

**CITY OF HELEN  
COMMISSION MEETING  
DECEMBER 15, 2015  
3:00 P.M.  
AGENDA**

1. CALL TO ORDER BY MAYOR DONA K BURKE
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM DECEMBER 1, 2015
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. ALPINE HELEN/WHITE COUNTY CVB MONTHLY REPORT
8. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
9. ADMINISTRATIVE
  - A. FINANCIAL REPORT
  - B. CONSIDERATION FOR APPROVAL 2016 ALCOHOL LICENSE RENEWALS  
" Commission note", that as part of the approvals, the Hayloft License be noted as approved but still subject to a potential show cause license hearing for municipal violations currently on appeal by the license holder to Superior Court.
10. POLICE DEPARTMENT MONTHLY REPORT
9. FIRE DEPARTMENT MONTHLY REPORT
10. PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT
11. BUILDING AND ZONING DEPARTMENT MONTHLY REPORT
12. PURCHASES AND BIDS
13. ORDINANCES; SECOND READING OF; ORDINANCE 15-12-01 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE ADDITION OF A NEW ARTICLE (ARTICLE III) TO CHAPTER 30 FIRE PREVENTION AND PROTECTION, WITH SAID NEW ARTICLE III TO BE ENTITLED: FALSE ALARMS

14. PUBLIC HEARING FOR ZONING CHANGE

15. RESOLUTIONS

16. CITY COMMISSION COMMENTS

17. ADJOURNMENT

**THIS AGENDA WAS POSTED DECEMBER 11, 2105 AT 2:00 p.m.**

**CITY OF HELEN  
COMMISSION MEETING  
DECEMBER 15, 2015  
MINUTES OF MEETING**

The Helen City Commission met on Tuesday December 15, 2015 in the Commission Chambers at Helen City Hall with Mayor Dona K Burke calling the meeting to order at 3:00 p.m.

City Clerk Marilyn Chastain called the roll and the following were present; Commissioner Fred Garmon, Commissioner Helen Wilkins, Commissioner Judy Holloway, Commissioner Jeff Ash, Mayor Dona K Burke.

Also attending were City Manager Jerry Elkins, City Attorney Carl Free, City Clerk Marilyn Chastain, Finance Officer Debbie Gerchman, Public Works Director Ross Hewell, Police Chief Brian Stephens, Fire Chief Jody Prickett, and Building & Zoning Director Larry Krul.

Pledge of Allegiance to the Flag was given.

Approval of Agenda; Motion to amend by the addition of the Second Reading of 15-11-01 after the Public Hearing, and changing the order of item 16 to item 15, and item 15 to item 16 made by Commissioner Helen Wilkins, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

Approval of Minutes from December 1, 2015; Motion to approve made by Commissioner Judy Holloway, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

Petitions and Communications from the Public; None

Commissioner Jeff Ash informed everyone of the passing of Bob Damron, a longtime business owner of Damron's Glass Engraving.

City Manager Jerry Elkins presented City employee Jared Turner with his 5 year appreciation plaque.

Alpine Helen/White County CVB monthly report; Report included as an integral part of the Minutes. Director Jerry Brown presented his report to the Commission, and informed the Commission that there had been 400 more visitors to the Welcome Center this November compared to last year in November.

Helen Chamber of Commerce Monthly Report; Report included as an integral part of the Minutes. Director Renee Chacon presented her report to the Commission, and stated that the Shopping Cart on the Chamber's website is now open. She also stated the upcoming New Year's event is up and running, that there will be Fashing in February, and Bingo will start back in March.

**CITY OF HELEN  
COMMISSION MEETING  
DECEMBER 15, 2015  
MINUTES OF MEETING  
PAGE 2**

Administrative;

A. FINANCIAL REPORT; Finance Officer Debbie Gerchman stated the Financial Report was not ready due to the Computer system going down. City Manager Jerry Elkins stated that the Financials are in good shape.

B. Resolution 15-12-01; A RESOLUTION OF THE CITY OF HELEN, GEORGIA AUTHORIZING A COMPREHENSIVE FINAL ADJUSTMENT TO FISCAL YEAR 2014-2015 BUDGETARY APPROPRIATIONS; Motion to approve made by Commissioner Helen Wilkins, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

C. ANNUAL AUDIT REPORT FROM WAYNE TUCK OF WALKER, PIERCE & TUCK FOR FISCAL YEAR 2014-2015; Auditor Wayne Tuck presented the Audit report to the Commission and briefly went over some of the revenues, expenditures, and depreciation. He stated the City is in great Financial shape and thanked the City for allowing him to do the Audit again and thanked the City Staff and especially Debbie Gerchman, for their help and cooperation pulling the items requested for the Audit.

D. CONSIDERATION FOR APPROVAL 2016 ALCOHOL LICENSE RENEWALS

" Commission note", that as part of the approvals, the Hayloft License be noted as approved but still subject to a potential show cause license hearing for municipal violations currently on appeal by the license holder to Superior Court. Motion to approve all Alcohol License renewals that have already been paid, and to extend to December 30, 2015 at close of business the approval of Celebrity's if paid prior to this date, also to include as part of the motion, the "Commission note", that as part of the approvals, the Hayloft Alcohol License be noted as approved but still subject to a potential show cause license hearing for Municipal violations currently on appeal by the license holder Mike Ghanes to Superior Court made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins. Motion approved by a majority vote with Commissioner Jeff Ash excusing himself from the vote on Innsbruck because of being the Alcohol License holder.

E. APPROVAL OF UPDATED MOMORANDUM OF UNDERSTANDING FOR CONTINUED INTEREST OF THE PEDESTRIAN BRIDGE PROJECT, PI#0010684, WHITE COUNTY - SR 17/SR 75 @ CHATTAHOOCHEE RIVER IN HELEN. Motion to approve made by Commissioner Jeff Ash, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

F. CONSIDERATION FOR APPROVAL OF BID FOR THE CARRIE COX LIFT STATION REPLACEMENT. Motion to approve the lowest bid from Square Deal Enterprises in the

**CITY OF HELEN  
COMMISSION MEETING  
DECEMBER 15, 2015  
MINUTES OF MEETING  
PAGE 3**

amount of \$210,291.00 made by Commissioner Helen Wilkins, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

G. CONSIDERATION OF AMENDING THE PERSONNEL POLICY TO ALLOW PART TIME EMPLOYEES HOLIDAY PAY NOT TO EXCEED 8 HOURS IF THE EMPLOYEE IS ASSIGNED TO WORK ON A HOLIDAY. HOLIDAYS ARE DESIGNATED AS NEW YEARS DAY, MEORIAL DAY, INDEPENDENCE DAY, LABOR DAY, THANKSVING DAY, AND CHRISTMAS DAY. Motion to approve made by Commissioner Helen Wilkins, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

POLICE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Police Chief Brian Stephens gave the report and stated the Police Department is getting ready to go shopping for the annual "Ted Ray Community Relations Fund" that provides Christmas gifts to those in need in our area, and is excited to keep that tradition going.

FIRE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Fire Chief Jody Prickett gave the report and stated that all equipment has been checked and tested and is up to date as required. He also stated that the Trucks are Certified.

PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT; Report included as an integral part of the Minutes. Public Works Director Ross Hewell stated he had been asked if the Christmas lights could be left up longer until after Valentine's Day. Commissioner Jeff Ash stated that it would be nice to leave them up until mid March and maybe talk about it each month in January, February and March to decide then.

BUILDING AND ZONING DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Building Director Larry Krul stated that he had been honored to be invited to the International Code Book writing in Adairsville and had enjoyed going. He also stated he had driven thru the City Saturday night and all but 1 building had Christmas lights, but had talked to the owner to get this corrected.

PURCHASES AND BIDS; None

PUBLIC HEARING FOR ZONING CHANGE; Motion to go into the Public Hearing made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.  
No Comments were made.

**CITY OF HELEN  
COMMISSION MEETING  
DECEMBER 15, 2015  
MINUTES OF MEETING  
PAGE 4**

Motion to come out of the Public Hearing made by Commissioner Judy Holloway, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

ORDINANCES;

SECOND READING OF; ORDINANCE 15-11-01; 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, ARTICLE III, ZONING, BY AMENDING SECTION 34-181 PLANNED UNIT DEVELOPMENT (PUD). Motion to approve as written made by Commissioner Fred Garmon, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

SECOND READING OF; ORDINANCE 15-12-01 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE ADDITION OF A NEW ARTICLE (ARTICLE III) TO CHAPTER 30 FIRE PREVENTION AND PROTECTION, WITH SAID NEW ARTICLE III TO BE ENTITLED: FALSE ALARMS; Motion to approve made by Commissioner Helen Wilkins, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

RESOLUTIONS;

A. APPROVAL OF RESOLUTION CONFIRMING AND EXTENDING THE SERVICE DELIVERY STRATEGY FOR THE CITY OF CLEVELAND, THE CITY OF HELEN, AND WHITE COUNTY. Motion to approve made by Commissioner Helen Wilkins, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

CITY COMMISSION COMMENTS; Commissioner Jeff Ash stated Happy Holidays to everyone and Thanked Dona K Burke for her service to the City and that it had been a pleasure working with her. Commissioner Judy Holloway wished everyone a Merry Christmas. Commissioner Fred Garmon wished everyone a Merry Christmas and stated he had enjoyed working with Dona K the past 2 years on the Commission and looks forward to working with Cimmi. Commissioner Helen Wilkins stated she had enjoyed working the past 12 years on the Commission with Dona, that she is one of the most talented persons she knows and that it had been a tough year for her being Mayor, and taking the bunt of some unkind words, but that Dona K had handled it well. Mayor Dona K Burke stated it had been a privilege being on the Commission, a tough year but that the City had gotten thru it, and wished everyone a Merry Christmas.

**CITY OF HELEN  
COMMISSION MEETING  
DECEMBER 15, 2015  
MINUTES OF MEETING  
PAGE 5**

ADJOURNMENT; Motion to adjourn at 4:18 p.m. made by Commissioner Fred Garmon, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

**RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN**