



**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  
SEPTEMBER 19, 2023  
10:00 A.M.  
AGENDA**

**Commissioners:**

Jeff Ash  
Steve Fowler  
Fred Gatmon  
Cliff Hood  
Cinnamon Sullivan

1. CALL TO ORDER BY MAYOR JEFF ASH
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. SALUTE TO THE FLAG
4. APPROVAL OF AGENDA

**City Manager:**

Darrell Westmoreland

5. APPROVAL OF MINUTES FROM AUGUST 15, 2023, AND CALLED MEETING SEPTEMBER 11, 2023

**City Clerk/ :**

**Clerk of Court**  
Marilyn M. Chastain

6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC

**Finance Director:**

Mona Wood

7. ALPINE HELEN/WHITE COUNTY C.V.B. MONTHLY REPORT

**Chief of Police:**

Aletha Barrett

8. HELEN CHAMBER OF COMMERCE MONTHLY REPORT

9. ADMINISTRATIVE

**Building and Zoning  
Administrator:**

Jonah Casper

- A. UPDATE FROM CITY MANAGER OF CURRENT PROJECTS
- B. FINANCIAL REPORT
- C. CONSIDERATION FOR APPROVAL OF ALCOHOL LICENSE FOR FRANK DARYL WHITTINGTON AND MARIA ANDERSON D/B/A AS DAS ICE CREAM CAFÉ, LOCATED AT 369 EDELWEISS STRASS FOR LIQUOR POURING AND SUNDAY SALES

**Public Works  
Director:**

Jack Morgan

10. POLICE DEPARTMENT MONTHLY REPORT

**Fire Department  
Chief:**

Jody Prickett

11. FIRE DEPARTMENT MONTHLY REPORT

12. PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT

13. BUILDING AND ZONING DEPARTMENT MONTHLY REPORT

14. PURCHASES AND BIDS

15. ORDINANCES; 23-09-01 ORDINANCE OF THE CITY OF HELEN, GEORGIA TO AMEND CHAPTER 62, TAXATION, ARTICLE III, HOTEL-MOTEL EXCISE TAX, OF THE OFFICIAL CITY CODE OF HELEN, GEORGIA

16. RESOLUTIONS; NONE

17. EXECUTIVE SESSION FOR PENDING LITIGATION

18. CITY COMMISSION COMMENTS

19. ADJOURNMENT

**THIS AGENDA WAS POSTED SEPTEMBER 15, 2023 @ 11:45 A.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.**



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**CITY OF HELEN  
COMMISSION MEETING  
AUGUST 15, 2023  
MINUTES OF MEETING**

**Commissioners:**

Jeff Ash  
Steve Fowler  
Fred Garmon  
Cliff Hood  
Cinnamon Sullivan

The Helen City Commission met on Tuesday August 15, 2023 in the Commission Chambers at Helen City Hall. Mayor Jeff Ash called the meeting to order at 10:00 a.m. City Clerk Marilyn Chastain called the roll and the following were present; Commissioner Fred Garmon, Commissioner Cliff Hood, Mayor Jeff Ash, Commissioner Steve Fowler. Absent was Commissioner Cinnamon Sullivan. Also attending were City Manager Darrell Westmoreland, City Attorney Carl Free, City Clerk Marilyn Chastain, Police Chief Aletha Barrett, Fire Chief Jody Prickett, Finance Director Mona Wood, Building & Zoning Director Jonah Casper. Absent was Public Works Director Jack Morgan.

**City Manager:**

Darrell Westmoreland

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**City Clerk/ :**

**Clerk of Court**

Marilyn M. Chastain

**APPROVAL OF AGENDA;** Motion to amend the Agenda by adding as item C under Administrative discussion of date of swearing in of new Commissioners and approval made by Commissioner Steve Fowler, 2<sup>nd</sup> by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission present.

**Finance Director:**

Mona Wood

**APPROVAL OF MINUTES FROM JULY 18, 2023, APPROVAL OF MINUTES FROM CALLED MEETING JULY 28, 2023;** Motion to approve the July 18, 2023 Minutes made by Commissioner Steve Fowler, 2<sup>nd</sup> by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission present.

**Chief of Police:**

Aletha Barrett

**Building and Zoning**

**Administrator:**

Jonah Casper

Motion to approve the Minutes from the Called Meeting on July 28, 2023 made by Commissioner Fred Garmon, 2<sup>nd</sup> by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission present.

**Public Works**

**Director:**

Jack Morgan

**PETITIONS AND COMMUNICATIONS FROM THE PUBLIC;** Pam Summers asked that if a new business that may impede the flow of traffic such as Moped's must be first approved by the Police Chief. City Manager Darrell Westmoreland stated that the City can not make rules for the State Highway that runs thru town only for City Streets.

**Fire Department**

**Chief:**

Jody Prickett

Beth Truelove from the White County Chamber presented the Commission with the results of the Housing Study and thanked the Commission for their contribution to the Study.

**ALPINE HELEN/WHITE COUNTY C.V.B. MONTHLY REPORT;** Report included as an integral part of the Minutes. Director Jerry Brown was not present.

**HELEN CHAMBER OF COMMERCE MONTHLY REPORT;** Judy Holloway gave a verbal report and stated that they are continuing to make improvements at the Festhall and preparing for Oktoberfest.

**COMMISSION MEETING  
AUGUST 15, 2023  
MINUTES OF MEETING  
PAGE 2**

ADMINISTRATIVE

UPDATE FROM CITY MANAGER OF CURRENT PROJECTS;

A. City Manager Darrell Westmoreland told the Commission that they may receive calls on people getting parking citations for parking illegally but the Police Department is enforcing illegal parking especially in fire zones. City Manager Darrell Westmoreland suggested getting together ideas for a new Ordinance about Golf Carts and then having a workshop to discuss. Attorney Carl Free stated that the existing Golf Cart and Moped businesses may be able to be grandfathered in but that he will need to research further.

Fletcher Holiday of EMI updated the Commission on City Projects and presented a written report that will be included as an integral part of the Minutes.

Commissioner Cliff Hood asked if the Parking study that had previously been discussed been done, City Manager Darrell Westmoreland replied that he believed Merv Barbree was heading that project up and will follow up with him.

B. FINANCIAL REPORT; Report included as an integral part of the Minutes. Finance Director Mona Wood was present and gave a verbal report as well. Motion to approve the Financial report made by Commissioner Cliff Hood, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission present.

C. DISCUSSION OF DATE OF SWEARING IN NEW COMMISSIONERS; There was discussion of when it would be possible to swear in newly elected Commissioners. Attorney Carl Free stated that there had been previous discussion but that since the current terms of office are thru the end of the year swearing in should take place in January. Motion made by Commissioner Fred Garmon to swear in new Commissioners by a Called Commission meeting on the first business day of January, 2<sup>nd</sup> by Commissioner Cliff Hood. 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 as well. She also informed the Commission that she will have 2 graduating from the Police Academy in September, and will be working on a grant to help purchase digital signage on open containers.

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

**COMMISSION MEETING  
AUGUST 15, 2023  
MINUTES OF MEETING  
PAGE 3**

PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT; Report included as an integral part of the Minutes. Public Works Director Jack Morgan was absent.

BUILDING AND ZONING DEPARTMENT MONTHLY REPORT; Director Jonah Casper informed the Commission that the Planning, Design and Review Board approved the conceptual drawings submitted by Terry Sims for an addition of a Tree Venture Course by the Coaster business, and sent to the Commission for their approval. Motion to approve made by Commissioner Fred Garmon, 2<sup>nd</sup> by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission present.

PURCHASES AND BIDS; None

ORDINANCES; None

RESOLUTIONS; None

EXECUTIVE SESSION TO DISCUSS PENDING/POTENTIAL LITIGATION, LAND ACQUISITION; Motion to go into Executive Session at 11:07 a.m. made by Commissioner Fred Garmon, 2<sup>nd</sup> by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission present.

Motion to come out of Executive Session at 11:40 a.m. made by Commissioner Steve Fowler, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission present.

There were no motions made as a result of the Executive Session.

CITY COMMISSION COMMENTS; None

ADJOURNMENT; Motion to adjourn at 11:41 a.m. made by Commissioner Steve Fowler, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission present.

**RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN**





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**CITY OF HELEN  
CALLED COMMISSION MEETING  
SEPTEMBER 11, 2023  
MINUTES OF MEETING**

**Commissioners:**

Jeff Ash  
Steve Fowler  
Fred Garmon  
Cliff Hood  
Cinnamon Sullivan

CALL TO ORDER BY MAYOR JEFF ASH

ROLL CALL BY CITY CLERK MARILYN CHASTAIN; Attending were Commissioner Fred Garmon, Mayor Jeff Ash, Commissioner Cliff Hood, Commissioner Steve Fowler. Absent was Commissioner Cinnamon Sullivan.

**City Manager:**

Darrell Westmoreland

Also attending were City Manager Darrell Westmoreland, City Clerk Marilyn Chastain, Police Chief Aletha Barrett

**City Clerk/ :**

**Clerk of Court**

Marilyn M. Chastain

PLEDGE OF ALLEGIANCE TO THE FLAG

APPROVAL OF AGENDA; Motion to approve the Agenda made by Commissioner Cliff Hood, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission present.

**Finance Director:**

Mona Wood

DISCUSSION AND APPROVAL OF PLAT AND DEED OF PROPERTY EXCHANGE WITH LEE LANDRESS IN THE ISLAND AREA; City Manager Darrell Westmoreland explained that the exchange had previously been approved but were waiting on the appraisal, plat and deeds to be drawn and that City Attorney Carl Free recommended having a Called Meeting to approve the plat and to approve City Manager Darrell Westmoreland the authorization to complete the exchange.

**Chief of Police:**

Aletha Barrett

Motion to approve the valuation provided by Georgia Licensed real estate appraiser Danny Almond, as to the exchange of three parcels owned by Mr. Lee Landress, as shown on the plats supplied to the City, for the two parcels owned by the City as shown on the plats, with those valuations showing as the City receiving equal or greater value for those tracts exchanged made by Commissioner Cliff Hood, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of those present.

Motion to approve the closing of the exchange of the three Lee Landress properties, for the two City properties, in accordance with the plats provided to the City, and following the publications of the required legal notice for the exchange for four weeks in the county legal organ; and to authorize Darrell Westmoreland as City Manager to execute those documents at the closing of the exchange of those properties made by Commissioner Cliff Hood, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission present.

**Building and Zoning**

**Administrator:**

Jonah Casper

**Public Works**

**Director:**

Jack Morgan

**Fire Department**

**Chief:**

Jody Prickett

CITY COMMISSION COMMENTS; None

**CITY OF HELEN  
CALLED COMMISSION MEETING  
SEPTEMBER 11, 2023  
MINUTES OF MEETING  
PAGE 2**

ADJOURNMENT; Motion to adjourn at 10:12 a.m. made by Commissioner Fred Garmon, 2<sup>nd</sup> by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission present.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN



# Alpine Helen/White County Convention & Visitors Bureau

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

## CVB Report August, 2023

### ADVERTISEMENTS:

- Travel Media Press Room (LRC) – Oktoberfest Parade and Celebrations.
- LRC Report – Social Media post.
- Atlanta Magazine.
- Georgia EMC Magazine.
- South Carolina EMC Magazine.
- Blue Ridge Country Magazine.
- Georgia Trend Magazine.
- North Georgia Living Magazine.
- The Travel.com – 10 most beautiful fall foliage trips you can take in Autumn – Russell Brasstown Scenic Byway and Helen. 2.6 Million Impressions, with an estimated value of \$24,420.
- The Travel.com – 10 Scenic drives that show off the best fall foliage in the South - #1 - Russell Brasstown Scenic Byway and Helen. 2.6 Million Impressions, with an estimated value of \$24,420.
- World Atlas.com – 11 Prettiest Towns in Georgia – Helen. 8.85 Million Impressions, with an estimated value of \$81,878.
- MSN News.com – Why you should visit the one of a kind Uhuburg Castle in Helen, GA. 1.1 Billion Impressions, with an estimated value of \$10.4 million. (Deb Thompson Travel Writer)
- MSN News.com – 3 Unique places you’ll want to book an overnight stay in Helen, GA. 1.1 Billion Impressions, with an estimated value of \$10.4 Million.
- MSN News.com – A guide to all the fun and unique things to do in Helen, GA. 1.1 Billion Impressions, with an estimated value of \$10.4 Million.
- 365 Atlanta Traveler.com – 7 Best Helen hotels your crew will love. 508,000 Impressions, with an estimated value of \$4,699.
- Atlanta Eats.com – The ultimate guide to the best North Georgia Wineries and Wine Tours – Yonah Mountain Vineyards and VIP Southern Wine Tours. 100,000 Impressions, with an estimated value of \$926.



## Advertisements cont:

- Bring Fido.com – Best Dog friendly Air BNB Cabin Rentals in Every State – Sautee-Nacoochee and Helen. 1.7 Million Impressions, with an estimated value of \$15,861.
- The Discoverer.com – 12 U.S. Towns with Charming Architecture – Helen, GA. 1.9 Million Impressions, with an estimated value of \$17,963.
- Do You Remember.com – Going back in time to the Birthplace of the Cabbage Patch Kids. 1.4 Million Impressions, with an estimated value of \$13,430.
- WRDW (Augusta, GA) – One Tank Trip: Take a ride on Georgia Mountainside – Helen. 949,000 Impressions, with an estimated value of \$8,785.
- Global Veiwpoint.com – 12 Most Beautiful Places in Georgia – Helen, GA. 386,000 Impressions, with an estimated value of \$3,575.
- AJC paper – A Creek runs through it: State Park in Helen is a Hidden Gem – Smithgall Woods (Blake Guthrie Travel Writer). 11.5 Million Impressions, with an estimated value of \$115,650.
- USA Today.com – 10 Best Oktoberfest in the U.S. – Helen, GA. (Karon Warren Travel Writer) 4.6 Million Impressions, with an estimated value of \$43,000.
- World Atlas.com – 11 Adorable Small Towns in the Appalachians – Helen, GA. 8.8 Million Impressions, with an estimated value of \$81,878.
- Vigour Travel.com – My Trip to Babyland General: The Birthplace of Cabbage Patch Kids. 137,000 Impressions, with an estimated value of \$1,268.
- Fox 5 Atlanta.com – 7 Small Towns make the most picturesque small towns in the nation – Helen, GA. 3.5 Million Impressions, with an estimated value of \$32,275.
- Explore Georgia.com. – Top things to do in Georgia – Helen. 755,000 Impressions, with an estimated value of \$6,984.
- Global Veiwpoint.com – 7 Romantic getaways in Georgia – Helen. 386,000 Impressions, with an estimated value of \$3,575.

## WELCOME CENTER:

- 3,264. (145 more than last year) Visitors stopped by the Welcome Center in August.
- Helen Travel Guides delivered over 387 cases of the new guides. Mailed out an additional 93 Travel Guides by request in August. We had 202 Travel Guide downloads.
- Website visits for the month of August 118,000. (26,770 more) with 114,000. Unique/new visitors 3.20 page visits per session with over 484,000 (5,742 more) page views with duration of 2:51 minutes per view. Bounce rate 48.87% with the first and third pages being most viewed.

## TRAVEL SHOWS/MEETINGS:

- August 9th – Director Brown attended the monthly Regional Travel Association held here at the Helen Welcome Center.
- August 9<sup>th</sup> August 8<sup>th</sup> – Director Brown met with Mr. Dennis Doll to discuss the Helen Rotary Club’s Chili Cook off event.
- August 15<sup>th</sup> – The CVB’s Annual Audit was conducted by our CPA Mr. Rob Mundy. Great job by Rita Morgan and Doris Skelton with another clean audit for 2022.
- August 17<sup>th</sup> – Director Brown gave the CVB report during the monthly CVB Board meeting and invited Wayne E
- August 23<sup>rd</sup> - – Director Brown – Had a phone meeting with Don Ostrowsky to set up his Oktoberfest performances in the band shell through October, which the City Commission agreed to pay for his services.
- August 25<sup>th</sup> – Director Brown met with Travel Writers Amy Beth & Derek Wright set up by LRC for breakfast to go over their itinerary and history of Helen – past and present.
- August 30<sup>th</sup> – Director Brown and Inez Couch decorated the display case at the Lavonia State Welcome Center promoting Helen’s Oktoberfest. They were so impressed they offered the case again for us to promote Helen for the Holidays, as well as their lobby Christmas tree to decorate All Things Helen/ White County.

9/23

## **Water/Wastewater - Infrastructure Projects Update - City of Helen**

**Groundwater Development:** The hydrogeologist hired by the City has selected four potential sites for ground water exploration. EMI has submitted a request to EPD to drill at the Lenzen property, this site has been approved. Additionally, EMI is moving forward with an ARC grant application for future ground water wells.

**Main Street Sidewalk:** Initial design of the sidewalk, curb/gutter and storm drain has been completed. Recently completed soil drilling for wall construction, GDOT is requiring design of modified retaining wall. Design is complete with resubmittal to GDOT.

**Main Lift-Station:** A pre-construction conference was recently held, and the contractor has mobilized onsite and began work on the force-main. *Anticipated Completion Date May 2024.*

**Well # 11 (Lenzen Property Well):** Permission to drill as well as the ground water assessment have been approved by EPD. The City has cleared the site, Oconee well drilling is currently slated to begin drilling in two to three weeks. *This project is slated to be under construction in 2023.*

**SSES:** All smoke testing and manhole evaluations has been finished in Helen and Innsbruck. The final report with recommendations has been completed and submitted to City staff for review. EMI has completed remedial applications and design, scheduled to go out to bid by end of summer. *Recommendations from this report are scheduled to be completed in 2023-2024. Construction is currently slated for October 2023 - Anticipated Completion Date May 2024.*

**LAS Improvements:** EMI has completed evaluation of the LAS to develop final plans and specs for a projected construction schedule to begin spring 2024. The City has received the Army Corp permit for all three Wilkins ponds and the stream. The City has received pricing from ASI for pricing of erosion remediation efforts on spray fields 3a, 3b, and 3c. ASI has begun work on construction of the road and erosion repairs. Once the erosion remediation efforts have been completed repair

9/23

Helen Project Update

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efforts of the spray field lines and appurtenances will be completed. *Construction is currently slated for November 2023 - Anticipated Completion Date June 2024.*

**Comprehensive Sidewalk Plan:** EMI has developed new maps to use as a basis of the study and have provided such to the City for use.

**SCADA/Telemetry System:** Installation of equipment has begun.

**Capital Improvement Plan (CIP):** EMI is processing internal growth data as well as additional data received from the City.

**System Connection Fee Ordinance:** EMI has received information from the City and is in the process of preparing the Ordinance.



**CITY OF HELEN  
CASH BALANCES  
AS OF 8/31/23**

**Pooled**

Unrestricted		6,177,073
Restricted		-8,672
	\$	6,168,401

**2020 SPLOST (Restricted)** \$ 2,595,727

**Other**

Restricted	\$	636,381
Unrestricted	\$	1,032,044
	\$	10,432,553

**GA 1 - Bond Cash & Investment Balance @ 8/31/23** \$ 4,414,084

<b>Interest Rate @ 8/31/23</b>		<b>5.25%</b>
Interest Earned August 2023	\$	45,515
FYE August 2023	\$	91,927



**CITY OF HELEN  
FINANCIAL REPORT SUMMARY  
TWO MONTHS ENDED AUGUST, 2023  
TAX REVENUES SUMMARY COMPARISON**

**TAX REVENUES**

**HOTEL/MOTEL TAX FUND**

<u>Monthly Comparison</u>			
<u>Aug-22</u>	<u>Aug-23</u>	<u>Difference</u>	<u>% Inc(Dec)</u>
349,112	345,010	-4,102	-1.17%

<u>Fiscal YTD Comparison - Two Months Ended 8/31/23</u>			
<u>Aug-22</u>	<u>Aug-23</u>	<u>Difference</u>	<u>% Inc(Dec)</u>
644,037	627,759	-16,278	-2.53%

**SALES TAX**

<u>Monthly Comparison</u>			
<u>Aug-22</u>	<u>Aug-23</u>	<u>Difference</u>	<u>% Inc(Dec)</u>
144,332	157,466	13,134	9.10%

<u>Fiscal YTD Comparison - Two Months Ended 8/31/23</u>			
<u>Aug-22</u>	<u>Aug-23</u>	<u>Difference</u>	<u>% Inc(Dec)</u>
279,907	296,811	16,904	6.04%

**BEER/WINE EXCISE TAX**

<u>Monthly Comparison</u>			
<u>Aug-22</u>	<u>Aug-23</u>	<u>Difference</u>	<u>% Inc(Dec)</u>
13,162	10,748	-2,414	-18.34%

<u>Fiscal YTD Comparison - Two Months Ended 8/31/23</u>			
<u>Aug-22</u>	<u>Aug-23</u>	<u>Difference</u>	<u>% Inc(Dec)</u>
27,556	24,753	-2,803	-10.17%

**LIQUOR EXCISE TAX**

<u>Monthly Comparison</u>			
<u>Aug-22</u>	<u>Aug-23</u>	<u>Difference</u>	<u>% Inc(Dec)</u>
5,029	5,284	255	5.07%

<u>Fiscal YTD Comparison - Two Months Ended 8/31/23</u>			
<u>Aug-22</u>	<u>Aug-23</u>	<u>Difference</u>	<u>% Inc(Dec)</u>
9,213	10,042	829	9.00%

**MIXED DRINK TAX**

<u>Monthly Comparison</u>			
<u>Aug-22</u>	<u>Aug-23</u>	<u>Difference</u>	<u>% Inc(Dec)</u>
11,529	12,112	583	5.06%

<u>Fiscal YTD Comparison - Two Months Ended 8/31/23</u>			
<u>Aug-22</u>	<u>Aug-23</u>	<u>Difference</u>	<u>% Inc(Dec)</u>
21,662	22,324	662	3.06%

**2020 SPLOST**

<u>Monthly Comparison</u>			
<u>Aug-22</u>	<u>Aug-23</u>	<u>Difference</u>	<u>% Inc(Dec)</u>
142,889	156,255	13,366	9.35%

<u>Fiscal YTD Comparison - Two Months Ended 8/31/23</u>			
<u>Aug-22</u>	<u>Aug-23</u>	<u>Difference</u>	<u>% Inc(Dec)</u>
277,109	293,096	15,987	5.77%

**Fiscal YTD Budget Comparison - Two Months Ended 8/31/23**

<u>Budget</u>	<u>Actual</u>	<u>% Inc(Dec)</u>
1,425,000	293,096	20.57%

<u>Cumulative #33</u>	<u>Estimated 2020</u>	<u>Difference</u>	<u>% of Estimate</u>
3,932,723	5,600,000	1,667,277	70.23%



**City of Helen Debt Service as of August 31, 2023**

Lender	Collateral	Loan Amount	Rate	Pmt. Amount	Due	Balance	Matures
BB&T	HME Ahrens Fire Truck	406,802	3.060	47,721	January*	177,130	Jan-27
GEFA CWSRF 14-018	Willow Pond Sewer Rehab	281,000	0.500	2,401	Monthly	90,508	Oct-26
GEFA DWSRG 13-012	Hamby St Bridge Crossing	309,041	0.660	2,662	Monthly	113,091	Mar-27
				<u>52,784</u>		<u>380,729</u>	

Debt Service 2021 Construction Bond 6,383,900

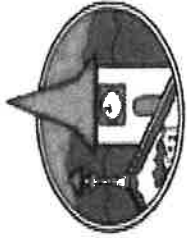


**2021 Construction Fund  
Account Summary**

**Date Range: 08/01/2021 - 08/31/2023**

	<b>Budget</b>	<b>8/31/2023</b>	<b>Available @ 8/31/23</b>
HEX STRASSE WELL	250,000	80,471	169,529
LENZEN PROPERTY WELL #11	495,000	35,765	459,235
MAIN LIFT STATION	1,450,000	84,209	1,365,791
SSES IMPROVEMENTS	1,500,000	44,295	1,455,705
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	254,890	620,110
	<u>5,990,000</u>	<u>1,744,224</u>	<u>4,245,776</u>





**CITY OF HELEN AVAILABLE 2020 SPLOST FUNDS  
AS OF AUGUST 31, 2023**

<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 &amp; 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	912,808.61	1,334,407.42	1,474,809.26	210,799.40	3,932,824.70
INTEREST EARNED	19,732.22	28,845.94	31,881.01	4,556.86	85,016.03
<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	0.00	0.00	17,511.00	0.00	17,511.00
BANK FEES	0.00	0.00	0.00	0.00	0.00
<u>2020 SPLOST AVAILABLE</u>	<u>359,447.25</u>	<u>965,177.72</u>	<u>1,161,731.05</u>	<u>109,370.69</u>	<u>2,595,726.72</u>



**CITY OF HELEN AVAILABLE 2014 SPLOST FUNDS  
AS OF AUGUST 31, 2023**

<u>2014 SPLOST</u>	<u>ROADS, STREETS, BRIDGES, SIDEWALKS (39.47%)</u>	<u>WATER/WASTEWATER IMPROVEMENTS (47.37%)</u>	<u>PUBLIC BUILDINGS AND GROUNDS (9.11%)</u>	<u>COMPUTER, COMM INFO EQUIP (4.05%)</u>	<u>TOTAL 2014 SPLOST REVENUE</u>
<u>TOTALS FOR</u>					
<u>6 YEAR PERIOD</u>					
<u>CURRENT ESTIMATE</u>	974,909.00	1,170,039.00	225,017.00	100,035.00	2,470,000.00
<u>REVENUE</u>					
ACTUAL RECEIVED	1,383,160.92	1,660,003.36	319,244.89	141,925.56	3,504,334.73
INTEREST EARNED	2,227.66	2,673.53	514.16	228.58	5,643.94
<u>EXPENSES</u>					
PRIOR YEARS TOTALS	1,384,698.86	1,661,798.55	319,533.95	127,063.45	3,493,094.81
CURRENT YEAR TOTALS	0.00	0.00	0.00	0.00	0.00
BANK FEES	0.00	0.00	0.00	0.00	0.00
<u>2014 SPLOST AVAILABLE</u>	<u>689.72</u>	<u>878.35</u>	<u>225.11</u>	<u>15,090.69</u>	<u>16,883.86</u>

# Helen Police Department

## Monthly Report



### August 2023

<p style="text-align: center;"><b><u>Arrests- 19</u></b></p> <ul style="list-style-type: none"> <li>• Felony- 0</li> <li>• Misdemeanor- 16</li> <li>• FVA- 1</li> <li>• VGCSA- 2</li> </ul>	<p style="text-align: center;"><b><u>Citations</u></b></p> <p style="text-align: center;">195</p>
<p style="text-align: center;"><b><u>Security Checks</u></b></p>	<p style="text-align: center;"><b><u>Calls for Service</u></b></p> <p style="text-align: center;">585</p>
<p style="text-align: center;"><b><u>Foot Patrol Hours</u></b></p> <p style="text-align: center;">18</p>	<p style="text-align: center;"><b><u>Accident Reports</u></b></p> <p style="text-align: center;">12</p>
<p style="text-align: center;"><b><u>Criminal Trespass</u></b></p> <p style="text-align: center;">7</p>	<p style="text-align: center;"><b><u>Investigations</u></b></p> <ul style="list-style-type: none"> <li>• Cases cleared by arrest</li> <li>• Cases closed</li> <li>• Cases opened</li> <li>• Investigative Interviews</li> <li>• Search warrants obtained</li> </ul>

## Calls for Service

911 Accidental/Open Line/Hang Up	40	Fight	6	Road Rage	
Abandoned Vehicle	2	Fire Calls	4	Security / Business Check	10
Active Shooter		Flag Down	3	Sexual Assault Reported	
Alarm Calls		Follow up Report	16	Shots Fired	1
Amber/Levi/Matties Call/Alert		Foot Patrol	18	Special Detail	12
Animal Call	8	For Your Information	2	Speeding Vehicle	
Apparent Death	1	Forgery		Stalking	
Armed Robbery		Fraud		Subject Screaming	
Assault		Harassment	2	Suicide (attempt or threat)	3
Assist Fire / LEO	1	Hit and Run	13	Suspicious Person or Vehicle	29
Assist Motorist	8	Hostage Situation		Taking Report	11
Assistance Needed		Improperly Parked Vehicle	13	Temporary Protection Order	
Attempting to Stop		In the Area		Test Call	
BOLO	14	Intoxicated Driver/ Ped.	8	Theft Report	10
Bomb Threat		Indecent Exposure		Threats	2
Bond	11	Juvenile Problem	3	Traffic Accident	12
Burglary	10	Kidnapping		Traffic Hazard	1
Call by Phone	37	Lines Down	1	Traffic Stop	117
Car Jacking		Loitering		Tree Down/ Across Roadway	2
Chase in Progress		Lost/Found Item or Person	17	Trespassing	1
Child Abuse/ DFCS		Mechanical Breakdown	2	Problem Unknown	
City/County Ordinance Violation	3	Medical Calls	25	Vandalism	
Court Detail		Meet in Person	17	Vehicle Lock Out	
Criminal Trespass	3	Mental Subject		Vehicle Registration Info.	2
Damage to Property	5	Missing Person	1	Vehicle Taken without Permission	
Debris in Roadway	1	Noise Complaint	1	Vin Verification	
Deliver Message		Not Otherwise Specified	10	Walk Thru	1
Direct Traffic		Open Door		Wanted Person/Warrant	4
Dispute	9	Overdue Motorist	2	Wanted/Stolen Indicated	
Disturbance	6	Pandering		Welfare Check	6
Domestic	5	Pick up Prisoner/ Subject	3	School Crossing/ Traffic	1
Driver/Criminal History Requested		Possible Dam Failure		Subject in Custody	
Driver's License Info.	5	Prowler	1	Wrecker needed	
Drug Suspect	2	Public Assist		Civil Process	
Emergency Road Repair		Reckless Driving	3	Illegal Dumping	
Entering Auto	1	Refusing to Leave	4	Residence Check	
Escort	5	River Patrol	3	Calls for Water Dept Problems	1
Extra Patrol	1	Road Blocked		Information Purposes Only	3

**Total call for service: 585**



## City of Helen Fire & Rescue Monthly Report for August 2023

Total "911 Responses" = 71 / Year to Date = 555

### Major Incident Type(s) Breakdown

Major Incident Type	# Of Incidents Current Month	2022 Monthly Comparison	% Of Total Current Month
Fires	0	1	0%
Overpressure rupture, explosion, overhear (No Fire)	0	0	0%
Rescue & Emergency Medical Service	43	42	60.56%
Hazardous Condition (No Fire)	6	1	8.45%
Service Call	10	7	14.08%
Good Intent Call	10	4	14.08%
False Alarm & False Call	2	0	2.82%
Severe Weather & Natural Disaster	0	0	0.76%
Special Incident Type	0	0	0%
<b>TOTAL</b>	<b>71</b>	<b>55</b>	

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TTL
<b>2022</b>	41	30	23	40	66	81	87	55	62	78	52	59	675
<b>2023</b>	42	33	58	54	69	96	132	71					555
<b>Difference</b>	+1	+3	+30	+14	+3	+15	+45	+16					

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	4	5.6%	7	11	7	11	9	17	9
Aid Received	3	4.2%	<b>Busiest Hours for Date Range</b>						
None	64	90.1%	1100-1959						

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	4:55	51

### 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 August we had 6 overlapping calls for a total of 8.45% of our calls. This year our overlapping call average is about 15.32% (85 of 555).



**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"	43
Engine 32	1997 Ferrara "Spartan"	7
Truck 31	2002 Ferrara "Igniter Series"	5
Rescue 31	2000 Ford "F-650"	9
301	2016 Ford "F-150"	13
ATV 31	2016 Polaris "Ranger"	2

### Training

Firefighters completed a total of **69.00** combined hours of classroom and practical training.

<b>Fire Department Non-Emergency Activities</b>		
Walk In Evaluation & Public Assist	14	*Engine 31 – Antifreeze Leak Fixed (Cl. Deisel) *Greased All apparatuses – (Personnel) *Broken Regulator on Engine 31 – Ordered *Replaced Plug for Ambulance *Ice Machine – Cleaned and Disinfected *Ran new line for ice maker for drainage. *Replaced air filters on EMS Side *Truck 31 – Assisted GBI with flagpole *Truck 31 – Assisted Hampton INN w/ flagpole *Having issues with upstairs A/C unit freezing
Station Tour/Visitors	28	
Public Relation Hours	164.27 hrs.	
Fire Safety Programs	7 kids	
CPR/BLS Class	1	
Smoke Detector Installation	0	
Pre-Fire Plans/Inspections	5	
Hose Testing (Feet)	0	
Hydrant Testing/Maintenance (Total #)	0	

# **PUBLIC WORKS REPORT**

## **AUGUST 2023**

- Worked on Christmas lights.
- Put Christmas lights in the trees on the market platz.
- Worked on Christmas fixtures.
- Put out fall decorations .
- Take down spring banners and put up Octoberfest banners.
- Put riprap on the road side of Edelweiss.
- Normal routine clean restrooms. Trash rout. Road side trash. read meters . Cut grass . 811 locates.
- Put play ground chips out in river side park .
- Worked in spray field .
- Put up directional signs.
- Spray road side and guardrails .
- Put chlorine and salt in wells weekly .
- Take out trees and got the new well spot ready to drill at the lenzen property .
- Picked up 200 square bales of hay.



Helen, GA

# Service Order Statistics

## Group Summary

Group	Issued	Completed	Voided	New
1ST AVAILABLE	60	59	1	0
CHIPPING	3	1	0	0
TRASH	1	1	0	0
WATER	2	0	0	1
Grand Totals	66	61	1	1

## Staff Summary

Staff	Issued	Completed	Voided	New
1ST AVAILABLE	18	17	1	0
CHRIS ESTES	1	1	0	0
EDWARD SALWAY	36	34	0	1
JACK MORGAN	1	0	0	0
JACOB WESTMORELAND	2	2	0	0
JARED TURNER	3	3	0	0
JIMMY ROGERS	3	3	0	0
PW TEAM	2	1	0	0
Grand Totals	66	61	1	1

## Job Code Summary

Job Code	Issued	Completed	Voided	New
CHANGE METER - CHANGE METER	1	1	0	0
CHIPPING - CHIPPING	3	1	0	0
CONNECT - CONNECT	4	3	1	0
LEAK CK - LEAK CHECK	5	5	0	0
LOCK NON PAYMENT - LOCK NON PAYMENT	10	10	0	0
MISC - MISC	5	5	0	0
PICK UP CAN - PICK UP CAN	2	2	0	0
PICK UP CAN- TERM - PICK UP CAN - TERMINATE SERVI	3	3	0	0
PICK UP TRASH - PICK UP TRASH	1	1	0	0
READ TO TRANSFER - READ TO TRANSFER	7	7	0	0
RE-READ IN BILLING - RE-READ IN BILLING	8	8	0	0
SET METER - SET METER	1	1	0	0
TURN OFF/ON- REPAIRS - TURN OFF/ON - REPAIRS	2	0	0	1
UNLOCK - UNLOCK	14	14	0	0
Grand Totals	66	61	1	1

## Action Summary

Action	Issued	Completed	Voided	New
Connect	4	3	1	0
Re-Read	8	8	0	0
Occupant Change	7	7	0	0
Miscellaneous	32	28	0	1
Cutoff	10	10	0	0
Service Action	5	5	0	0
Grand Totals	66	61	1	1

## Issued by User

User	Issued
Mirinda	14
Susie	52
Grand Totals	66



**Completed by User**

<b>User</b>	<b>Completed</b>
esalway	46
ssanders	15
Grand Totals	61



**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

**BUILDING AND ZONING MONTHLY REPORT  
August 2023**

**Commissioners:**  
Jeff Ash  
Steve Fowler  
Fred Garmon  
Cinnamon Sullivan  
Cliff Hood

**City Manager:**  
Darrell Westmoreland

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

**Chief of Police:**  
Aletha Barrett

**Building and Zoning  
Director:**  
Jonah Casper

**Fire Chief:**  
Jody Prickett

**Public Works  
Director:**  
Jack Morgan

**PERMITS**

Building: 2  
Electrical: 3  
Mechanical: 0  
Plumbing: 1  
Signs: 4  
Events: 1

**INSPECTIONS**

-Permitted: 9  
-Courtesy inspections and consultations: 5  
-Builder and Architect consultations: 10

Certificate of Occupancy permits issued: 3

**ORDINANCE NO. 23-09-01**

**ORDINANCE OF THE CITY OF HELEN, GEORGIA TO AMEND CHAPTER 62,  
TAXATION, ARTICLE III, HOTEL-MOTEL EXCISE TAX, OF THE OFFICIAL CITY  
CODE OF HELEN, GEORGIA**

**WHEREAS**, the City of Helen is a Georgia municipal corporation; and

**WHEREAS**, the City Commission is the governing authority of the City of Helen; and

**WHEREAS**, there exists in the city of Helen, a number of short term rental properties in which residential property owners are in the business of renting their properties out on a short term basis to visitors to the city of Helen, Georgia; and

**WHEREAS**, for the protection of visitors to the city of Helen, residents of the city of Helen, and the owners of such rental properties themselves, the City Commission of Helen, Georgia finds that it is necessary to have registration information for each specific property being rented; including multiple emergency contacts for each specific property in the event a situation arises at such property necessitating a response from the city;

**WHEREAS**, such short term rental properties are subject to the levy of a hotel-motel excise tax pursuant to Section 62-51 of the Helen City Code, and O.C.G.A. Section 48-13-50 et. seq.; and

**WHEREAS**, changes in state law have occurred whereby the remittance of the hotel-motel excise tax is now made in some circumstances by marketplace innkeeper facilitators pursuant to O.C.G.A. Section 48-13-50.4; and

**WHEREAS**, the City Commission of Helen, Georgia, finds that with such changes, an amendment is necessary Section 62-55 of the Helen Municipal Code, to ensure that each short term rental operator-owner within the city is properly credited with the payment of the required excise tax in conjunction with their individual location; and

**NOW, THEREFORE, BE IT ORDAINED**, and it is hereby ordained, that Chapter 62, Taxation, of the Official Code of the City of Helen is amended, by the amendment of Section 62-53. - Registration of operator, as follows:

Sec. 62-53. - Registration of operator.

- (a) Every person engaging in, or about to engage in, business in the city as an operator of any establishment covered by section 62-51 shall immediately register the business with the city, on a form provided by the city for such purpose. This registration form shall be an annual requirement, but the operator is further required to update the information provided to the city during the year, should any such information change. The required registration hereunder shall include such information as the city requires, but specifically including the name under which the operator transacts business, or intends to transact

business and the physical address of the property from which business is transacted. The registrant shall provide a social security and/or federal tax ID number, as well as the registrant's Georgia Department of Revenue sales tax identification number. The registrant must provide a mailing address, phone numbers, email addresses, and such other information as the city may require of the registrant. The registrant shall provide a list of all online rental management platforms utilized in the conduct of registrant's business. Each registrant must provide the name and contact information of two emergency contacts to be available 24 hours a day, with said emergency contact having the ability to respond within 2 hours to any situations occurring at the property which necessitate a response from the city; including complaints about the property, the behavior of guests, damage to the property, or any illegal activity occurring at the property.

- (b) A separate registration shall be required for each place of business of an operator.

**BE IT FURTHER ORDAINED**, and it is hereby ordained, that Chapter 62, Taxation, of the Official Code of the City of Helen; Sec. 62-55. Due date, filing of return levied; is hereby amended to read as follows:

Sec. 62-55. - Due date, filing of return.

- (a) All taxes levied by this article shall be due and payable to the city monthly on or before the 20th day of every month next succeeding each respective month in which such taxes are collected. Payment shall be accompanied by a return for the preceding monthly period showing the gross rent, taxable rent, any exemptions claimed, and the amount of tax collected or otherwise due for the period, and such other information as may be required by the city.
- (b) Should the owner of the accommodations required to pay the tax pursuant to this Article utilize a marketplace innkeeper (as such is defined in O.C.G.A. Section 48-13-50.4) to make available short term rental lodging and/or facilitate the sale of such lodging or accommodations on the owner's behalf; and when, in such circumstances, the taxes due the City of Helen under this Article are remitted by that marketplace innkeeper to the city, the owner of such accommodations (including, but not limited to the owners of short term rentals as such short term rentals are defined under Section 14-26 of the Helen Municipal Code) shall still be required to file the report required under Section 62-55(a); providing the same information for each property owned, and reflecting the same information as required in Section 62-55(a) of the Helen Municipal Code, but also the amounts remitted by the owner's marketplace facilitator to the city, and any such other information as may be required by the city.
- (c) In the event there are no sales or rentals of lodging accommodations in a reporting period, lodging providers are still required to file the monthly return with the City of Helen, stating they had zero rentals or sales for the period.

**Be it further ordained** that no other changes are intended to Chapter 62, Taxation, of the City Code of Helen, Georgia, other than the specific amendments and additions contained herein.

**Be it further ordained**, by the Helen City Commission, that any ordinance or resolution previously existing, either replaced by or inconsistent or in conflict with this ordinance, are repealed in their entirety if replaced hereby, and repealed partially to the extent of the conflict or inconsistency of the previous ordinance, and that this ordinance shall become effective upon adoption.

This ordinance approved by the Helen City Commission this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_(SEAL)  
Jeffrey N. Ash, Sr., Mayor

ATTEST:

\_\_\_\_\_  
Marilyn Chastain, City Clerk

APPROVED AS TO FORM: \_\_\_\_\_  
Carl Free, City Attorney

Date: \_\_\_\_\_

Passed First Reading \_\_\_\_\_

Passed Second Reading \_\_\_\_\_

Approved and Adopted \_\_\_\_\_

**AFFIDAVIT FOR CLOSED MEETING OF  
THE CITY OF HELEN, GEORGIA  
PURSUANT TO O.C.G.A. §50-14-4(b)**

Personally appeared before the undersigned officer duly authorized by law to administer oaths, \_\_\_\_\_, who after being duly sworn, deposes and says as follows:

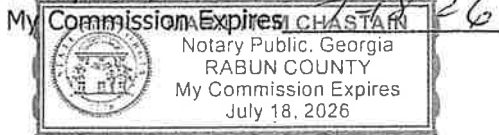
1. That the undersigned presided over a meeting closed to the public pursuant to the laws of the State of Georgia.
2. That said meetings was conducted on the 19 day of September, 2023,
3. at 10:00 o'clock a.m. at Helen City Hall, City of Helen, Georgia.
4. That the specific relevant exception(s) are checked below:

- A. To discuss the future acquisition of real estate; O.C.G.A. §50-14-3(4).
- B. To discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action, or periodic evaluation or rating of a public officer or employee; O.C.G.A. §50-14-3(6).
- C. To consult or meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the City or an officer or employee or in which the officer or employee may be directly involved; O.C.G.A. §50-14-2 and O.C.G.A. §50-18-72(e).
- D. Staff meeting held for investigative purposes under duties or responsibilities imposed by law; §50-14-3(1).

5. That this affidavit is made pursuant to O.C.G.A. §50-14-4(B) and is intended to comply with the provisions of said statute,

Sworn to and subscribed  
before me this 19 of  
September, 2023

Minister Chastain  
Notary Public



Jerry A. Al S.  
Affiant  
Title: \_\_\_\_\_  
Presiding