

**CITY OF HELEN  
COMMISSION MEETING  
JANUARY 17, 2017  
3:00 P.M.  
AGENDA**

1. CALL TO ORDER BY MAYOR HELEN WILKINS
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM JANUARY 3, 2017
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
  - B. CONSIDERATION OF APPROVAL TO MOVE FORWARD WITH ARC GRANT BY SUBMITTING A FORMAL APPLICATION AND PRELIMINARY ENGINEERING
  - C. SET SEPTEMBER DATE FOR THE VETERANS DAY IN THE PARK EVENT
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
  - A. CONSIDERATION OF VARIANCE REQUEST FROM TERRY SIMS OF AMERICAN SITES, INC. FOR BUILDING SETBACK AT PROPERTY LOCATED AT 8409 S. MAIN STREET
  - B. CONSIDERATION OF APPOINTMENTS TO THE PLANNING DESIGN AND REVIEW BOARD FOR EXPIRING TERMS OF DAVID GREEAR, AND CATHERINE CLEIMAN.
14. PURCHASES AND BIDS
  - A. CONSIDERATION FOR APPROVAL TO AWARD SANITATION BID
15. ORDINANCES

A. ORDINANCE 17-1-01; SECOND READING OF ORDINANCE 17-1-01, AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE ADMENDMENT OF CHAPTER SIX OF THE HELEN MUNICIPAL CODE: ALCOHOLIC BEVERAGES.

16. RESOLUTIONS

17. CITY COMMISSION COMMENTS

18. ADJOURNMENT

**THIS AGENDA WAS AMENDED TO INCLUDE ITEM 13. B ON JANUARY 13, 2017 @ 1:30 P.M. AND POSTED @ 1:35 P.M.**

**THIS AGENDA WAS POSTED JANUARY 13, 2017 @ 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  
JANUARY 17, 2017  
MINUTES OF MEETING**

The Helen City Commission met on Tuesday January 17, 2017 in the Commission Chambers at Helen City Hall with Mayor Helen Wilkins 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, Mayor Helen Wilkins, Commissioner Jeff Ash, Commissioner Judy Holloway. Commissioner Fred Garmon was absent.

Also attending were City Manager Jerry Elkins, City Clerk Marilyn Chastain, Police Chief Brian Stephens , Fireman Darrell Westmoreland , Building & Zoning Director Larry Krul, City Attorney Carl Free, and Public Works Director Ross Hewell.

APPROVAL OF AGENDA; Motion to approve made by Commissioner Judy Holloway, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission present.

APPROVAL OF MINUTES FROM JANUARY 3, 2017; Motion to approve made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission present.

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; None

ALPINE HELEN/WHITE COUNTYU CVB MONTHLY REPORT; Report included as an integral part of the minutes. Director Jerry Brown was present and went over the report for the Commission.

HELEN CHAMBER OF COMMERCE MONTHLY REPORT; Report included as an integral part of the minutes. Director Renee Chacon was present and went over the report for the Commission adding that the 2018 Event dates are set.

**ADMINISTRATIVE**

A. FINANCIAL REPORT; Report included as an integral part of the minutes. City Manager Jerry Elkins informed the Commission that everything in the report is looking good that the revenue's are higher and expenses are lower than budgeted. 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 present.

B. CONSIDERATION OF APPROVAL TO MOVE FORWARD WITH ARC GRANT BY SUBMITTING A FORMAL APPLICATION AND PRELIMINARY ENGINEERING;

**CITY OF HELEN  
COMMISSION MEETING  
JANUARY 17, 2017  
MINUTES OF MEETING  
PAGE 2**

Fletcher Holiday was present and informed the Commission that with approval of moving forward with the application and if the Grant is awarded that the new lines will make a much needed loop to the system, that the Grant amount would be for \$300,000.00 and that the remainder of \$480,000.00 to come from other funds such as Local SPLOST, or loans. Motion to approve moving forward with the application for the ARC Grant, with the application and preliminary engineering to be completed by EMI made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission present.

C. SET SEPTEMBER DATE FOR THE VETERANS DAY IN THE PARK EVENT; After discussion it was agreed to set the date to September 6, 2017 for the Veterans Day in the Park event.

City Manager Jerry Elkins informed the Commission he had a conference call with DOT to discuss the pedestrian bridge and that advertisements should start in March or April and are required to run 45 days and expect to select the bid date in May. He then informed the commission the City also received approval to move forward with the roadside beautification project, that paving on Norba Way had been completed, and the City had received a check for the Local Maintenance Improvement Grant.

POLICE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Police Chief Brian Stephens was present and went over the report stating that December had been a busy month, and informed the Commission that a new part time Officer had been hired.

FIRE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Fireman Darrell Westmoreland verbally went over the report. Police Chief Brian Stephens thanked the Fire Department for their help and use of their equipment during a search over the weekend of a suspect, that the use of the heat sensing devise supplied by the Fire Department was very helpful.

PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT; Report included as an integral part of the Minutes. Director Ross Hewell stated his department has been busy as usual and that they had also been looking at the construction planned at the fire department for the new fire truck.

BUILDING AND ZONING DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Director Larry Krul stated that is as usual for this time of year there are businesses moving from one location to another, some closing and some

**COMMISSION MEETING  
JANUARY 17, 2017  
MINUTES OF MEETING  
PAGE 3**

preparing to open. He also stated the Valhalla Hotel is moving along with their construction, and he still has not received plans for the new proposed Marriott.

A. CONSIDERATION OF VARIANCE REQUEST FROM TERRY SIMS OF AMERICAN SITES, INC. FOR BUILDING SETBACK AT PROPERTY LOCATED AT 8409 S. MAIN STREET; After discussion of the request, Commissioner Jeff Ash made a motion to approve the requested 50' setback variance request, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission present.

B. CONSIDERATION OF APPOINTMENTS TO THE PLANNING DESIGN AND REVIEW BOARD FOR EXPIRING TERMS OF DAVID GREEAR, AND CATHERINE CLEIMAN. After discussion a Motion to table the decision until the next meeting on February 7, 2017 was made by Commissioner Jeff Ash, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission present.

**PURCHASES AND BIDS**

A. CONSIDERATION FOR APPROVAL TO AWARD SANITATION BID; City Manager Jerry Elkins informed the Commission that 2 bids for the Garbage service had been received. One from Chase Sanitation out of Clarkesville at \$11.50 per customer, and one from the current company Waste Away at \$13.00 per customer. After discussion that due to the low amount of difference in the bids and that there had been no major issues with the current provider a motion to keep the current Sanitation company Waste Away and accept their bid of \$13.00 per customer made by Commissioner Judy Holloway, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission present.

**ORDINANCES**

A. ORDINANCE 17-1-01; SECOND READING OF ORDINANCE 17-1-01, AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE ADMENDMENT OF CHAPTER SIX OF THE HELEN MUNICIPAL CODE: ALCOHOLIC BEVERAGES. Motion to approve the second reading of Ordinance 17-1-01 made by Commissioner Jeff Ash, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission present.

**RESOLUTIONS; None**

**CITY OF HELEN  
COMMISSION MEETING  
JANUARY 17, 2017  
MINUTES OF MEETING  
PAGE 4**

CITY COMMISSION COMMENTS; Commissioner Jeff Ash stated that a lot of projects are planned, and that a lot of projects have been completed in the past year. Commissioner Judy Holloway asked about the wall at the Welcome Center and Public Works Director Ross Hewell stated that bids were being taken. City Manager Jerry Elkins stated that he and Public Works Director Ross Hewell had visited the Welcome Center to look at updating the public restrooms, and lobby. He stated that most of the work to be done was cosmetic, that the existing tile in the restrooms will not need replacing but that the tile in the lobby area will be replaced. Commissioner Cinnamon Spurlock stated that the infrastructure of the City with the addition of the new water lines is looking good. Mayor Helen Wilkins stated that Landlords need to make repairs and freshen up their properties. City Manager Jerry Elkins stated that he projects that the existing Hotels will be doing updates to their rooms in order to keep up with the new hotels being built.

ADJOURNMENT; Motion to adjourn at 3:50 p.m. made by Commissioner Judy Holloway, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission present.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN