

**CITY OF HELEN
COMMISSION MEETING
SEPTEMBER 2, 2014
10:00 A.M.
AGENDA**

1. CALL TO ORDER BY MAYOR JUDY HOLLOWAY
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 19, 2014
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. ADMINISTRATIVE OPERATIONS
 - A. FLETCHER HOLLIDAY WITH EMI CONCERNING GEFA LOAN WITH PRINCIPAL FORGIVENESS FOR SEWER LINE REHABILITATE/REPLACEMENT PROJECT ON BRUCKEN STRASSE IN THE WILLOW POND AREA.
8. POLICE DEPARTMENT OPERATIONS
9. FIRE DEPARTMENT OPERATIONS
10. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS
11. BUILDING AND ZONING OPERATIONS
12. PURCHASES AND BIDS
 - A. REVIEW OF BIDS FOR APPROVAL OF SIDEWALKS, PROJECT #1 ESCOWEE STREET, PROJECT #2 HAMBY STREET, PROJECT #3 HAMBY STREET BRIDGE, PROJECT #4 CITY PARKING LOT NARR WEG, AND PROJECT #5 EDELWEISS STRASSE IN FRONT OF HAYLOFT RESTAURANT.
13. ORDINANCES; NONE
14. RESOLUTIONS; NONE

15. CITY COMMISSION COMMENTS

16. ADJOURNMENT

THIS AGENDA WAS POSTED AUGUST 29, 2014 @ 10:00 A.M.

**CITY OF HELEN
COMMISSION MEETING
SEPTEMBER 2, 2014
10:00 A.M.
MINUTES OF MEETING**

The Helen City Commission met on Tuesday September 2, 2014 at 10:00 a.m. in the Commission Chambers at Helen City Hall, with Mayor Judy Holloway calling the meeting to order.

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

Also attending the meeting were City Manager Jerry Elkins, City Attorney Carl Free, City Clerk Marilyn Chastain, Police Chief Jim Couch, Fireman Johnathan Sutton, Building & Zoning Director Larry Krul.

Absent were Public Works Director Ross Hewell, and Fire Captain Lee Poteat.

Pledge of Allegiance to the Flag was given.

Approval of Agenda; Motion to approve as submitted made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

Approval of Minutes from August 19, 2014; Motion to approve as submitted made by Commissioner Dona K Burke, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

Petitions and Communications from the Public; Mayor Judy Holloway stated that it may be tenants living in the apartments in the Island area that are parking inappropriately overnight in City parking spaces and would like to see this addressed. City Manager Jerry Elkins stated he had already gotten with Police Chief Jim Couch and prepared a letter to place on those parked cars, and would issue citations to those that continue to do so after notification.

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Administrative Operations

A. Fletcher Holiday with EMI concerning the GEFA Loan Principal forgiveness for Sewer line Rehabilitate/Replacement project on Brucken Strasse in the Willow Pond area. Fletcher Holiday was present for the meeting. Copy of letter included as an integral part of the minutes.

There was discussion concerning the possibility of salvaging some of the existing sewer line if possible to save money, and also of the possibility that the amount could go over the \$350,000.00 estimate, or under that amount, depending on what problems if any there may be during the installation. Motion to approve moving forward with the project made by Commissioner Jeff Ash, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

Fletcher Holiday also updated the Commission on other projects in the City that were getting close to completion.

Police Department operations; Police Chief Jim Couch was present and stated that the Labor Day weekend had been exciting, also that he had been in town and watched the tubing buses go by, and none he saw had people standing up in them. He then stated that testing of the new Tablet system is working out well for the officers and that several business that currently have wi fi are giving them permission to log onto their service. Also due to the lower cost of the tablets, he may possibly be able to get each officer one to use within the budgeted amount. He also stated he is working to have a barcode system installed for each business that will have emergency contact information listed in case the owner needs to be called during hours their business is closed, and to also log the date and time that an officer makes a safety check when the barcode is scanned with the tablet.

Fire Department operations; Fireman Johnathan Sutton was present and stated he has really enjoyed working with the fire department, and that they have had about 60 calls for the month of August.

Public Works, water and waste water operations; Director Ross Hewell was not present. City Manager Jerry Elkins stated that the Public works department had been very busy installing the landscaping and lighting in Phase 1 of the Island area project. Commissioner Jeff Ash stated that he had seen the Public works department working on Monday and what a great job they were doing getting the Island area in shape, also that he thinks that the property owners that are not keeping their property up should be cited. Commissioner Helen Wilkins stated that there are other properties that also are in disrepair.

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City Manager Jerry Elkins stated he had sent a letter previously to Shirley Wan stating that there would be no more warnings about the over grown grass at her property that a citation would be issued if not cut. There was no action taken by Ms. Wan to correct the problem and a citation has been sent by certified mail to Ms. Wan. Attorney Carl Free stated that buildings in disrepair should be dealt with under the International Building Code, and that grass or vegetation problems would fall under the nuisance code. There was discussion concerning the grass at the Hayloft parking lot being out of code. City Manager Jerry Elkins stated he had talked to the owner and emailed him concerning the grass being out of compliance. The Commission directed City Manager Jerry Elkins to have the owner cited for violation of the nuisance code.

City Manager Jerry Elkins updated the Commission on the new Public Works Building, saying that the floors are getting ready to be poured, and after setting for 7 days the framing will start.

Building and Zoning operations; Building & Zoning Director Larry Krul was present for the meeting and informed the Commission that he had met with Attorney Chad Knott representing Tuscan Villas in trying to help with the zoning issue, also that the final plans for the Holiday Inn should be submitted this week.

Purchases and Bids;

A. Review of bids for approval of sidewalks; #1. Escowee Street, #2 Hamby Street, #3 Hamby Street Bridge, #4 City parking lot Narr Weg, #5 Edelweiss Strasse in front of Hayloft Restaurant. City Manager Jerry Elkins informed the Commission that the City had received bids from two contractors, Wilkerson Concrete and William Hicks Construction, and that bids from Wilkerson Concrete were lower on each of the 5 projects, and motions are as listed;

#1. Escowee Street; Motion to accept bid of \$48,563.00 from Wilkerson Concrete, made by Commissioner Fred Garmon, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

#2. Hamby Street; Motion to accept bid of \$7,804.00 from Wilkerson Concrete made by Commissioner Helen Wilkins, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

#3. Hamby Street Bridge; Motion to accept bid of \$707.25 from Wilkerson Concrete made by Commissioner Dona K Burke, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

#4. City Parking lot Narr Weg; Motion to accept bid of \$5,131.00 from Wilkerson Concrete made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

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#5. Edelweiss Strasse in front of Hayloft Restaurant; Motion to accept bid of \$18,937.00 from Wilkerson Concrete made by Commissioner Dona K Burke, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

Ordinances; None

Resolutions; None

City Commission Comments; Commissioner Helen Wilkins asked when Pete Hodkinson and John Kollock were going to be added to the Wall of Fame. It was decided to be done at the next Commission meeting on September 16, 2014. Commissioner Helen Wilkins volunteered to contact the wives of both men so the families could attend.

Commissioner Jeff Ash stated the guys in the field are great workers and have done an excellent job in town and on the Island project.

Adjournment; Motion to adjourn at 10:53 a.m. made by Commissioner Dona K Burke, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

RESPECTFULLY SUBMITTED BY CITY CLERK MARILYN CHASTAIN