

**CITY OF HELEN
COMMISSION MEETING
SEPTEMBER 3, 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 AUGUST 20, 2013 COMMISSION MEETING

APPROVAL OF MINUTES FROM SHOW CAUSE HEARINGS HELD AUGUST 20, 2013
FOR: CLUB ESCAPE/JORGE RAMIREZ, BIGG DADDYS/JEFF ZERBY, PIES & PINTS/
HALEY NOTTAGE, HOGPEN GAP GRILL/HALEY NOTTAGE, HAYLOFT TAVERN/MIKE
GHANES, CIRCLE K/LYNDIE COATS, KING LUDWIGS/CYNTHIA MORRIS.

6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. ADMINISTRATIVE OPERATIONS
 - A. Consideration for approval of the renewal of the contract with the Alpine Helen/White County Convention and Visitors Bureau.
 - B. Fletcher Holliday with Engineering Management Inc. for recommendation of bid award for Island Area Project and ground breaking ceremony.
 - C. Fletcher Holliday with Engineering Management Inc. for discussion and approval of 2013 GEFA SRF final grant application.
 - E. Consideration for approval of additional street projects for the GDOT Local Improvement Maintenance Grant.
 - F. Discussion for consideration of Georgia Department of Transportation Speed Zone Ordinance.
8. POLICE DEPARTMENT OPERATIONS
9. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS

10. BUILDING AND ZONING OPERATIONS

- A. Consideration and Discussion of visible interior lighted signs. The recommendation to forward to the Commission from the PDRB is to limit the number of visible signs allowed to 1, to limit the size of an open sign to a standard size, with no visible blinking, cascading or strobe lighting allowed.

11. ORDINANCES

12. RESOLUTIONS

13. PURCHASES AND BIDS

14. CITY COMMISSION COMMENTS

15. ADJOURNMENT

THIS AGENDA WAS POSTED AUGUST 30, 2013 AT 11:30 A.M.

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

The Helen City Commission met on Tuesday September 3, 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 Dona K Burke, and Commissioner Jeff Ash.

Also present were: City Manager Jerry Elkins, City Attorney Carl Free, Police Chief Jim Couch, Fireman Lee Poteat and City Clerk Marilyn Chastain.

Motion to approve the Agenda made by Commissioner Dona K Burke, 2nd by Commissioner Judy Holloway.

Motion approved with a unanimous vote of the Commission

Motion to approve the Minutes from the August 20, 2013 Commission meeting made by Commissioner Dona K Burke, 2nd by Commissioner Judy Holloway.

Motion approved with a unanimous vote of the Commission.

Motion to approve the Minutes from the August 20, 2013 Show Cause hearings for Club Escape/Jorge Ramired, Bigg Daddys/Jeff Zerby, Pies & Pints/Haley Nottage, Hogpen Gap Grill/Haley Nottage, Hayloft Tavern/Mike Ghanes, Circle K/Lyndie Coats and King Ludwigs/Cynthia Morris made by Commissioner Judy Holloway, 2nd by Commissioner Helen Wilkins.

Motion approved with a unanimous vote of the Commission.

Petitions and Communications from the Public. Susan Baker of Habersham EMC was present and presented Mayor Lynn Whitener a copy of the John Kollock 75 Wonderful places. She explained that Helen was featured in the DVD several times.

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Administrative Operations.

- A. Consideration for approval of the renewal of Contract with the Alpine Helen/White County Convention and Visitors Bureau. Motion to approve rental agreement for 1 year with the same terms made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins.

Motion approved with a unanimous vote of the Commission

- B. Fletcher Holiday with EMI informed the Commission that there had been 2 bids submitted for the Island Area Project from Square Deal and Dodd Construction with Square Deal submitting the lower bid and recommended awarding the bid to them. A copy of the letter from EMI and a copy of the Notice of award will be made and integral part of these minutes. Commissioner Helen Wilkins made a motion to accept the bid from Square Deal and to give City Manager Jerry Elkins the authority to execute any documents necessary, 2nd by Commissioner Dona K Burke. Motion approved with a majority vote of the Commission, with Commissioner Jeff Ash abstaining.

Fletcher Holiday also said that Kim with EMI would coordinate the Ground Breaking Ceremony, and a date of October 15th at 2:00 p.m. was decided.

- C. Fletcher Holiday with EMI also informed the Commission of a GEFA Grant for the water line extension and bridge crossing on Hamby Street as well as the new ground water well on Chattahoochee Street. Estimated total project cost is \$413,490.00 with approved grant funding of 25% in the amount of \$103,373.00, the remaining funds of \$310,118.00 will be funded through the (DWSRF) at a low interest loan currently at 1.4%. A copy of the letter from EMI and the Preliminary Cost Estimate will be and integral part of these minutes. Motion to authorize EMI to complete an official final application with all required attachments to include design plans and specifications made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway.

Motion approved with a unanimous vote of the Commission.

- D. Consideration for approval of additional street projects for the GDOT Local Improvement Maintenance Grant. City Manager Jerry Elkins informed the Commission that he and Public Works Director Ross Hewell had looked at the streets and think that the most needed locations are Brucken Strasse at Willow Pond , and Brucken Strasse at Chattahoochee Trails.

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Motion to approve the proposed locations for improvement made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway.

Motion approved with a unanimous vote of the Commission.

Discussion for consideration of Georgia Department of Transportation Speed Zone Ordinance. City Manager Jerry Elkins explained to the Commission that the speed zones and speeds were updated approximately every 2 years with GDOT for state highways, and that signing requirements must be met before any speed detection devices were used by the City. Motion to approve speed zones and speeds as listed on the agreement made by Commissioner Judy Holloway, 2nd by Commissioner Dona K Burke.

Motion approved with a unanimous vote of the Commission.

Police Department Operations. Police Chief Jim Couch informed the Commission that they had a very active weekend and thought that all went well with the flow of traffic and that his department is preparing for the upcoming weekend street dance.

Public Works Department. City Manager Jerry Elkins stated that Ross Hewell is still doing well after his surgery, and that the Maintenance department had done a great job of cleaning up after the fireworks, also that Andrew Sims had really stepped up in getting needed jobs done during Ross Hewell absence.

Building and Zoning Operations

- A. Consideration and discussion of visible interior lighted signs. City Manager Jerry Elkins stated there had been several complaints on the amount of signs inside businesses that are visible thru the windows and that the PDRB had suggested limiting the size of open signs, limit of 1 sign with no blinking, cascading, or strobe types allowed. City Attorney Carl Free stated he would get ideas together for the next commission meeting.

Ordinances: None

Resolutions: None

Purchases and Bids: None

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City Commission Comments: Commissioner Dona K Burke stated someone had been digging on White Street and causing run-off coming across her property. City Manager Jerry Elkins stated he would check on it. Dona K Burke also stated the limbs hanging over Carrie Cox drive needed to be trimmed more to allow motor homes to travel on that street. City Manager Jerry Elkins stated he would also have that taken care of. City Manager Jerry Elkins stated he had received a call from ATT about the deed to the property for the White Street Water Tank not being found in the Court house records. City Attorney Carl Free stated he would research that, also that there would need to be an ordinance adopted or conditional use on different parcels to allow cell towers, there would need to be zoning hearings, and notices in the paper to inform the public before any rezoning.

Motion to adjourn at 11:10 a.m. made by Commissioner Helen Wilkins, 2nd by Commissioner Judy Holloway.
Motion approved with a unanimous vote of the Commission.

Respectfully Submitted,

Marilyn Chastain / City Clerk