

**CITY OF HELEN  
COMMISSION MEETING  
JANUARY 16, 2018  
3:00 P.M.  
AGENDA**

1. CALL TO ORDER BY MAYOR PRO TEMPORE CINNAMON SPURLOCK
2. OATH OF OFFICE TO MAYOR JEFF ASH
3. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
4. PLEDGE OF ALLEGIANCE TO THE FLAG
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES FROM DECEMBER 19, 2017  
APPROVAL OF MINUTES FROM JANUARY 2, 2018
7. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
8. ALPINE HELEN/WHITE COUNTY CVB MONTHLY REPORT
9. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
10. ADMINISTRATIVE
  - A. FINANCIAL REPORT
  - B. AUDIT REPORT BY WAYNE TUCK OF WALKER TUCK & PIERCE
  - C. APPOINTMENT OF 2 MEMBERS TO THE PLANNING DESIGN AND REVIEW BOARD
11. POLICE DEPARTMENT MONTHLY REPORT
9. FIRE DEPARTMENT MONTHLY REPORT
10. PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT
12. BUILDING AND ZONING DEPARTMENT MONTHLY REPORT
13. PURCHASES AND BIDS; NONE
14. ORDINANCES; NONE
15. RESOLUTIONS; NONE
16. CITY COMMISSION COMMENTS

17. ADJOURNMENT

**THIS AGENDA WAS POSTED JANUARY 12, 2018 @ 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  
JANUARY 16, 2018  
MINUTES OF MEETING**

The Helen City Commission met on Tuesday January 16, 2018 in the Commission Chambers at Helen City Hall with Mayor Pro Tempore Cinnamon Spurlock calling the meeting to order at 3:00 p.m.

OATH OF OFFICE TO NEW Mayor Jeff Ash was administered by City Clerk Marilyn Chastain. Mayor Ash stated he appreciates being on the City Council, that he has worked with a fantastic group of people since his first term in 1974 and pledges to do the best job he can. He also welcomed new Commissioners Steve Fowler, Geneva Elwell, and Lee Landress.

ROLL CALL BY CITY CLERK MARILYN CHASTAIN; Present were Commissioners Steve Fowler, Geneva Elwell, Cinnamon Spurlock, Lee Landress, and Mayor Jeff Ash. Also attending were City Manager Jerry Elkins, Finance Director Debbie Gerchman, City Attorney Carl Free, City Clerk Marilyn Chastain, Police Chief Brian Stephens, Fire Chief Jody Prickett, Public Works Director Ross Hewell, Building & Zoning Director Darrell Westmoreland.

PLEDGE OF ALLEGIANCE TO THE FLAG

APPROVAL OF AGENDA; Motion to approve made by Commissioner Cinnamon Spurlock, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

APPROVAL OF MINUTES FROM DECEMBER 19, 2017; Motion to approve made by Commissioner Cinnamon Spurlock, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

APPROVAL OF MINUTES FROM JANUARY 2, 2018; Motion to approve made by Commissioner Cinnamon Spurlock, 2nd by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission.

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; None

ALPINE 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. Commissioner Cinnamon Spurlock asked Director Jerry Brown if when he got complaints about the shops not being open if he passed this on to the owners he stated that normally he does not. Mayor Jeff Ash asked for quarterly reports to be provided by the CVB of their financials. Former Mayor Helen Wilkins asked how the bandshell is approved for use in order to have different performers, Director Jerry Brown stated that it is on a first come basis and booked several weeks in advance.

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HELEN CHAMBER OF COMMERCE MONTHLY REPORT; No written Report. Member Linda McCallister stated that Director Renee Chacon has said she will be present at the next meeting.

**ADMINISTRATIVE**

A. FINANCIAL REPORT; City Manager Jerry Elkins informed the Commission that Revenues are up as well as expenses which is typical for this time during the budget, but that things are looking good. Motion to approve the financial report made by Commissioner Cinnamon Spurlock, 2nd by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission.

B. AUDIT REPORT BY WAYNE TUCK OF WALKER TUCK & PIERCE; Wayne Tuck of Walker, Tuck and Pierce stated the audit normally starts in May or June with a to do list sent in to of items needed for the audit and thanked City Manager Jerry Elkins and staff for their cooperation and help. He stated it is a positive report and thanked the City and Commission for letting their firm do the audit again. Mayor Jeff Ash asked Mr. Tuck to provide a comparative analysis for the years 2007, 2012, 2017 which he stated he would get together.

C. APPOINTMENT OF 2 MEMBERS TO THE PLANNING DESIGN AND REVIEW BOARD; Vacancies are due to members Steve Fowler and Lee Landress being elected to serve as Commissioners.

Motion to appoint Helen Wilkins for the vacant 2 year term made by Commissioner Steve Fowler, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

Motion to appoint Chris Williams to the vacant 1 year term made by Commissioner Cinnamon Spurlock, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

POLICE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Police Chief Brian Stephens also went over the yearly totals of calls. He stated that he still has 2 openings for full time officers but has not had applications by certified officers. He also stated he currently has 9 full time officers and 10 part time officers.

FIRE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Fire Chief Jody Prickett gave a verbal report and also went over the yearly total of calls made by the Fire Department.

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PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT; Report included as an integral part of the Minutes. Director Ross Hewell gave a verbal report and stated they are geared up for the impending weather that is predicted.

BUILDING AND ZONING DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Director Darrell Westmoreland gave a verbal report and stated he had received 2 certifications one being Septic Systems inspections and the other Log Home inspection certification which he is one of two now in the state. He was congratulated by the Commission.

PURCHASES AND BIDS; NONE

ORDINANCES; NONE

RESOLUTIONS; NONE

CITY COMMISSION COMMENTS; Commissioner Steve Fowler stated it is a pleasure serving and learning about how the City runs, and also stated that the Veterans park is progressing well. Commissioner Geneva Elwell stated she is happy to serve the people and was on her first board in 1984. Commissioner Cinnamon Spurlock thanked everyone for coming and is looking forward to a good year. Commissioner Lee Landress stated he is also looking forward to a good year. Mayor Jeff Ash stated he welcomes the new Commissioners and that if they have any questions to talk with the City Manager that he has the knowledge to help make the transition run smoothly.

ADJOURNMENT; Motion to adjourn at 4:35 p.m. made by Commissioner Steve Fowler, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

**RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN**