

**CITY OF HELEN  
COMMISSION MEETING  
JULY 18, 2017  
3:00 P.M.  
AGENDA**

1. CALL TO ORDER BY MAYOR HELEN WILKINS
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM JUNE 20, 2017
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. ALPINE HELEN/WHITE COUNTY CVB MONTHLY REPORT
8. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
9. ADMINISTRATIVE
  - A. FINANCIAL REPORT
  - B. DISCUSSION AND CONSIDERATION OF FY 2017/2018 BUDGET
  - C. PUBLIC HEARING FOR THE FY 2017/2018 BUDGET
  - D. DISCUSSION, CONSIDERATION AND SECOND READING OF BUDGET ORDINANCE 17-06-02; AN ORDINANCE OF THE CITY OF HELEN GEORGIA, MAKING APPROPRIATIONS FOR THE 2017-2018 FISCAL YEAR
  - E. CONSIDERATION OF CITY SPONSORED STREET DANCE ON SEPTEMBER 23 OR SEPTEMBER 30
  - F. CONSIDERATION OF REQUEST FOR CHANGE TO THE CITY'S PERSONNEL POLICY SECTION 3. 108. CHANNEL OF COMMUNICATION
10. POLICE DEPARTMENT MONTHLY REPORT
9. FIRE DEPARTMENT MONTHLY REPORT
10. PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT

11. BUILDING AND ZONING DEPARTMENT MONTHLY REPORT
  - A. REQUEST FOR CONSIDERATION TO INSTALL WEATHERED GRAY ARCHITECTURAL SHINGLES ON THE BUNGALOWS BEING BUILT AT THE VALHALLA HOTEL DEVELOPMENT TO MATCH SHINGLES ON THE POOL CABANA. DENIED BY THE PLANNING DESIGN AND REVIEW BOARD FOR NOT MEETING COMMERCIAL COLOR CODE SEC 34-576 (C) (1) WITH RECOMMENDATION TO FORWARD TO THE COMMISSION FOR CONSIDERATION
  
  - B. CONSIDERATION OF ALLOWING CHANGES TO 2 SIGNS AT VIELE MARGARITA'S LOCATED AT 8537 S. MAIN STREET 1 - 8' X 3' DOUBLE SIDED FREESTANDING, 1 - 5'7" X 3'7" DOUBLE SIDED FREESTANDING TO REPLACE EXISTING SIGNS. DENIED BY THE PLANNING DESIGN AND REVIEW BOARD FOR NOT MEETING COMMERCIAL SIGN CODE SEC 34-1104 (1-5) SIZE REQUIREMENTS IN THE WALKING DISTRICT
12. PURCHASES AND BIDS
13. ORDINANCES; FIRST READING OF ORDINANCE 17-07-01 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE AMENDMENT OF CHAPTER SIX OF THE HELEN MUNICIPAL CODE; ALCOHOLIC BEVERAGES
14. RESOLUTIONS
15. CITY COMMISSION COMMENTS
16. ADJOURNMENT

**THIS AGENDA WAS POSTED JULY 14, 2017 @ 1:00 P.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  
JULY 18, 2017  
3:00 P.M.  
MINUTES OF MEETING**

The Helen City Commission met on Tuesday, July 18, 2017, in the Commission Chambers at Helen City Hall with Mayor Helen Wilkins calling the meeting to order at 3:00 p.m.

City Clerk Marilyn Chastain called the roll, and the following were present: Commissioner Cinnamon Spurlock, Commissioner Fred Garmon, Mayor Helen Wilkins, Commissioner Judy Holloway, and Commissioner Jeff Ash.

Also attending were City Manager Jerry Elkins, Deputy Clerk Mirinda Dispain, Police Chief Brian Stephens, Fire Chief Jody Prickett, City Attorney Carl Free, Public Works Director Ross Hewell.

Pledge of allegiance to the flag

APPROVAL OF AGENDA: Motion to amend and approve the Agenda with the change in order of items under Administrative from C to B made by Commissioner Fred Garmon, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

APPROVAL OF MINUTES FROM JUNE 20, 2017; Motion to approve made by Commissioner Judy Holloway, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission present.

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; NONE

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

HELEN CHAMBER OF COMMERCE MONTHLY REPORT; No report.

**ADMINISTRATIVE**

A. FINANCIAL REPORT; City Manager Jerry Elkins went over the report and stated that Revenues had come in over the projected amount and the financials are in good shape.

B. PUBLIC HEARING FOR THE FY 2017/2018 BUDGET; Motion to go into the Public Hearing at 3:08 p.m. made by Commissioner Cinnamon Spurlock, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission. There were no comments made by the Public.

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Motion to go out of the Public Hearing at 3:09 p.m. made by Commissioner Judy Holloway, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

C. DISCUSSION AND CONSIDERATION OF FY 2017/2018 BUDGET; City Manager Jerry Elkins stated there were no changes made to the proposed budget figures since the last meeting.

City Clerk Marilyn Chastain informed the Commission that Tax Commissioner Cindy Cannon had delivered the 2017 Tax Digest and that there would need to be a Special Called Meeting on August 3, 2017 at 10:00 a.m. to set the Millage rate, and she would send the 5 year Levy History to the Commission as soon as completed for consideration.

D. DISCUSSION, CONSIDERATION AND SECOND READING OF BUDGET ORDINANCE 17-06-02; AN ORDINANCE OF THE CITY OF HELEN GEORGIA, MAKING APPROPRIATIONS FOR THE 2017-2018 FISCAL YEAR; Mayor Helen Wilkins read the Ordinance by title. Motion to approve the second reading made by Commissioner Fred Garmon, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

E. CONSIDERATION OF CITY SPONSORED STREET DANCE ON SEPTEMBER 23 OR SEPTEMBER 30; Mayor Helen Wilkins stated that due to the heat and crowds during this time of year that it may be better to consider changing to sometime in the spring. CVB Director Jerry Brown agreed as did others. Date to be determined at a later time.

F. CONSIDERATION OF REQUEST FOR CHANGE TO THE CITY'S PERSONNEL POLICY SECTION 3. 108. CHANNEL OF COMMUNICATION; Motion to approve the changes as submitted made by Commissioner Fred Garmon, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

POLICE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Police Chief Brian Stephens went over the report.

FIRE DEPARTMENT MONTHLY REPORT; Report was given to Commissioners prior to the meeting and is made an integral part of the Minutes. Fire Chief Jody Prickett went over the report.

PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT; Report included as an integral part of the Minutes. Public Works Director Ross Hewell went over the report.

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BUILDING AND ZONING DEPARTMENT MONTHLY REPORT; City Manager Jerry Elkins stated that he had hired a new Building and Zoning Director that would start August 1st.

A. REQUEST FOR CONSIDERATION TO INSTALL WEATHERED GRAY ARCHITECTURAL SHINGLES ON THE BUNGALOWS BEING BUILT AT THE VALHALLA HOTEL DEVELOPMENT TO MATCH SHINGLES ON THE POOL CABANA. DENIED BY THE PLANNING DESIGN AND REVIEW BOARD FOR NOT MEETING COMMERCIAL COLOR CODE SEC 34-576 (C) (1) WITH RECOMMENDATION TO FORWARD TO THE COMMISSION FOR CONSIDERATION; Motion to approve color change made by Commissioner Fred Garmon, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

B. CONSIDERATION OF ALLOWING CHANGES TO 2 SIGNS AT VIELE MARGARITA'S LOCATED AT 8537 S. MAIN STREET 1 - 8' X 3' DOUBLE SIDED FREESTANDING, 1 - 5'7" X 3'7" DOUBLE SIDED FREESTANDING TO REPLACE EXISTING SIGNS. DENIED BY THE PLANNING DESIGN AND REVIEW BOARD FOR NOT MEETING COMMERCIAL SIGN CODE SEC 34-1104 (1-5) SIZE REQUIREMENTS IN THE WALKING DISTRICT; City Manager Jerry Elkins stated that a variance had been given years ago for the sign due to the distance of sight from the highway and that the only changes were to color and wording. Motion to approve changes of colors and wording as submitted made by Commissioner Jeff Ash, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

PURCHASES AND BIDS; None

ORDINANCES; FIRST READING OF ORDINANCE 17-07-01 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE AMENDMENT OF CHAPTER SIX OF THE HELEN MUNICIPAL CODE; ALCOHOLIC BEVERAGES; Mayor Helen Wilkins read the Ordinance. Motion to approve the first reading made by Commissioner Fred Garmon, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

RESOLUTIONS; None

CITY COMMISSION COMMENTS; None

ADJOURNMENT; Motion to adjourn at 4:04 p.m. made by Commissioner Judy Holloway, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

**RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN**

