

**CITY OF HELEN  
COMMISSION MEETING  
MARCH 4, 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 FEBRUARY 18, 2014
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. ADMINISTRATIVE OPERATIONS
  - A. FINANCIAL REPORT
  - B. ADDITIONAL DISCUSSION AND APPOINTMENT OF MEMBERS TO BOARD OF APPEALS
8. POLICE DEPARTMENT OPERATIONS
9. FIRE DEPARTMENT OPERATIONS
  - A. JANUARY MONTHLY REPORT
10. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS
11. BUILDING AND ZONING OPERATIONS
12. PURCHASES AND BIDS: NONE

13. ORDINANCES

- A. SECOND READING OF ORDINANCE 14-02-02; AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY AMENDING CHAPTER 6, ALCOHOLIC BEVERAGES; ARTICLE I, IN GENERAL; BY THE AMENDMENT OF CODE SECTION 6-2, AS SAID CODE SECTION APPLIES TO SIGNAGE; WITH THE INTENT OF SAID AMENDMENT BEING TO MIRROR THOSE CHANGES TO THE SIGN ORDINANCE ENACTED IN OTHER SECTIONS OF THE HELEN MUNICIPAL CODE.

14. RESOLUTIONS: NONE

15. CITY COMMISSION COMMENTS

16. ADJOURNMENT

**THIS AGENDA WAS POSTED FEBRUARY 28, 2014 @ 11:45 A.M.**

**CITY OF HELEN  
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10:00 A.M.  
MINUTES OF MEETING**

The Helen City Commission met on Tuesday March 4, 2014 at 10:00 a.m. in the Commission Chambers at Helen City Hall with Mayor Judy Holloway calling the meeting to order.

City Clerk Marilyn Chastain called the roll and the following were present; Commissioner Fred Garmon, Commissioner Helen Wilkins, Mayor Judy Holloway, Commissioner Dona K Burke, Commissioner Jeff Ash. Also present were City Manager Jerry Elkins, City Attorney Carl Free, City Clerk Marilyn Chastain, Police Chief Jim Couch, Fire Captain Lee Poteat, Public Words Director Ross Hewell.

Pledge of Allegiance to the Flag was given.

Mayor Judy Holloway requested to Amend the Agenda to include under Administration as item C. Discussion of the Island Project Phase 2, and as item D. Tree planting at the Riverside Park. Motion to Amend the Agenda to include items C & D and approve the Agenda made by Commissioner Dona K Burke, 2<sup>nd</sup> by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

Motion to approve the Minutes from February 18, 2014 Commission Meeting made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Dona K Burke. Motion approved with a unanimous vote of the Commission

Petitions and Communications from the Public; None

Administrative Operations;

A. Financial Report; After discussion of items regarding general insurance, workers comp insurance, revenues, taxes, future pay off of debts, Commissioner Jeff Ash stated it was a good report. Motion to approve the Financial Report made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Dona K Burke. Motion approved with a unanimous vote of the Commission.

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B. Additional Discussion and Appointment of members to the Board of Appeals; City Attorney Carl Free stated that he had researched the current Ordinance and found that members of the Board of Appeals are required to be City of Helen residents. Commissioner Dona K Burke asked if the Code could be amended to change this rule. City Attorney Carl Free stated that he could amend the Ordinance and Code together to change that requirement.

C. Discussion of Phase 2 of the Island area project. City Manager Jerry Elkins and City Attorney Carl Free presented a plat of the property being discussed as needing to be acquired if possible of a 10 foot section. City Attorney Carl Free stated the property is currently owned by Charlie Brown and by the Joe and Janet Vandergriff estate. There was discussion regarding the possible donation from the owners by a quick claim deed. Also discussed was a small portion of property owned by Country Inn & Suites that City Manager Jerry Elkins stated would benefit all involved if they would consider donating it with a quick claim deed. City Manager Jerry Elkins stated that the parking lot at Bigg Daddys would not be affected, and that if we moved the road over at an angle in the new parking lot, it would be easier to access the parking spaces and be more cost efficient. No motions were made.

D. Discussion of Tree planting at the Riverside City Park. Commissioner Fred Garmon stated he would like to see more trees planted at the park, but not to prevent the set up of special events held at the park. Commissioner Jeff Ash made the motion to approve additional trees to be planted and for City Manager Jerry Elkins, Commissioner Fred Garmon, and Public Works Director Ross Hewell to look into what types of trees to plant, 2<sup>nd</sup> by Commissioner Dona K Burke. Motion approved with a unanimous vote of the Commission.

Police Department Operations; Police Chief Jim Couch stated that the new software installation was going well and appreciated Heidi Groce being able to help with getting it installed, he also stated he appreciated the help from the Public Works Department with the work they did in the cell and booking room. No motions were made.

Fire Department Operations;

A. January Monthly Report included as an integral part of the minutes. Fire Captain Lee Poteat presented copies of the recent ISO ratings to the Commissioners and discussed how the score is calculated.

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He stated that he recommends to purchase a 2<sup>nd</sup> engine truck, and 1 service truck, also that there was a large hit on the score by the personnel being a volunteer department, and that having a training facility of 2 ac with a class A burn building and a training tower would also increase the rating. Commissioner Dona K Burke asked what the needs for the Fire Department are. Fire Captain Lee Poteat replied, 2 things; to build on apparatus and on personnel. He also stated that if 2 additional trucks were purchased he does not know where they could be parked. City Manager Jerry Elkins asked if other surrounding cities had lower ratings. Fire Captain Lee Poteat replied he believes Gainesville has a 2, but does not know of any others. Rob Moore of the Northeast Georgian replied that Clarkesville and Cornelia both have a 3. Commissioner Jeff Ash stated the possibility of looking into getting another truck in the next 1 to 2 years. Commissioner Fred Garmon stated that the purchase of all the equipment that ISO recommends would be extremely expensive. After discussion of the estimated cost to purchase an engine truck, Commissioner Jeff Ash asked that Fire Captain Lee Poteat look into what the cost of a truck would be. No motions were made.

Public Works, Water and Waste Water Operations; Public Works Director Ross Hewell stated that the trees in front of the Old City Hall had been removed and flags were up, but mostly his department had been doing catch up work that was delayed due to the snow last month.

Building and Zoning operations; City Manager Jerry Elkins stated that the White County inspector had been helping with the City's inspections, that the rezoning of the Sports Complex is going forward, the new Cell tower needs a conditional use zoning, and that the owner of the building beside the old Tekawitha building wants to rezone to allow for monthly rentals instead of overnight rentals. City Manager Jerry Elkins stated he has received 2 applications so far for the Building & Zoning position.

Commissioner Helen Wilkins stated that the old Orbit building was in disrepair stating the tower was down where Haunted Helen is located in the building. City Manager Jerry Elkins stated that the Property Maintenance Board would need to look into that. Commissioner Judy Holloway stated she would like to see sidewalks for that area. Commissioner Dona K Burke asked if there would need to be a survey showing the City's Right of Way. City Manager Jerry Elkins stated to install a sidewalk there, that things currently on the right of way would have to be removed, and that there may be a problem putting a sidewalk on the Hamby Street Bridge, also that he would go ahead and have the right of way surveyed.

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Purchases & Bids; None

Ordinances; Second reading of ordinance 14-02-12; an ordinance of the City of Helen, Georgia, to amend the official code of the City of Helen, Georgia, by amending Chapter 6, Alcoholic Beverages; Article I, in general; by the amendment of code section 6-2, as said code section applies to signage; with the intent of said amendment being to mirror those changes to the sign ordinance enacted in other sections of the Helen Municipal Code. Motion to approve the second reading and adopt Ordinance 14-02-02 made by Commissioner Helen Wilkins, 2<sup>nd</sup> by Commissioner Dona K Burke. Motion approved with a unanimous vote of the Commission.

Resolutions; None

City Commission Comments; Commissioner Jeff Ash stated he wanted to Thank Ross and his department for taking care of the Arts Center and Welcome Center. Commissioner Fred Garmon stated he appreciated going to school recently that the City had provided. Commissioner Dona K Burke said to all Department Heads - Thank you. Mayor Judy Holloway said she had been to the Capitol with White County Chamber Director Cindy Bailey and enjoyed the trip.

Motion to adjourn at 11:35 a.m. made by Commissioner Dona K Burke, 2<sup>nd</sup> by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

**RESPECTFULLY SUBMITTED,**

**MARILYN CHASTAIN / CITY CLERK**