

**CITY OF HELEN  
COMMISSION MEETING  
JUNE 15, 2021  
10:00 A.M.  
AGENDA**

1. CALL TO ORDER BY MAYOR LEE LANDRESS
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM MAY 18, 2021
6. ADMINISTRATIVE OPERATIONS
  - A. RESOLUTION: 21-06-01, A RESOLUTION TO DECLARE THE NEED FOR THE RE-ACTIVATION OF THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF HELEN TO FUNCTION IN HELEN, GEORGIA, PURSUANT TO THE PROVISIONS OF THE CONSTITUTION AND DOWNTOWN DEVELOPMENT AUTHORITIES LAW OF THE STATE OF GEORGIA; TO APPOINT A BOARD OF DIRECTORS FOR SAID DOWNTOWN DEVELOPMENT AUTHORITY; TO RE-AUTHORIZE SAID DOWNTOWN DEVELOPMENT AUTHORITY TO EXERCISE THE POWERS CONTAINED IN SAID DOWNTOWN DEVELOPMENT AUTHORITIES LAW; TO REPEAL CONFLICTING RESOLUTIONS; TO PROVIDE FOR AN EFFECTIVE DATE AND FOR OTHER PURPOSES:
  - B. APPROVAL FOR APPOINTMENT OF DDA MEMBERS
  - C. TREAD SYFAN TO DISCUSS BOND ISSUES
  - D. FINANCIAL REPORT
  - E. PUBLIC HEARING TO DISCUSS THE FY 2021/2022 BUDGET
  - F. ORDINANCE 21-06-01; FIRST READING. AN ORDINANCE OF THE CITY OF HELEN GEORGIA, MAKING APPROPRIATIONS FOR THE 2021-2022 FISCAL YEAR
  - G. UPDATE FROM FLETCHER HOLLIDAY OF EMI ON CURRENT PROJECTS
  - H. DISCUSSION OF SIDEWALK PROJECT IN FRONT OF CITY HALL
  - I. DISCUSSION OF CHRISTMAS DECORATIONS

7. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
8. HELEN/WHITE COUNTY CVB MONTHLY REPORT
9. POLICE DEPARTMENT MONTHLY REPORT
10. FIRE DEPARTMENT MONTHLY REPORT
11. PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT
12. BUILDING AND ZONING MONTHLY REPORT
  - A. PUBLIC HEARING TO DISCUSS THE CONDITIONAL USE OF PROPERTY LOCATED AT 8770, & 8772 NORTH MAIN STREET FROM DONA K BURKE AND JT GANGWAL
13. PURCHASES AND BIDS; CONSIDERATION OF ACCEPTING LOW BID FOR JANITORIAL SUPPLIES FROM GAINESVILLE JANITORIAL SUPPLY
14. ORDINANCES: SECOND READING; ORDINANCE 21-05-01: AN ORDINANCE OF THE CITY OF HELEN, GEORGIA TO AMEND CHAPTER 6 OF THE HELEN OFFICAL CODE TO AMEND MUNICIPAL CODE SECTIONS 6-72(A) AND 6-126(A); AND TO ADD SECTION 6-32 REGARDING TASTING EVENTS FOR LICENSEES HOLDING PACKAGE DISTILLED SPIRITS LICENSES
15. RESOLUTIONS
16. EXECUTIVE SESSION TO DISCUSS POTENTIAL LITIGATION AND LAND ACQUISITION
17. CITY COMMISSION COMMENTS
18. ADJOURNMENT

**THIS AGENDA WAS POSTED JUNE 11, 2021 @ 11:45 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 15, 2021  
MINUTES OF MEETING**

The Helen City Commission met on Tuesday June 15, 2021, in the Commission Chambers at Helen City Hall with Mayor Lee Landress calling the meeting to order at 10:00 a.m. City Clerk Marilyn Chastain called the roll and attending were Commissioner Jeff Ash, Mayor Lee Landress, Commissioner Fred Garmon, Commissioner Geneva Elwell, and Commissioner Steve Fowler.

Also attending were Finance Officer Mona Wood, City Manager Jerry Elkins, City Attorney Carl Free, City Clerk Marilyn Chastain, Police Chief Brian Stephens, Public Works Assistant Director Jack Morgan, Building & Zoning Director Darrell Westmoreland, and Fire Chief Jody Prickett.

**PLEDGE OF ALLEGIANCE TO THE FLAG**

APPROVAL OF AGENDA; Motion to move item G up to C and continue as is made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission

APPROVAL OF MINUTES FROM MAY 18, 2021; Motion to approve made by Commissioner Fred Garmon, 2<sup>nd</sup> by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

**ADMINISTRATIVE OPERATIONS**

RESOLUTION: 21-06-01, A RESOLUTION TO DECLARE THE NEED FOR THE RE-ACTIVATION OF THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF HELEN TO FUNCTION IN HELEN, GEORGIA, PURSUANT TO THE PROVISIONS OF THE CONSTITUTION AND DOWNTOWN DEVELOPMENT AUTHORITIES LAW OF THE STATE OF GEORGIA; TO APPOINT A BOARD OF DIRECTORS FOR SAID DOWNTOWN DEVELOPMENT AUTHORITY; TO RE-AUTHORIZE SAID DOWNTOWN DEVELOPMENT AUTHORITY TO EXERCISE THE POWERS CONTAINED IN SAID DOWNTOWN DEVELOPMENT AUTHORITIES LAW; TO REPEAL CONFLICTING RESOLUTIONS; TO PROVIDE FOR AN EFFECTIVE DATE AND FOR OTHER PURPOSES: Resolution read by City Attorney Carl Free. Motion to approve made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

APPROVAL FOR APPOINTMENT OF DDA MEMBERS; Motion to appoint Linda Mcallister and Dona K Burke for 2 year terms, Chris Williams, and Mervin Barbree for 4 year terms, Jeff Ash, Helen Wilkins, and David Greear for 6 year terms made by Commissioner Steve Fowler, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

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UPDATE FROM FLETCHER HOLLIDAY OF EMI ON CURRENT PROJECTS; List of projects provided by EMI and included as an integral part of the Minutes. Fletcher Holliday explained that 3 projects are scheduled to be completed in 2021 and are the Hex Street well, the Chattahoochee River sewer line and the meter replacement but the meter replacements are on back order due to the Covid pandemic. There was also discussion of moving forward on the Ridge Road project. Commissioner Jeff Ash made a motion to move forward on repairs to Ridge Road and to pay the Chattahoochee sewer line project and other projects that can be paid from the 2014 SPLOST funds, 2<sup>nd</sup> by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission.

TREAD SYFAN TO DISCUSS BOND ISSUES; Attorney Tread Syfan explained the process of issuing bonds, how the funds can be drawn upon for projects, about re-payment, of borrowing from a corporate trust bank, how the sell of the bonds are sold to investors, how the City's credit score affects the rating, and discussed how the current GEFA loans could be rolled into the bonds if the City choose to do so.

FINANCIAL REPORT; Finance Officer Mona Wood gave a verbal report. Report included as an integral part of the Minutes. Motion to approve made by Commissioner Fred Garmon, 2<sup>nd</sup> by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

PUBLIC HEARING TO DISCUSS THE FY 2021/2022 BUDGET; Motion to go into the Public Hearing at 10:49 a.m. made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission.

Motion to go out of the Public Hearing at 10: 50 a.m. made by Commissioner Steve Fowler, 2<sup>nd</sup> by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

There was no discussion or comments from the public.

ORDINANCE 21-06-01; FIRST READING. AN ORDINANCE OF THE CITY OF HELEN GEORGIA, MAKING APPROPRIATIONS FOR THE 2021-2022 FISCAL YEAR; Ordinance read by Mayor Lee Landress. Motion to approve the first reading made by Commissioner Steve Fowler, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

DISCUSSION OF SIDEWALK PROJECT IN FRONT OF CITY HALL; Building & Zoning Director Darrell Westmoreland stated it is required by DOT to have an Engineered drawing before approval is considered by the state.

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Motion to allow City Manager Jerry Elkins the authority to move forward with obtaining engineered plans and bids for the sidewalk project made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

DISCUSSION OF CHRISTMAS DECORATIONS; Motion to approve the budgeted amount and to give City Manager Jerry Elkins the authority to add additional decorations made by Commissioner Steve Fowler, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; None

HELEN/WHITE COUNTY CVB MONTHLY REPORT; Report included as an integral part of the Minutes. Director Jerry Brown was present and gave a verbal report.

Judy Holloway was present from the Helen Chamber and reported that due to Bingo being governed by the GBI they had only recently allowed Bingo to resume, but that it had been going extremely well and that souvenir item for Oktoberfest had been purchased.

POLICE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Police Chief Bryan Stephens was present and gave a verbal report.

FIRE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Fire Chief Jody Prickett was present and gave a verbal report.

PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT; Report included as an integral part of the Minutes. Assistant Public Works Director Jack Morgan was present and gave a verbal report.

BUILDING AND ZONING MONTHLY REPORT; Report included as an integral part of the Minutes.

PUBLIC HEARING TO DISCUSS THE CONDITIONAL USE OF PROPERTY LOCATED AT 8770, & 8772 NORTH MAIN STREET FROM DONA K BURKE AND JT GANGWAL; Motion to go into the public hearing at 11:09 a.m. made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission.

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After discussion of set-backs the request was for allowing a patio to be built 10 feet behind the right-of-way instead of the current 50 feet set-back. Ann Pruitt adjoining property owner voiced concerns about security, privacy, tree removal, and water runoff. Tom Carson another adjoining property owner voiced concerns on the height of the hotel which Building & Zoning Director Darrell Westmoreland explained is 40'. Carol Powell general manager of the Hotel was present also.

Motion to Table to the next meeting to obtain additional information made by Commissioner Steve Fowler, 2<sup>nd</sup> by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

Motion to go out of the Public Hearing at 11:40 made by Commissioner Fred Garmon, 2<sup>nd</sup> by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission.

PURCHASES AND BIDS; CONSIDERATION OF ACCEPTING LOW BID FOR JANITORIAL SUPPLIES FROM GAINESVILLE JANITORIAL SUPPLY; City Manager Jerry Elkins explained that overall Gainesville Janitorial was the low bidder on supplies. Motion to accept the bid from Gainesville Janitorial Supply made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission.

ORDINANCES: SECOND READING; ORDINANCE 21-05-01: AN ORDINANCE OF THE CITY OF HELEN, GEORGIA TO AMEND CHAPTER 6 OF THE HELEN OFFICAL CODE TO AMEND MUNICIPAL CODE SECTIONS 6-72(A) AND 6-126(A); AND TO ADD SECTION 6-32 REGARDING TASTING EVENTS FOR LICENSEES HOLDING PACKAGE DISTILLED SPIRITS LICENSES; Motion to approve the second reading made by Commissioner Steve Fowler, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

RESOLUTIONS; None

EXECUTIVE SESSION TO DISCUSS POTENTIAL LITIGATION AND LAND ACQUISITION; Motion to go into Executive Session at 11:42 a.m. made by Commissioner Steve Fowler, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

Motion to resume the regular Commission meeting at 12:14 a.m. made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

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Motion as a result of the Executive Session to proceed with legal action against those not paying as required Hotel/Motel taxes and obtaining legal counsel to handle on behalf of the City made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

CITY COMMISSION COMMENTS; Commissioner Jeff Ash stated Mona Wood did an excellent job on the financials. Commissioner Geneva Elwell agreed.

ADJOURNMENT; City Manager Jerry Elkins is a Hillbilly. Motion to adjourn at 12:15 p.m. made by Commissioner Fred Garmon, 2<sup>nd</sup> by Commissioner Steve Fowler. Motion to approved with a unanimous vote of the Commission.

**RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN**

