

**CITY OF HELEN
COMMISSION MEETING
OCTOBER 1, 2013
10:00 A.M.
AGENDA**

1. CALL TO ORDER BY MAYOR LYNN WHITENER
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM SEPTEMBER 17, 2013.
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. ADMINISTRATIVE OPERATIONS
 - A. Financial Report
 - B. Discussion of the White Street Water Tank property
 - C. Discussion of Ordinance for window/illuminated signs
8. POLICE DEPARTMENT OPERATIONS
9. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS
10. BUILDING AND ZONING OPERATIONS
11. ORDINANCES
12. RESOLUTIONS
13. PURCHASES AND BIDS
14. CITY COMMISSION COMMENTS
15. ADJOURNMENT

THIS AGENDA WAS POSTED SEPTEMBER 27, 2013 AT 11:40 A.M.

**CITY OF HELEN
COMMISSION MEETING
OCTOBER 1, 2013
10:00 A.M.
MINUTES OF MEETING**

The Helen City Commission met on Tuesday October 1, 2013 at 10:00 a.m. in the Commission Chambers at Helen City Hall.

Mayor Lynn Whitener called the meeting to order at 10:00 a.m. City Clerk Marilyn Chastain called the roll and the following were present: Commissioner Judy Holloway, Commissioner Helen Wilkins, Mayor Lynn Whitener, Commissioner Jeff Ash.

Absent was Commissioner Dona K Burke.

Also present were Police Jim Couch, Public Works Director Ross Hewell, Building & Zoning Director Patrick Couch, Finance Officer Debbie Gerchman, City Attorney Carl Free, and City Clerk Marilyn Chastain.

Also absent were City Manager Jerry Elkins, Fireman Lee Poteat.

Motion to approve the Agenda made by Commissioner Helen Wilkins, 2nd by Commissioner Judy Holloway.

Motion approved with a unanimous vote of the Commission members present.

Motion to approve the Minutes from September 17, 2013 made by Commissioner Judy Holloway, 2nd by Commissioner Helen Wilkins.

Motion approved with a unanimous vote of the Commission members present.

Communications from the Public: CVB Director Jerry Brown addressed the Commission about an Event that Officer William Lee is wanting to organize for March 14 thru 16, 2014 for an all Jeep vehicle event, he informed the Commission that the CVB is supporting the event and thinks it will be a good boost for the Helen economy and explained that there will be vendors and events planned for the Jeep owners to participate in. Commissioner Jeff Ash recommended making application with the PDRB and taking it before their board for approval of the date and event, and does like the proposed event as do the other Commissioners present commenting it sounds like a well thought out event.

Mayor Lynn Whitener introduced the new Building & Zoning Directorm, Patrick Couch.

**CITY OF HELEN
COMMISSION MEETING
OCTOBER 1, 2013
10:00 A.M.
MINUTES OF MEETING
PAGE 2**

Financial Report for August. Finance Officer Debbie Gerchman was present. Commissioner Judy Holloway stated that revenues were down in the water/sewer fund. Finance officer Debbie Gerchman stated that all the billing was down, even the amount the City had paid compared to last year's billing. City Clerk Marilyn Chastain reminded the Commission that due the increased amount of rain this year, that less water was used for irrigation purposes. City Attorney Carl Free stated that pools had not needed to be filled as often also. Commissioner Jeff Ash commended Finance Officer Debbie Gerchman for a great job on preparing the Financial reports. Motion to approve the August Financial report by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission members present.

Discussion of the White Street Water tank property. City Attorney Carl Free stated that he had located the original Deed to the property conveying it from Mr. Maloof and Mr. Wilkins to The City of Helen in 1963 and had forwarded a copy to ATT for the proposed lease. City Attorney Carl Free also discussed an Ordinance he has prepared for future discussion, drafted by one the County has in place. Commissioner Jeff Ash suggested going over it with City Manager Jerry Elkins and discussing it further at the next Commission meeting in 2 weeks, and possibly having the first reading, at the first November meeting.

Discussion of Ordinance for window/illuminated signs. City Attorney Carl Free stated he understood that there are too many signs being displayed in windows of businesses and had drafted an Ordinance for the Commissioners and City Manager to look over and make changes to, he also wants to clarify the definition of a window sign in the Ordinance and suggest an application, and approval thru the PDRB board. Consideration of Ordinance and changes to be discussed further at the next Commission meeting in 2 weeks.

Police Department operations. Police Chief Jim Couch stated that the past weekend had been very busy with the Arts Oberfest, and Oktoberfest events, but that the Department had been able to handle the situations with several tickets being written. He also reported that the officers were having their Firearms Qualifications this week, and that the Police Department had donated money to help buy the helmets, and had received a donation to the Community Relations fund from the Arts Oberfest. Police Chief Jim Couch said he would like the police department to have a barcode system installed to help monitor business contacts and verify officer checks during walk patrol, and that the

**CITY OF HELEN
COMMISSION MEETING
OCTOBER 1, 2013
10:00 A.M.
MINUTES OF MEETING
PAGE 3**

Barcode system could also be utilized by the Fire Department by indicating hazardous materials inside a burning building or the lay-out of a building. He also stated that the new Police vehicles had cut down on gas usage and on maintenance, and repair cost, saving money.

Public Works, Water and Waste Water Operations. Public Works Director Ross Hewell said that he has been scheduling extra help on the weekends to clean the restrooms during Oktoberfest and that all was running smoothly.

Building and Zoning Operations: None

Ordinances: None

Resolutions: None

Purchases and Bids: None

City Commission Comments: Mayor Lynn Whitener stated something needs to be done about the Horse Carriage issue of urine and waste odors. Commissioner Helen Wilkins stated that a lady had fallen and been injured when stepping down on to the road where the carriage wheels had made grooves and understood that DOT is responsible for any repairs, not the City.

Motion to adjourn at 11:14 a.m. made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway.

Motion approved with a unanimous vote of the Commission members present.

RESPECTFULLY SUBMITTED,

MARILYN CHASTAIN / CITY CLERK