

**CITY OF HELEN  
COMMISSION MEETING  
AUGUST 13, 2019  
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 JULY 9, 2019  
APPROVAL OF MINUTES FROM SPECIAL CALLED MEETING JULY 25, 2019
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. HELEN/WHITE COUNTY CVB MONTHLY REPORT
8. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
9. ADMINISTRATIVE OPERATIONS
  - A. UPDATE FROM CITY MANAGER ON CURRENT PROJECTS
  - B. FINANCIAL REPORT
  - C. APPOINTMENT TO HOUSING AUTHORITY BOARD
  - D. DISCUSSION OF CHRISTMAS FIXTURES AND DECORATING
  - E. DISCUSSION OF UNICOI HILL PARK REDEVELOPMENT
10. POLICE DEPARTMENT MONTHLY REPORT
11. FIRE DEPARTMENT MONTHLY REPORT
12. PUBLIC WORKS, WATER AND WASTEWATER MONTHLY REPORT
13. BUILDING AND ZONING MONTHLY REPORT
14. PURCHASES AND BIDS
15. ORDINANCE
16. RESOLUTIONS

17. EXECUTIVE SESSION TO DISCUSS POSSIBLE LITIGATION AND LAND ACQUISITION

18. CITY COMMISSION COMMENTS

19. ADJOURNMENT

**THIS AGENDA WAS POSTED AUGUST 9, 2019 @ 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 13, 2019  
MINUTES OF MEETING**

The Helen City Commission met on Tuesday August 13, 2019 in the Commission Chambers at Helen City Hall with Mayor Cinnamon Spurlock calling the meeting to order at 10:00 a.m.

ROLL CALL BY CITY CLERK MARILYN CHASTAIN; Present were Mayor Cinnamon Spurlock, Commissioner Lee Landress, Commissioner Jeff Ash and Commissioner Steve Fowler. Absent was Commissioner Geneva Elwell.

Also attending were City Manager Jerry Elkins, City Attorney Carl Free, City Clerk Marilyn Chastain, Finance Officer Mona Wood, 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 and approve with the addition as item 9 F. Approval of terms in letter from Walker, Pierce, & Tuck to perform the annual audit made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission present.

APPROVAL OF MINUTES FROM JULY 9, 2019; Motion to approve made by Commissioner Steve Fowler, 2<sup>nd</sup> by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission present.

APPROVAL OF MINUTES FROM SPECIAL CALLED MEETING JULY 25, 2019; Motion to approve made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission present.

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; Resident Helen Wilkins asked the Commission to consider adding Bob Fowler to the wall of fame and presenting this to his family at the Helen 50<sup>th</sup> birthday celebration. 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.

Joel Caudwell owner of the new train trolley in town stated he had several request to deliver passengers to area hotels and asked the Commission to consider allowing him to add approval of him going from Main Street, down Chattahoochee onto Edelweiss and turning around before he reaches the intersection at the Veterans park then back to Chattahoochee, then back to Main Street. 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.

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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 as well. He also suggested planting a tree on Unicoi Hill in memory of Pete Hodkinson during the renovation of the park. Commissioner Lee Landress made a motion to approve planting a tree in the park, 2<sup>nd</sup> by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission present.

HELEN CHAMBER OF COMMERCE MONTHLY REPORT; No report. Renee Green was not present. Linda McAllister reminded the Commission of the Taste of Helen this Wednesday at the Festhall.

**20. ADMINISTRATIVE OPERATIONS**

- A. UPDATE FROM CITY MANAGER ON CURRENT PROJECTS; City Manager Jerry Elkins stated the liner for the concrete water tank is waiting on grant funding and the new well is waiting on the 72 hour pump test and water test results.
- B. FINANCIAL REPORT; Motion to approve made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission present.
- C. APPOINTMENT TO HOUSING AUTHORITY BOARD; Motion to appoint Linda McAllister made by Commissioner Steve Fowler, 2<sup>nd</sup> by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission present.
- D. DISCUSSION OF CHRISTMAS FIXTURES AND DECORATING; Motion to authorize City Manager Jerry Elkins to purchase additional decorations at his discretion above the current budgeted amount made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission present.
- E. DISCUSSION OF UNICOI HILL PARK REDEVELOPMENT; Motion made by Commissioner Jeff Ash for City Manager Jerry Elkins to get quotes together of equipment suggested, 2<sup>nd</sup> by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission present.
- F. DISCUSSION FOR APPROVAL OF ALLOWING WALKER, PIERCE & TUCK TO PREFORM THE YEARLY AUDIT AT TERMS PROVIDED IN LETTER; Copy of letter 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.

POLICE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Police Chief Brian Stephens was present and gave a verbal report as well and stated he had participated in the annual Night Out on August 6<sup>th</sup> and hopes to host the event in Helen next year.

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

PUBLIC WORKS, WATER AND WASTEWATER MONTHLY REPORT; Report included as an integral part of the Minutes. Director Ross Hewell was absent. City Manager Jerry Elkins informed the Commission that the repair of the bank at City Hall is near completion with the exception of paving the sally port, and that our public works employees had helped with installing the sod and rocks.

BUILDING AND ZONING MONTHLY REPORT; Report included as an integral part of the Minutes. Director Darrell Westmoreland was present and gave a verbal report. He also suggested looking into creating an ordinance for commercial pools to be able to verify that they are being properly maintained as required.

PURCHASES AND BIDS; None

ORDINANCE; None

RESOLUTIONS; None

EXECUTIVE SESSION TO DISCUSS POSSIBLE LITIGATION AND LAND ACQUISITION; Motion to go into Executive Session at 11:20 a.m. made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission present.

The regular Commission resumed at 12:45 p.m. with no motions made as a result of the Executive Session.

CITY COMMISSION COMMENTS; Commissioner Steve Fowler stated he knows this is a busy time of year for all City employees and wants to commend them all for the hard work they do. City Manager Jerry Elkins stated he appreciates all the Commissioners and employees and that on August 1<sup>st</sup> marked his being employed by the City for 20 years and it is very rewarding seeing all the improvements that have been made and are being planned.

ADJOURNMENT; Motion to adjourn at 12:50 p.m. made by Commissioner Lee Landress, 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**

