

**CITY OF HELEN
COMMISSION MEETING
JANUARY 5, 2016
10:00 A.M.
AGENDA**

1. CALL TO ORDER BY MAYOR PRO TEMPORE FRED GARMON
2. ADMINISTRATION OF OATH OF OFFICE TO COMMISSIONER JEFF ASH AND COMMISSIONER CINNAMON SPURLOCK
3. NOMINATION AND VOTE FOR MAYOR
4. NOMINATION AND VOTE FOR MAYOR PRO TEMPORE
5. ADMINISTRATION OF OATH OF OFFICE TO THE MAYOR AND MAYOR PRO TEMPORE
6. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
7. PLEDGE OF ALLEGIANCE TO THE FLAG
8. APPROVAL OF AGENDA
9. APPROVAL OF MINUTES FROM DECEMBER 15, 2015
10. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
11. ADMINISTRATIVE OPERATIONS
 - A. FINANCIAL REPORT - ACCOUNT BALANCES
 - B. CONSIDERATION OF EMPLOYEE SALARY INCREASES
12. POLICE DEPARTMENT OPERATIONS
13. FIRE DEPARTMENT OPERATIONS
14. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS
15. BUILDING AND ZONING OPERATIONS
 - A. CONSIDERATION OF A PETITION TO ANNEX PROPERTY OF ELITE HOTEL MANAGEMENT, LLC INTO THE CITY OF HELEN, GEORGIA PURSUANT TO O.C.G.A. SECTION 36-36-21
16. PURCHASES AND BIDS

17. ORDINANCES

18. RESOLUTIONS

19. CITY COMMISSION COMMENTS

20. ADJOURNMENT

THIS AGENDA WAS POSTED DECEMBER 30, 2015 @ 11:00 A.M.

THIS AMENDED AGENDA WAS POSTED JANUARY 4, 2016 AT 11:00 A.M.

**CITY OF HELEN
COMMISSION MEETING
JANUARY 5, 2016
MINUTES OF MEETING**

The Helen City Commission met on Tuesday January 5, 2106 in the Commission Chambers at Helen City Hall with Mayor Pro Tempore Fred Garmon calling the meeting to order at 10:00 a.m.

City Clerk Marilyn Chastain administered the Oath of Office to Re-elected Commissioner Jeff Ash, and newly elected Commissioner Cinnamon Spurlock.

Commissioner Jeff Ash made a motion to appoint Mayor Pro Tempore Fred Garmon as the Mayor for 2016, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

Commissioner Judy Holloway made a motion to appoint Commissioner Helen Wilkins as Mayor Pro Tempore for 2016, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

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

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

Motion to approve the Agenda made by Commissioner Judy Holloway, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

Motion to approve the Minutes from the December 15, 2015 Commission meeting made by Commissioner Jeff Ash, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

Petitions and Communications from the Public; There were none from the audience attending. Mayor Fred Garmon stated he wanted to Thank those here for attending, and thanked friends and family also for coming to the meeting and showing their support.

Administrative Operations

A. Financial Report - Account Balances; City Manager Jerry Elkins stated the City is in great Financial shape as shown on the Account Balances, because of a Computer issue the Financial Reports are not ready, but he expects to have the last two months reports available for the next meeting.

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B. Consideration of Employee Salary Increases; Commissioner Jeff Ash stated the entire City Staff provides excellent service to the City, that there is an increased budget that will allow raises and he makes a Motion to approve an across the board 3% raise to all employees and the City Manager of 1 year or more, and a 2% raise to all employees of less than 1 year, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

Commissioner Helen Wilkins stated the City of Helen is fortunate to have such a great Staff and City Manager, that all departments do a great job.

Mayor Fred Garmon went on to add that the Public Works department are very efficient in being able to do a number of jobs from Janitorial, to plumbing, electrical, finishing concrete, carpentry just anything the City needs done and wants to commend them on their work as well.

City Clerk Marilyn Chastain thanked the Commission for the raises for the City Staff.

Police Department Operations; Police Chief Brian Stephens stated the Police Department is doing good that there were no major issues over New Years eve, and that he had been looking into the new police vehicle that had been approved. Mayor Fred Garmon asked when he expected to purchase, and Chief Stephens stated it should be in and equipped within the next few weeks. Chief Stephens stated that he had hurt his shoulder almost 1 year ago and was hoping it would heal but has gotten worse. He is going to have surgery next week and expects to be out of work for 2 weeks, during his absence Sergeant Arrington will be in charge. He thanked the Commission on behalf of the Police Department for the raises.

Fire Department Operations; Fire Chief Jody Prickett stated there had been nothing big happen but they had done a water rescue during the heavy rain and had assistance from the Police Department and EMS.

City Manager Jerry Elkins stated that the Police Department, and Fire Department both had new Chiefs and both of the departments have been working very well together. He also stated that Larry Krul Building and Zoning director has been working with the business owners and had encouraged several to paint and make improvements.

Public Works, Water and Waste Water Operations; Director Ross Hewell stated some of the Christmas decorations are coming down but that most of the lighting will remain until Valentine's day, that the department had a good year and is expecting a good one next year.

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Building and Zoning Operations; Director Larry Krul stated that December had been a good month and is looking forward to a good year, that many business owners were making needed improvements to their buildings and making the town look better, also he had been contacted by Wendy's corporate office about anticipated remodeling, and that the Red Roof Inn is moving along well and interior work is presently being done.

The next item he wanted to discuss was the current "Sale" banner ordinance that he would like the Commission to consider changing, or possibly not allowing the banners at all due to the type of "Sale" banners being currently hung by some businesses that are not very attractive and there are numerous ones thru out the town. There was discussion on the number of days they are allowed to be hung, and how often. Commissioner Jeff Ash stated possibly a temporary moratorium would give the PDRB a chance to look at changes they think will help and their recommendations. Director Larry Krul stated that should help. Commissioner Jeff Ash made a motion to put a 60 day Moratorium on the current "Sale" banner Ordinance for all outdoor sale banners, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

Mayor Fred Garmon stated he had heard Director Larry Krul make the statement to someone that "We are here to Help" and would like for the City to use that slogan as our Moto.

A. Consideration of a petition to annex property of Elite Hotel Management, LLC into the City of Helen, Georgia Pursuant to O.C.G.A Section 36-36-21. City Manager Jerry Elkins explained that he had talked to the owner of the property, and they are expecting to build an 80 room Marriott Hotel with a separate 4000 sq. ft Conference center on the property and would like to be annexed into the City limits. Attorney Carl Free stated that if the Commission approved there would be several legal steps to complete before the Annexation would be final. The Motion to approve and to proceed with the Annexation was made by Commissioner Helen Wilkins, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

Purchases and Bids; None

Ordinances: None

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Resolutions; None

City Commission Comments; Commissioner Jeff Ash stated he appreciated everyone coming to the meeting, appreciates the City personnel and Department Heads and sees 2016 as a good year, and is proud that Helen is centered around the tourism industry and wants to commend his fellow Commissioners.

Commissioner Judy Holloway wanted to wish everyone a Happy New Year and stated it is a privilege to serve the Community and still has an open door policy when any one wants to talk with her.

Commissioner Helen Wilkins stated she also has an open door policy and hopes that anyone will feel free to call her anytime that her phone number is published in the phone book and is easy to reach, she also congratulated Cinnamon, Fred and Jeff on their appointments.

Commissioner Cinnamon Spurlock especially wanted to thank her Mom for coming all the way from Florida to see her sworn in, and the others that came, also that she has an open door policy for anyone that would like to discuss issues to visit her at her restaurant, that she is excited about her new position and wishes everyone a Happy New Year and a great 2016.

Mayor Fred Garmon stated he is Honored and Humbled to be appointed as Mayor, he thanked all that came to see him sworn in and hopes 2016 is a great year.

Motion to adjourn at 10:35 a.m. made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN