

**CITY OF HELEN
COMMISSION MEETING
AUGUST 1, 2017
10:00 A.M.
AGENDA**

1. CALL TO ORDER BY MAYOR PRO TEM JEFF ASH
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM JULY 18, 2017
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. ADMINISTRATIVE OPERATIONS
 - A. CONSIDERATION OF ALLOWING BUSINESS NAME CHANGE FOR OWNER OF PIES & PINTS ON OCCUPATIONAL TAX & ALCOHOL LICENSE FOR REMAINDER OF 2017 WITHOUT ADDITIONAL FEES
 - B. CONSIDERATION AND APPROVAL FOR ADDITIONAL ENTRANCE/EXIT FOR FIRE DEPARTMENT AS REQUIRED BY INSURANCE COMPANY
 - C. CONSIDERATION OF RECOMMENDATION FROM EMI OF AWARDED PEDESTRIAN BRIDGE PROJECT BY THE READING AND APPROVAL OF RESOLUTION NUMBER 17-08-01, A RESOLUTION BY THE CITY OF HELEN, GEORGIA FOR THE PURPOSES OF AWARDED A CONSTRUCTION CONTRACT FOR A PEDESTRIAN BRIDGE SR 17/SR 75 @ CHATTAHOOCHEE RIVER IN HELEN, WHITE COUNTY GEORGIA, GDOT PI NO. 0010684 AND TO AUTHORIZE THE CITY MANAGER TO EXECUTE APPROPRIATE DOCUMENTS FOR THE IMPLEMENTATION OF THE PROJECT.
 - D. CONSIDERATION OF APPOINTMENT TO THE NORTHEAST GEORGIA HOUSING AUTHORITY BOARD
8. POLICE DEPARTMENT OPERATIONS
9. FIRE DEPARTMENT OPERATIONS
10. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS
11. BUILDING AND ZONING OPERATIONS

12. ORDINANCES; SECOND 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

13. CITY COMMISSION COMMENTS

14. ADJOURNMENT

**THIS AGENDA WAS POSTED JULY 28, 2017 @ 11:00 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.**

**CITY OF HELEN
COMMISSION MEETING
AUGUST 1, 2017
MINUTES OF MEETING**

The Helen City Commission met on Tuesday August 1, 2017 in the Commission Chambers at Helen City Hall with Mayor Pro Tem Jeff Ash calling the meeting to order at 10:00 a.m.

City Clerk Marilyn Chastain called the roll and the following were present: Commissioner Cinnamon Spurlock, Commissioner Judy Holloway, and Mayor Pro Tempo Jeff Ash.

Also attending were City Manager Jerry Elkins, City Clerk Marilyn Chastain, Police Chief Brian Stephens, Building & Zoning Director Darrell Westmoreland, Fire Chief Jody Prickett, City Attorney Carl Free, absent was Public Works Director Ross Hewell.

Pledge of Allegiance to the Flag

APPROVAL OF AGENDA; Motion to approve as written by Commissioner Judy Holloway, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission present.

APPROVAL OF MINUTES FROM JULY 18, 2017; Motion to approve as submitted 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
City Manager Jerry Elkins announced and welcomed the new Building & Zoning Director Darrell Westmoreland.

ADMINISTRATIVE OPERATIONS

A. CONSIDERATION OF ALLOWING BUSINESS NAME CHANGE FOR OWNER OF PIES & PINTS ON OCCUPATIONAL TAX & ALCOHOL LICENSE FOR REMAINDER OF 2017 WITHOUT ADDITIONAL FEES; Attorney John Pennington representing Pies & Pints explained to the Commission that Ms Nottage was unaware that there was a Franchise on the business name and had received a letter of pending litigation if it were not changed, so that is the request to allow changing the name on the license and sign without additional charges. Motion to approve with no additional license fees and no Sign application fees to change the name of business for remainder of 2017 made by Commissioner Cinnamon Spurlock, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission present.

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B. CONSIDERATION AND APPROVAL FOR ADDITIONAL ENTRANCE/EXIT FOR FIRE DEPARTMENT AS REQUIRED BY INSURANCE COMPANY; City Manager Jerry Elkins explained that the City's insurance company that due to the room being used as a bunk room that an exit be installed for fire safety and the cost would be approximately \$1600.00 to \$1700.00 Motion to approve made by Commissioner Judy Holloway, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission present.

C. CONSIDERATION OF RECOMMENDATION FROM EMI OF AWARING PEDESTRIAN BRIDGE PROJECT BY THE READING AND APPROVAL OF RESOLUTION NUMBER 17-08-01, A RESOLUTION BY THE CITY OF HELEN, GEORGIA FOR THE PURPOSES OF AWARING A CONSTRUCTION CONTRACT FOR A PEDESTRIAN BRIDGE SR 17/SR 75 @ CHATTAHOOCHEE RIVER IN HELEN, WHITE COUNTY GEORGIA, GDOT PI NO. 0010684 AND TO AUTHORIZE THE CITY MANAGER TO EXECUTE APPROPRIATE DOCUMENTS FOR THE IMPLEMENTATION OF THE PROJECT. Fletcher Holiday of EMI explained the approval and recommendation. City Manager Jerry Elkins read Resolution 17-08-01. Motion to approve the project and Resolution 17-08-01 made by Commissioner Judy Holloway, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission present.

CONSIDERATION OF APPOINTMENT TO THE NORTHEAST GEORGIA HOUSING AUTHORITY BOARD; Mayor Pro Tempore Jeff Ash stated that Director Angie Calhoun had requested that City Manager Jerry Elkins be nominated to serve on the Northeast Georgia Housing Authority Board and recommends the Commission approving, stating that it will be good for the City to have representation on that board. Motion to approve made by Commissioner Judy Holloway, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission present.

POLICE DEPARTMENT OPERATIONS; Police Chief Brian Stephens was present and stated that the department is doing good with no major items to report.

FIRE DEPARTMENT OPERATIONS; Fire Chief Jody Prickett was present and stated that the new truck should be delivered at the end of August as planned, and there are no issues.

PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS; Public works director Ross Hewell was absent. City Manager Jerry Elkins stated that all is well and the department is getting things done.

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BUILDING AND ZONING OPERATIONS; Director Darrell Westmoreland was present as his official first day on the job and was welcomed by the Commission.

ORDINANCES; SECOND 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; Motion to approve made by Commissioner Cinnamon Spurlock, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission present.

CITY COMMISSION COMMENTS; None

ADJOURNMENT; Motion to adjourn at 10:40 a.m. made by Commissioner Judy Holloway, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission present.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN