

**CITY OF HELEN  
COMMISSION MEETING  
JANUARY 14, 2020  
10:00 A.M.  
AGENDA**

1. CALL TO ORDER
2. OATH OF OFFICE TO COMMISSIONER FRED GARMON AND JEFF ASH
3. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
4. NOMINATION AND VOTE FOR MAYOR
5. NOMINATION AND VOTE FOR MAYOR PRO TEMPORE
6. OATH OF OFFICE TO MAYOR AND MAYOR PRO TEMPORE
7. PLEDGE OF ALLEGIANCE TO THE FLAG
8. APPROVAL OF AGENDA
9. APPROVAL OF MINUTES FROM DECEMBER 10, 2019
10. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
11. HELEN/WHITE COUNTY CVB MONTHLY REPORT
12. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
13. ADMINISTRATIVE OPERATIONS
  - A. FINANCIAL REPORT
  - B. CONSIDERATION OF ALCOHOL LICENSE FOR MATTHEW D. EDWARDS D/B/A GOURMET SHOPPE, LLC LOCATED AT 8661 SOUTH MAIN STREET FOR WINE PACKAGE AND ANCILLARY TASTING
  - C. DISCUSSION AND SETTING OF COMMISSION MEETING DATES AND TIMES FOR 2020
  - D. AUDIT REPORT BY WAYNE TUCK OF WALKER, TUCK & PIERCE

- E. CONSIDERATION OF APPROVAL FOR BID RECEIVED FROM H3 SERVICES, LLC IN THE AMOUNT OF \$97,700 FOR THE REPAIR OF THE CONCRETE WATER TANK.
  - F. CONSIDERATION OF APPROVAL FOR ENGINEERING MANAGEMENT INC. TO PERFORM PHASE 1 OF OUR SEWER SYSTEM EVALUATION SURVEY TO IDENTIFY INFILTRATION AND INFLOW
  - G. DISCUSSION OF ARBOR DAY PLANTING ON FEBRUARY 21<sup>ST</sup>
  - H. DISCUSSION OF DATES FOR REMOVAL OF CHRISTMAS DECORATIONS
- 14. POLICE DEPARTMENT OPERATIONS
  - 15. FIRE DEPARTMENT OPERATIONS
  - 16. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS
  - 17. BUILDING AND ZONING OPERATIONS
  - 18. PURCHASES AND BIDS
  - 19. ORDINANCES; ORDINANCE 19-12-01; SECOND READING; AN ORDINANCE OF THE CITY OF HELEN, GEORGIA TO ESTABLISH A UNIFORM SYSTEM FOR THE ADDRESSING OF E-911 NUMBERS AND THEIR LOCATIONS
  - 20. EXECUTIVE SESSION TO DISCUSS PERSONNEL, POSSIBLE LITIGATION, LAND ACQUISITION
  - 21. CITY COMMISSION COMMENTS
  - 22. ADJOURNMENT

**THIS AGENDA WAS POSTED JANUARY 10, 2020 @ 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  
JANUARY 14, 2020  
MINUTES OF MEETING**

The Helen City Commission met on Tuesday January 14, 2020 in the Commission Chambers at Helen City Hall with Commissioner Steve Fowler calling the meeting to order at 10:00 a.m. Attending were Commissioner Jeff Ash, Commissioner Geneva Elwell, Commissioner Steve Fowler, Commissioner Lee Landress, and Commissioner Fred Garmon.

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

Oath of office was given to Commissioner Fred Garmon by City Clerk Marilyn Chastain.  
Oath of office was given to Commissioner Jeff Ash by City Clerk Marilyn Chastain.

NOMINATION AND VOTE FOR MAYOR; Motion to nominate Steve Fowler to serve as Mayor made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

NOMINATION AND VOTE FOR MAYOR PRO TEMPORE; Motion to nominate Lee Landress as Mayor Pro Tempore made by Commissioner Steve Fowler, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

Oath of office was given to Mayor Steve Fowler by City Clerk Marilyn Chastain

Oath of office was given to Mayor Pro Tempore Lee Landress by City Clerk Marilyn Chastain

**PLEDGE OF ALLEGIANCE TO THE FLAG**

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

APPROVAL OF MINUTES FROM DECEMBER 10, 2019; Motion to approve made by Commissioner Fred Garmon, 2<sup>nd</sup> by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; Cinnamon Spurlock asked the Commission for the Mayor or representative from the City meet with the Fashing Committee and guest from Germany on February 14<sup>th</sup>. Mayor Steve Fowler stated he would be available.

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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.

HELEN CHAMBER OF COMMERCE MONTHLY REPORT; No report, Director not present.

**ADMINISTRATIVE OPERATIONS**

FINANCIAL REPORT; City Manager Jerry Elkins went over the report and stated that there had been 2 SPLOST checks received during the month that shows a higher than usual balance but that the other funds the General Fund and Water & Sewer funds each are in great shape. Motion to approve the Financial report made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

CONSIDERATION OF ALCOHOL LICENSE FOR MATTHEW D. EDWARDS D/B/A GOURMET SHOPPE, LLC LOCATED AT 8661 SOUTH MAIN STREET FOR WINE PACKAGE AND ANCILLARY TASTING; Motion to approve made by Commissioner Lee Landress, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

DISCUSSION AND SETTING OF COMMISSION MEETING DATES AND TIMES FOR 2020; Motion to keep the Commission meetings on the second Tuesday of each month at 10:00 a.m. made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

AUDIT REPORT BY WAYNE TUCK OF WALKER, TUCK & PIERCE; Auditor Wayne Tuck presented each Commission with a bound copy of the audit report and went over a few key figures and stated that overall the City is in good financial shape and that the staff had been very helpful in getting him the many statements, receipts and information he had requested. He also stated gratitude to the City to allow his firm to again do the Audit for the City.

CONSIDERATION OF APPROVAL FOR BID RECEIVED FROM H3 SERVICES, LLC IN THE AMOUNT OF \$97,700 FOR THE REPAIR OF THE CONCRETE WATER TANK. Motion to table to the next meeting to allow more time to gather information on and from the contractor by EMI made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

CONSIDERATION OF APPROVAL FOR ENGINEERING MANAGEMENT INC. TO PERFORM PHASE 1 OF OUR SEWER SYSTEM EVALUATION SURVEY TO IDENTIFY INFILTRATION

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AND INFLOW; Motion to approve at a cost of \$39,325.00 made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

DISCUSSION OF ARBOR DAY PLANTING ON FEBRUARY 21, 2020; It was decided weather permitting to plant the trees on February 21, 2020. City Manager Jerry Elkins stated he had talked with landscaper Bart Bartlett and discussed replacing the tree in the planter at City Hall that had fallen, and 2 others on River Street that had died. Also discussed was the possibility of replacing the tree that had fallen at the Veteran's park during the recent storm if funds allowed.

DISCUSSION OF DATES FOR REMOVAL OF CHRISTMAS DECORATIONS; Motion to remove starting January 20, 2020 the ornaments from the downtown Christmas tree, the light pole decorations, wooden sled with reindeer at Pete's Park, and all fence garland made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

POLICE DEPARTMENT OPERATIONS; Report included as an integral part of the Minutes. Police Chief Brian Stephens was present and gave a verbal report.

FIRE DEPARTMENT OPERATIONS; Report included as an integral part of the Minutes. Fire Chief Jody Prickett was present and gave a verbal report.

PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS; City Manager Jerry Elkins stated that the well on the former Lentzen property that the city purchased needs to be permitted by EPD and should begin the paper work to do so. Commissioner Jeff Ash made a motion to authorize City Manager Jerry Elkins and EMI Engineer Fletcher Holiday to move forward with the required paper work, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

BUILDING AND ZONING OPERATIONS; Report included as an integral part of the Minutes. Building & Zoning Director Darrell Westmoreland was present and gave a verbal report. There was discussion of compliance requirements on the Christmas lighting Ordinance. Commissioner Fred Garmon made a motion to give a cut off date of February 14, 2020 to begin writing citations to those businesses that have not complied with the Christmas lighting ordinance, 2<sup>nd</sup> by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

PURCHASES AND BIDS; None

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ORDINANCES; ORDINANCE 19-12-01; SECOND READING; AN ORDINANCE OF THE CITY OF HELEN, GEORGIA TO ESTABLISH A UNIFORM SYSTEM FOR THE ADDRESSING OF E-911 NUMBERS AND THEIR LOCATIONS; City Attorney Carl Free stated there had been a slight modification to the First reading due to conflicting verbiage in the current Ordinance. Motion to approve made by Commissioner Jeff Ash, 2<sup>nd</sup> by Lee Landress. Motion approved with a unanimous vote of the Commission.

EXECUTIVE SESSION TO DISCUSS PERSONNEL, POSSIBLE LITIGATION, LAND ACQUISITION; Motion to go into Executive Session at 11:24 a.m. made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

Motion to resume the Regular Meeting at 12:25 p.m. made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

Action as a result of the Executive Session; Motion to give an across the board raise of 4% to all full time City Employees and City Manager, and to give City Manager Jerry Elkins the authority to give an additional 4% merit increase to public works employees at his discretion starting with the payroll on January 2, 2020 made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

CITY COMMISSION COMMENTS; Commissioner stated he is happy for Steve Fowler to be Mayor and hopes he will enjoy. Commissioner Geneva Elwell stated she really enjoyed the Christmas party. Mayor Steve Fowler stated he looks forward to the coming year and is looking forward to working with everyone. Commissioner Lee Landress stated he is looking forward to serving as did Commissioner Fred Garmon.

ADJOURNMENT; Motion to adjourn at 12:30 P.M. made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

**RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN**

