

**CITY OF HELEN  
COMMISSION MEETING  
SEPTEMBER 08, 2020  
10:00 A.M.  
AGENDA**

1. CALL TO ORDER BY MAYOR
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 11, 2020, CALLED MEETING ON AUGUST 18, 2020, AND CALLED MEETING ON SEPTEMBER 1, 2020
6. ADMINISTRATIVE OPERATIONS
  - A. UPDATE FROM CITY MANAGER ON CURRENT PROJECTS
  - B. FINANCIAL REPORT
  - C. DISCUSSION OF UNIFORMS FOR PUBLIC WORKS EMPLOYEES TABLED FROM THE LAST COMMISSION MEETING
  - D. DISCUSSION OF PROPOSAL FOR OUTSIDE COMPANY TO PROVIDE LIST OF SHORT TERM RENTALS
7. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
8. HELEN/WHITE COUNTY CVB MONTHLY REPORT
9. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
10. POLICE DEPARTMENT OPERATIONS
11. FIRE DEPARTMENT OPERATIONS
12. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS
13. BUILDING AND ZONING OPERATIONS
  - A. REQUEST FROM DAS ICE CREAM FOR A SIGN VARIANCE TO PLACE BANANA FLAGS OUT FOR OKTOBERFEST

14. PURCHASES AND BIDS

15. ORDINANCES

ORDINANCE 20-08-01; SECOND READING; 20-08-01 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA TO AMEND CHAPTER 6 OF THE HELEN OFFICIAL CODE TO AMEND SECTION 6-68 REGARDING APPLICATION PROCEDURES; SECTION 6-69 REGARDING FACTORS FOR COMMISSION CONSIDERATION; AND SECTION 6-26 REGARDING EXPIRATION, RENEWAL, ADDITIONAL LICENSE TYPES, AND PAYMENT OF FEES

ORDINANCE 20-08-02; SECOND READING; 20-08-02 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA TO AMEND CHAPTER 42 OF THE HELEN OFFICIAL CODE; MISCELLANEOUS OFFENSES AND PROVISIONS; BY THE AMENDMENT OF SECTION 42-2

ORDINANCE 20-08-03; SECOND READING; 20-08-03 AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF HELEN, GEORGIA, BY THE AMENDMENT OF CHAPTER 67, HORSE DRAWN CARRIAGES FOR HIRE

ORDINANCE 20-09-01; FIRST READING; 20-09-01 AN ORDINANCE TO AMEND CHAPTER 6 OF THE HELEN OFFICAL CODE TO ADD SECTION 6-32 REGARDING DELIVERY OF PACKAGE ALCOHOL BY LICENSEES HOLDING A PACKAGE LICENSE

16. RESOLUTIONS

17. CITY COMMISSION COMMENTS

18. ADJOURNMENT

**THIS AGENDA WAS POSTED SEPTEMBER 3, 2020 @ 2:45 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  
September 8, 2020  
MINUTES OF MEETING**

The Helen City Commission met on Tuesday September 8, 2020 in the Commission Chambers at Helen City Hall with Mayor Steve Fowler calling the meeting to order at 10:00 a.m. Attending were Commissioner Jeff Ash, Commissioner Geneva Elwell, Mayor Steve Fowler, Commissioner Lee Landress, and Commissioner Fred Garmon. Also attending were Finance Officer Mona Wood, City Manager Jerry Elkins, City Attorney Carl Free, City Clerk Marilyn Chastain, Police Chief Brian Stephens, Fire Chief Jody Prickett, Building & Zoning Director Darrell Westmoreland. Absent was Public Works Director Ross Hewell.

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**APPROVAL OF AGENDA;** Motion to amend by adding under Purchases & Bids discussion of purchasing a Police vehicle made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission present.

**APPROVAL OF MINUTES FROM AUGUST 11, 2020, CALLED MEETING ON AUGUST 18, 2020, AND CALLED MEETING ON SEPTEMBER 1, 2020;** Motion to approve all minutes made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commissioners present.

**ADMINISTRATIVE OPERATIONS**

- A. **UPDATE FROM CITY MANAGER ON CURRENT PROJECTS;** City Manager Jerry Elkins asked Fletcher Holiday from EMI to update the Commission on the ongoing projects verbally, with a copy of the written report included in the permanent minutes.
- B. **FINANCIAL REPORT;** Finance officer Mona Wood gave a verbal report. The written report is included as an integral part of the Minutes Motion to approve made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission present.
- C. **DISCUSSION OF UNIFORMS FOR PUBLIC WORKS EMPLOYEES TABLED FROM THE LAST COMMISSION MEETING;** Motion to leave as is made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission present.
- D. **DISCUSSION OF PROPOSAL FOR OUTSIDE COMPANY TO PROVIDE LIST OF SHORT TERM RENTALS;** Mayor Steve Fowler stated there is not a current listing

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of short term rentals and feels the City could be losing out on money owed by these properties and suggested hiring an outside company to preform and Audit. Motion to approve at cost of \$4,500.00 made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission present.

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; Michael Foor from Windstream Kinetic spoke to the Commission of improvements that Windstream has been making to its fiber network.

Craig Sowerby of Pegasus Horse Carriages was present and asked to add a 30 minute, and 60 minute carriage ride to his route. He was told to present a map of his request before approval would be considered.

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.

HELEN CHAMBER OF COMMERCE MONTHLY REPORT; No report included. Director Renee Green was present and stated the Festhall is still closed.

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

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

PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS MONTHLY REPORT; No written report. Director Ross Hewell was not present. City Manager Jerry Elkins stated everyone is busy in the department and had hired 2 new employees. The fall decorations are up and look great.

BUILDING AND ZONING OPERATIONS; Report included as an integral part of the Minutes. Director Darrell Westmoreland gave a verbal report.

- A. REQUEST FROM DAS ICE CREAM FOR A SIGN VARIANCE TO PLACE BANANA FLAGS OUT FOR OKTOBERFEST; Motion to deny made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Geneva Elwell. Motion denied with a unanimous vote of the Commission present.

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PURCHASES AND BIDS; Discussion of purchasing a police vehicle from the General Fund for \$32,880 plus equipment to be purchased from the Police Tech fund. Motion to approve made by Commissioner Lee Landress, 2<sup>nd</sup> by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission present.

**ORDINANCES**

ORDINANCE 20-08-01; SECOND READING; 20-08-01 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA TO AMEND CHAPTER 6 OF THE HELEN OFFICIAL CODE TO AMEND SECTION 6-68 REGARDING APPLICATION PROCEDURES; SECTION 6-69 REGARDING FACTORS FOR COMMISSION CONSIDERATION; AND SECTION 6-26 REGARDING EXPIRATION, RENEWAL, ADDITIONAL LICENSE TYPES, AND PAYMENT OF FEES; Motion to approve the second reading made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission present.

ORDINANCE 20-08-02; SECOND READING; 20-08-02 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA TO AMEND CHAPTER 42 OF THE HELEN OFFICIAL CODE; MISCELLANEOUS OFFENSES AND PROVISIONS; BY THE AMENDMENT OF SECTION 42-2; Motion to approve made by Commissioner Geneva Elwell, 2<sup>nd</sup> by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission present.

ORDINANCE 20-08-03; SECOND READING; 20-08-03 AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF HELEN, GEORGIA, BY THE AMENDMENT OF CHAPTER 67, HORSE DRAWN CARRIAGES FOR HIRE; Motion to approve made by Commissioner Lee Landress, 2<sup>nd</sup> by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission present.

ORDINANCE 20-09-01; FIRST READING; 20-09-01 AN ORDINANCE TO AMEND CHAPTER 6 OF THE HELEN OFFICAL CODE TO ADD SECTION 6-32 REGARDING DELIVERY OF PACKAGE ALCOHOL BY LICENSEES HOLDING A PACKAGE LICENSE; Motion to approve made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission present.

**RESOLUTIONS**

**CITY COMMISSION COMMENTS**

ADJOURNMENT; Motion to adjourn at 11:20 a.m. made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

