

**CITY OF HELEN
COMMISSION MEETING
FEBRUARY 3, 2015
10:00 A.M.
AGENDA**

1. CALL TO ORDER BY MAYOR DONA K BURKE
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM JANUARY 20, 2015
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
 - A. HELEN ARTS AND HERITAGE CENTER TO PRESENT A GENERAL PLAN FOR THE EXPANSION AND RENOVATION OF THE CENTER FOR THE HISTORY MUSEUM.
7. ADMINISTRATIVE OPERATIONS
 - A. DISCUSSION AND CONSIDERATION FOR APPROVAL OF; DOUG FORTNER, ALPINE TAXI TO OPERATE WITHIN THE CITY LIMITS OF HELEN
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
13. ORDINANCES
14. RESOLUTIONS
15. CITY COMMISSION COMMENTS
16. ADJOURNMENT

THIS AGENDA WAS POSTED JANUARY 30, 2015 @ 10:00 A.M.

**CITY OF HELEN
COMMISSION MEETING
FEBRUARY 3, 2015
10:00 A.M.
MINUTES OF MEETING**

The Helen City Commission met on Tuesday February 3, 2015 in the Commission Chambers at Helen City Hall, with Mayor Dona K Burke calling 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 Helen Wilkins, Mayor Dona K Burke, Commissioner Judy Holloway, Commissioner Jeff Ash.

Also attending were City Manager Jerry Elkins, City Attorney Carl Free, City Clerk Marilyn Chastain, Police Chief Jim Couch, Fire Captain Lee Poteat, Building & Zoning Director Larry Krul. Public Works Director Ross Hewell was absent.

Pledge of Allegiance to the Flag was given.

Approval of Agenda; Motion to Amend the Agenda with the addition as item 7-B Discussion and consideration of accepting donation of property, grading, extension of sidewalks, streetlights, and survey of the property all to be paid for by the City, and to approve the Amended Agenda made by Commissioner Jeff Ash, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

Approval of Minutes from January 20, 2015; Motion to approve made by Commissioner Helen Wilkins, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

Petitions and Communications from the Public; There were no comments from the Public.
A. Helen Arts and Heritage Center to present a General Plan for the Expansion and Renovation at the Center for the History Museum. Paula Ash presented to the Commission a drawing of the proposed changes at the center utilizing the area of the former Fire Department bays for the John Kollock museum. Mayor Dona K Burke stated she had been approached by a citizen and was questioned if the Arts Center paid rent for the use of the Center. Mayor Burke stated that when it was agreed to let the Arts Center use the building that there be no charge or rent for the first couple of years, until the center got off the ground, then the Center would start paying a monthly rent to the City for the use of the building, and she also reminded the Commission that there had been a business owner that had been willing to rent the building at that time.

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Helen resident David Greear was in the audience and stated he thinks the Arts Center should pay rent to the City for use of the building. Commissioner Fred Garmon stated he thinks the center does a lot for the Citizens. Mayor Burke stated that the building belongs to the City and thinks that not paying rent is an issue and that since she was approached by a Citizen that it needed to be discussed. Carol Powell board member of the Arts Center stated that from a Tourism stand point she would like the Arts Center be a regional draw. Commissioner Helen Wilkins stated that the City parks, and Arts center are good for the town, but that originally when the Arts Center was first started the agreement was to pay rent at some point. Mayor Burke asked Mrs. Ash that when money is spent on the building for improvements how that is accounted for. Mrs. Ash stated that on the Financial Report improvements are shown as maintenance, and will be glad to bring a copy of the Financial Report to the City. Commissioner Jeff Ash asked if the Arts Center could be given credit for building improvements as Capitol Improvements. City Attorney Carl Free stated that in order to be a Capitol Improvement there would need to be permission from the property owner prior to making improvements, and that currently the Center is on a year to year lease running from June to June. There was discussion about making the lease a longer term, and allowing the pre-approved Capitol Improvements up to a certain amount go toward a monthly lease. Commissioner Jeff Ash made a motion to approve allowing the Helen Arts & Heritage Center to make pre-approved Capitol improvements to the building in lieu of rent, with improvements made up to a maximum of \$100,000.00 during the 5 year lease term, then rent charged if Capitol improvements are less than \$100,000.00 for the difference and that the lease renewal be done before improvements are made, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

Administrative Operations;

A. Discussion and Consideration for approval of Doug Fortner, Alpine Taxi and Tours to operate within the City Limits of Helen. Police Chief Jim Couch stated that Mr. Fortner's background investigation came back with no problems and did not see any issue there, also that he had inspected the vehicle and it meets the requirements for approval. Motion to approve made by Commissioner Fred Garmon, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

B. Discussion and Consideration for approval of accepting donation of property, extension of sidewalks, survey of property, and adding street lights on the property donated by Curtis and Julia Crowe to the City. City Manager Jerry Elkins presented the Commission with a copy of a plat that represents where the property is located. A copy of the plat is included as an integral part of the permanent minutes.

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City Manager Jerry Elkins stated that he and Commissioner Jeff Ash had met with the property owners of Alpine Village Inn to discuss the need for sidewalks in the front of their property and thanked Commissioner Jeff Ash for his participation. He then informed the Commission that if the donated property is accepted by the Commission that there would be substantial cost involved to the City which are; the Survey of the property, grading of the parking lot, installation of the sidewalk and guttering, street lights and having the City Attorney prepare the Deeds, moving of a fire hydrant. There was more discussion about the project and the possibility of adding it as part of Phase II of the Island area project, and discussion of getting bids for the sidewalks. Commissioner Jeff Ash made a motion to approve accepting the donated property, installation of sidewalks and gutters after getting bids for project, grading, additional street lights for area, the City to pay for surveying, and for Deed preparation of by City Attorney, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

Police Department Operations; Police Chief Jim Couch presented a copy of a new Poster he is taking to business about Human trafficking that is required by the State to be placed in certain establishments such as Motels and Bars. He then explained the need to purchase a new Intoxilyzer stating that the current machine was recently tested by the State and passed, but is close to the range of possibly not passing when tested again, and that due to the time frame of being retested in June it is not in this year's budget to purchase the new equipment and the possibility that due to the small number of employees that work at the 1 company that makes the machine and the possibility that other Cities will also be ordering, the company may not be able to fill our order. If that were the case the City would be without a breathalyzer to test for DUI's until the order was filled. Chief Couch stated the cost to be \$8,123.00 which includes a 2 year warranty. Motion to approve the purchase of the Intoxilyzer 9000 with the 2 year warranty at a cost of \$8,123.00 made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

Fire Department Operations; Captain Lee Poteat informed the Commission that there had been a busy weekend, with a fire Monday night at the Best Western Motel and had been confined to the laundry area with no injuries, that most of the improvements at the Fire department had been completed. Captain Poteat then informed the Commission that an employee of the water department had told him that the fire hydrant near the Library had been damaged several months ago and is not working and should be replaced.

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Public Works, Water and Waste Water Operations; City Manager Jerry Elkins informed the Commission that the new Public Works building storage area is near completion inside and already almost full with the City Christmas decorations.

He then stated the trees being removed at the treatment plant would be replanted with similar trees but not placed under the power lines. That the Pontoon boat that is in the treatment pond is being used to do repairs to the pumps that have been giving problems.

Building & Zoning Operations; Director Larry Krul stated he was doing a final inspection at Big Daddys for the new addition on Wednesday and how nice it is looking, and informed the Commission that the Red Roof Inn is coming along well, but there has been no new progress on the new Holiday Inn Express. Director Krul then informed the Commission that Mike Wilkins has stated that he would like to step down from the PDRB if there is anyone willing to take his place when his term expires. City Manager Jerry Elkins stated notice of the openings on the PDRB could be printed on the new Water bills to let everyone know that may be interested in being on the board.

Purchases and Bids; None

Ordinances; None

Resolutions; None

City Commission Comments; Commissioner Fred Garmon stated this was a good meeting. There were no other Commission comments.

Adjournment; Motion to adjourn at 10:50 a.m. made by Commissioner Judy Holloway, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN