

**CITY OF HELEN
COMMISSION MEETING
JANUARY 20, 2015
3:00 P.M.
AGENDA**

1. CALL TO ORDER BY MAYOR DONA K BURKE
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM JANUARY 6, 2015
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
 - A. DISCUSSION AND CONSIDERATION FOR APPROVAL OF APPALICHIAN PARKWAY RESOLUTION
7. ALPINE HELEN/WHITE COUNTY CVB MONTHLY REPORT
8. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
9. ADMINISTRATIVE
 - A. FINANCIAL REPORT
 - B. FLETCHER HOLLIDAY WITH EMI TO OBTAIN APPROVAL OF CHANGE ORDER #1 FOR PHASE II OF THE ISLAND AREA IMPROVEMENTS AT A COST \$175,444.92, AND TO AUTHORIZE CITY MANAGER JERRY ELKINS TO EXECUTE ALL NECESSARY DOCUMENTS FOR THE IMPLEMENTAION OF THE CHANGE ORDER.
10. POLICE DEPARTMENT MONTHLY REPORT
11. FIRE DEPARTMENT MONTHLY REPORT
12. PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT
13. BUILDING AND ZONING DEPARTMENT MONTHLY REPORT
 - A. DISCUSSION OF SPECIAL EVENTS ORDINANCE
14. PURCHASES AND BIDS
15. ORDINANCES
16. RESOLUTIONS

17. CITY COMMISSION COMMENTS

18. ADJOURNMENT

THIS AGENDA WAS POSTED JANUARY 16, 2015 @ 11:30 A.M.

**CITY OF HELEN
COMMISSION MEETING
JANUARY 20, 2015
3:00 P.M.
MINUTES OF MEETING**

The Helen City Commission met on Tuesday January 20, 2015 in the Commission Chambers at Helen City Hall, with Mayor Pro Tem Fred Garmon calling the meeting to order at 3:00 p.m.

City Clerk Marilyn Chastain called the roll and the following were present; Commissioner Helen Wilkins, Commissioner Fred Garmon, Commissioner Judy Holloway, Commissioner Jeff Ash. Mayor Dona K Burke was absent.

Also attending were City Manager Jerry Elkins, Finance Officer Debbie Gerchman, City Attorney Carl Free, City Clerk Marilyn Chastain, Police Chief Jim Couch, Fire Captain Lee Poteat, Building & Zoning Director Larry Krul. Public Works Director Ross Hewell was absent.

Pledge of Allegiance to the Flag was given.

Approval of Agenda; Motion to amend the Agenda by adding under Administrative item B, Wayne Tuck to present the Audit report by Walker Pierce & Tuck CPA made by Commissioner Judy Holloway, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

Approval of Minutes from January 6, 2015; Motion to approve made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

Petitions and Communications from the Public;

A. Discussion and Consideration for approval of Appalachian Parkway Resolution; A revised version of the Resolution was presented and is made a part of the permanent minutes. Helen Fincher Hardman presented the new Resolution to the Commission, and discussed the naming of the roadway. Motion to approve the revised version of the Resolution made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

Alpine Helen/ White County CVB monthly report; Report included as an integral part of the Minutes. CVB Director Jerry Brown presented the report, and informed the Commission that the Kiosk downtown is almost completed and will allow information on members business to be downloaded with restaurant menus, locations, etc.

Helen Chamber of Commerce monthly report; Report included as an integral part of the Minutes. Chamber Director Renee Chacon presented the report, she informed the

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Commission that the dropping of the Edelweiss on New Year's Eve had grown to triple the number of people attending over last year and was a huge success.

Mayor Pro Tem Fred Garmon stated that the Draft of the Special Event Ordinance should be moved to the next Commission meeting in order to have longer for everyone to study, and for City Attorney Carl Free time to draw up. City Manager Jerry Elkins stated that the Department Heads that attended Monday's staff meeting had made recommendations as to items to include in the draft.

Commissioner Helen Wilkins suggested meeting at 9:00 a.m. before the next Commission meeting on February 3, 2015 to discuss the new ordinance.

Administrative;

A. Financial Report; City Manager Jerry Elkins stated that the Financial report shows the City is in good shape. Commissioner Jeff Ash commended Finance Officer Debbie Gerchman on preparing the report and on doing a good job keeping the City Finances straight. Motion to approve the report made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

B. City of Helen annual Audit report presented by Wayne Tuck of Walker, Pierce & Tuck. Mr. Tuck thanked the City for allowing his firm to again do the yearly Audit and thanked the Staff for their help in pulling the information needed for the Audit. Mr. Tuck informed the Commission that compared to the prior year the General Fund Balance sheet as of June 30, 2014 shows Assets and Cash up, and Liabilities down, and in the Water, Sewer Fund that the Balance Sheet is up, the Profit & Loss statement is up, and assets are up but because of aging equipment the depreciation shows a loss, but overall there is a gain in net assets in the Water & Sewer fund.

C. Fletcher Holliday with EMI to obtain approval of change order #1 for Phase II of the Island area Improvements at a cost of \$175,444.92, and to authorize City Manager Jerry Elkins to execute all necessary documents for the implementation of the change order. Motion to approve as submitted made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway. Motion approve with a unanimous vote of the Commission present.

Police Department monthly report; Report included as an integral part of the Minutes. Police Chief Jim Couch informed the Commission that he had also included his yearly report, and that all was going well with his Department.

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Fire Department monthly report; Report included as an integral part of the Minutes. Fire Captain Lee Poteat informed the Commission that he had included his yearly report.

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. Director Larry Krul informed the Commission that the roof extension at Bigg Daddys is almost complete, and the new Mining Company is also coming along. He informed the Commission he had been looking at the Business Signs in town to verify they have the proper names on them compared to the Occupational Tax Certificates and correct according to the Sign Ordinance.

Purchases and Bids; None

Ordinances; None

Resolutions; None

City Commission Comments; Commissioner Jeff Ash stated that was a great Audit presented, and a great job by Finance Officer Debbie Gerchman on keeping records. Commissioner Judy Holloway stated she was glad to have Renee Chacon at the Fest Hall and that Geff McAllister is an asset to the PDRB, and thinks the City is moving forward and appreciates everyone working together. Commissioner Helen Wilkins Thanked Commissioner Judy Holloway on the good job she had done as our past Mayor. Commissioner Fred Garmon stated the Audit went well and thanked the City Hall Staff for their help on it.

Motion to Adjourn at 3:54 p.m. made by Commissioner Helen Wilkins, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission present.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN