

**CITY OF HELEN
COMMISSION MEETING
APRIL 7, 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 MARCH 17, 2015
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. ADMINISTRATIVE OPERATIONS
 - A. DISCUSSION OF AWARDED CONTRACT FOR THE CHATTACHOOCHIE STREET WELL PROJECT
 - B. DISCUSSION OF ALCOHOL ORDINANCE VIOLATION OF LICENSE HOLDER HALEY NOTTAGE OF PIES & PINTS FOR SHOW CAUSE HEARING
8. POLICE DEPARTMENT OPERATIONS
9. FIRE DEPARTMENT OPERATIONS
10. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS
11. BUILDING AND ZONING OPERATIONS
 - A. CONSIDERATION AND APPOINTMENT OF ONE (1) PLANNING DESIGN AND REVIEW BOARD MEMBER FOR A TWO YEAR TERM
 - B. DISCUSSION AND CONSIDERATION OF A SIGN VARIANCE FOR; ST. GALLEN ANTIQUES GIFTS & CONIS, LOCATED AT 705 BRUCKEN STRASSE SUITE 102 IN BERGLAND MALL
12. PURCHASES AND BIDS
13. ORDINANCES
14. RESOLUTIONS
15. EXECUTIVE SESSION FOR PROPERTY ACQUISITION

16. CITY COMMISSION COMMENTS

17. ADJOURNMENT

THIS AGENDA WAS POSTED APRIL 3, 2015 @ 12:00 P.M.

**CITY OF HELEN
COMMISSION MEETING
APRIL 7, 2015
MINUTES OF MEETING**

The Helen City Commission met on Tuesday April 7, 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 and Commissioner Jeff Ash. Absent was Commissioner Judy Holloway.

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

Pledge of Allegiance to the Flag was given.

Approval of Agenda; Motion to Amend the Agenda and Approve with the following changes; Add under #7 as item C. Discussion of the Island area project, and under Resolutions; Resolution 15-04-01 a copy of the Resolution is included as an integral part of these Minutes made by Commissioner Helen Wilkins, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission present.

Approval of Minutes from March 17, 2015; Motion to approve as written made by Commissioner Fred Garmon, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

Petitions and Communications from the Public; None

Administrative Operations;

A. Discussion of awarding contract for the Chattahoochee Street well project; Fletcher Holiday with EMI explained to the Commission what is required to be in compliance with GEFA and according to GEFA that the project must be underway by May 1st. He then explained that there had only been 1 bid received and it had been over what had been estimated by EMI and would like to rebid the project if GEFA will allow a 60 day extension of the project start date. Commissioner Fred Garmon asked if the building could be built by the City and taken off the Bid sheet. Fletcher Holiday replied that it could, but that GEFA would not allow the cost of the labor for City Employees, but would pay for the materials and that GEFA would have to approve. Commissioner Helen Wilkins made a motion to allow EMI to rebid the project with the removal of the building and sidewalks and allow EMI to ask GEFA for a time extension for the rebidding process, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission present.

C. Discussion of Island area project; City Manager Jerry Elkins asked the Commission to allow Fletcher Holiday to remain at the podium and discuss item C. that was added to the Agenda. Commission agreed.

**CITY OF HELEN
COMMISSION MEETING
APRIL 7, 2015
MINUTES OF MEETING
PAGE 2**

Fletcher Holiday informed the Commission that he had been approached by Bigg Daddys owner Mr. Holt to see if the Commission would agree to allow the street to be reopened each day during construction after the Contractors left for the day, and explained to the Commission the cost of doing so that Mr. Holt is not interested in contributing to. Commissioner Jeff Ash recommended that until the Construction is completed that there are 16 City owned parking spaces across the street available, and that numerous other parking is also close by. Fletcher Holiday stated that the Contractor advised that if the weather permitted the project should be completed approximately in mid May.

B. Discussion of Alcohol Ordinance violation of License Holder Haley Nottage of Pies & Pints for Show Cause Hearing. Police Chief Jim Couch explained to the Commission why Ms. Nottage received a ticket. Motion to have a Show Cause Hearing for Haley Nottage of Pies & Pints on April 21, 2015 at 2:00 p.m. made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

Police Department Operations; Police Chief Jim Couch stated things are getting busy for his department as it normally does starting this time of year. He also stated the new flooring had been installed and is pleased with how it looks. Chief Couch also stated that Jeep fest event is next weekend, that 300 are pre-registered with 500 expected to attend.

Commissioner Fred Garmon stated that 2 people had been hit by cars in the cross walks in town and stated he would like to look at some type of additional signage to help in preventing this before someone got hurt worse. City Manager Jerry Elkins stated there should be vendors at the Convention in Savannah for the Commission to look at.

Fire Department Operations; Captain Lee Poteat stated there had not been a lot mainly the usual brush fires and 1 house fire they had responded to in the County. Commissioner Fred Garmon inquired if the inspections on the Fire trucks were completed and Captain Poteat stated they were and that any repairs that had been recommended were also completed.

Public Works, Water and Waste Water Operations; Public Works Director Ross Hewell stated there was a tree near the Fest Hall and Crowe property that needs to be taken down for safety, and the Commission agreed to go ahead and remove it.

**CITY OF HELEN
COMMISSION MEETING
APRIL 7, 2015
MINUTES OF MEETING
PAGE 3**

Building & Zoning Operations; Director Larry Krul informed the Commission that he had spoken with JT Gangwall about the New Holiday Inn Express and stated their new financing had been approved and expected to begin construction soon. Also that the Red Roof Inn Plus was moving along with their construction.

A. Consideration and Appointment of one (1) Planning Design and Review Board member. Director Larry Krul stated that 2 people had notified him of their interest in serving on the Board, which are Dana Lee, and Lee Landress. Both were in attendance. Lee Landress spoke up and stated that if someone else were interested he would withdraw. Motion to appoint Dana Lee to serve a two year term on the Planning Design and Review Board made by Commissioner Helen Wilkins, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission present.

B. Discussion and Consideration of a Sign variance request for; St. Gallen Antiques Gifts & Coins, located at 705 Brucken Strasse Suite 102 in Bergland Mall. After discussion, Commissioner Jeff Ash made a Motion to approve the Variance request as submitted, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission present.

Purchases and Bids; None

Ordinances; None

Resolutions; Resolution 15-04-01 Special City Event which was added to the Amended agenda and is included as an integral part of these Minutes. Mayor Dona K Burke read the Resolution. Motion to approve Resolution 15-04-01 Made by Commissioner Fred Garmon, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

Executive Session for Property Acquisition; Motion to go into Executive Session at 10:53 a.m. made by Commissioner Helen Wilkins, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission present.

No motions were made as a result of the Executive Session when the Regular Commission meeting resumed at 11:20 a.m.

City Commission Comments;

Adjournment; Motion to adjourn at 11:23 a.m. made by Commissioner Fred Garmon, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN