

**CITY OF HELEN  
COMMISSION MEETING  
FEBRUARY 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 MINUTES  
February 5, 2012
5. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
6. ALPINE HELEN/WHITE COUNTY C.V.B. MONTHLY REPORT
7. ADMINISTRATIVE
  - A. Approval of weather warning siren grant and funding for Unicoi Hill Park and approval for City Manager to execute all documents for project.
  - B. Appointment of Bill Miles to the Planning and Design Review Board.
  - C. Appointment of Melissa Roberts to the Helen Library Board.
  - D. Discussion of GEFA loan and grant for water system improvements.
  - E. Consideration of rental, and payment amount of City Parking lots on Chattahoochee St to the SOWO event for 1 day on, Saturday May 18, 2013.
8. FIRE DEPARTMENT MONTHLY REPORT
9. POLICE DEPARTMENT REPORT
  - A. Discussion and approval of Decals for Police Department Vehicles.
10. PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT
11. BUILDING AND ZONING DEPARTMENT MONTHLY REPORT
12. EXECUTIVE SESSION FOR DISCUSSION FOR POSSIBLE LITIGATION
13. CITY COMMISSION COMMENTS
14. ADJOURNMENT

**THIS AGENDA WAS POSTED FEBRUARY 15, 2013 AT 10:15 A.M.**

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

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

Mayor Pro Tempore Jeff Ash called the meeting to order at 3:03 p.m. City Clerk Marilyn Chastain called the Roll and the following were present: Commissioner Judy Holloway, Commissioner Helen Wilkins, Commissioner Jeff Ash, and Commissioner Dona K. Burke. Absent was Mayor Lynn Whitener. 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, City Attorney Carl Free, and City Clerk Marilyn Chastain.

Approval of Minutes from February 5, 2014.

Commissioner Dona K Burke made a motion to approve the Minutes from February 5, 2013, 2<sup>nd</sup> by Commissioner Helen Wilkins.

Motion approved with a unanimous vote of the Commission present.

Petitions and Communications from the Public : None

Alpine Helen/White County CVB Report: CVB Director Jerry Brown submitted and presented his report to the Commission. The Report will become an integral part of the Minutes.

Administrative:

A. Approval of weather warning siren grant and funding for Unicoi Hill Park. City Manager Jerry Elkins explained to the Commission the terms of the grant, and funding. Motion to approve the weather warning siren grant, and funding for the Unicoi Hill Park made by Commissioner Judy Holloway, 2<sup>nd</sup> by Commissioner Helen Wilkins.

Motion approved with a unanimous vote of the Commission present.

B. Appointment of Bill Miles to the Planning and Design Review Board. Commissioner Judy Holloway made a motion to appoint Bill Miles to the Planning and Design and Review Board, 2<sup>nd</sup> by Commissioner Dona K Burke.

Motion approved with a unanimous vote of the Commission present.

C. Appointment of Melissa Miles to the Helen Library Board. Commissioner Dona K Burke made a motion to appoint Melissa Miles to the Helen Library Board, 2<sup>nd</sup> by Commissioner Judy Holloway.

Motion approved with a unanimous vote of the Commission present.

D. Discussion of GEFA loan and grant for water system improvements. City Manager Jerry Elkins explained to the Commission the City of Helen will receive funding of approximately

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\$450,000.00 to complete 3 projects, being the Well, Well Chlorination Building and the transmission line under the Hamby Street bridge. He also gave an update on the Chattahoochee St. well stating that the Hydrofacting had been done and seems to have helped the water production, but will have to wait on the testing for the final results.

E. Consideration of rental, and payment amount of City Parking lots on Chattahoochee St. to the SOWO event for 1 day on, Saturday May 18, 2013. Commissioner Dona K Burke made a motion to approve the 1 day rental on Saturday May 18, 2013 for \$250.00 with the understanding that the parking lots will not be closed to the public, 2<sup>nd</sup> by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

F. Item F added by City Manager Jerry Elkins. Agreement to pay for electricity used by the web-cam camera that was installed by USGS. City Manager Jerry Elkins explained the location of the camera and how it could be accessed by going to the web site at [www.gawater.com](http://www.gawater.com), and thinks it will be good for tourist to view. Motion to approve payment for electricity for running the web-cam camera, and installing line to building made by Commissioner Dona K Burke, 2<sup>nd</sup> by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

Fire Department monthly report: None

Police Department Report:

Report included in Agenda and will become an integral part of the Minutes.

Police Chief Jim Couch told the Commission he had gotten two of the used police cars and was pleased with the way they run and drive, he also presented to the Commission pictures of new decals he would like on all of the patrol cars. Commissioner Dona K Burke stated that she had rather see the phone number instead of the website and possibly some other colors. City Manager Jerry Elkins suggested that Police Chief Jim Couch get together more choices to look at in two weeks at the next Commission meeting.

Public Works, Water and Waste Water Monthly Report:

Report included in Agenda and will become an integral part of the Minutes.

Building and Zoning Department Monthly Report:

Report included in Agenda and will become an integral part of the Minutes. Building and Zoning Administrator Randy Deshon updated the Commission on the progress of the restroom project.

Executive Session for discussion for possible litigation. Commissioner Helen Wilkins made a motion to go into Executive Session at 4:00 p.m., 2<sup>nd</sup> by Commissioner Dona K Burke. Motion approved with a unanimous vote of the Commission present.

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Motion to end Executive Session at 4:10 p.m. made by Commissioner Dona K Burke, 2<sup>nd</sup> by Commissioner Helen Wilkins.

Motion approved with a unanimous vote of the Commission present.

City Commission Comments:

Commissioner Dona K Burke asked about the trees that had been cut at the Hofbrauhaus Motel. Building & Zoning Director Randy DeShon replied the cutting had been approved by the PDRB Board, and that they had been replaced with Azalea. Commissioner Dona K Burke also inquired about the Occupational Tax question from David Greear. Response was there would be no changes made to the current pricing. Commissioner Judy Holloway asked if there needed to be recertification done for the City of Ethics. City Attorney Carl Free replied he would check, but does not think the City has to be recertified.

Motion to adjourn at 4:30 p.m. made by Commissioner Dona K Burke, 2<sup>nd</sup> by Commissioner Judy Holloway.

Motion approved with a unanimous vote of the Commission

**Respectfully Submitted,**

**City Clerk Marilyn Chastain**