



**City of Helen
Georgia's Alpine
Village**

25 Alpenrosen Strasse
PO Box 280
Helen, Georgia 30545
706-878-2733
706-878-1655 -fax
www.cityofhelen.org



The City of Helen is an equal
opportunity provider and employer

**CITY OF HELEN
COMMISSION MEETING
APRIL 16, 2024
10:00 A.M.
AGENDA**

Commissioners:

Lee Landress
Steve Fowler
Mervin Barbree
Cliff Hood
Cinnamon Sullivan

City Manager:

Darrell Westmoreland

**City Clerk/
Clerk of Court:**

Marilyn M. Chastain

Finance Director:

Mona Wood

Chief of Police:

Aletha Barrett

**Building and Zoning
Administrator:**

Jonah Casper

**Public Works
Director:**

Jack Morgan

**Fire Department
Chief:**

Jody Prickett

1. CALL TO ORDER BY MAYOR STEVE FOWLER
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. SALUTE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM MARCH 19, 2024
6. RESIGNATION OF COMMISSIONER CINNAMON SULLIVAN
7. CITY MANAGER PRESENTATION
8. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
 - A. VICKY AIKEN FROM THE DOLLY PARTIN LITERACY PROGRAM
9. ALPINE HELEN/WHITE COUNTY C.V.B. MONTHLY REPORT
10. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
11. ADMINISTRATIVE
 - A. UPDATE FROM CITY MANAGER OF CURRENT PROJECTS
 - B. FINANCIAL REPORT
 - C. DISCUSSION OF ALCOHOL LICENSE FOR MARGO STEFANIA BRUCKUS D/B/A HEIDI HAUS LLC LOCATED AT 8660 N. MAIN STREET THAT WAS TABLED FROM THE MARCH 19, 2024 COMMISSION MEETING
 - D. CONSIDERATION OF ALCOHOL LICENSE FOR KAZEKA MUNIZ AND AMANDA BOLTON D/B/A Q'PASO LATIN GRUB LOCATED AT 202 NARR WEG FOR AN ALCOHOL BEVERAGE LICENSE FOR BEER ON PREMISES, WINE ON PREMISES AND SUNDAY SALES

E. CONSIDERATION OF ALCOHOL LICENSE FOR STACY RENEE MCKINLEY D/B/A/
DAN'S LAZY LIZARD CAFÉ LOCATED AT 8160 SOUTH MAIN STREET UNIT B, FOR AN
ALCQHOL BEVERAGE LICENSE FOR BEER ON PREMISES, WINE ON PREMISES AND
SUNDAY SALES

12. POLICE DEPARTMENT MONTHLY REPORT
13. FIRE DEPARTMENT MONTHLY REPORT
14. PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT
15. BUILDING AND ZONING DEPARTMENT MONTHLY REPORT
16. PURCHASES AND BIDS
17. ORDINANCES
18. RESOLUTIONS
19. CITY COMMISSION COMMENTS
20. ADJOURNMENT

THIS AGENDA WAS POSTED APRIL 12, 2024

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.



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**CITY OF HELEN
COMMISSION MEETING
MARCH 19, 2024
MINUTES OF MEETING**

Commissioners:

Lee Landress
Steve Fowler
Mervin Barbree
Cliff Hood
Cinnamon Sullivan

City Manager:

Darrell Westmoreland

**City Clerk/
Clerk of Court:**

Marilyn M. Chastain

Finance Director:

Mona Wood

Chief of Police:

Aletha Barrett

**Building and Zoning
Administrator:**

Jonah Casper

**Public Works
Director:**

Jack Morgan

**Fire Department
Chief:**

Jody Prickett

The Helen City Commission met on March 19, 2024 in the Commission Chambers at Helen City Hall. Mayor Steve Fowler called the meeting to Order at 10:00 a.m.

City Clerk Marilyn Chastain called the roll and the following were present; Commissioner Mervin Barbree, Commissioner Cinnamon Sullivan, Mayor Steve Fowler and Commissioner Lee Landress. Absent was Commissioner Cliff Hood.

Also attending were City Manager Darrell Westmoreland, City Attorney Carl Free, City Clerk Marilyn Chastain, Police Chief Aletha Barrett, Fire Chief Jody Prickett, and Building & Zoning Director Jonah Casper. Absent was Finance Director Mona Wood and Public Works Director Jack Morgan.

PLEDGE OF ALLEGIANCE TO THE FLAG

SPECIAL PRESENTATION BY THE POLICE DEPARTMENT TO K9 OFFICER MACHO ON HIS RETIREMENT; Spoken with true Pride, Police Chief Aletha Barrett read an extensive list of the accomplishments of K9 Officer Macho during his 2 years with the Helen Police Department which included numerous drug bust that resulted in the seizure of several vehicles that were able to be sold and new police vehicles purchased with the sale, he and his partner/trainer Officer Ray Ruthledge also provided successful mutual aid with other surrounding agencies. Mayor Steve Fowler stated that he had been a great asset to the City of Helen, the Community and surrounding area and commended Officer Ray Ruthledge and K9 Officer Macho for their service

APPROVAL OF AGENDA; Motion to approve made by Commissioner Lee Landress, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission present.

APPROVAL OF MINUTES FROM FEBRUARY 20, 2024; Motion to approve made by Commissioner Mervin Barbree, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission present.

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; None

ALPINE HELEN/WHITE COUNTY C.V.B. MONTHLY REPORT; Report included as an integral part of the Minutes. Director Jerry Brown was present and gave a verbal report as well. He stated he had been approached by Paramount Pictures about the possibility of filming a remake of the Movie Naked Gun and will keep the City updated.

**COMMISSION MEETING
MARCH 19, 2024
MINUTES OF MEETING
PAGE 2**

HELEN CHAMBER OF COMMERCE MONTHLY REPORT; Judy Holloway representing the Chamber gave a verbal report stating they expect around 500 participants in the upcoming Trout festival, she told of the expense on their insurance policies and ongoing renovations at the Festhall. She also stated that Bingo will start in April 2nd, the Covair club coming in April and the ongoing trouble with Windstream getting Fiber to the Festhall.

ADMINISTRATIVE

UPDATE FROM CITY MANAGER OF CURRENT PROJECTS; City Manager Darrell Westmoreland stated the newest Restrooms should be completed and opened in the next 2 weeks.

A written report was presented by EMI and will become an integral part of the Minutes. Fletcher Holiday representing our Engineering Firm EMI discussed current projects with one project being Well #11 (Lenzen Property Well) explained the current flow rate of 51 gallons per minute, he recommended to hydro-frack the well at a cost of \$11,500.00 which may increase the flow rate even more. City Manager Darrell Westmoreland recommended the hydro-frack and stated that the yield test would cost an additional \$15,000. Motion to approve the hydro-frack test at a cost of \$11,500 and yield testing at a cost of \$15,000 made by Commissioner Lee Landress, 2nd by Commissioner Mervin Barbree. Motion approved with a unanimous vote of the Commission present.

B. FINANCIAL REPORT; Report included as an integral part of the Minutes.

C. DISCUSSION FOR APPROVAL OF ALCOHOL LICENSE FOR MARGO GRAHAM BRUCKUS D/B/A HEIDI HAUS LLC, LOCATED AT 8660 N. MAIN STREET, SUITE B, FOR BEER ON PREMISES. Motion to table to the next Commission Meeting on April 16, 2024 and request Margo Graham Bruckus be present for meeting to answer concerns before issuance of License made by Commissioner Lee Landress, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission present.

POLICE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Police Chief Aletha Barrett gave a verbal report.

FIRE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Fire Chief Jody Prickett gave a verbal report and told of several grants applied for.

**COMMISSION MEETING
MARCH 19, 2024
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PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT; Report included as an integral part of the Minutes.

BUILDING AND ZONING DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Building and Zoning Director Jonah Casper gave a verbal report.

PURCHASES AND BIDS; None

ORDINANCES;

A. ORDINANCE 24-02-01; SECOND READING: ORDINANCE 24-02-01 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE ADDITION OF CHAPTER SEVENTY-ONE: MOTORIZED CARTS; Motion to approve with the amendment of renewal date being changed to April 1st made by Commissioner Mervin Barbree, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission present.

B. ORDINANCE 24-02-02; SECOND READING: ORDINANCE 24-02-02 AN ORDINANCE ESTABLISHING A WATER AND SEWER SYSTEM CONNECTION FEE AND INSTALLATION FEE FOR NEW WATER AND SEWER CONNECTIONS WITHIN THE CITY OF HELEN WATER AND SEWER SERVICE DELIVERY AREA BY THE AMENDMENT OF CHAPTER 70 OF THE HELEN CITY CODE: UTILITIES; Motion to approve made by Commissioner Mervin Barbree, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission present.

EXECUTIVE SESSION TO DISCUSS REAL ESTATE ACQUISITION, PENDING OR POTENTIAL LITIGATION; Motion to go into Executive Session at 10:58 a.m. made by Commissioner Lee Landress, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission present.

Motion to come out of Executive Session at 11:26 a.m. and resume the regular Commission meeting made by Commissioner Lee Landress, 2nd by Commissioner Mervin Barbree. Motion approved with a unanimous vote of the Commission present.

Motion as a result of Executive Session to approve the Lease of the parking lot adjacent to the Big City parking lot owned by the Jeffries Group and to authorize City Manager Darrell Westmoreland authority to execute all associated documents made by

**COMMISSION MEETING
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Commissioner Mervin Barbree, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission present.

CITY COMMISSION COMMENTS; None

ADJOURNMENT; Motion to adjourn at 11:28 a.m. made by Commissioner Lee Landress, 2nd by Commissioner Mervin Barbree. Motion approved with a unanimous vote of the Commission present.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN

A handwritten signature in cursive script that reads "Marilyn Chastain". The signature is written in black ink and is positioned below the typed name.



**CITY OF HELEN
FINANCIAL REPORT SUMMARY
NINE MONTHS ENDED MARCH 31, 2024
TAX REVENUES SUMMARY COMPARISON**

TAX REVENUES

HOTEL/MOTEL TAX FUND

<u>Monthly Comparison</u>				<u>Fiscal YTD Comparison - Nine Months Ended 3/31/24</u>			
Mar-23	Mar-24	Difference	% Inc(Dec)	Mar-23	Mar-24	Difference	% Inc(Dec)
141,651	145,549	3,898	2.75%	2,286,084	2,342,631	56,547	2.47%

SALES TAX

<u>Monthly Comparison</u>				<u>Fiscal YTD Comparison - Nine Months Ended 3/31/24</u>			
Mar-23	Mar-24	Difference	% Inc(Dec)	Mar-23	Mar-24	Difference	% Inc(Dec)
107,262	115,991	8,729	8.14%	1,160,960	1,214,462	53,502	4.61%

BEER/WINE/LIQUOR EXCISE TAX

<u>Monthly Comparison</u>				<u>Fiscal YTD Comparison - Nine Months Ended 3/31/24</u>			
Mar-23	Mar-24	Difference	% Inc(Dec)	Mar-23	Mar-24	Difference	% Inc(Dec)
9,838	9,438	-400	-4.07%	152,427	140,830	-11,597	-7.61%

MIXED DRINK TAX

<u>Monthly Comparison</u>				<u>Fiscal YTD Comparison - Nine Months Ended 3/31/24</u>			
Mar-23	Mar-24	Difference	% Inc(Dec)	Mar-23	Mar-24	Difference	% Inc(Dec)
9,286	6,085	-3,201	-34.47%	85,717	90,566	4,849	5.66%

2020 SPLOST

<u>Monthly Comparison</u>				<u>Fiscal YTD Comparison - Nine Months Ended 3/31/24</u>			
Mar-23	Mar-24	Difference	% Inc(Dec)	Mar-23	Mar-24	Difference	% Inc(Dec)
105,343	116,927	11,584	11.00%	1,146,986	1,203,660	56,674	4.94%

Fiscal YTD Comparison - Eight Months Ended 2/29/24

Budget	Actual	% Inc(Dec)
1,425,000	1,203,660	84.47%

Cumulative #40	Estimated 2020	Difference	% of Estimate
4,843,287	5,600,000	756,713	86.49%



2021 Construction Fund
Account Summary

Date Range: 08/01/2021 - 3/31/2024

	Budget	3/31/2024	Available @ 3/31/24
HEX STRASSE WELL	250,000	80,471	169,529
LENZEN PROPERTY WELL #11	495,000	84,607	410,393
MAIN LIFT STATION	1,450,000	1,111,942	338,058
SSES IMPROVEMENTS	1,500,000	85,075	1,414,925
CHATTAHOOCHEE RIVER SEWER LINE	375,000	239,360	135,640
GROUND WATER DEVELOPMENT	25,000	37,569	(12,569)
METER REPLACEMENT	595,000	409,286	185,714
WWTF SOLIDS REMOVAL	425,000	558,379	(133,379)
LAS IMPROVEMENTS	875,000	658,980	216,020
	<u>5,990,000</u>	<u>3,265,669</u>	<u>2,724,331</u>



**CITY OF HELEN AVAILABLE 2020 SPLOST FUNDS
AS OF MARCH 31, 2024**

<u>2020 SPLOST (20%)</u>	<u>ROADS, STREETS, BRIDGES, SIDEWALKS (23.21%)</u>	<u>WATER/WASTEWATER IMPROVEMENTS (33.93%)</u>	<u>PUBLIC BUILDINGS AND GROUNDS (37.5%)</u>	<u>ADMIN EQUIP, FACILITIES & VEHICLES (5.36%)</u>	<u>2020 SPLOST REVENUE</u>
<u>TOTALS FOR</u>					
<u>6 YEAR PERIOD</u>	1,300,000.00	1,900,000.00	2,100,000.00	300,000.00	5,600,000.00
<u>CURRENT ESTIMATE</u>					
<u>REVENUE</u>					
ACTUAL RECEIVED	1,124,150.47	1,643,361.71	1,816,270.68	259,605.62	4,843,388.48
INTEREST EARNED	40,486.87	59,186.53	65,413.94	9,349.83	174,437.17
<u>EXPENSES</u>					
PRIOR YEARS TOTALS	573,093.58	398,075.64	327,448.22	105,985.57	1,404,603.01
CURRENT YEAR TOTALS	69,726.00	69,500.00	401,322.00	0.00	540,548.00
BANK FEES	0.00	0.00	0.00	0.00	0.00
2020 SPLOST AVAILABLE	521,817.75	1,234,972.60	1,152,914.40	162,969.88	3,072,674.64



City of Helen Debt Service as of March 31, 2024

Lender	Collateral	Loan Amount	Rate	Pmt. Amount	Due	Balance	Matures
BB&T	HME Ahrens Fire Truck	406,802	3.060	47,721	January*	134,829	Jan-27
GEFA CWSRF 14-018	Willow Pond Sewer Rehab	281,000	0.500	2,401	Monthly	73,943	Oct-26
GEFA DWSRG 13-012	Hamby St Bridge Crossing	309,041	0.660	2,662	Monthly	94,862	Mar-27
				52,784		303,634	
Debt Service 2021 Construction Bond		\$ 6,297,700					



Alpine Helen/White County Convention & Visitors Bureau

P.O. Box 730 • Helen, Georgia 30545 • 706-878-2181 • FAX 706-878-4032

CVB Report May 2023

ADVERTISEMENTS:

- LRC – Social Media posts – Reached over 50,000 followers.
- Georgia EMC Magazine.
- American Road Magazine.
- Atlanta Magazine.
- Georgia’s Great Places Magazine.
- The Discoverer.com – 7 US Places like Europe – Helen. 1,941.897 Impressions, with an estimated value of \$17,963.
- Press Release for Uhuberg Castle - Helen.
- Only in Your State – 10 Waterfall swimming holes in Georgia are perfect for a summer day – The Falls on Waters Creek – Cleveland, Dukes Creek Falls – Helen, Raven Cliff Falls – White County. 6.4 million Impressions, with an estimated value of \$59,290.
- WSB – TV – Explore rare double waterfall on easy hike in North Georgia - Anna Ruby Falls – Helen. 5.4 million Impressions, with an estimated value of \$50,681.
- Northeast Georgia Arts Tour – Support/ Sponsor.
- MSN Travel – Georgia Hikes – Anna Ruby Falls – Helen. 1.1 billion Impressions, with an estimated value of \$10.4 million.
- The Travel.com and MSN Travel – These 10 Georgia Towns are Underrated & Unexpectedly Awesome – Helen #1 on the list. 1.13 Billion Impressions, with an estimated value of \$10.5 million.
- Southwest Journal.com – Georgia’s stunning waterfalls: Explore the State’s amazing cascades – Anna Ruby Falls, Raven Cliff Falls and Dukes Creek Falls. 179, 000 Impressions, with an estimated value of \$1,658.

WELCOME CENTER:

- 3,332 Visitors stopped by the Welcome Center in May (429 more than last Yr).
- Helen Travel Guides delivered over 232 cases of the new guides to date. We had 222 request for guides and 176 Travel Guide downloads from the website.
- Website visits for the month of May 115,009 with 111,000. Unique / new visitors 4.72 page visits per user with over 542,800. (248,000 more than last Yr.) Page views with duration of 3.63 minutes per view. Bounce rate 43.08%.

TRAVEL SHOWS/MEETINGS:

- May 3rd - Director Brown met with the AJC to set up continued advertising for the new fiscal.
- May 4th – Director Brown met with the States Explore Georgia photographer to set up shots throughout the County.
- May 5th – Director Brown met with Carol Danford with GPB to discuss next year's campaign.
- May 12th – Director Brown met with Jerry Waddell of Points Map to discuss their product and how it can help visitors to Helen / White County.
- May 16th – Director Brown gave the CVB monthly report to the Helen City Commission.
- May 17th – Director Brown worked with Uhuberg Castle and LRC to produce a press release announcing their opening.
- May 18th – Director Brown attended the Georgia Outdoors Writers convention to welcome them to White County and Helen.
- May 25th – Director Brown met with Wayne Emerson with Advance Travel & Tourism to go over the monthly digital campaign report.
- May 30th – June 2nd – Director Brown met with and toured 4 Travel Writers along with Laurie Rowe throughout the county. They enjoyed the Uhuberg Castle ribbon cutting and tour, the Helen to the Atlantic Balloon Race, the opening night of Valley Voices, Anna Ruby Falls, Unicoi, Valhalla, Smithgall Woods, and all points in between.

Days in the office – 21 of 23 days. 1 day DNR Golf Tournament and 1 personnel day.

Helen Police Department

Monthly Report



March 2024

<p><u>Arrests- 13</u></p> <ul style="list-style-type: none">• Felony- 0• Misdemeanor- 10• FVA- 2• VGCSA- 2	<p><u>Citations</u></p> <p>311</p>
<p><u>Security Checks</u></p> <p>3,651</p> <p>*Downtown businesses 71 (10,437)</p>	<p><u>Calls for Service</u></p> <p>681</p>
<p><u>Foot Patrol Hours</u></p>	<p><u>Accident Reports</u></p> <p>2</p>
<p><u>Criminal Trespass</u></p> <p>4</p>	<p><u>Investigations</u></p> <ul style="list-style-type: none">• Cases cleared by arrest• Cases closed• Cases opened• Investigative Interviews• Search warrants obtained

Calls for Service

911 Accidental/Open Line/Hang Up	13	Fight	1	Road Rage	
Abandoned Vehicle	1	Fire Calls	2	Security / Business Check	49
Active Shooter		Flag Down	2	Sexual Assault Reported	
Alarm Calls	4	Follow up Report	13	Shots Fired	
Amber/Levi/Matties Call/Alert		Foot Patrol	44	Special Detail	4
Animal Call	6	For Your Information	3	Speeding Vehicle	
Apparent Death		Forgery		Stalking	
Armed Robbery		Fraud		Subject Screaming	
Assault		Harassment		Suicide (attempt or threat)	1
Assist Fire / LEO	2	Hit and Run	1	Suspicious Person or Vehicle	50
Assist Motorist	13	Hostage Situation		Taking Report	5
Assistance Needed		Improperly Parked Vehicle	3	Temporary Protection Order	
Attempting to Stop		In the Area	1	Test Call	
BOLO		Intoxicated Driver/ Ped.	4	Theft Report	
Bomb Threat		Indecent Exposure		Threats	
Bond	7	Juvenile Problem	3	Traffic Accident	10
Burglary		Kidnapping		Traffic Hazard	
Call by Phone		Lines Down		Traffic Stop	296
Car Jacking		Loitering		Tree Down/ Across Roadway	
Chase in Progress		Lost/Found Item or Person	5	Trespassing	
Child Abuse/ DFCS		Mechanical Breakdown	6	Problem Unknown	
City/County Ordinance Violation	1	Medical Calls	23	Vandalism	
Court Detail		Meet in Person	11	Vehicle Lock Out	
Criminal Trespass	1	Mental Subject		Vehicle Registration Info.	2
Damage to Property	6	Missing Person		Vehicle Taken without Permission	
Debris in Roadway		Noise Complaint		Vin Verification	2
Deliver Message		Not Otherwise Specified	6	Walk Thru	31
Direct Traffic		Open Door	1	Wanted Person/Warrant	4
Dispute	6	Overdue Motorist	2	Wanted/Stolen Indicated	
Disturbance	2	Pandering		Welfare Check	1
Domestic	4	Pick up Prisoner/ Subject	3	School Crossing/ Traffic	1
Driver/Criminal History Requested		Possible Dam Failure		Subject in Custody	
Driver's License Info.	2	Prowler		Wrecker needed	
Drug Suspect	1	Public Assist	1	Civil Process	5
Emergency Road Repair		Reckless Driving	1	Illegal Dumping	
Entering Auto		Refusing to Leave		Unknown Problem	1
Escort	6	River Patrol		Calls for Water Dept Problems	
Extra Patrol	7	Road Blocked		Person with Weapon	1

Total call for service: 681

City of Helen Fire & Rescue

Monthly Report for March 2024

Total "911 Responses" = 53 / Year to Date = 148

Major Incident Type(s) Breakdown

Major Incident Type	# Of Incidents Current Month	2023 Monthly Comparison	% Of Total Current Month
Fires	2	2	3.77%
Overpressure rupture, explosion, overhear (No Fire)	0	0	0%
Rescue & Emergency Medical Service	35	31	66.04%
Hazardous Condition (No Fire)	0	0	0%
Service Call	9	8	16.98%
Good Intent Call	5	16	9.43%
False Alarm & False Call	2	1	3.77%
Severe Weather & Natural Disaster	0	0	0%
Special Incident Type	0	0	0%
TOTAL	53	58	

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TTL
2023	42	33	58	54	69	96	132	71	57	69	59	55	795
2024	40	55	53										148
Difference	-2	+22	-5										

Count of Aid Given and Received for Incidents for Date Range			# Of Incidents by Day of the Week for Date Range						
AID TYPE	TOTAL	% Of TOTAL	MON	TUE	WED	THU	FRI	SAT	SUN
Aid Given	9	16.9%	1	5	8	9	2	14	14
Aid Received	1	1.9%	Busiest Hours for Date Range						
None	43	81.2%	1300-1659						

Average Response Time for Non-Aid Incidents for Date Range		
AGENCY	AVERAGE RESPONSE TIME (Dispatched to Arrival)	NUMBER OF INCIDENTS
City of Helen Fire & Rescue	04:40	41

Overlapping Calls

Overlapping calls are two or more calls occurring at the same time before the Duty Crew can respond to it. For instance, the Duty Crew could be responding to, arriving at, or at the scene of an incident when another call for service comes in. In March we had 7 overlapping calls for a total of 13.21% of our calls. This year our overlapping call average is about 7.43% (11 of 148).



Apparatus Responses: This chart identifies our busiest apparatus for the Month

Apparatus Call Sign	Type of Vehicle	Number of Responses for Apparatus
Engine 31	2017 HME "Ahrens Fox"	32
Engine 32	1997 Ferrara "Spartan"	2
Truck 31	2002 Ferrara "Igniter Series"	3
Rescue 31	2000 Ford "F-650"	9
301	2016 Ford "F-150"	7
ATV 31	2016 Polaris "Ranger"	2

Training

Fire Department completed a total of **86 hours of classroom and practical training.**

Fire Department Non-Emergency Activities		
Walk In Evaluation & Public Assist	8	*Replaced sensor in Gas Meter *Calibrated Gas Meter *Participated in a zoom meeting with Imagetrend *Completed Yearly Hydrant Testing *Replaced AED Pads and Batteries in Market Platz *Assisted Valhalla with Elevator Box Issue - Resolved
Station Tour/Visitors	21	
Public Relation Hours	149.86 hrs.	
Fire Safety Program # Kids	6	
CPR/BLS Class	0	
Smoke Detector Installation	0	
Pre-Fire Plans/Inspections	5	
Hose Testing (Feet)	0	
Hydrant Testing/Maintenance (Total #)	81	

PUBLIC WORKS REPORT

MARCH 2024

- Put in new pump for the water fall in the market platz.
- Fixed three water main leaks.
- Removed the split rail fence and put in a new split rail fence in Unicoi hill park.
- Cut out the old crosswalk at the north side of the main bridge poured back a concrete curb to stop people from using old crosswalk .
- Remove fishing banners and put up spring banners and song writers fest banners.
- Removed tree and put in field dirt and packed for the sidewalk at the new restrooms at the north end of town.
- Normal routine clean restrooms. Trash rout. Road side trash. read meters . Cut grass . 22 811 locates.
- Cleaned up and cut back trees and shrubs at the new Christmas shop off dandy lane .
- Cut back trees and help out in Jeff Ash parking Lot .
- Put up directional signs.
- Do water samples on weekends and holidays.
- Put chlorine and salt in wells weekly .
- Fixed and poured back concrete where we had water leaks in sidewalks three yards of concrete.
- Help out with whatever freed may need and clean up and removed materials from work site
- Take off old brochures from the welcome center .



Group Summary

Group	Issued	Completed	Voided	New
1ST AVAILABLE	53	46	4	1
CHIPPING	3	0	0	0
WATER	4	3	1	0
Grand Totals	60	49	5	1

Staff Summary

Staff	Issued	Completed	Voided	New
1ST AVAILABLE	11	8	1	1
CHRIS ESTES	1	1	0	0
EDWARD SALWAY	30	27	3	0
JACOB WESTMORELAND	1	1	0	0
JARED TURNER	9	7	1	0
JIMMY ROGERS	2	2	0	0
PW TEAM	3	0	0	0
SUSIE SANDERS	3	3	0	0
Grand Totals	60	49	5	1

Job Code Summary

Job Code	Issued	Completed	Voided	New
CHIPPING - CHIPPING	3	0	0	0
CONNECT - CONNECT	4	3	1	0
DELIVER CAN - DELIVER CAN	1	1	0	0
DISCONNECT & READ - DISCONNECT & READ	4	3	1	0
LEAK CK - LEAK CHECK	2	2	0	0
LOCK NON PAYMENT - LOCK NON PAYMENT	7	7	0	0
MISC - MISC	6	4	2	0
PULL DATA - PULL METER DATA	7	5	0	1
PULL METER - PULL METER	1	1	0	0
READ - READ	8	7	1	0
READ TO TRANSFER - READ TO TRANSFER	7	7	0	0
RE-READ IN BILLING - RE-READ IN BILLING	3	3	0	0
TURN OFF & LOCK - TURN OFF & LOCK	1	1	0	0
UNLOCK - UNLOCK	6	5	0	0
Grand Totals	60	49	5	1

Action Summary

Action	Issued	Completed	Voided	New
Connect	4	3	1	0
Disconnect	4	3	1	0
Re-Read	3	3	0	0
Occupant Change	7	7	0	0
Miscellaneous	32	23	3	1
Cutoff	7	7	0	0
Service Action	2	2	0	0
Begin Suspend	1	1	0	0
Grand Totals	60	49	5	1

Issued by User

User	Issued
Mirinda	7
Susie	52
Tori	1
Grand Totals	60



**City of Helen
Georgia's Alpine
Village**

25 Alpenrosen Strasse
PO Box 280
Helen, Georgia 30545
706-878-2733
706-878-1655 -fax
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The City of Helen is an equal
opportunity provider and employer

BUILDING AND ZONING MONTHLY REPORT

March 2024

Commissioners:
Steve Fowler
Cinnamon Sullivan
Cliff Hood
Mervin Barbree
Lee Landress

City Manager:
Darrell Westmoreland

**City Clerk/
Clerk of Court:**
Marilyn M. Chastain

City Finance Director:
Mona Wood

Chief of Police:
Aletha Barrett

**Building and Zoning
Director:**
Jonah Casper

Fire Chief:
Jody Prickett

**Public Works
Director:**
Jack Morgan

PERMITS

Building: 3
Electrical: 3
Mechanical: 3
Plumbing: 3
Demo: 0
Signs: 0
Events: 0

INSPECTIONS

-Permitted: 10
-Courtesy inspections and consultations: 0
-Builder and Architect consultations: 9

Certificates of Occupancy issued: 0