

**CITY OF HELEN
COMMISSION MEETING
DECEMBER 2, 2014
10:00 A.M.
AGENDA**

1. CALL TO ORDER BY MAYOR JUDY HOLLOWAY
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM NOVEMBER 18, 2014
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. ADMINISTRATIVE OPERATIONS
 - A. DISCUSSION FOR APPROVAL OF CONTRACTING WITH DA'S OFFICE FOR COURT SOLICITOR
 - B. FRANK RILEY, EXECUTIVE DIRECTOR FOR THE CHESTATEE/CHATTAHOOCHEE RC&D COUNCIL, AND MIKE DAVIS, FOREST FIRE MANEGMENT OFFICES TO DISCUSS FIRE PROGRAM.
 - C. DISCUSSION FOR APPROVAL, DATES AND TIMES OF THE 2015 COMMISSION MEETINGS
8. POLICE DEPARTMENT OPERATIONS
9. FIRE DEPARTMENT OPERATIONS
10. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS
11. BUILDING AND ZONING OPERATIONS
12. PURCHASES AND BIDS
13. ORDINANCES
14. RESOLUTIONS
15. EXECUTIVE SESSION FOR PENDING OR POSSIBLE LITIGATION
16. CITY COMMISSION COMMENTS

17. ADJOURNMENT

THIS AGENDA WAS POSTED WEDNESDAY NOVEMBER 26, 2014 @ 10:00 A.M.

**CITY OF HELEN
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DECEMBER 2, 2014
10:00 A.M.
MINUTES OF MEETING**

The Helen City Commission met on Tuesday December 2, 2014 in the Commission Chambers at Helen City Hall, with Mayor Judy Holloway calling the meeting to order at 10:00 a.m.

City Clerk Marilyn Chastain called the roll and the following were present; Commissioner Helen Wilkins, Mayor Judy Holloway, Commissioner Dona K Burke, Commissioner Jeff Ash.

Absent was Commissioner Fred Garmon.

Also attending were; City Manager Jerry Elkins, City Attorney Carl Free, City Clerk Marilyn Chastain, Police Chief Jim Couch, Fire Captain Lee Poteat, Public Works Director Ross Hewell, Building & Zoning Administrator Larry Krul.

Approval of Agenda; Motion to amend and approve the Agenda by adding as item D, under Administrative Operations Discussion of Topographic Mapping contract made by Commissioner Dona K Burke, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

Approval of Minutes from November 18, 2014; Motion to approve made by Commissioner Dona K Burke, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

Petitions and Communications from the Public; None

Administrative Operations;

A. Discussion for approval of contracting with the DA's Office for Court Solicitor; After discussion Commissioner Jeff Ash made a motion to approve Contracting with the DA's office for a Solicitor, 2nd by Commissioner Dona K Burke. Motion approved with a unanimous vote of the Commission present.

B. Frank Riley the Executive Director for the Chestatee/Chattahoochee Rc & D Council and Mike Davis from the Forest Fire Management office spoke to the Commission about fire programs. and the City becoming a Fire Wise community, and preparing evacuation routes in the event of an emergency.

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C. Discussion for approval, the Dates and Times of the 2015 Commission Meetings; Copy of the scheduled meeting are included as an integral part of the Minutes. Motion to approve made by Commissioner Dona K Burke, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

D. Discussion for approval of Contract for Topographic Maps; After Discussion, a motion to approve accepting the contract price \$5,350.00 for the Mapping was made by Commissioner Helen Wilkins, 2nd by Commissioner Dona K Burke. Motion approved with a unanimous vote of the Commission present.

City Manager Jerry Elkins stated that the City had gotten a Local DOT Grant for improvements in the amount of \$16,470 .

Police Department Operations; Police Chief Jim Couch stated there had been a good turnout for the Christmas lighting of the Village, and are planning to get ready for the upcoming Parade. He also informed the Commission that they now have a Supervisor on the night shift.

Fire Department Operations; Fire Captain Lee Poteat stated that this is as normal a slow time of year for them and that calls are down.

Public Works, Water and Waste Water Operations; Public Works Director Ross Hewell stated they had some problems with some of the vendors in the tents at the Market Platz unplugging Christmas lights so they could plug in the food warmers, and that these were causing an overload on the electric panels causing breakers to throw, and also that the vendors that were selling food may not be approved with by the Health Department.

Building and Zoning Operations; Director Larry Krul stated that none of the vendors had applied thru the Health Department for food service permits for the current Kinderfest event, and stated there are two types of permits that can be applied for (1) a non profit with no fee for inspection and (2) a for profit with a \$40.00 inspection fee that requires a 30 day advance notice which are requirements from the County Health Department. City Manager Jerry Elkins stated the event needs to Coordinate thru the Building & Zoning Department.

Purchases and Bids; None

Ordinances; None

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Resolutions; None

Executive Session for Pending or Possible Litigation; Motion to go into Executive Session at 10:55 a.m. made by Commissioner Dona K Burke, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

Motion to come out of Executive Session and resume the Regular Commission meeting at 11:10 a.m. made by Commissioner Jeff Ash, 2nd by Commissioner Dona K Burke. Motion approved with a unanimous vote of the Commission present.

Motion as a result of the Executive Session; Motion to approve issuing Certificate of Occupancy's to Tuscany Villas due to Zoning and Occupancy class changes contingent upon receiving appropriate documentation from Foothills Community Bank.

City Commission Comments; None

Adjournment; Motion to adjourn at 11:14 a.m. made by Commissioner Helen Wilkins, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission present.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN