

**CITY OF HELEN
COMMISSION MEETING
JANUARY 15, 2013
3:00 P.M.
AGENDA**

1. CALL TO ORDER BY MAYOR LYNN WHITENER
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. SALUTE TO THE FLAG
4. APPROVAL OF MINUTES FROM DECEMBER 18, 2012 SHOW CAUSE HEARING, DECEMBER 18, 2012 COMMISSION MEETING, JANUARY 2, 2012 COMMISSION MEETING.
5. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
6. ADMINISTRATIVE
 - A. Wayne Tuck with Walker & Associates to present 2012 Audit Report
 - B. Discussion of plans for the City of Helen's Centennial on August 18, 2013
 - C. Appointment of City Clerk, Marilyn Chastain as Election Superintendant
 - D. Approval of Fireworks contract with Atlanta Pyrotechnics International, Inc.
7. ALPINE HELEN/WHITE COUNTY C.V.B. MONTHLY REPORT
8. POLICE DEPARTMENT OPERATIONS
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
 - A. Approval of bid for refuse collection
13. ORDINANCES
14. RESOLUTIONS
 - A. Resolution number 2013-01-01, An resolution providing for the General Election for the City of Helen, Georgia for 2013; Establish and set the date and time for the General Election for the City of Helen, Georgia for three City Commission positions; to provide for the qualifying fees for said positions; to provide for opening and closing of registration for said General Election.

15. CITY COMMISSION COMMENTS

16. ADJOURNMENT

THIS AGENDA WAS POSTED JANUARY 11, 2013 AT 1:30 P.M.

**CITY OF HELEN
COMMISSION MEETING
JANUARY 15, 2013
3:00 P.M.
MINUTES OF MEETING**

The Helen City Commission met on Tuesday January 15, 2013 at 3:00 p.m. in the Commission Room at Helen City Hall.

Mayor Lynn Whitener called the meeting to order at 3:04 p.m.

City Clerk Marilyn Chastain called the Roll and the following were present: Commissioner Judy Holloway, Commissioner Helen Wilkins, Mayor Lynn Whitener, Commissioner Dona K Burke, and Commissioner Jeff Ash.

Also present were Police Chief Jim Couch, Building & Zoning Director Randy DeShon, Public Works Director Ross Hewell, Fireman Lee Poteat, City Attorney Carl Free, City Manager Jerry Elkins, City Clerk Marilyn Chastain, CVB Director Jerry Brown.

Commissioner Helen Wilkins made a motion to approve the Minutes from the December 18, 2012 Commission meeting, the Minutes from the January 2, 2014 Commission meeting, and the Minutes from December 18, 2012 Show Cause Hearing of Club Escape owner Jorge Ramirez, 2nd by Commissioner Judy Holloway.

Motion approved with a unanimous vote of the Commission.

Petitions and Communications from the Public: None

Administration:

Wayne Tuck with Walker & Associates to present 2012 audit report. Mr. Tuck was late arriving for the meeting so the Commission moved on to item B.

B. Discussion of plans for the City of Helen's Centennial on August 18, 2013. The Commissioners discussed possible dates, and events to have during the Centennial, and after much discussion Commissioner Jeff Ash made a motion to appoint City Manager Jerry Elkins as chairman for the event and to include as a committee Paula Ash, Catherine Cleiman, Curtis Wade, Jerry Brown, David Greear, all Commissioners, and to meet 1 hour before each Commission meeting to discuss plans for the event, 2nd by Commissioner Dona K Burke.

Motion approved with a unanimous vote of the Commission.

Wayne Tuck with Walker & Associates arrived and discussed the 2012 audit. He explained that on page 4 of the balance sheet the cash was up \$131,000.00 from the prior year, on page 6 the Fund balance is up \$26,000.00 which is a large increase and a good sign. On page 8 the income from Water & Sewer shows a loss of \$62,000.00, and that the depreciation expense had gone up over \$100,000.00, but over all the City is in good shape and he appreciates the City of Helen letting Walker & Associates conduct the audit again.

C. Appointment of City Clerk, Marilyn Chastain as Election Superintendent. Motion to appoint Marilyn Chastain as Election Superintendent made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

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D. Approval of Fireworks contract with Atlanta Pyrotechnics International, Inc. City Manager Jerry Elkins explained to the commission that the contract would be for the 2013 and 2014 fireworks display and was the same contract as in the past. Commissioner Jeff Ash made a motion to accept the contract with Atlanta Pyrotechnics International, Inc. for 2013 and 2014, 2nd by Commissioner Dona K. Burke. Motion approved with a unanimous vote of the Commission.

7. Alpine Helen/White County Convention and Visitor's Bureau report. CVB Director Jerry Brown presented his report and informed the Commission of magazines the City is currently featured in. Report was included as a part of the Agenda.

City Manager Jerry Elkins informed the Commission of the settlement check the City of Helen had received from the law suit for Hotel/ Motel taxes, and Helen receiving the highest amount in the County.

8. Police Department Operations. Police Chief Jim Couch told the commission the new 4 wheeler had been delivered, is fully equipped and ready for use. Also that one of the Chevrolet patrol cars was down and will be used for parts. Monthly report was included as a part of the Agenda.

9. Fire Department Monthly Report. Lieutenant Lee Poteat gave report for the month of December. Monthly report was included as a part of the Agenda. City Manager Jerry Elkins recommended to the Commission to promote Lee Poteat as Captain and firefighter Peter Keck to Lieutenant. Commissioner Jeff Ash made a motion to promote Lee Poteat as Captain and firefighter Peter Keck to Lieutenant, 2nd by Commissioner Dona K. Burke. Motion approved with a unanimous vote of the Commission.

10. Public Works, Water and Waste water monthly report. Public Works Director Ross Hewell reported his department was running smoothly. He also informed the Commission the restroom bid deadline is January 31, 2013, and the project should be completed by mid April.. Monthly report was included in the Agenda packet.

11. Building and Zoning Department monthly report. Building and Zoning Administrator Randy DeShon had included his report as a part of the Agenda packet.

12. Purchases and Bids

A. Approval of bid for refuse collection. City Manager Jerry Elkins reported to the Commission that he had received 2 bids. One bid was from Waste Away for \$13.00 each and the other was from Advanced Disposal at \$14.00 each, per household. City Manager Jerry Elkins explained that by accepting the lowest bid from Waste Away it would be an increase of \$3.00 per month per household. Commissioner Judy Holloway made a motion to accept the bid from Waste Away at \$13.00 per month per household, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

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Commissioner Dona K. Burke made a motion to increase garbage rates by \$3.00 per trash can, with the rate increase taking effect on the March 1, 2013 billing, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

13. Ordinances: None

14. Resolutions. Resolution number 2013-01-01 was read by City Manager Jerry Elkins. Addressed in the Resolution is the election date of November 5, 2013 7 a.m. to 7 p.m., 3 commission seats expiring in 2013 with new term to be January 1, 2014 thru December 31, 2017, qualifying time to be August 26, 2013 thru August 30, 2013, qualifying fee of \$35.00 and other terms as specified in Resolution number 2013-01-01. Motion to approve Resolution 2013-01-01 as written made by Commissioner Helen Wilkins, 2nd by Commissioner Dona K. Burke. Motion approved with a unanimous vote of the Commission.

15. City Commission comments. Commissioner Dona K. Burke and Mayor Lynn Whitener stated they are excited about the Centennial celebration.

17. Commissioner Jeff Ash made a motion to adjourn at 4:15 p.m., 2nd by Commissioner Dona K. Burke. Motion approved with a unanimous vote of the Commission.

**Respectfully Submitted by
City Clerk Marilyn Chastain**