

**CITY OF HELEN  
COMMISSION MEETING  
MARCH 19, 2013  
3:00 P.M.  
AGENDA**

1. CALL TO ORDER BY MAYOR LYNN WHITENER
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. SALUTE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM MARCH 5, 2013
6. EXECUTIVE SESSION FOR PROPERTY ACQUISITION
7. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
  - A. DOUG KINSEY TO DISCUSS HIS PROPERTY LOCATED ON CARRIE COX DRIVE.
8. ALPINE HELEN/WHITE COUNTY C.V.B. MONTHLY REPORT
9. ADMINISTRATIVE
  - A. CONSIDERATION OF ALCOHOL BEVERAGE LICENSE FOR PLOYPORN BEASON D/B/A SPICE 55, LOCATED AT 705 BRUCKEN STRASSE, FOR BEER ON PREMISES, WINE ON PREMISES, LIQUOR POURING, & SUNDAY SALES.
  - B. FINANCIAL REPORT
  - C. WATER LOSS REPORT, FLETCHER HOLLIDAY EMI
10. FIRE DEPARTMENT MONTHLY REPORT
11. POLICE DEPARTMENT REPORT
12. PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT
13. BUILDING AND ZONING DEPARTMENT MONTHLY REPORT
14. PURCHASES AND BIDS
15. CITY COMMISSION COMMENTS
16. ADJOURNMENT

**THIS AGENDA WAS POSTED MARCH 15, 2013 AT 9:50 A.M.**

**CITY OF HELEN  
COMMISSION MEETING  
MARCH 19, 2013  
3:00 P.M.  
MINUTES OF MEETING**

The Helen City Commission met on Tuesday March 19, 2013 at 3:00 p.m. in the Commission Chambers at Helen City Hall.

Mayor Lynn Whitener called the meeting to order at 3:00 p.m. City Clerk Marilyn Chastain called the Roll and the following were present: Commissioner Judy Holloway, Mayor Lynn Whitener, Commissioner Dona K Burke, and Commissioner Jeff Ash. Absent Was Commissioner Helen Wilkins. Also present for the meeting were Police Chief Jim Couch, Building and Zoning Administrator Randy DeShon, Public Works Director Ross Hewell, City Manager Jerry Elkins, Finance Director Debbie Gerchman, City Attorney Carl Free, Firefighter Lee Poteat, and City Clerk Marilyn Chastain.

Approval of Agenda. Motion to approve the Agenda by adding Robert Lordo as item 7-A to discuss his sign, made by Commissioner Judy Holloway, 2<sup>nd</sup> by Commissioner Dona K Burke.

Motion approved with a unanimous vote of the Commission present.

Approval of Minutes from March 5, 2013. Motion to approve the Minutes from March 5, 2013 made by Commissioner Judy Holloway, 2<sup>nd</sup> by Commissioner Dona K Burke.

Motion approved with a unanimous vote of the Commission present.

Items on the Agenda were moved around in order to allow some items to be discussed before the Executive Session began.

**Petitions and Communications from the Public**

7. A. Roberto Lordo was present and approached the Commission with a request for approval of a variance to keep the current sign in place, with only changing the business name, with the size and location to remain the same. Building and Zoning Administrator Randy DeShon advised the Commission that the PDRB Board had approved Mr Lordo's request with recommendation the final approval be made by the City Commission, he also explained to the Commission that the current sign does not meet the current City Code but recommends approval to let it remain because moving it could place a hardship on the business and he does not think that GDOT will allow it to be lowered. Motion to approve Robert Lordo's variance request to keep the current sign, location and changing the name made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Judy Holloway.

Motion approved with a unanimous vote of the Commission present.

Item 7. B- was called later in the meeting because Doug Kinsey was not yet present for the meeting.

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Administrative

9. A Consideration of alcohol beverage license for Ployporn Beason D/B/A Spice 55, located at 705 Brucken Strasse, for Beer on premises, wine on premises, liquor pouring, and Sunday sales. Police Chief Jim Couch informed the Commission there were no problems with the background check. Commissioner Jeff Ash made a motion to approve the Alcohol License for Ployporn Beason D/B/A Spicee 55 located at 705 Brucken Strasse, 2<sup>nd</sup> by Commissioner Dona K Burke.

Motion approved with a unanimous vote of the Commission present.

Motion to go into Executive Session for discussion of Property Acquisition at 3:07 p.m. made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Judy Holloway.

Motion approved with a unanimous vote of the Commission present.

Motion to go back into the regular Commission meeting at 3:13 p.m. made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Dona K Burke.

Motion approved with a unanimous vote of the Commission present.

Motion to accept the price of \$4,000.00 to purchase property in the Island area from Otto Siebert made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Dona K Burke.

Motion approved with a unanimous vote of the Commission present.

(Copy of Appraisal report included and made a part of the permanent minutes).

8. Alpine Helen/White County C.V.B monthly report. None

9. B Financial Report. Commissioner Judy Holloway questioned why revenues were down. Finance Director Debbie Gerchman explained that two of the largest tax payers filed in a timely manner but there were errors in their returns which the city will receive in March after the corrections are made and also that the franchise tax for power had been received on February 28, 2013 but not deposited until March 1, 2013.

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 present.

9. C- Water Loss report. Fletcher Holiday of EMI was present for the meeting and explained his report (included as a part of the permanent minutes) to the Commission. He reported that the City is losing on average 45% of the water produced, with the biggest loss being in Innsbruck according to the study. He explained that there are 5 systems that could be causing problems 1-software issues, 2-meter reads, 3-meters not properly working, 4-customers hooked to the system unknown to the City, 5- leaks.

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Commissioner Jeff Ash made a motion to allow EMI to continue to locate the problem or problems causing the water loss, 2<sup>nd</sup> by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission present.

7. B- Doug Kinsey was now present to discuss the development of his property located on Carrie Cox Drive. After much discussion, no motions were made.

10. Fire Department Report. Fire Fighter Lee Poteat informed the Commission of activity in the Fire Department for the month.

11. Police Department Report. Police Chief Jim Couch told the Commission he had received one of the new patrol cars back from the decal shop and was pleased with the outcome. (Monthly report included as a part of the permanent minutes).

12. Public Works Water and Waste Water monthly report. Public Works Director Ross Hewell was present for the meeting. (Report included as a part of the permanent minutes). He advised the Commission that he had been approached by the Library to have the public works department start cleaning the Library restrooms instead of a Community service worker because the worker was no longer able to perform the work. He was told by the Commission his department would not clean the Library restrooms. The decision was made to purchase 20 each of the 7" and 9" falling icicle bulbs for the Christmas tree.

13. Building and Zoning Department. Building and Zoning Director Randy Deshon (Report included as a part of the permanent minutes) informed the Commission of the progress on the remodeling of the Public Restrooms by saying the concrete block walls were being installed, plumbing was being done, wiring was being done and progress was being made.

14. Purchases and Bids. None

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15. City Commission comments. Commissioner Jeff Ash stated he commends the Public works department and Randy's knowledge on working with the PDRB. Commissioner Dona K Burke stated she thinks everyone is doing a great job. Commissioner Judy Holloway had no comment, Mayor Lynn Whitener stated he thinks everyone is doing a great job.

Motion to adjourn at 4:24 p.m. made by Commissioner Judy Holloway, 2<sup>nd</sup> by Commissioner Dona K Burke.

Motion approved with a unanimous vote of the Commission.

**RESPECTFULLY SUBMITTED BY**

**MARILYN CHASTAIN CITY CLERK**