

**CITY OF HELEN
COMMISSION MEETING
DECEMBER 5, 2017
10:00 A.M.
AGENDA**

1. CALL TO ORDER BY MAYOR HELEN WILKINS
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM NOVEMBER 21, 2017
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. ADMINISTRATIVE OPERATIONS;
 - A. RON WEBB OF NORTH EAST GEORGIA VETERANS SOCIETY TO DISCUSS VETERANS MEMORIAL
 - B. DISCUSSION OF SETTING COMMISSION MEETING DATES AND TIMES FOR 2018 IN ORDER TO PLACE NOTICE IN LEGAL ORGAN
 - C. DISCUSSION FOR CONSIDERATION OF ALCOHOL LICENSE FOR MELISSA BROOKS OF HAYLOFT TAVERN LOCATED AT 69 TANNEN WEG FOR BEER ON PREMISES, WINE ON PREMISES, LIQUOR POURING, SUNDAY SALES
 - D. DISCUSSION FOR APPROVAL OF 2018 ALCOHOL LICENSE RENEWALS
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;

A. ORDINANCE 17-11-01; SECOND READING OF ORDINANCE 17-11-01 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE AMENDMENT OF CHAPTER SIX OF THE HELEN MUNICIPAL CODE: ALCOHOLIC BEVERAGES; ARTICLE III, MALT BEVERAGES

B. ORDINANCE 17-12-01: FIRST READING OF ORDINANCE 17-12-01 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE AMENDMENT OF CHAPTER 34, LAND DEVELOPMENT, ARTICLE III, ZONING, DIVISION 3, ZONING DISTRICTS AND ZONING DISTRICT REGULATIONS

C. ORDINANCE 17-12-02; FIRST READING OF ORDINANCE 17-12-02 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE AMENDMENT OF CHAPTER SIX OF THE HELEN MUNICIPAL CODE: ALCOHOLIC BEVERAGES

14. RESOLUTIONS

15. EXECUTIVE SESSION TO DISCUSS PERSONNEL

16. CITY COMMISSION COMMENTS

17. ADJOURNMENT

THIS AGENDA WAS POSTED DECEMBER 1, 2017 @ 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
DECEMBER 5, 2017
MINUTES OF MEETING**

The Helen City Commission met on Tuesday December 5, 2017 in the Commission Chambers at Helen City Hall with Mayor Helen Wilkins calling the meeting to order at 10:00 a.m.

City Clerk Marilyn Chastain called the roll and the following were present: Commissioner Cinnamon Spurlock, Commissioner Fred Garmon, Mayor Helen Wilkins, Commissioner Judy Holloway, Commissioner Jeff Ash.

Also attending were City Clerk Marilyn Chastain, City Attorney Carl Free, Public Works Director Ross Hewell, City Manager Jerry Elkins, Police Chief Brian Stephens, Building & Zoning Director Darrell Westmoreland. Absent was Fire Chief Jody Prickett.

Pledge of Allegiance to the Flag

APPROVAL OF AGENDA; Motion to approve made by Commissioner Fred Garmon, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

APPROVAL OF MINUTES FROM NOVEMBER 21, 2017; Motion to approve made by Commissioner Cinnamon Spurlock, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; None

ADMINISTRATIVE OPERATIONS;

A. RON WEBB OF NORTH EAST GEORGIA VETERANS SOCIETY TO DISCUSS VETERANS MEMORIAL; Mr. Webb was not present at the meeting. Commissioner Fred Garmon stated he had met with the Contractor and he is ready to possibly start the project next week.

B. DISCUSSION OF SETTING COMMISSION MEETING DATES AND TIMES FOR 2018 IN ORDER TO PLACE NOTICE IN LEGAL ORGAN; A copy of the schedule is included as an integral part of the Minutes. Motion to keep as currently set made by Commissioner Fred Garmon, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

C. DISCUSSION FOR CONSIDERATION OF ALCOHOL LICENSE FOR MELISSA BROOKS OF HAYLOFT TAVERN LOCATED AT 69 TANNEN WEG FOR BEER ON PREMISES, WINE ON PREMISES, LIQUOR POURING, SUNDAY SALES; Police Chief Brian Stephens stated there was nothing that would prevent her from obtaining a license but that he does have

**CITY OF HELEN
COMMISSION MEETING
DECEMBER 5, 2017
MINUTES OF MEETING
PAGE 2**

issues that he would like to discuss with the applicant. Melissa Brooks was not present at the meeting. Motion to approve the license made by Commissioner Cinnamon Spurlock, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

D. DISCUSSION FOR APPROVAL OF 2018 ALCOHOL LICENSE RENEWALS; Motion to approve made by Commissioner Fred Garmon, 2nd by Commissioner Cinnamon Spurlock. Commissioner Jeff Ash abstained from voting due to being on the Alcohol License for Innsbruck and because of owning rental property where alcohol licenses were purchased. Motion approved with a majority vote of the Commission.

POLICE DEPARTMENT OPERATIONS; Police Chief Brian Stephens stated the shopping day for the White Christmas is December 14th at 8:00 a.m. and invited anyone that wishes to help to come to the Cornelia Walmart. He stated that they have approximately 90 children to shop for, and that he would be attending the shop with a cop day on the 19th.

FIRE DEPARTMENT OPERATIONS; Fire Chief Jody Prickett was not present for the meeting.

PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS; Director Ross Hewell stated that they had completed the Christmas lights and were back in their normal routine.

Mayor Helen Wilkins stated she had been told by Reporter Rob Moore of the Northeast Georgian that the roadway going to the new Hardman to Helen trail should be named and suggested naming it after artist John Kollock. Motion to name the street Kollock Strasse made by Commissioner Judy Holloway, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

BUILDING AND ZONING OPERATIONS; Director Darrell Westmoreland was present and stated that he had been doing inspections, that the new Hotel going up was all moving along, and that he had received additional complaints with hotels owned by Ash Patel and the owner is working to correct the problems.

PURCHASES AND BIDS; None

**CITY OF HELEN
COMMISSION MEETING
DECEMBER 5, 2017
MINUTES OF MEETING
PAGE 3**

ORDINANCES;

A. ORDINANCE 17-11-01; SECOND READING OF ORDINANCE 17-11-01 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE AMENDMENT OF CHAPTER SIX OF THE HELEN MUNICIPAL CODE: ALCOHOLIC BEVERAGES; ARTICLE III, MALT BEVERAGES; Mayor Helen Wilkins read the Ordinance by title. Motion to approve made by Commissioner Jeff Ash, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

B. ORDINANCE 17-12-01: FIRST READING OF ORDINANCE 17-12-01 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE AMENDMENT OF CHAPTER 34, LAND DEVELOPMENT, ARTICLE III, ZONING, DIVISION 3, ZONING DISTRICTS AND ZONING DISTRICT REGULATIONS; Mayor Helen Wilkins read the Ordinance. Motion to approve made by Commissioner Fred Garmon, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

C. ORDINANCE 17-12-02; FIRST READING OF ORDINANCE 17-12-02 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE AMENDMENT OF CHAPTER SIX OF THE HELEN MUNICIPAL CODE: ALCOHOLIC BEVERAGES; Mayor Helen Wilkins read the Ordinance. Motion to approve made by Commissioner Jeff Ash, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

RESOLUTIONS

EXECUTIVE SESSION TO DISCUSS PERSONNEL; Motion to go into Executive Session at 10:26 a.m. made by Commissioner Judy Holloway, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

Motion to come out of Executive Session at 10:55 a.m. made by Commissioner Judy Holloway, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

Motion as a result of Executive Session made by Commissioner Jeff Ash to approve a 4% across the board raise for all employees including the City Manager on January 1, 2018 which includes the annual COLA increase and to approve merit raises that City Manager Jerry Elkins wishes to make, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the commission.

**CITY OF HELEN
COMMISSION MEETING
DECEMBER 5, 2017
MINUTES OF MEETING
PAGE 4**

CITY COMMISSION COMMENTS; Commissioner Fred Garmon stated the Veterans Park is moving ahead.

ADJOURNMENT; Motion to adjourn @ 10:58 a.m. made by Commissioner Fred Garmon, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN