

**CITY OF HELEN  
COMMISSION MEETING  
MARCH 10, 2020  
10:00 A.M.  
AGENDA**

1. CALL TO ORDER BY MAYOR STEVE FOWLER
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM FEBRUARY 11, 2020
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. UPDATE FROM CITY MANAGER ON CURRENT PROJECTS
  - B. FINANCIAL REPORT
  - C. FLETCHER HOLLIDAY FROM EMI TO DISCUSS AWARD FOR CONCRETE WATER TANK PROJECT
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; 20-03-01 A RESOLUTION OF THE CITY OF HELEN RECOGNIZING APRIL 19-25, 2020 AS GEORGIA CITIES WEEK

17. EXECUTIVE SESSION TO DISCUSS POSSIBLE REAL ESTATE ACQUISITION

18. CITY COMMISSION COMMENTS

19. ADJOURNMENT

**THIS AGENDA WAS POSTED MARCH 5, 2020 @ 1:45 P.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  
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MINUTES OF MEETING**

The Helen City Commission met on Tuesday March 10, 2020 in the Commission Chambers at Helen City Hall with Mayor Steve Fowler calling the meeting to order at 10:00 a.m. Attending were Commissioner Jeff Ash, Commissioner Geneva Elwell, Mayor Steve Fowler, Commissioner Lee Landress, and Commissioner Fred Garmon.

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

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**APPROVAL OF AGENDA;** Motion to amend the Agenda and approve with the addition under Purchases and Bids as item A. Consideration for approval of purchasing swing set for Riverside Park, and as item B. Consideration of quote from Square Deal for LMIG street paving and repair, on Ridge Road, Brucken Strasse, Island Area and Edelwiesse. LMIG Grant for \$24,202.93, City funds for \$30,119.07 made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

**APPROVAL OF MINUTES FROM FEBRUARY 11, 2020;** Motion to approve made by Commissioner Lee Landress, 2<sup>nd</sup> by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

**PETITIONS AND COMMUNICATIONS FROM THE PUBLIC;** Chris Seymour of Alpine Carriage was present and presented a property lease agreement from David Wilkins and a proposed Carriage ride route. Copies included in the permanent minutes. Commissioner Lee Landress made a motion to approve route #4 providing there is a right turn made at the BBQ restaurant then route continue to water park and turns around back to beginning and does not cross the property leased by Terry Sims, and to approve the #3 route again providing it does not cross the property of Terry Sims, 2<sup>nd</sup> by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

Chris Seymour then asked the Commission to consider dropping the requirement of the odd numbered carriages running on odd calendar dates and the even numbered carriages running only on the even numbered dates. City Manager Jerry Elkins stated that numbering system was originally started when the carriages were using city property to load from to be fair to each of the companies and does not see that system is now necessary. It was decided to remove the numbering system on a 90 day trial basis.

**HELEN/WHITE COUNTY CVB MONTHLY REPORT;** Report included as an integral part of the Minutes. Director Jerry Brown was present and gave a verbal report. He informed the

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Commission that the Convention center is taking over the Pottery Fest and it would be moved from Cleveland to the Hardman Farm. He stated the upcoming Songwriters Festival is coming and would be held at Cowboys & Angels and at the Hofbrauhaus. There was discussion of having the Community Christmas party date set for December 7, 2020. Also discussed was connecting the Unicoi Trail to the Hardman Trail with a stenciled painting on the sidewalk to show walkers the direction to travel. He presented an example of the stencil.

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. She also stated the annual Trout Tournament is coming up March 28<sup>th</sup> and that Bingo would start April 3<sup>rd</sup> and be on Tuesday and Friday nights.

ADMINISTRATIVE OPERATIONS; City Manager Jerry Elkins asked to have the Financial report first.

FINANCIAL REPORT; Report included as an integral part of the Minutes. Finance Officer Mona Wood gave a verbal report. Motion to accept the Financial Report made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

Mayor Steve Fowler stated the City is fortunate to have had past and present planning to be able to be in such good shape. Commissioner Jeff Ash commended City Manager Jerry Elkins and City Clerk Marilyn Chastain for their work on the additional \$35,000.00 earned on the City's CD's in interest revenues.

Fletcher Holliday gave an update on current City Projects. He stated the ARC project water line and well on Hex Strasse is now complete, that the fracture was successful with the installation of the well packer that the gallons per minute are down from the previous count but does recommend to proceed and approve an additional \$60,000 to \$65,000 for a well structure to be built and complete the project. He then explained the well on the Lenzen property was tested at 100 gallons per minute as is, but that the well casing does not meet EPD standards, that the distance is too close to the existing building unless the EPD will grant a variance for the building, but that the well may need to be relocated if EPD does not grant the variance, however he does feel confident EPD will grant the variance. If so then this same well could be re-drilled in the existing location and the proper pipe installed. Commissioner Jeff Ash stated the City is currently working on 2 wells that will increase the flow of water to the city. Fletcher Holliday stated the Hex Strass well project should be complete in 90 days, and the Lenzen well within 9 months with both waiting on EPD approval.

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Innsbruck Tank, Fletcher Holliday stated there is a contract with Utility Services to do the maintenance on the Innsbruck tank, that it is a closed tank that provides water to Innsbruck. He has talked with Square Deal Enterprises to install a tank to supply water to Innsbruck during the maintenance and a water line that will provide a permanent way to provide water for future maintenance and need.

Main Lift Station, Fletcher Holliday stated the project had been discussed in the past. Property owner Lesa Long has granted the City an easement allowing the project to move forward, however the current ARC project must be closed out before this one can be started. He then stated the project to cost approximately 1.1 million and that the city match would be around \$600,000 and is going to look into GEFA funds and DCA funds for help with the cost.

Sanitary Sewer Project, due to rain haven't been able to do a lot on that but have been working on updating the maps.

FLETCHER HOLLIDAY FROM EMI TO DISCUSS AWARD FOR CONCRETE WATER TANK PROJECT; Fletcher Holliday stated the city is not paying 50% upfront of the cost to H3 services, but will pay 50% of the material cost upfront. Recommendation from Fletcher Holliday from EMI to approve increased bid of \$101,300 from H3 Services. Motion to award bid to H3 Services in the amount of \$101,300.00 Made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

POLICE DEPARTMENT OPERATIONS; Report included as an integral part of the Minutes. Police Chief Brian Stephens was present and gave a verbal report.

FIRE DEPARTMENT OPERATIONS; Report included as an integral part of the Minutes. Fire Chief Jody Prickett was present and gave a verbal report. Mayor Steve Fowler stated that due the fire and total loss of Jerry & Kay Evans home that he feels that the city should waive their water bill. Motion to approve made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS; No report.

BUILDING AND ZONING OPERATIONS; Report included as an integral part of the Minutes. Director Darrell Westmoreland was present and gave a verbal report. He stated that the Fairfield Inn is still waiting on the road paving to open.

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**PURCHASES AND BIDS**

Consideration for approval of purchasing swing set for Riverside Park. Estimate and pictures included in the permanent minutes. Motion to approve cost of \$6,062.00 made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

Consideration of quote from Square Deal for LMIG street paving and repair, on Ridge Road, Brucken Strasse, Island Area and Edelwiesse. LMIG Grant for \$24,202.93, City funds for \$30,119.07. Motion to approve made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

ORDINANCES; None

RESOLUTIONS; 20-03-01 A RESOLUTION OF THE CITY OF HELEN RECOGNIZING APRIL 19-25, 2020 AS GEORGIA CITIES WEEK; Motion to approve made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

EXECUTIVE SESSION TO DISCUSS POSSIBLE REAL ESTATE ACQUISITION; Motion to go into Executive Session at 11: 46 a.m. made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission. Commissioner Geneva Elwell had to leave during the Executive Session. Motion to resume the regular Commission Meeting at 12:25 p.m. made by Commissioner Fred Garmon, 2<sup>nd</sup> by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission present. No motions were made as a result of the Executive Session.

**CITY COMMISSION COMMENTS**

ADJOURNMENT; Motion to adjourn at 12:26 p.m. made by Commissioner Fred Garmon, 2<sup>nd</sup> by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission present.

**RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN**

