



**City of Helen
Georgia's Alpine
Village**

25 Alpenrosen Strasse
PO Box 280
Helen, Georgia 30545
706-878-2733
706-878-1655 -fax
www.cityofhelen.org



The City of Helen is an equal
opportunity provider and employer

**CITY OF HELEN
COMMISSION MEETING
JUNE 20, 2023
10:00 A.M.
AGENDA**

Commissioners:

Jeff Ash
Steve Fowler
Fred Garmon
Cliff Hood
Cinnamon Ruston

City Manager:

Darrell Westmoreland

City Clerk/ :

Clerk of Court

Marilyn M. Chastain

Finance Officer:

Lona Wood

Chief of Police:

Aletha Barrett

Building and Zoning

Administrator:

Jonah Casper

Public Works

Director:

Jack Morgan

Fire Department

Chief:

Jody Prickett

1. CALL TO ORDER BY MAYOR JEFF ASH
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. SALUTE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM MAY 16, 2023
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. ALPINE HELEN/WHITE COUNTY C.V.B. MONTHLY REPORT
8. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
9. ADMINISTRATIVE
 - A. UPDATE FROM CITY MANAGER OF CURRENT PROJECTS
 - B. FINANCIAL REPORT
 - C. CONSIDERATION OF ALCOHOL LICENSE FOR BONNIE J KEELER D/B/A CHATTAHOOCHEE STREET TAP ROOM LOCATED AT 19 CHATTAHOOCHEE STREET FOR BEER ON PREMISES, WINE ON PREMISES AND SUNDAY SALES
 - D. CONSIDERATION OF ALCOHOL LICENSE FOR RICHIE L MADRAY D/B/A AXEBILLY, LOCATED AT 8160 SOUTH MAIN STREET UNIT B5, FOR BEER ON PREMISES, & WINE ON PREMISES
 - E. DISCUSSION OF REPAIRS AT HELEN ARTS CENTER
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 PENDING/POTENTIAL LITIGATION, FUTURE REAL ESTATE ACQUISITION

18. CITY COMMISSION COMMENTS

19. ADJOURNMENT

**THIS AGENDA WAS POSTED JUNE 16, 2023 @ 11:45 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
Georgia's Alpine
Village**

25 Alpenrosen Strasse
PO Box 280
Helen, Georgia 30545
706-878-2733
706-878-1655 -fax
www.cityofhelen.org



The City of Helen is an equal
opportunity provider and employer

**CITY OF HELEN
COMMISSION MEETING
MAY 16, 2023
MINUTES OF MEETING**

Commissioners:

Jeff Ash
Steve Fowler
Fred Garmon
Cliff Hood
Cinnamon Ruston

The Helen City Commission met on Tuesday May 16, 2023 in the Commission Chambers at Helen City Hall. Mayor Jeff Ash called 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 Cliff Hood, Commissioner Steve Fowler and Commissioner Cinnamon Sullivan. Also attending were City Manager Darrell Westmoreland, City Attorney Carl Free, City Clerk Marilyn Chastain, Police Chief Aletha Barrett, Fire Chief Jody Prickett. Absent were Building & Zoning Director Jonah Casper, Public Works Director Jack Morgan and Finance Director Mona Wood.

City Manager:

Darrell Westmoreland

PLEDGE OF ALLEGIANCE TO THE FLAG

City Clerk/ :

Clerk of Court

Marilyn M. Chastain

APPROVAL OF AGENDA; Motion to amend the Agenda with the addition as Item E under Administration a Date for a Called Meeting to have a budget workshop. Motion to approve the amended Agenda made by Commissioner Fred Garmon, 2nd by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission.

Finance Officer:

Mona Wood

Chief of Police:

Aletha Barrett

APPROVAL OF MINUTES APRIL 18, 2023; Motion to approve made by Commissioner Cliff Hood, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission.

**Building and Zoning
Administrator:**

Jonah Casper

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; There were none.

Public Works

Director:

Jack Morgan

ALPINE HELEN/WHITE COUNTY C.V.B. MONTHLY REPORT; Report included as an integral part of the Minutes. Director Jerry Brown was present.

Fire Department

Chief:

Jody Prickett

HELEN CHAMBER OF COMMERCE MONTHLY REPORT; Judy Holloway was present and gave a verbal report telling the Commission of upcoming events.

ADMINISTRATIVE

A.UPDATE FROM CITY MANAGER OF CURRENT PROJECTS; City Manager Darrell Westmoreland asked Fletcher Holiday of EMI to update the Commission on current projects, he presented the Commission with a written list and status of each and gave a verbal report as well. The written report will be included as an integral part of the Minutes. Fletcher Holiday of EMI then presented a proposal to do a CIP (Capital Improvement Program) for the City at a cost of \$15,500.00. He explained the benefit of having a CIP in place to aid in getting funding and grants. Motion to approve made by Commissioner Steve Fowler, 2nd by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission.

**COMMISSION MEETING
MAY 16, 2023
MINUTES OF MEETING
PAGE 2**

Discussed was the need to install gutters and replace damaged boards at the Arts Center at a cost of \$5,200.00, and to install gutters on the Public Works building at a cost of \$1,750.00. Motion to approve made by Commissioner Cinnamon Sullivan, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

REVIEW AND DISCUSSION OF SMART WAVE; Scott Babble from Smart Wave was present and presented a slide showing the area of coverage and explained the benefit for the downtown area. Motion to approve a Pilot program with Smart wave at a cost of \$34,391.00 for six months after completely installed made by Commissioner Steve Fowler, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission.

Financial Report; City Manager Darrell Westmoreland explained that Finance Director Mona Wood had been on vacation and has been ill since her return but that she will update the financials as soon as possible.

DISCUSSION OF COST FOR HOTEL/MOTEL YEARLY OR MONTHLY AUDIT; City Manager Darrell Westmoreland explained that the County had just recently purchased software to monitor nightly rentals in the county and wanted to inquire about that with a price and will let the Commission know as soon as he hears.

City Manager Darrell Westmoreland stated that the Chattahoochee Street Restrooms are completed and open and the Riverside restrooms will open this week. He also stated the parking lots are being seal coated that the tubing company's are to start the river clean-up, and that a Street Sweeper had not yet been found the one they had looked at had been sold. Commissioner Cliff Hood thanked the Public Works department for the clean-up of the Downtown area, and likes the new benches that have been installed.

E. SET CALLED MEETING DATE FOR BUDGET WORKSHOP; Motion to set the date for June 6, 2023 at 10:00 a.m. made by Commissioner Cliff Hood, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission.

POLICE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Police Chief Aletha Barrett was present.

FIRE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Fire Chief Jody Prickett was present.

PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT; Report included as an integral part of the Minutes.

**COMMISSION MEETING
MAY 16, 2023
MINUTES OF MEETING
PAGE 3**

BUILDING AND ZONING DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes.

PURCHASES AND BIDS; None

ORDINANCES; None

RESOLUTIONS; None

PROCLAMATION DECLARING JUNE 5-9, 2023 AS MUNICIPAL COURT CLERKS WEEK; Motion to approve made by Commissioner Cliff Hood, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

EXECUTIVE SESSION TO DISCUSS POTENTIAL/PENDING LITIGATION, FUTURE ACQUISITION OF REAL ESTATE; Motion to go into Executive Session at 11:22 a.m. made by Commissioner Fred Garmon, 2nd by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission.

Motion to resume the Commission meeting at 12:13 p.m. made by Commissioner Fred Garmon, 2nd by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission.

No Motions were made as a result of the Executive Session.

CITY COMMISSION COMMENTS; None

ADJOURNMENT; Motion to adjourn at 12:14 p.m. made by Commissioner Cliff Hood, 2nd by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN



HELEN ARTS & HERITAGE COUNCIL
PO Box 390
Helen, Georgia 30545

June 15, 2023

Jeff Ash, Mayor
Helen City Commissioners
PO Box 280
Helen, Georgia 30545

Dear Mayor Ash,

The Helen Arts and Heritage Council is in it's 16th year. We have made a great recovery from our Covid closures that heavily impacted us.

We are rebuilding our amazing art classes: pottery, jewelry, painting, fused glass and felting to name just a few. Our Veterans Art Program is gearing back up. Our art instructors offer a wide variety of classes in art and fine craft mediums. Our Gallery & Gift Shop display many different beautiful locally made items. On average we have 36 artists and fine crafters exhibiting in our Gallery. During festivals and events we have many more exhibitors with booths throughout the building and grounds. The Gallery will hold our next new art show on July 13 from noon to 4:00.

Our History Section continues to be of great interest to visitors. We are hosting unique history presentations several times each year. This year we have hosted history presentations on Fasching in Helen, Hardman Farm & 50 Years of Ballooning in Helen. Our next history event will also be held on July 13 from 4pm to 6pm. The topic of the history presentation will be the

History of Helen's Infrastructure: Water/Plumbing from Drinking to Flushing. We invite all the commissioners to attend!

We have the wonderful support of 90 regular members this year as well as 41 Lifetime members. Many of our members also contribute Volunteer hours. Last year our Volunteers contributed 3,653 hours toward our success. We are on pace to surpass last year by several hundred Volunteer hours. Last year these Volunteers made it possible for the Gallery, Gift Shop & History Area to host over 28,600 recorded visitors. We should see close to that many visitors again this year.

Since 2016 we have invested almost \$44,000 on repair and maintenance inside of the building. We have replaced the air conditioner, replaced most all the ceiling lighting, painted walls, repaired plumbing, etc.

We would like to request a few repairs of the exterior of the building. See enclosed Repair & Maintenance List as well P&L's for your review.

Sincerely,



Catherine Gay Cleiman

President

Helen Arts & Heritage Council Board of Directors

Helen Arts & Heritage Council
Repair & Maintenance Request
June 15, 2023

Building Repair:

- * Some soffits, eaves & gutters need to be repaired or replaced
- * Conference room wooden balcony & railing has deteriorated
- * Exterior wooden stairway to the upstairs classroom has deteriorated
- * Shingle repairs
- * Fire exit signage

Grounds:

- * Concrete car stops at the edge by the drop off
- * Parking lot stripes
- * Wires hanging out of the back of the building?
- * Vines growing into electrical & building and encroaching on the walkway up to the back door of the conference room and the parking lot
- * Drainage work to prevent water from coming in under the back doors

Dream for the future:

- * Small elevator from ground level up to the conference room to make the conference room more easily accessible



Alpine Helen/White County Convention & Visitors Bureau

P.O. Box 730 • Helen, Georgia 30545 • 706-878-2181 • FAX 706-878-4032

CVB Report May 2023

ADVERTISEMENTS:

- LRC – Social Media posts – Reached over 50,000 followers.
- Georgia EMC Magazine.
- American Road Magazine.
- Atlanta Magazine.
- Georgia’s Great Places Magazine.
- The Discoverer.com – 7 US Places like Europe – Helen. 1,941.897 Impressions, with an estimated value of \$17,963.
- Press Release for Uhuberg Castle - Helen.
- Only in Your State – 10 Waterfall swimming holes in Georgia are perfect for a summer day – The Falls on Waters Creek – Cleveland, Dukes Creek Falls – Helen, Raven Cliff Falls – White County. 6.4 million Impressions, with an estimated value of \$59,290.
- WSB – TV – Explore rare double waterfall on easy hike in North Georgia - Anna Ruby Falls – Helen. 5.4 million Impressions, with an estimated value of \$50,681.
- Northeast Georgia Arts Tour – Support/ Sponsor.
- MSN Travel – Georgia Hikes – Anna Ruby Falls – Helen. 1.1 billion Impressions, with an estimated value of \$10.4 million.
- The Travel.com and MSN Travel – These 10 Georgia Towns are Underrated & Unexpectedly Awesome – Helen #1 on the list. 1.13 Billion Impressions, with an estimated value of \$10.5 million.
- Southwest Journal.com – Georgia’s stunning waterfalls: Explore the State’s amazing cascades – Anna Ruby Falls, Raven Cliff Falls and Dukes Creek Falls. 179, 000 Impressions, with an estimated value of \$1,658.

WELCOME CENTER:

- 3,332 Visitors stopped by the Welcome Center in May (429 more than last Yr).
- Helen Travel Guides delivered over 232 cases of the new guides to date. We had 222 request for guides and 176 Travel Guide downloads from the website.
- Website visits for the month of May 115,009 with 111,000. Unique / new visitors 4.72 page visits per user with over 542,800. (248,000 more than last Yr.) Page views with duration of 3.63 minutes per view. Bounce rate 43.08%.

TRAVEL SHOWS/MEETINGS:

- May 3rd - Director Brown met with the AJC to set up continued advertising for the new fiscal.
- May 4th – Director Brown met with the States Explore Georgia photographer to set up shots throughout the County.
- May 5th – Director Brown met with Carol Danford with GPB to discuss next year's campaign.
- May 12th – Director Brown met with Jerry Waddell of Points Map to discuss their product and how it can help visitors to Helen / White County.
- May 16th – Director Brown gave the CVB monthly report to the Helen City Commission.
- May 17th – Director Brown worked with Uhuberg Castle and LRC to produce a press release announcing their opening.
- May 18th – Director Brown attended the Georgia Outdoors Writers convention to welcome them to White County and Helen.
- May 25th – Director Brown met with Wayne Emerson with Advance Travel & Tourism to go over the monthly digital campaign report.
- May 30th – June 2nd – Director Brown met with and toured 4 Travel Writers along with Laurie Rowe throughout the county. They enjoyed the Uhuberg Castle ribbon cutting and tour, the Helen to the Atlantic Balloon Race, the opening night of Valley Voices, Anna Ruby Falls, Unicoi, Valhalla, Smithgall Woods, and all points in between.

Days in the office – 21 of 23 days. 1 day DNR Golf Tournament and 1 personnel day.

6/23

Water/Wastewater - Infrastructure Projects Update - City of Helen

Groundwater Development: EMI has petitioned EPD for a variance on the Chattahoochee site, we are still in communication with EPD on this variance and hope to have a decision within the next few weeks. The hydrogeologist hired by the City and has selected four potential sites for ground water exploration. EMI has submitted a request to EPD to drill at the Lenzen property, this site has been approved. Additionally, EMI is moving forward with an ARC grant application for future ground water wells.

Main Street Sidewalk: Initial design of the sidewalk, curb/gutter and storm drain has been completed. Recently completed soil drilling for wall construction, GDOT is requiring design of modified retaining wall. Design is complete with resubmittal to GDOT.

Solids Removal WWTF: Contractor has completed dredging and dewatering solids at the WWTF and replaced all membrane diffuser supports. All close out documents have been submitted to the City for execution.

Main Lift-Station: Contractor is continuing to submit shop drawings and technical specifications for review and approval. Some equipment has been ordered. *Anticipated Completion Date May 2024.*

Well # 11 (Lenzen Property Well): EMI has recently submitted a request to drill to the EPD, approval has been granted. A cost proposal to drill has already been received, currently awaiting completion of the ground water assessment. *This project is slated to be under construction in 2023.*

SSes: All smoke testing and manhole evaluations has been finished in Helen and Innsbruck. The final report with recommendations has been completed and submitted to City staff for review. EMI has completed remedial applications and design, scheduled to go out to bid within two months. *Recommendations from this report are scheduled to be completed in 2023-2024. Construction is currently slated for October 2023 - Anticipated Completion Date May 2024.*

LAS Improvements: EMI has completed evaluation of the LAS to develop final plans and specs for a projected construction schedule to begin spring 2024. EMI has addressed all comments from previously submitted permit application to EPD and Army Corp for all three Wilkins ponds and the stream on public notice from EPD on the buffer variance and erosion control permit. Permitting is currently in the public commenting period. The City has received pricing from ASI for pricing of remediation efforts on spray fields 3a, 3b, and 3c. ASI is scheduled to begin work soon. *Construction is currently slated for November 2023 - Anticipated Completion Date June 2024.*

Comprehensive Sidewalk Plan: EMI has developed new maps to use as a basis of the study and have provided such to the City for use.

SCADA/Telemetry System: City has approved pricing for system, all equipment has been ordered, scheduled to be installed within the next few weeks.

Capital Improvement Plan (CIP): EMI has begun processing internal growth data and has recently requested additional data from the City.

June 19, 2023

Mr. Darrell Westmoreland
City Manager
City of Helen
P.O. Box 280
Helen, Georgia 30545-0280

Re: City of Helen – Lenzen Property Well

Dear Darrell:

Please find attached a proposal for drilling a test well for the City of Helen. The well will be drilled in accordance with EPD minimum standards. Additionally, a 72-hour pump test, chemical and microbiological sampling will also be provided as required by EPD. The total cost for this service is \$54,030.

As you are aware the City recently received approval to drill a test well, we are still waiting the completion of the ground water assessment. Once the assessment is complete, we can proceed with drilling the well.

As always, should you have any questions or concerns, please feel free to contact us at any time. We appreciate our association with the City of Helen, Georgia.

Sincerely,



Fletcher Holliday
President



Oconee Well Drillers

ESTIMATE

P.O. Box 1167
 Watkinsville, GA 30677
 Phone (706) 769-7901
 dan@oconeewell.com
 License: 11

(800) 778-5807 Fax (706) 769-8042
 www.oconeewell.com

Estimate # 18107

Page 1 of 2

City of Helen

Date prepared 3/16/2023

Job Location:

P. O. Box 280
 Helen, GA 30545

Estimator: Dan Elder

217 Blumen Weg, Helen
 County: White
 Customer Job/Well # New Lenzen Well

Equipment, materials & labor necessary to drill an 8-inch diameter drilled water well in bedrock geology using the air-rotary drilling method. Well construction shall be compliant with GA EPD construction standards for Public Water Supply Source Approval.

Estimate based on the following:

Qty	Unit	Item/Description	Unit Price	Extended Price
Drilling				
40	Feet	Drilling 14-inch overburden hole (air-rotary drilling method)	\$38.00	\$1,520.00
1	Each	Mobilization and setup	\$4,800.00	\$4,800.00
150	Feet	Drilling 12-inch overburden hole to allow for 8-inch casing (Air-rotary method)	\$32.00	\$4,800.00
450	Feet	Drilling 6-inch bedrock well	\$17.00	\$7,650.00
250	Feet	Reaming 6-inch rock hole to 8-inch rock hole	\$24.00	\$6,000.00
150	Feet	Steel Casing, 8", 0.322" wall, plain end	\$58.88	\$8,832.00
40	Feet	PVC Pipe, Sch. 40, 12"	\$50.76	\$2,030.40
1	Each	Steel drive shoe, 8" weld-on	\$298.50	\$298.50
1	Each	Grouting casing in place with portland cement	\$3,600.00	\$3,600.00
Total for Drilling				\$39,530.90

Pumping System

1	Each	72-hour pumping test	\$9,500.00	\$9,500.00
1	Each	Disinfection & sampling for bacteriological, chemical and other required tests	\$2,400.00	\$2,400.00
1	Each	3-phase generator rental, including fuel	\$2,600.00	\$2,600.00

Total for Pumping System **\$14,500.00**

Taxable Amount	\$0
Sales Tax	\$0.00
Total	\$54,030.90

- Notes: 1. This is only an ESTIMATE. Irregular geologic formations may result in additional work and costs. Invoice shall reflect materials & labor necessary to complete job.
 2. Oconee Well Drillers DOES NOT guarantee water quantity or quality prior to drilling well.
 3. Well depths and casing depths are ESTIMATES ONLY. Actual drilling depths shall be determined in the field.
 4. Drilling discharge, including mud, rock and other debris shall be left on site and is the responsibility of property Owner.
 5. No allowance has been made for any necessary erosion and sediment control.
 6. Sales Tax is included on this ESTIMATE, if applicable.
 7. Property Owner is responsible for obtaining any necessary well construction permits.
 8. Oconee Well Drillers shall not be responsible for damage to concrete or asphalt surfaces, landscaped areas, or, unmarked public or private utilities (including irrigation piping and wiring).
 9. Prices quoted are valid for 30 days from the date of this estimate.

Helen Police Department

Monthly Report



May 2023

<p style="text-align: center;"><u>Arrests- 19</u></p> <ul style="list-style-type: none"> • Felony- 2 • Misdemeanor- 12 • FVA- 0 • VGCSA- 5 	<p style="text-align: center;"><u>Citations</u></p> <p style="text-align: center;">370</p>
<p style="text-align: center;"><u>Security Checks</u></p> <p style="text-align: center;">1,928</p> <p>*Downtown businesses 71 (5,183)</p>	<p style="text-align: center;"><u>Calls for Service</u></p> <p style="text-align: center;">750</p>
<p style="text-align: center;"><u>Foot Patrol Hours</u></p> <p style="text-align: center;">37</p>	<p style="text-align: center;"><u>Accident Reports</u></p> <p style="text-align: center;">7</p>
<p style="text-align: center;"><u>Criminal Trespass</u></p> <p style="text-align: center;">7</p>	<p style="text-align: center;"><u>Investigations</u></p> <ul style="list-style-type: none"> • Cases cleared by arrest • Cases closed • Cases opened • Investigative Interviews • Search warrants obtained

Calls for Service

911 Accidental/Open Line/Hang Up	54	Fight	2	Road Rage	1
Abandoned Vehicle	1	Fire Calls	1	Security / Business Check	6
Active Shooter		Flag Down	10	Sexual Assault Reported	
Alarm Calls	2	Follow up Report	8	Shots Fired	
Amber/Levi/Matties Call/Alert		Foot Patrol	37	Special Detail	17
Animal Call	4	For Your Information	3	Speeding Vehicle	
Apparent Death		Forgery		Stalking	
Armed Robbery		Fraud	1	Subject Screaming	
Assault		Harassment		Suicide (attempt or threat)	1
Assist Fire / LEO	2	Hit and Run	1	Suspicious Person or Vehicle	29
Assist Motorist	7	Hostage Situation		Taking Report	5
Assistance Needed		Improperly Parked Vehicle	21	Temporary Protection Order	
Attempting to Stop	1	In the Area		Test Call	
BOLO	13	Intoxicated Driver/ Ped.	10	Theft Report	7
Bomb Threat		Indecent Exposure	1	Threats	1
Bond	19	Juvenile Problem	2	Traffic Accident	8
Burglary	5	Kidnapping		Traffic Hazard	
Call by Phone	24	Lines Down	1	Traffic Stop	271
Car Jacking		Loitering		Tree Down/ Across Roadway	
Chase in Progress		Lost/Found Item or Person	15	Trespassing	
Child Abuse/ DFCS		Mechanical Breakdown	2	Problem Unknown	
City/County Ordinance Violation	26	Medical Calls	23	Vandalism	1
Court Detail		Meet in Person	13	Vehicle Lock Out	
Criminal Trespass	4	Mental Subject	1	Vehicle Registration Info.	4
Damage to Property	2	Missing Person		Vehicle Taken without Permission	1
Debris in Roadway		Noise Complaint	9	Vin Verification	
Deliver Message		Not Otherwise Specified	18	Walk Thru	13
Direct Traffic		Open Door		Wanted Person/Warrant	3
Dispute	8	Overdue Motorist	2	Wanted/Stolen Indicated	
Disturbance	1	Pandering		Welfare Check	2
Domestic	2	Pick up Prisoner/ Subject	3	School Crossing/ Traffic	
Driver/Criminal History Requested		Possible Dam Failure		Subject in Custody	
Driver's License Info.		Prowler		Wrecker needed	
Drug Suspect		Public Assist	3	Civil Process	
Emergency Road Repair		Reckless Driving	7	Illegal Dumping	
Entering Auto		Refusing to Leave	3	Residence Check	
Escort	4	River Patrol		Calls for Water Dept Problems	1
Extra Patrol	1	Road Blocked		Information Purposes Only	2

Total call for service: 750

City of Helen Fire & Rescue

Monthly Report for May 2023

Total "911 Responses" = 69 / Year to Date = 256

Major Incident Type(s) Breakdown

Major Incident Type	# Of Incidents Current Month	2022 Monthly Comparison	% Of Total Current Month
Fires	1	1	1.45%
Overpressure rupture, explosion, overhear (No Fire)	0	0	0%
Rescue & Emergency Medical Service	41	39	59.42%
Hazardous Condition (No Fire)	1	1	1.45%
Service Call	18	14	26.09%
Good Intent Call	7	6	10.14%
False Alarm & False Call	1	4	1.45%
Severe Weather & Natural Disaster	0	0	0%
Special Incident Type	0	1	0%
TOTAL	69	66	

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TTL
2022	41	30	23	40	66	81	87	55	62	78	52	59	675
2023	42	33	58	54	69								256
Difference	+1	+3	+30	+14	+3								

Count of Aid Given and Received for Incidents for Date Range			# Of Incidents by Day of the Week for Date Range						
AID TYPE	TOTAL	% OF TOTAL	MON	TUE	WED	THU	FRI	SAT	SUN
Aid Given	9	13%	18	3	10	9	7	12	10
Aid Received	3	4.4%	Busiest Hours for Date Range						
None	57	82.6%	1000-1859						

Average Response Time for Non-Aid Incidents for Date Range		
AGENCY	AVERAGE RESPONSE TIME (Dispatched to Arrival)	NUMBER OF INCIDENTS
City of Helen Fire & Rescue	4:57	50

Overlapping Calls

Overlapping calls are two or more calls occurring at the same time before the Duty Crew can respond to it. For instance, the Duty Crew could be responding to, arriving at, or at the scene of an incident when another call for service comes in. In May we had 6 overlapping calls for a total of 8.7% of our calls. This year our overlapping call average is about 10.55% (27 of 256).

Apparatus Responses: This chart identifies our busiest apparatus for the Month.

Apparatus Call Sign	Type of Vehicle	Number of Responses for Apparatus
Engine 31	2017 HME "Ahrens Fox"	50
Engine 32	1997 Ferrara "Spartan"	0
Truck 31	2002 Ferrara "Igniter Series"	0
Rescue 31	2000 Ford "F-650"	2
301	2016 Ford "F-150"	13
ATV 31	2016 Polaris "Ranger"	8

Training

Firefighters completed a total of **332.30 combined hours of classroom and practical training.**

Fire Department Non-Emergency Activities		
Walk In Evaluation & Public Assist	11	*Water Day @ Yonah Elem. – 100 children *Finished up Hydrant Inspections – No issues *Got small engine running for F150 - Personnel *Stood by at Rodeo each evening *T-31 Funeral Detail for Hall Co. FF die in Line of Duty *E32 repaired and back in service - Brackett *Attended Memorial Day Ceremony
Station Tour/Visitors	23	
Public Relation Hours	204.44 hrs.	
Fire Safety Programs	8 kids	
CPR/BLS Class	2	
Smoke Detector Installation	0	
Pre-Fire Plans/Inspections	5	
Hose Testing (Feet)	0	
Hydrant Testing/Maintenance (Total #)	37	

Public Works

May 2023

- Prepared Veteran's Park for Memorial Day - putt out fresh mulch and cleaned up the area.
- Pressure washed all of Market Platz.
- Sprayed sidewalks, guardrails, and flower beds for weeds.
- Routine City maintenance including cutting grass, cleaning, and maintaining restrooms, trash pick up around Market Platz, daily trash route, read water meters and completed locates.
- Repaired two water leaks.
- Maintained spray fields including cutting grass.
- Started working on Christmas fixtures.
- Remodeled deck at the "big" parking lot.
- Installed a new water street valve in Innsbruck.
- Put up summer banners.
- Cleaned up inside of Treatment Plant.
- Installed new water line at Unicoi Park.
- Cleaned up around the library.
- Put up "No Parking" signs.
- Put out extra trash cans for events.
- Cleaned up town after the car show.



Group Summary

Group	Issued	Completed	Voided	New
1ST AVAILABLE	72	69	3	0
CHIPPING	4	2	0	0
TRASH	1	1	0	0
WATER	3	3	0	0
Grand Totals	80	75	3	0

Staff Summary

Staff	Issued	Completed	Voided	New
1ST AVAILABLE	18	17	1	0
CHRIS ESTES	3	3	0	0
EDWARD SALWAY	39	38	1	0
JACK MORGAN	4	4	0	0
JACOB WESTMORELAND	6	6	0	0
JARED TURNER	5	4	1	0
PW TEAM	3	1	0	0
WATER TEAM	2	2	0	0
Grand Totals	80	75	3	0

Job Code Summary

Job Code	Issued	Completed	Voided	New
CHANGE METER - CHANGE METER	1	1	0	0
CHIPPING - CHIPPING	4	2	0	0
CONNECT - CONNECT	7	7	0	0
DELIVER CAN - DELIVER CAN	8	8	0	0
DISCONNECT & READ - DISCONNECT & READ	2	2	0	0
END SUSP - END SUSPEND	5	4	1	0
LEAK CK - LEAK CHECK	6	6	0	0
LOCK NON PAYMENT - LOCK NON PAYMENT	3	3	0	0
MISC - MISC	15	14	1	0
PICK UP CAN- TERM - PICK UP CAN - TERMINATE SERVI	1	1	0	0
PICK UP TRASH - PICK UP TRASH	1	1	0	0
READ - READ	2	2	0	0
READ TO TRANSFER - READ TO TRANSFER	12	11	1	0
RE-READ IN BILLING - RE-READ IN BILLING	8	8	0	0
SERVICE ACTION - SERVICE ACTION	2	2	0	0
SET METER - SET METER	1	1	0	0
TURN OFF/ON- REPAIRS - TURN OFF/ON - REPAIRS	1	1	0	0
UNLOCK - UNLOCK	1	1	0	0
Grand Totals	80	75	3	0

Action Summary

Action	Issued	Completed	Voided	New
Connect	7	7	0	0
Disconnect	2	2	0	0
Re-Read	8	8	0	0
Occupant Change	12	11	1	0
Miscellaneous	30	27	1	0
Cutoff	3	3	0	0
Service Action	13	13	0	0
End Suspend	5	4	1	0
Grand Totals	80	75	3	0

Issued by User

User	Issued
Mirinda	8
Susie	72
Grand Totals	80

Completed by User

User	Completed
esalway	35
jdmorgan	2
ssanders	38
Grand Totals	75



**City of Helen
Georgia's Alpine
Village**

25 Alpenrosen Strasse
PO Box 280
Helen, Georgia 30545
706-878-2733
706-878-1655 -fax
www.cityofhelen.org



The City of Helen is an equal
opportunity provider and employer

**BUILDING AND ZONING MONTHLY REPORT
May 2023**

Commissioners:

Jeff Ash
Steve Fowler
Fred Garmon
Cinnamon Ruston
Cliff Hood

City Manager:

Darrell Westmoreland

**City Clerk/
Clerk of Court**

Marilyn M. Chastain

Chief of Police:

Aletha Barrett

**Building and Zoning
Administrator:**

Jonah Casper

Fire Chief

Jody Prickett

**Public Works
Director:**

Jack Morgan

PERMITS

Building: 3

Electrical: 4

Mechanical: 5

Plumbing: 3

Signs: 0

INSPECTIONS

-Permitted: 9

-Courtesy inspections and consultations: 5

-Builder and Architect consultations: 10

Certificate of Occupancy permits issued: 3

**AFFIDAVIT FOR CLOSED MEETING OF
THE CITY OF HELEN, GEORGIA
PURSUANT TO O.C.G.A. §50-14-4(b)**

Personally appeared before the undersigned officer duly authorized by law to administer oaths, Jeff Ash Mayor, who after being duly sworn, deposes and says as follows:

1. That the undersigned presided over a meeting closed to the public pursuant to the laws of the State of Georgia.
2. That said meetings was conducted on the 20 day of June, 2023,
3. at 10:00 o'clock a.m. at Helen City Hall, City of Helen, Georgia.
4. That the specific relevant exception(s) are checked below:
 - A. To discuss the future acquisition of real estate; O.C.G.A. §50-14-3(4).
 - B. To discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action, or periodic evaluation or rating of a public officer or employee; O.C.G.A. §50-14-3(6).
 - C. To consult or meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the City or an officer or employee or in which the officer or employee may be directly involved; O.C.G.A. §50-14-2 and O.C.G.A. §50-18-72(e).
 - D. Staff meeting held for investigative purposes under duties or responsibilities imposed by law; §50-14-3(1).
5. That this affidavit is made pursuant to O.C.G.A. §50-14-4(B) and is intended to comply with the provisions of said statute,

Sworn to and subscribed
before me this 20th of
June 2023

Marilyn M. Chastain
Notary Public
My Commission Expires 7-18-26

Jeffrey N. Ash Sr
Affiant
Title: Mayor
Presiding

