

**CITY OF HELEN
COMMISSION MEETING
JUNE 20, 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 JUNE 6, 2017
APPROVAL OF MINUTES FROM SPECIAL CALLED MEETING ON JUNE 9, 2017
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
 - A. PROCLAMATION TO THE MAYOR (Amended)
 - B. CONSIDERATION OF FUNDING FOR THE WHITE COUNTY FAMILY CONNECTION (Amended)
7. PROCLAMATION INDUCTING WARREN & LOIS BROWN TO THE HELEN HERITAGE HALL OF FAME
8. ALPINE HELEN/WHITE COUNTY CVB MONTHLY REPORT
9. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
10. ADMINISTRATIVE
 - A. DISCUSSION AND CONSIDERATION OF RENEWAL OF CONTRACT WITH THE HELEN/WHITE COUNTY CONVENTION & VISITORS BUREAU
 - B. FINANCIAL REPORT
 - C. DISCUSSION AND CONSIDERATION OF FY 2017/2018 BUDGET
 - D. PUBLIC HEARING FOR THE FY 2017/2018 BUDGET
 - E. DISCUSSION, CONSIDERATION AND FIRST READING OF BUDGET ORDINANCE 17-06-02; AN ORDINANCE OF THE CITY OF HELEN GEORGIA, MAKING APPROPRIATIONS FOR THE 2017-2018 FISCAL YEAR

- F. DISCUSSION, CONSIDERATION OF VARIANCE FOR A THIRD SIGN FOR HANSEL AND GRETEL CANDY FACTORY AT 8070 SOUTH MAIN STREET
- G. CONSIDERATION OF BIDS FOR 2017-18 JANITORIAL SUPPLY (Amended)

11. POLICE DEPARTMENT MONTHLY REPORT

12. FIRE DEPARTMENT MONTHLY REPORT

13. PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT

14. BUILDING AND ZONING DEPARTMENT MONTHLY REPORT

15. ORDINANCES; SECOND READING OF ORDINANCE 17-06-01 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA BY THE AMENDMENT OF CHAPTER SIXTY SEVEN OF THE HELEN MUNICIPAL CODE: HORSE DRAWN CARRIAGES FOR HIRE

16. EXECUTIVE SESSION FOR PROPERTY ACQUISITION

17. CITY COMMISSION COMMENTS

18. ADJOURNMENT

THIS AGENDA WAS POSTED FRIDAY JUNE 16, 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
JUNE 20, 2017
3:00 P.M.
MINUTES OF MEETING**

The Helen City Commission met on Tuesday, June 20, 2017, in the Commission Chambers at Helen City Hall with Mayor Helen Wilkins calling the meeting to order at 3:00 p.m.

Deputy Clerk Mirinda Dispain called the roll, and the following were present: Commissioner Cinnamon Spurlock, Commissioner Fred Garmon, Mayor Helen Wilkins, Commissioner Judy Holloway, and Commissioner Jeff Ash.

Also attending were City Manager Jerry Elkins, Deputy Clerk Mirinda Dispain, Police Chief Brian Stephens, Fire Chief Jody Prickett, City Attorney Carl Free, Public Works Director Ross Hewell.

Pledge of allegiance to the flag

APPROVAL OF AGENDA: Motion to amend and approve the Agenda with the addition of Item G under Administrative Operations - Consideration of Bids for 2017-18 Janitorial Supply - and Item A under Petitions and Communications From the Public - Consideration of Funding for the White County Family Connection - made by Commissioner Fred Garmon, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

APPROVAL OF MINUTES FROM JUNE 6, 2017 and APPROVAL OF MINUTES FROM SPECIAL CALLED MEETING ON JUNE 9, 2017: Motion to approve both minutes made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC: Motion to amend Agenda for Proclamation to the Mayor made by Commissioner Fred Garmon, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission. Dave and Dan Wilkins, sons of Mayor Helen Wilkins, presented the Mayor with a proclamation for her birthday.

CONSIDERATION OF FUNDING FOR THE WHITE COUNTY FAMILY CONNECTION: Judy Lawson of the White County Family Connection asked the Commission to donate money to the White County Family Connection. Commissioner Jeff Ash made a motion to donate \$5000 to the White County Family Connection, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

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PROCLAMATION INDUCTING WARREN & LOIS BROWN TO THE HELEN HERITAGE HALL OF FAME: Several people, including Jeff Ash, David and Helen Wilkins shared memories of Warren and Lois Brown and how they had influenced their lives growing up in Helen. Helen Wilkins read the proclamation to induct Mr. and Mrs. Brown into the Helen Heritage Hall of Fame.

ALPINE HELEN/WHITE COUNTY CVB MONTHLY REPORT: Director Jerry Brown was not present to give the verbal report, but his May report is included as an integral part of the Minutes.

HELEN CHAMBER OF COMMERCE MONTHLY REPORT: Report included as an integral part of the Minutes. Director Renee Chacon was present and gave a verbal report, as well. She informed the Commission that the Shriners Convention had gone smoothly with very few problems.

ADMINISTRATIVE

A. DISCUSSION AND CONSIDERATION OF RENEWAL OF CONTRACT WITH THE HELEN/WHITE COUNTY CONVENTION & VISITORS BUREAU: City Manager Jerry Elkins highlighted the terms of the contract. Motion to approve renewal of contract with the Helen/White County Convention & Visitors Bureau was made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

B. FINANCIAL REPORT: City Manager Jerry Elkins drew attention to the financial report, pointing out key figures, including the Hotel/Motel Tax revenue should come close to \$1.1 million for the current fiscal year. The report is included as an integral part of the Minutes.

C. DISCUSSION AND CONSIDERATION OF FY 2017/2018 BUDGET: City Manager Jerry Elkins once again highlighted certain key figures in the budget. The Commission entered into a Public Hearing for the budget.

D. PUBLIC HEARING FOR THE FY 2017/2018 BUDGET: Motion to go in to Public Hearing for the FY 2017-18 Budget made by Commissioner Jeff Ash, 2nd by Commissioner Cinnamon Spurlock. There was no comment from the public. Motion to go out of Public Hearing made by Commissioner Fred Garmon, 2nd by Commissioner Jeff Ash. Both motions approved with a unanimous vote of the Commission.

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E. DISCUSSION, CONSIDERATION AND FIRST READING OF BUDGET ORDINANCE 17-06-02; AN ORDINANCE OF THE CITY OF HELEN GEORGIA, MAKING APPROPRIATIONS FOR THE 2017-2018 FISCAL YEAR: City Manager Jerry Elkins summarized the General Fund, Water/Wastewater Fund and other account revenues and expenditures. He verified the Commission had no further questions. Motion to approve Budget Ordinance 17-06-02 made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

F. DISCUSSION, CONSIDERATION OF VARIANCE FOR A THIRD SIGN FOR HANSEL AND GRETTEL CANDY FACTORY AT 8070 SOUTH MAIN STREET: David Jones, owner of Hansel and Gretel Candy Factory discussed reasons he thought the Commission should consider a variance for his business. The business is 8000 square feet. The complex was two businesses, and now it is one, and he felt no one was recognizing the factory side of the business. He presented the Commission with a mural to place on the existing King's Court sign to draw attention to the factory. City Manager Jerry Elkins explained because the words "Chocolate Factory" appeared on the mural, it became a sign. He clarified by reading the Sign Ordinance which specified exact reasons an exception could be made to allow a third sign. The Commission offered solutions to Mr. Jones which would not violate the City's code. Motion to deny variance based on current Sign Ordinance made by Commissioner Cinnamon Spurlock, 2nd by Mayor Helen Wilkins. Motion approved with a unanimous vote of the Commission.

G. CONSIDERATION OF BIDS FOR 2017-18 JANITORIAL SUPPLY: Motion to approve Gainesville Janitorial Supply bid (which was the lowest bid) for 2017-18 janitorial supplies made by Commissioner Fred Garmon, 2nd by Commissioner Jeff Ash. 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 of all calls which the department had responded. He reiterate the Shriners Convention and parade had no issues or major problems.

FIRE DEPARTMENT MONTHLY REPORT: Report included as an integral part of the Minutes. Fire Chief Jody Prickett gave a verbal report. He emphasized the volume of calls was double last year's. He said several people came by the Fire Department asking to buy t-shirts, so he was looking into that.

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PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT: Report included as an integral part of the Minutes. Public Works Director Ross Hewell directed the Commission to the report and took questions.

BUILDING AND ZONING DEPARTMENT MONTHLY REPORT: No report given.

ORDINANCES: SECOND READING OF ORDINANCE 17-06-01 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA BY THE AMENDMENT OF CHAPTER SIXTY SEVEN OF THE HELEN MUNICIPAL CODE: HORSE DRAWN CARRIAGES FOR HIRE: City Manager Jerry Elkins reiterated the date the ordinance would become active and provided the opportunity for any questions. There were none. Motion to approve with the effective date of July 15, 2017 made by Commissioner Jeff Ash, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

EXECUTIVE SESSION FOR PROPERTY ACQUISITION: Motion made by Commissioner Judy Holloway to go into Executive Session, 2nd by Commissioner Cinnamon Spurlock. Motion made by Commissioner Jeff Ash to come out of Executive Session, 2nd by Commissioner Judy Holloway. Both motions approved with a unanimous vote of the Commission.

Commissioner Jeff Ash made the motion to purchase Map/Parcel H04F 022B, .045 acres at fair market value, and pay half of the closing cost from Robert S. and Kathleen M. Hamilton, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

CITY COMMISSION COMMENTS: Commissioners were reminded of the GMA Conference in Savannah, GA this weekend.

ADJOURNMENT: Motion to adjourn made at 4:20 p.m. by Commissioner Fred Garmon, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

RESPECTFULLY PREPARED BY DEPUTY CLERK MIRINDA DISPAIN