

**CITY OF HELEN  
COMMISSION MEETING  
FEBRUARY 21, 2017  
3:00 P.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 FEBRUARY 7, 2017
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. ALPINE HELEN/WHITE COUNTY CVB MONTHLY REPORT
8. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
9. ADMINISTRATIVE
  - A. FINANCIAL REPORT
10. POLICE DEPARTMENT MONTHLY REPORT
11. FIRE DEPARTMENT MONTHLY REPORT
12. PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT
13. BUILDING AND ZONING DEPARTMENT MONTHLY REPORT
14. PURCHASES AND BIDS
15. ORDINANCES
16. RESOLUTIONS
17. EXECUTIVE SESSION TO DISCUSS PERSONNEL
18. CITY COMMISSION COMMENTS
19. ADJOURNMENT

**THIS AGENDA WAS POSTED FEBRUARY 17, 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  
FEBRUARY 21, 2017  
MINUTES OF MEETING**

The Helen City Commission met on Tuesday February 21, 2017 in the Commission Chambers at Helen City Hall with Mayor Helen Wilkins calling the meeting to order at 3:00 p.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 Manager Jerry Elkins, City Clerk Marilyn Chastain, Police Chief Brian Stephens , Fire Chief Jody Prickett , Building & Zoning Director Larry Krul, City Attorney Carl Free, and Public Works Director Ross Hewell. Finance Officer Debbie Gerchman was absent.

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

APPROVAL OF MINUTES FROM FEBRUARY 7, 2017; Motion to approve made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway. 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 Jeff Ash asked where the figures given from tax dollars collected are generated from and stated he does not agree with the calculations as a true figure, Director Jerry Brown replied those numbers are given to him from the state. Commissioner Cinnamon Spurlock questioned who is responsible for giving out the dates for the Fasching events that were going on at various places during the week and would like the CVB to help promote the event. Director Jerry Brown stated if the Commission directed him to do so he certainly would.

HELEN CHAMBER OF COMMERCE MONTHLY REPORT; Report included as an integral part of the Minutes. Director Renee Chacon was present and gave a verbal report. She stated that Fasching had been great and had advertised it in the Atlanta magazine, and that Bingo would start again next week on Tuesdays and Fridays.

**CITY OF HELEN  
COMMISSION MEETING  
FEBRUARY 21, 2017  
MINUTES OF MEETING  
PAGE 2**

ADMINISTRATIVE;

A. FINANCIAL REPORT; City Manager Jerry Elkins went over the report and explained that revenues were up by 7% and that expenses were lower by 2% compared to last year. He also stated the Fire Department addition is in progress and moving right along and that Commissioner Fred Garmon is supervising the project and doing a good job in seeing that it is getting done. Commissioner Jeff Ash commended the Department heads in keeping expenses under the budget and made a motion to approve the Financial report, 2nd by Commissioner Fred Garmon. 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 gave a verbal report stating that it had been a busy month.

FIRE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Fire Chief Jody Pricket gave a verbal report stating that the number of calls compared to last year were slightly down, and his plans for the year are to get training hours up. City Manager Jerry Elkins stated that training would help on the City's ISO rating.

PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT; Report included as an integral part of the Minutes. Director Ross Hewell was present and stated he had emailed the Commission a sale flyer from Holiday lighting if they cared to look at it and choose any new Christmas lights, and also at possibly getting new banners to replace some that are beginning to look bad. Also discussed were getting new lids for the trash cans in the downtown area.

BUILDING AND ZONING DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Director Larry Krul stated the drywall at the Valhalla Hotel is going up and no new word from the Fairfield Inn on submitting plans. He also stated there are 2 more seats on the Planning Design and Review Board available and that a notice has been placed on Constant Contact to let people know that may be interested in serving on the Board. He stated that Charlie Knowles is interested in serving again and that Bill Myles stated he is not at this time, and that appointments could be made at the next Commission meeting.

PURCHASES AND BIDS; NONE

ORDINANCES; NONE

**CITY OF HELEN  
COMMISSION MEETING  
FEBRUARY 21, 2017  
MINUTES OF MEETING  
PAGE 3**

RESOLUTIONS; NONE

EXECUTIVE SESSION TO DISCUSS PERSONNEL; Motion at 3:48 p.m. to go into Executive Session made by Commissioner Fred Garmon, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

Motion at 4:36 p.m. to resume the regular Commission meeting made by Commissioner Jeff Ash, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

Motion as a result of the Executive Session to renew the employment contract of City Manager Jerry Elkins for a term of seven years starting on August 1, 2017 when the current contract expires, and to have the City Attorney draft a Management Succession plan that shall be made part of the Personnel Policy was made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

CITY COMMISSION COMMENTS; Commissioner Spurlock had none, Commissioner Garmon had none, Commissioner Holloway had none, Commissioner Ash stated he is pleased on the renewal of the City Managers contract. Mayor Wilkins stated we are lucky to have Jerry Elkins as City Manager.

ADJOURNMENT; Motion to adjourn at 4:39 p.m. made by Commissioner Jeff Ash, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

**RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN**