

**CITY OF HELEN  
COMMISSION MEETING  
SEPTEMBER 20, 2016  
3:00 P.M.  
AGENDA**

1. CALL TO ORDER BY MAYOR FRED GARMON
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM LAST MEETING TO BE PROVIDED AT THE NEXT COMMISSION MEETING
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
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
  - A. DISCUSSION AND CONSIDERATION OF TRUCK PURCHASE FOR FIRE DEPARTMENT
15. ORDINANCES
16. RESOLUTIONS
17. EXECUTIVE SESSION TO DISCUSS PERSONNEL
18. CITY COMMISSION COMMENTS

19. ADJOURNMENT

**THIS AGENDA WAS POSTED SEPTEMBER 15, 2016 @ 11:00 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.**

**CITY OF HELEN  
COMMISSION MEETING  
SEPTEMBER 20, 2016  
MINUTES OF MEETING**

The Helen City Commission met on Tuesday September 20, 2016 in the Commission Chambers at Helen City Hall with Mayor Fred Garmon calling the meeting to order at 3:00 p.m.

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

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

Pledge of Allegiance to the Flag was given.

Approval of Agenda; Motion to Amend the Agenda with the following additions and changes under 9. Administrative as item B. Consideration for approval of the installation of a double check back flow valve for the fire service line at the former Orbit building at a cost of \$15,000.00, C. Consideration for approval for Georgia Power Company to convert 144 street lights to LED at no charge for the change over and an additional charge of \$68.87 monthly, and approval to authorize the City Manager to execute all documents required by Georgia Power. D. Consideration of approval for the City Manager to attend the Georgia City-County Management Association conference October 26-28 2016. Motion made by Commissioner Judy Holloway, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

Minutes from the last Commission meeting to be provided at the next meeting.

Petitions and Communications from the Public; None

Alpine Helen/White County CVB Monthly Report; Report included as an integral part of the Minutes. CVB Director was not present.

Helen Chamber of Commerce Monthly Report; None. Chamber Director Renee Chacon was not present.

Administrative;

A. Financial Report; Report included as an integral part of the Minutes. City Manager Jerry Elkins stated all is looking good, that sales tax and Hotel/Motel tax are up

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compared to this time last year and that his only concern is the Title Advalorem tax will go down and be less than budgeted.

B. Consideration for approval of the installation of a double check back flow valve for the fire service line at the former Orbit building at a cost of \$15,000.00. Mayor Fred Garmon explained that this is necessary to prevent contaminated water that is in the pipes from going back into the water system and contaminating it in the event of a break in the line. Motion to approve made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

C. Consideration for approval for Georgia Power Company to convert 144 street lights to LED at no charge for the change over and an additional charge of \$68.87 monthly, and approval to authorize the City Manager to execute all documents required by Georgia Power. Motion to approve made by Commissioner Helen Wilkins, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

D. Consideration of approval for the City Manager to attend the Georgia City-County Management Association conference October 26-28 2016. Motion to approve made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway. 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 was present and went over the report.

Commissioner Cinnamon Spurlock suggested additional park rule signs be posted at the riverside park. Commissioner Jeff Ash proposed that Police Chief Brian Stephens and City Manager Jerry Elkins look at what is needed for additional signs at the park. Chief Brian Stephens stated the officers would be wearing the new body cameras this Friday.

Fire Department Monthly Report; Report included as an integral part of the Minutes. Fire Chief Jody Pricket went over the report and reported that he was working on applying for a Grant that is available to purchase a new fire truck.

Public Works, Water and Waste Water Monthly Report; Report included as an integral part of the Minutes. Director Ross Hewell stated the report is included and if anyone had any questions. There were none. He also stated that the fall decorations are going up.

Purchases and Bids;

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A. DISCUSSION AND CONSIDERATION OF TRUCK PURCHASE FOR FIRE DEPARTMENT;  
Motion to approve the purchase from Mike Jones Ford for a 4x4 F150 super cab pickup truck

at \$25,976.00 and to add approximately \$1500. to \$1800. for lights and stripes made by Commissioner Judy Holloway, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

City Manager Jerry Elkins stated the funds to purchase the truck would come out of Other Capital Projects Fund.

Ordinances; None

Commissioner Helen Wilkins asked about the Copy of an Ordinance that had been sent in by Darlene Broadway. City Clerk Marilyn Chastain stated it had been sent in as a suggestion by Darlene Broadway for the Commission to consider changing the current Ordinance to. It was suggested by City Attorney Carl Free to have Ms. Broadway come in and state exactly what she is requesting and proposing to do.

Resolutions; None

EXECUTIVE SESSION TO DISCUSS PERSONNEL; Motion to go into the Executive Session at 3:35 p.m. made by Commissioner Helen Wilkins, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

Motion to resume the regular Commission meeting at 4:03 p.m. made by Commissioner Helen Wilkins, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

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

City Commission Comments; Commissioner Jeff Ash commended Fletcher Holiday and EMI for a good job in coming thru with the bridge problem on State Hwy property near Cimmi's Cafe.

ADJOURNMENT; Motion to adjourn at 4:05 p.m. made by Commissioner Judy Holloway, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

**RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN**