the Georgia legislature passed *The Municipal Home Rule Act of 1965*, codified under O.C.G.A. § 36-35-1, *et seq.*, authorizing municipal governments to adopt clearly reasonable ordinances, resolutions, or regulations for which no provision has been made by general law; and

WHEREAS, the duly elected governing authority of the City of Helen Georgia is authorized under O.C.G.A. § 36-35-3 to amend its charter for purposes for which no provision has been made by general law and which are not inconsistent with the Georgia Constitution;

WHEREAS, the City of Helen, Georgia is vested with the authority to enter into enter into contracts and agreements with other governmental entities and with private persons, firms, and corporations providing goods and services for City of Helen Georgia; and

WHEREAS, Section 6.27 of the City of Helen, Georgia Charter provides Contracting Procedures to be utilized by the City of Helen; and

WHEREAS, the City Commission intends to grant authority to the City Manager to enter into and approve agreements, contracts, and similar documents for the purchase of goods and services previously budgeted for that do not exceed \$25,000.00 and without requiring prior approval of the City Commission; and

WHEREAS, the City Commission intends to clarify the contract approval process for the entering into of contracts in excess of \$25,000.00 in value;

NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF HELEN, GEORGIA HEREBY ORDAINS AS FOLLOWS:

SECTION ONE: **ARTICLE VI, Section 6.27 of the Charter of the City of Helen is hereby amended to read:**

Sec. 6.27. – Contracting Procedures.

No contract with the City shall be binding upon the city unless executed in accordance with the following procedures:

- (a) The City Manager of the City may approve contract for the purchase of goods and/or services which do not exceed \$25,000 in value on behalf of the City of Helen provided that said purchase is approved in the annual budget.
- (b) All contracts which do exceed \$25,000 in value must be drawn by or reviewed by the city attorney; approved by the city commission; with the formal approval thereof entered into the city commission meeting minutes.
- (c) No contract shall be binding unless it is:
 - (1) In writing.

(2) In compliance with state and federal law.,

SECTION TWO: All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION THREE: If any section, clause, sentence or phrase of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of the ordinance.

SECTION FOUR: The foregoing amendment to the Charter of the City of Helen shall become effective after adoption upon the filing with the Georgia Secretary of State of a copy of this ordinance, a copy of the required Notice of Publication, an affidavit of a duly authorized representative of the legal organ of White County, Georgia that said notice was published the requisite three weeks therein, the notice maintained in the Office of the Clerk of the City of Helen, Georgia; and the notice provided to the Superior Court Clerk of White County, Georgia.

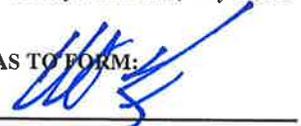
This ordinance approved by the Helen City Commission this ____ day of _____, 2025.



Cliff Hood, Mayor (SEAL)

ATTEST: 

Marilyn Chastain, City Clerk

APPROVED AS TO FORM: 

Carl Free, City Attorney

Passed First Reading 11-18-25

Passed Second Reading 12-16-25

Approved and Adopted 12-16-25

ORDINANCE NO. 25-11-02
AN ORDINANCE OF THE CITY OF HELEN, GEORGIA
REGULATING LEFT TURNS FROM CHATTAHOOCHEE STREET ONTO NORTH
MAIN STREET; AND FROM RIVER STREET ONTO NORTH MAIN STREET

WHEREAS, pursuant to Article IX, Section II, Paragraph III(a)(4) of the Georgia Constitution, municipalities have the power to provide for street and road construction and maintenance, including devices to control the flow of traffic on streets and roads;

WHEREAS, pursuant to the Georgia Municipal Home Rule Act (O.C.G.A. § 36-35-3(a)), the governing authority of a municipal corporation has legislative power to adopt clearly reasonable ordinances, resolutions or regulations relating to its property, affairs and local government for which no provision has been made by general law and which are not inconsistent with the Constitution or any applicable charter provision;

WHEREAS, the City Commission of Helen, Georgia finds that due to traffic flow, conditions, pedestrian and vehicular safety, and congestion at the intersections of Chattahoochee Street onto North Main Street; and the intersection of River Street onto North Main Street, it is in the public interest and health, safety and welfare of the citizens to prohibit left turns at those intersections at certain hours and days;

NOW, THEREFORE, IT IS HEREBY ORDAINED by the City Commission of Helen, Georgia, that The Official Code of The City of Helen, Georgia, is amended by amending Chapter 66, Traffic and Vehicles; by the addition of Section 66-4, as follows:

Chapter 66, TRAFFIC AND VEHICLES

Sec. 66-4. Prohibited Left Turns.

(a) No driver of a vehicle shall make a left turn from Chattahoochee Street onto North Main Street on any day of the week, between the hours of 9:00 a.m. and 10:00 p.m..

(b) No driver of a vehicle shall make a left turn from River Street onto North Main Street on Saturdays and Sundays, between the hours of 9:00 a.m. and 10:00 p.m.

(c) Appropriate signage shall be erected at the above intersections notifying drivers of the prohibition set forth in subsection (a) and (b) above, including the days and hours of operation.

Be it further ordained, by the Helen City Commission, that any ordinance or resolution previously existing, either replaced by or inconsistent or in conflict with this ordinance, are

repealed in their entirety if replaced hereby, and repealed partially to the extent of the conflict or inconsistency of the previous ordinance.

Be it further ordained, by the Helen City Commission, that this ordinance shall become effective upon adoption.

This ordinance approved by the Helen City Commission this 16 day of December, 2025.



Mayor, Cliff Hood (SEAL)

ATTEST: 

Marilyn Chastain, City Clerk

APPROVED AS TO FORM: 

Carl Free, City Attorney

Passed First Reading	<u>11-18-25</u>
Passed Second Reading	<u>12-16-25</u>
Approved and Adopted	<u>12-16-25</u>

RESOLUTION 25-12-01

A RESOLUTION OF THE CITY OF HELEN, GEORGIA AUTHORIZING A FINAL COMPREHENSIVE ADJUSTMENT TO FISCAL YEAR 2024-2025 BUDGETARY APPROPRIATIONS

Whereas, at the conclusion of the fiscal year, each revenue and expenditure object should reflect an annual appropriation equal to the final revenues and expenditures, respectively, for the fiscal year; and

Whereas, the City Manager and Finance Director prepare a monthly revenue and expenditure report for the City Commission to approve;

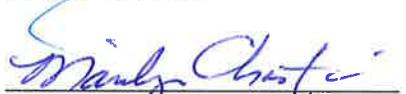
Now, therefore, be it resolved, by the Helen City Commission, the governing authority of the City of Helen, Georgia, that the accumulated revenues and expenditures for a twelve (12) month period, as will be reflected in the budget report ending June 30, 2025, for the General Fund and the American Rescue Plan Act (ARPA) Fund are hereby supplementary appropriated to the FY 2024-2025 Budget; and,

Be it further resolved; that the year-end financial report for the month of June 2025 shall incorporate this comprehensive adjustment to the FY 2024-2025 Budget.

Approved and adopted this 16th day of December 2025

(SEAL)

By: 
Cliff Hood, Mayor

Attest: 
Marilyn Chastain, City Clerk

Approved as to Form: 
Carl Free, City Attorney

**FINAL COMPREHENSIVE BUDGET ADJUSTMENTS
FISCAL YEAR 2024-2025**

	DEBIT	CREDIT
GENERAL FUND		
Expenditures:		
General Government	\$ 35,000	
Judicial	\$ 500	
Public Works	\$ 12,000	
Housing & Development	\$ 13,000	
Public Safety		\$ 60,500
AMERICAN RESCUE PLAN ACT (ARPA) FUND		
Revenues:		
Intergovernmental Revenue		\$ 2,300
Interest Income		\$ 3,400
EXPENDITURES:		
Transfers Out	\$ 208,200	
Capital Outlay		\$ 202,500

**AFFIDAVIT FOR CLOSED MEETING OF
THE CITY OF HELEN, GEORGIA
PURSUANT TO O.C.G.A. §50-14-4(b)**

Personally appeared before the undersigned officer duly authorized by law to administer oaths, Cliff Hood, who after being duly sworn, deposes and says as follows:

1. That the undersigned presided over a meeting closed to the public pursuant to the laws of the State of Georgia.
2. That said meetings was conducted on the 16 day of December, 2026,
3. at 10:00 o'clock a.m. at City Hall, City of Helen, Georgia.
4. That the specific relevant exception(s) are checked below:

- A. To discuss the future acquisition of real estate; O.C.G.A. §50-14-3(4).
- B. To discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action, or periodic evaluation or rating of a public officer or employee; O.C.G.A. §50-14-3(6).
- C. To consult or meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the City or an officer or employee or in which the officer or employee may be directly involved; O.C.G.A. §50-14-2 and O.C.G.A. §50-18-72(e).
- D. Staff meeting held for investigative purposes under duties or responsibilities imposed by law; §50-14-3(1).

5. That this affidavit is made pursuant to O.C.G.A. §50-14-4(B) and is intended to comply with the provisions of said statute,

Sworn to and subscribed
before me this 16 of
December 2025

Marilyn M Chastain
Notary Public

My Commission Expires

[Signature]
Affiant

Title: Mayor
Presiding

