

**CITY OF HELEN
COMMISSION MEETING
JULY 19, 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 JUNE 21, 2016 (NO MEETING HELD)
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. ALPINE HELEN/WHITE COUNTY CVB MONTHLY REPORT
8. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
9. ADMINISTRATIVE OPERATIONS
 - A. FINANCIAL REPORT
 - B. REQUEST BY CITIZEN FOR SPEED BUMPS ON ESCOWEE DRIVE
 - C. CONSIDERATION AND DISCUSSION FOR THE RENEWAL OF CONTRACT BETWEEN THE CITY OF HELEN AND ALPINE HELEN/WHITE COUNTY CONVENTION AND VISITORS BUREAU
 - D. DISCUSSION OF ACCEPTANCE OF ISLAND AREA LOT PROPOSED FOR DONATION TO THE CITY OF HELEN BY THE JEROME KEANE ESTATE
10. POLICE DEPARTMENT OPERATIONS
11. FIRE DEPARTMENT OPERATIONS
12. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS
13. BUILDING AND ZONING OPERATIONS
14. PURCHASES AND BIDS

15. ORDINANCES

16. RESOLUTIONS

17. CITY COMMISSION COMMENTS

18. ADJOURNMENT

**THIS AGENDA WAS POSTED JULY 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
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MINUTES OF MEETING**

The Helen City Commission met on Tuesday July 19, 2106 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, 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.

Pledge of Allegiance to the Flag was given.

Approval of Agenda; Motion to Amend the Agenda with the following additions and changes under Administrative Operations 9. (B) change to request for speed bump on Unicoi Street, (E) Consideration of approval for annual increase of water rates of 10 cents per thousand and sewer rates of 15 cents per thousand. (F) Consideration for approval to move forward with the Roadside Beautification Grant Program for completion of final landscaping design plans for submittal to GDOT, submittal of Special Encroachment Permit application to GDOT, bidding process and construction management and observation at a cost of \$10,500. made by Commissioner Judy Holloway, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

City Manager Jerry Elkins commended City Clerk Marilyn Chastain on completing the Clerks Masters Education Management Development Program and told the Commission of her other Certifications as Deputy Clerk, City Clerk, Court Clerk, and Elections since being appointed as City Clerk in December 2012, and that she has been with the City 10 years in August and thanked her for doing a good job. Commissioner Helen Wilkins also thanked her for the job she does and the manner in which she does it. Commissioner Judy Holloway also complemented her as did Commissioner Jeff Ash. Mayor Fred Garmon stated he had received a letter from the District Director about the accomplishment Marilyn had made in achieving her Masters Education Certification and congratulated her.

Approval of Minutes from June 21, 2016; Minutes were not included at this meeting for approval.

Petitions and Communications from the Public; Daryl Gonos that lives at 64 Escowee addressed the Commission to consider installing speed bumps on Escowee because of the speed of some vehicles, and his additional concern was about the placement of the speed bumps when the tubing trailers cross making additional noise. He suggested

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placing the speed bumps west of the water tower. (This was additionally item B under administration) City Manager Jerry Elkins stated that it may be some time in the future before they could be installed because of the water line replacement that is going to be done on Escowee, but will take a look and consider his request.

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

Helen Chamber of Commerce Monthly Report; Report included as an integral part of the Minutes. Director Renee Chacon was present and reported that the Bier Garten had a face lift and is proud of the way it has turned out, also that the Concorse Group that had recently rented the fest hall had approximately 400 attendees and were a very well mannered group and looks forward to them returning, and that the AD machine had been installed and was available for emergency's when needed and she had given the Police and Fire Departments keys to access if they had the need to use it.

Administrative Operations

A. Financial Report; City Manager Jerry Elkins stated that the General Fund revenues were more than had been budgeted for, and for the first time in history the hotel/motel taxes had passed the million dollar mark and that says alot about the economy of Helen and that overall the City is in great financial shape. Mayor Fred Garmon stated that the new Public Works building is complete and under budget. Commissioner Jeff Ash commended him for his hard work. Motion to approve the Financial Report made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

B. Request for speed bump on Unicoi Street. Mayor Fred Garmon explained that Geneva Elwell had requested a speed bump be placed on Unicoi Street because of her daughter almost being hit by a speeding car. Commissioner Jeff Ash made a motion to approve and allow the City Manager the authority to decide on the type and location for a speed bump to be installed on Unicoi Street, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

C. Consideration and discussion for the renewal of Contract between the City of Helen and Alpine Helen/White County Convention and Visitors Bureau; Copy included as an integral part of the Minutes. Motion to approve made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

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D. Discussion of acceptance of Island Area lot proposed for donation to the City of Helen by the Jerome Keane Estate; City Attorney Carl Free explained that there would be an appraisal of the property that would be paid for by the owners and that in donating the property they ask for a receipt in the amount of the appraisal for the donation for tax purposes. Motion to accept made by Commissioner Cinnamon Spurlock, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

E. Consideration of approval for annual increase of water rates of 10 cents per thousand and sewer rates of 15 cents per thousand. Mayor Fred Garmon explained that this is an annual rate increase as recommended by Georgia Rural Water when the rate study was done to cover repairs, maintenance and improvements. Motion to approve made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

F. Consideration for approval to move forward with the Roadside Beautification Grant Program for completion of final landscaping design plans for submittal to GDOT, submittal of Special Encroachment Permit application to GDOT, bidding process and construction management and observation at a cost of \$10,500. 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 replaced with the correct June report and included as an integral part of the Minutes. Police Chief Brian Stephens verbally went over the report and stated that his doors are always open the Public anytime someone wants to discuss any matter with him. He also stated he is purchasing 2 body cameras to be worn by the officers on duty and is going to see how they work out.

Fire Department monthly report; Report included as an integral part of the Minutes. Chief Jody Prickett went over the report and stated that the call volume is up. He reported that he had calculated the percentage of calls outside the City as the Mayor had requested and said that 20% are calls outside the City limits. He also stated that 85% of the calls are Med calls. Commissioner Judy Holloway commended the Fire Department on how neat and clean the Fire station is. Mayor Fred Garmon asked how many of the Fire Fighters are certified, the Chief replied all but 2 , but that those 2 have EMS training which is helpful on the Med calls.

Public Works, Water and Waste Water monthly report; Report included as an integral part of the Minutes. Public Works Director Ross Hewell went over the report and stated that the department has been very busy.

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Building and Zoning monthly report; Report included as an integral part of the Minutes. Zoning Director Larry Krul stated that all is good, the new Hotel has broken ground and installed their new grease trap, that the new planned Marriott had sent a letter of intent to the EPD on their plans to build, and that the Holiday Inn is estimated to open in 30 days.

City Manager Jerry Elkins informed the Commission that he and EMI had been working on an ARC Grant that will help fund the water line replacement from the Chevron station to the Sewer plant. He explained the water line is old and needs to be replaced, that the grant can be up to \$300,000 and can get up to 70% of the cost if the City qualifies with the City paying 30%.

Purchases and Bids; None

Ordinances; None

Resolutions; None

City Commission Comments; None

Adjournment; ; Motion to adjourn at 4:10 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