

**CITY OF HELEN
COMMISSION MEETING
MAY 14, 2019
10:00 A.M.
AGENDA**

1. CALL TO ORDER BY MAYOR CINNAMON SPURLOCK
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM APRIL 9, 2019
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. HELEN/WHITE COUNTY CVB MONTHLY REPORT
8. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
9. ADMINISTRATIVE OPERATIONS
 - A. FINANCIAL REPORT
 - B. UPDATE FROM CITY MANAGER ON CURRENT PROJECTS
 - C. DISCUSSION OF SETTING THE PUBLIC HEARING DATE TO DISCUSS THE FYI 2019/2020 BUDGET AND THE DATE FOR THE SPECIAL CALLED MEETING TO ADOPT THE BUDGET
 - D. DISCUSSION OF NEW COMPUTER SYSTEM FOR CITY HALL AND UPDATED SOFTWARE
10. POLICE DEPARTMENT MONTHLY REPORT
11. FIRE DEPARTMENT MONTHLY REPORT
12. PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT
13. BUILDING AND ZONING MONTHLY REPORT
14. PURCHASES AND BIDS; CONSIDERATION OF PURCHASING 10 BEAR PROOF CONTAINERS FOR THE REDEVELOPMENT OF UNICOI HILL PARK

15. ORDINANCES;

- A. ORDINANCE 19-05-01: 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 CODE, ARTICLE III, ZONING, DIVISION FOUR, SUPPLEMENTAL REGULATIONS, BY AMENDMENTS TO SECTION 34-256: OUTDOOR HOLIDAY LIGHTING
- B. ORDINANCE 19-05-02: AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF HELEN, GEORGIA, WITH THE ADDITION OF CODE SECTION 42-24, PREVIOUSLY RESERVED, TO ADDRESS CONSUMER FIREWORKS USAGE WITHIN THE CITY OF HELEN, GEORGIA
- C. ORDINANCE 19-05-03: AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF HELEN, GEORGIA, FOR THE PURPOSE OF THE AMENDMENT OF CODE SECTION 34-131

16. RESOLUTIONS; NONE

17. CITY COMMISSION COMMENTS

18. ADJOURNMENT

**THIS AGENDA WAS POSTED MAY 10, 2019 @ 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
MAY 14, 2019
MINUTES OF MEETING**

The Helen City Commission met on Tuesday May 14, 2019 in the Commission Chambers at Helen City Hall with Mayor Cinnamon Spurlock calling the meeting to order at 10:00 a.m.

ROLL CALL BY CITY CLERK MARILYN CHASTAIN; Present were Commissioner Geneva Elwell, Mayor Cinnamon Spurlock, Commissioner Lee Landress, Commissioner Jeff Ash and Commissioner Steve Flower.

Also attending were City Manager Jerry Elkins, City Attorney Carl Free, City Clerk Marilyn Chastain, Finance Officer Mona Wood, Police Chief Brian Stephens, Fire Chief Jody Prickett, , Public Works Director Ross Hewell. Building & Zoning Director Darrell Westmoreland was absent.

PLEDGE OF ALLEGIANCE TO THE FLAG

APPROVAL OF AGENDA; Motion to approve made by Commissioner Lee Landress, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

APPROVAL OF MINUTES FROM APRIL 9, 2019; Motion to approve made by Commissioner Steve Fowler, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; None

HELEN/WHITE COUNTY CVB MONTHLY REPORT; Report included as an integral part of the Minutes. Director Jerry Brown was not present.

HELEN CHAMBER OF COMMERCE MONTHLY REPORT; Report included as an integral part of the Minutes. Director Renee Green was present and gave a verbal report.

A FINANCIAL REPORT; City Manager Jerry Elkins explained the report stating that revenues are up and the City is in good financial shape and also stated that during the previous budget the former finance officer did not include the additional raises for the Police officers into the equation when preparing the figures for the budget therefore a budget amendment will need to be prepared and that the actual overages are not as much as showing due to those facts. Motion to approve the Financial Report made by Commissioner Jeff Ash, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

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B UPDATE FROM CITY MANAGER ON CURRENT PROJECTS; City Manager Jerry Elkins stated that work on the bank behind City Hall had been started again and progressing and that there would be more discussion on Unicoi Park under Purchases and Bids.

C DISCUSSION OF SETTING THE PUBLIC HEARING DATE TO DISCUSS THE FYI 2019/2020 BUDGET AND THE DATE FOR THE SPECIAL CALLED MEETING TO ADOPT THE BUDGET; Motion to have the Public Hearing to discuss the budget on June 11, 2019 @ 10:00 a.m. during the regular Commission meeting and the meeting to adopt the budget on June 25, 2019 at 10:30 a.m. made by Commissioner Jeff Ash, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

D DISCUSSION OF NEW COMPUTER SYSTEM FOR CITY HALL AND UPDATED SOFTWARE; City Clerk Marilyn Chastain explained the need to update the current Computer system due to age and outdated equipment. Motion to approve the purchase of a new Server, backup system and all new towers for City Hall at estimated cost of \$31,408.00 made by Commissioner Jeff Ash, 2nd by Commissioner Lee Landress. 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 a verbal report. Commissioner Jeff Ash commended the Police Department for their work during the previous weekend car event.

FIRE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the minutes. Fire Chief Jody Prickett gave a verbal report.

PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT; Report included as an integral part of the minutes. Director Ross Hewell was present and gave a verbal report stating they had been busy.

BUILDING AND ZONING MONTHLY REPORT; Report included as an integral part of the minutes. Director Darrell Westmoreland was not present.

PURCHASES AND BIDS; CONSIDERATION OF PURCHASING 10 BEAR PROOF CONTAINERS FOR THE REDEVELOPMENT OF UNICOI HILL PARK; City Manager Jerry Elkins stated the purchase also includes cans for Riverside Park. Motion to approve the purchase of 10 bear proof containers at \$14,600.00 made by Commissioner Jeff Ash, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

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ORDINANCES;

A ORDINANCE 19-05-01: 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 CODE, ARTICLE III, ZONING, DIVISION FOUR, SUPPLEMENTAL REGULATIONS, BY AMENDMENTS TO SECTION 34-256: OUTDOOR HOLIDAY LIGHTING; City Manager Jerry Elkins read the Ordinance. Motion to approve the first reading made by Commissioner Lee Landress, 2nd by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission.

B ORDINANCE 19-05-02: AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF HELEN, GEORGIA, WITH THE ADDITION OF CODE SECTION 42-24, PREVIOUSLY RESERVED, TO ADDRESS CONSUMER FIREWORKS USAGE WITHIN THE CITY OF HELEN, GEORGIA; Mayor Cinnamon Spurlock read the Ordinance. Motion to approve the first reading made by Commissioner Steve Fowler, 2nd by Commissioner. Motion approved with a unanimous vote of the Commission.

C ORDINANCE 19-05-03: AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF HELEN, GEORGIA, FOR THE PURPOSE OF THE AMENDMENT OF CODE SECTION 34-131; City Manager Jerry Elkins read the Ordinance. Motion to approve the first reading made by Commissioner Lee Landress, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

RESOLUTIONS; NONE

CITY COMMISSION COMMENTS; Commissioner Geneva Elwell thanked the City for paving Unicoi Street. Commissioner Steve Fowler commended the City staff for their work during the previous weekend event and appreciates them. Commissioner Lee Landress agreed with Commissioner Fowler's comment and wanted to recommend the City add 2 officers to the Police force. Mayor Cinnamon Spurlock stated that the departments did a fabulous job during the weekend event.

ADJOURNMENT; Motion to adjourn at 10:42 a.m. made by Commissioner Lee Landress, 2nd by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN