

**CITY OF HELEN
COMMISSION MEETING
OCTOBER 6, 2015
10:00 A.M.
AGENDA**

1. CALL TO ORDER BY MAYOR PRO TEMPO FRED GARMON
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM SEPTEMBER 15, 2015
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. ADMINISTRATIVE OPERATIONS
 - A. FINANCIAL REPORT
 - B. DISCUSSION OF CHANGING NOVEMBER 3, 2015 COMMISSION MEETING DATE DUE TO ELECTION AT CITY HALL
 - C. GDOT RIGHT OF WAY ROAD ENHANCEMENT GRANT UPDATE
 - D. DISCUSSION FOR APPROVAL OF CHANGES TO HAMBY STREET WATER LINE PROJECT
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. APPROVAL OF BID FOR WILLOW POND SEWER LINE PROJECT
13. ORDINANCES
 - A. DISCUSSION OF CORRECTION TO CHAPTER 22, SECTION 22-2 IN THE OFFICAL CODE; POLLING PLACES

B. FIRST READING OF ORDINANCE 15-09-02; AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE AMENDMENT OF CHAPTER 22: ELECTIONS; SECTION 22-2: POLLING PLACES RESOLUTIONS

14. CITY COMMISSION COMMENTS

15. ADJOURNMENT;

THIS AGENDA WAS POSTED OCTOBER 2, 2015 AT 1:00 P.M.
THIS AMENDED AGENDA WAS POSTED OCTOBER 2, 2015 AT 2:00 P.M.

**CITY OF HELEN
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MINUTES OF MEETING**

The Helen City Commission met on Tuesday October 6, 2015 in the Commission Chambers at Helen City Hall with Mayor Pro Tem Fred Garmon 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, Commissioner Judy Holloway, Commissioner Jeff Ash. Absent was Mayor Dona K Burke.

Also attending were City Manager Jerry Elkins, City Attorney Carl Free, City Clerk Marilyn Chastain, Fire Chief Jody Prickett, Building & Zoning Director Larry Krul, Public Works Director Ross Hewell. Absent was Police Chief Brian Stephens due to being called to Grand Jury.

Pledge of Allegiance to the Flag was given.

Approval of Minutes from September 15, 2015; Motion to approve made by Commissioner Helen Wilkins, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission present.

Petitions and Communications from the Public; None

Administrative Operations

A. Financial Report; City Manager Jerry Elkins stated that Revenues are currently over the Budgeted amount, and that Expenditures are currently under Budget. Mayor Pro Tem Fred Garmon stated that Hotel Motel taxes are up 30% from this time last year. Commissioner Jeff Ash stated that revenues are up 24%. Commissioner Judy Holloway asked if the 2009 SPLOST funds were already allocated, City Manager Jerry Elkins stated they are for current projects and future projects that were already approved for the funds.

B. Discussion of changing the November 3, 2015 commission meeting date due to the election being held on the same date. Motion to change the Commission meeting date to Monday November 2, 2015 made by Commissioner Helen Wilkins, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission present.

C. GDOT Right of way Road Enhancement Grant update. City Manager Jerry Elkins stated he had met with the DOT Engineer and Landscape Company concerning the Enhancement Grant and explained the type of plants that are allowed must be native to the area.

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D. Discussion for approval of changes to the Hamby Street Water Line project; Fletcher Holiday of EMI explained the cost of each option that was suggested and his recommendations. A copy of the proposal is included as an integral part of the Minutes.

Commissioner Jeff Ash made a motion to abandon Option A and approve Option B and authorize Fletcher Holiday authority to proceed with plans, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission present.

Police Department Operations; Police Chief Brian Stephens was not at the meeting due to being called to Grand Jury.

Fire Department Operations; Fire Chief Jody Prickett stated he had hired additional employees that will allow the Department to be covered 24-7, that his office had been completed, he had ordered uniforms, and the Ladder truck is scheduled to be certified on Friday. Mayor Pro Tem Fred Garmon stated the department is looking good and proud of the work that had been done.

Public Works, Water and Waste Water Operations; Director Ross Hewell told the Commission that due to the power outage on Sunday that 2 pump trucks had to be called in to pump 45,000 gallons of sewage out of the lift station to avoid raw sewage going into the river, that the generator failed due to an electrical problem in the wiring. Mayor Pro Tem Fred Garmon stated he appreciated the work that the Public Works department had done to prevent the sewage spill.

Building and Zoning Operations; Director Larry Krul stated the slab is poured on the Holiday Inn Express, that the Red Roof Inn had chosen paint colors and were approved by the PDRB, that the Alley project should start soon, but does not know what can be done about the Ferrell cat problem in town. He also stated the retaining wall at United Community Bank is completed and looks very good, and appreciates that the work has been completed.

Purchases and Bids

A. Approval of Bid for Willow Pond Sewer Line Project; Fletcher Holiday of EMI explained the bids received and recommends the City approve the low bid from Square Deal of \$206,384.15 and awarding the bid by resolution 15-10-15. City Manager Jerry Elkins read Resolution 15-10-15. Motion to approve awarding the low bid of \$206,384.15 made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission present.

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Ordinances

A. Discussion of correction to Chapter 22, Section 22-2 in the Official Code; Polling Places; Attorney Carl Free stated the procedure had been done correctly in 2007 by Judge Garrison Baker according to the State law requirements at that time, but that the Code itself had been overlooked, that City Clerk Marilyn Chastain had brought this to his attention and that this is to correct the Code to reflect the change of the polling location.

B. First reading of Ordinance 15-09-02; AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE AMENDMENT OF CHAPTER 22: ELECTIONS; SECTION 22-2: POLLING PLACES; Motion to approve the first reading made by Commissioner Helen Wilkins, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission present.

Resolutions; No additional Resolutions after the Willow Pond Project Resolution.

City Commission Comments; Mayor Pro Tem Fred Garmon commended the Public Works Department and employees for their work during the previous weekend when the power was out by preventing the potential sewage leak.

Adjournment; Motion to adjourn at 10:42 a.m. made by Commissioner Judy Holloway, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN