



**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
FEBRUARY 20, 2024
10:00 A.M.
AGENDA**

Commissioners:

Lee Landress
Steve Fowler
Mervin Barbree
Cliff Hood
Cinnamon Sullivan

City Manager:

Darrell Westmoreland

City Clerk/ :

Clerk of Court

Marilyn M. Chastain

Finance Director:

Mona 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 PRO TEMPO CLIFF HOOD
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. SALUTE TO THE FLAG
4. RESOLUTION NO, 24-02-01; A RESOLUTION OF THE CITY OF HELEN, GEORGIA TO NAME THE CITY OF HELEN COMMISSION MEETING ROOM "JEFFERY N. ASH COMMISSION HALL"
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES FROM JANUARY 16, 2024
7. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
8. ALPINE HELEN/WHITE COUNTY C.V.B. MONTHLY REPORT
9. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
10. ADMINISTRATIVE
 - A. UPDATE FROM CITY MANAGER OF CURRENT PROJECTS
 - B. FINANCIAL REPORT
 - C. BUDGET AMENDMENT & RESOLUTION 2022-2023; RESOLUTION 24-02-02 A RESOLUTION OF THE CITY OF HELEN, GEORGIA AUTHORIZING A FINAL COMPREHENSIVE ADJUSTMENT TO FISCAL YEAR 2022-2023 BUDGETARY APPROPRIATIONS
 - D. AUDIT REPORT FROM WAYNE TUCK OF WALKER, PIERCE & TUCK
11. POLICE DEPARTMENT MONTHLY REPORT
12. FIRE DEPARTMENT MONTHLY REPORT
13. PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT

14. BUILDING AND ZONING DEPARTMENT MONTHLY REPORT

15. PURCHASES AND BIDS

16. ORDINANCES; ORDINANCE 24-02-01; FIRST READING, ORDINANCE 24-02-01 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE ADDITION OF CHAPTER SEVENTY-ONE: MOTORIZED CARTS

ORDINANCE 24-02-02; FIRST READING, ORDINANCE 24-02-02 AN ORDINANCE ESTABLISHING A WATER AND SEWER SYSTEM CONNECTION FEE AND INSTALLATION FEE FOR NEW WATER AND SEWER CONNECTIONS WITHIN THE CITY OF HELEN WATER AND SEWER SERVICE DELIVERY AREA BY THE AMENDMENT OF CHAPTER 70 OF THE HELEN CITY CODE: UTILITIES

17. EXECUTIVE SESSION TO DISCUSS PENDING/POTENTIAL LITIGATION, ACQUISITION/SALE OF REAL ESTATE

18. CITY COMMISSION COMMENTS

19. ADJOURNMENT

THIS AGENDA WAS POSTED FEBRUARY 16, 2024

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.

RESOLUTION NO. 24-02-01

A RESOLUTION OF THE CITY OF HELEN, GEORGIA TO NAME THE CITY OF HELEN COMMISSION MEETING ROOM “JEFFERY N. ASH COMMISSION HALL”

WHEREAS, Jeffery Neal Ash was first elected to the Helen City Commission in 1973; and

WHEREAS, Jeffery Neal Ash was a member of the Helen City Commission for a total of 34 years, serving from 1973-1994 and from 2011-2024; and

WHEREAS, Jeffery Neal Ash served as Mayor on multiple occasions during that tenure; and

WHEREAS, Jeffery Neal Ash has had contributed to our community in many other ways during those years, including service on the Helen Downtown Development Authority, the Helen Planning Design and Review Board; the White County Water Authority, and the White County Development Authority,

WHEREAS, he served many years as President of the Innsbruck Property Owners Association; served on the Helen Chamber of Commerce, and for all years, was vital to the promotion of the City of Helen’s businesses and its role as a tourist destination;

NOW THEREFORE BE IT RESOLVED, that the Commission Meeting Chambers at Helen City Hall are hereby officially designated as “**Jeffery N. Ash Commission Hall.**”

IT IS SO RESOLVED, APPROVED AND ADOPTED by the City Commission of Helen, Georgia, this 20th day of February, 2024.

CITY OF HELEN, GEORGIA (SEAL)



By: Steve Fowler, Mayor



Attest: Marilyn Chastain, City Clerk



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**CITY OF HELEN
COMMISSION MEETING
JANUARY 16, 2024
MINUTES OF MEETING**

Commissioners:

Lee Landress
Steve Fowler
Mervin Barbree
Cliff Hood
Cinnamon Sullivan

The Helen City Commission met on Tuesday January 16, 2024 in the Commission Chambers at Helen City Hall. Mayor Steve Fowler called the meeting to Order at 10:00 a.m. City Clerk Marilyn Chastain called the roll and the following were present; Commissioner Mervin Barbree, Commissioner Cinnamon Sullivan, Mayor Steve Fowler, Commissioner Cliff Hood and Commissioner Lee Landress. Also attending were Finance Officer Mona Wood, City Manager Darrell Westmoreland, City Attorney Carl Free, City Clerk Marilyn Chastain, Police Chief Aletha Barrett, Fire Chief Jody Prickett, Public Works Director Jack Morgan and Building & Zoning Director Jonah Casper.

City Manager:

Darrell Westmoreland

PLEDGE OF ALLEGIANCE TO THE FLAG

City Clerk/ :

Clerk of Court

Marilyn M. Chastain

APPROVAL OF AGENDA; Motion to amend by adding before item 9 presentation by 911 Director David Murphy, discussion from Bill Holtzclaw on Amusement property and discussion of Golf Cart Ordinance made by Commissioner Mervin Barbree, 2nd by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission.

Finance Director:

Mona Wood

APPROVAL OF MINUTES FROM DECEMBER 12, 2023 AND JANUARY 2, 2024; Motion to approve made by Commissioner Cliff Hood, 2nd by Commissioner Mervin Barbree. Motion approved with a unanimous vote of the Commission.

Chief of Police:

Aletha Barrett

**Building and Zoning
Administrator:**

Jonah Casper

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; Jeanine Martai informed the Commission that the opening of the Castle to the public had been a huge success and thanked everyone involved that helped. She stated they had 1500 each day attend. Randy Summers thanked Public Works for getting the Fashing banners up.

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 and gave a verbal report.

Fire Department

Chief:

Jody Prickett

HELEN CHAMBER OF COMMERCE MONTHLY REPORT; Judy Holloway gave a verbal report and stated that New Year's Eve had been the largest turn out yet. She informed of upcoming events and stated that the HogHill race is coming back to Helen this year.

A. DISCUSSION BY 911 DIRECTOR DAVID MURPHY; Mr. Murphy explained that the current Mutual Aid Agreement is to expire in March and that all that agree to be a part of the agreement state wide provide aid to each other as needed. Motion to agree to renew the Mutual Aid Agreement made by Commissioner Cinnamon Sullivan, 2nd by Commissioner Mervin Barbree. Motion approved with a unanimous vote of the Commission.

B. BILL HOLTZCLAW TO DISCUSS THE AMUSEMENT PROPERTY ON ESCOWEE. Mr. Holtzclaw voiced his concerns that there had not been proper notification to adjoining property owners of zoning or conditional use's of the property. He also voiced concerns of the danger of

**COMMISSION MEETING
JANUARY 16, 2024
MINUTES OF MEETING
PAGE 2**

pedestrians walking across the Hamby Street Bridge and that there should not be pay parking allowed without first notifying the adjoining property owners. There was also discussion of past events that did allow parking. Mayor Steve Fowler did state that the City is looking into locations for additional parking that will help aid the parking problem. No motions were made.

DISCUSSION OF THE GOLF CART ORDINANCE; Mayor Steve Fowler stated there had been a Town Hall Meeting discussing the proposed Ordinance and that there will be another meeting to discuss concerns before the first reading of the Ordinance at next month's meeting. No motions were made.

ADMINISTRATIVE

UPDATE FROM CITY MANAGER OF CURRENT PROJECTS; Report from EMI on the status of current projects to be included as an integral part of the Minutes.

City Manager Darrell Westmoreland discussed the location and cost of the water line from the Lentzen property well and explained the cost savings to obtain an easement from David Wilkins to put the line thru his property. Motion to obtain a written easement from David Wilkins to cross his property with the new line and save approximately \$70,000.00 by putting it here made by Commissioner Mervin Barbree, 2nd by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission.

B. DISCUSSION OF BID OPENING AND VOTE FOR SSES (SANITARY SEWER SYSTEM) PRESENTED BY FLETCHER HOLIDAY OF EMI; Fletcher Holiday was absent due to sickness. Bids presented by City Manager Darrell Westmoreland with EMI suggesting to award to the lowest bid made by Square Deal at \$1,179,177.00. Motion to award the bid to Square Deal at \$1,179,177.00 made by Commissioner Mervin Barbree, 2nd by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission.

C. FINANCIAL REPORT; Report included as an integral part of the Minutes. Finance Director Mona Wood gave a verbal report

POLICE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Police Chief Aletha Barrett gave a verbal report. She explained the need to purchase new laptops for the police cars and the cost. Motion to allow the purchase request for new laptops for the Police Department at \$15,023.07 made by Commissioner Mervin Barbree, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission.

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

**COMMISSION MEETING
JANUARY 16, 2024
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PAGE 3**

PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT; Report included as an integral part of the Minutes. Public Works Director Jack Morgan was present.

BUILDING AND ZONING DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Building and Zoning Director Johan Casper was present and gave a verbal report.

PURCHASES AND BIDS; City Manager Darrell Westmoreland explained the 2000 public works truck needed replacing and he had found a used truck with low miles for \$28,000.00. Motion to approve the purchase at \$28,000.00 from SPLOST Funds made by Commissioner Cinnamon Sullivan, 2nd by Commissioner Mervin Barbree. Motion approved with a unanimous vote of the Commission.

ORDINANCES

RESOLUTIONS; 24-01-01 A RESOLUTION OF THE CITY COMMISSION OF HELEN, GEORGIA APPROVING AND AUTHORIZING EXECUTION, BY THE MAYOR OF THE CITY OF HELEN, OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE COUNTY AND CERTAIN MUNICIPALITIES OF WHITE COUNTY CONCERNING A COUNTY ONE PERCENT SPECIAL PURPOSE LOCAL OPTION SALES AND USE TAX ENACTED PURSUANT TO O.C.G.A. 48-8-110 ET SEQ.: REPEALING PRIOR RESOLUTIONS IN CONFLICT; AND FOR OTHER PURPOSES. Motion to approve Resolution 24-01-01 made by Commissioner Cliff Hood, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission.

EXECUTIVE SESSION TO DISCUSS PENDING/POTENTIAL LITIGATION, REAL ESTATE ACQUISITION AND OR SALE; Motion to go into Executive Session at 11:10 a.m. made by Commissioner Cliff Hood, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission.

Motion to come out of Executive Session and resume the Regular meeting at 11:45 a.m. made by Commissioner Cliff Hood, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission.

There were no motions made as a result of the Executive Session.

**COMMISSION MEETING
JANUARY 16, 2024
MINUTES OF MEETING
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CITY COMMISSION COMMENTS

ADJOURNMENT; Motion to adjourn at 11:55 a.m. made by Commissioner Lee Landress, 2nd by Commissioner Mervin Barbree. Motion approved with a unanimous vote of the Commission.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN

A handwritten signature in cursive script, reading "Marilyn Chastain". The signature is written in black ink and is positioned below the typed name.



Alpine Helen/White County Convention & Visitors Bureau

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

CVB Report January, 2024

ADVERTISEMENTS:

- Travel media Press Room – LRC.
- LRC Inc. Blogs and Social Media report and Travel Media Press Room.
- January's Alpine Yodeler Report.
- State Tourism Annual Travel Guide – Back Cover.
- Blue Ridge Country Magazine.
- Georgia EMC Magazine.
- Atlanta Parent Magazine.
- Atlanta Magazine.
- Southbound Magazine.
- Helen's Annual Travel Guide.
- Georgia State Parks and Historic Sites Annual Travel Guide.
- World Atlas.com – 6 of the Quirkiest Towns in the Southern U.S. – Helen. 8.8 Million Impressions, with an estimated value of \$81,878.
- 365 Atlanta Traveler.com – 13+ Sensational North Georgia Wineries begging you to indulge – Habersham Winery – Helen. 508 Thousand Impressions, with an estimated value of \$4,699.
- Only In Your State.com – Smithgall Woods Turning 30 – Helen/ White County. 6.4 Million Impressions, with an estimated value of \$59,290.
- Southern Living.com – These were your favorite long weekend destinations of 2023 – Helen. 11.4 Million Impressions, with an estimated value of \$105,450.
- Southern Living.com – The Top Travel Trends for 2024 – In your back yard travel – Helen. 11.4 Million Impressions, with an estimated value of \$105,450.
- Explore.com – Underrated Destinations Perfect for Couples In America – Helen. 119 Thousand Impressions, with an estimated value of \$1,105.
- Wealth of Geeks.com – No place like home for the Holidays? Nearly 50% of Americans plan to take Festive Getaways this Holiday Season – Helen. 2.2 Million Impressions, with an estimated value of \$20,384.
- Atlanta Eats.com – 7 Restaurants in Helen, GA you should try – 100 Thousand Impressions, with an estimated value of \$926.
- World Atlas.com – These Towns In Georgia Come Alive In Winter – Helen#3. 8.8 Million Impressions, with an estimated value of \$81,878.



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WELCOME CENTER:

- 1,094. (3 less) Visitors stopped by the Welcome Center in January.
- Helen Travel Guides delivered another 150 cases of the new guides in January. Mailed out an additional 84 Travel Guides by request. We had 57 Travel Guide downloads.
- Website visits for the month of January 91,000. (Up 3,929. over last year) with 86,000. unique/ new visitors. 3.75 page visits with over 371,452 .page views (27,003 more) with duration of 2.81 minutes per view. Bounce rate of 49.26%

TRAVEL SHOWS/MEETINGS:

- January 5th - Director Brown and Doris Skelton took down the Christmas tree and display decorations at the Lavonia State Welcome Center and added a Fasching and Songwriters display.
- January 8th – Director Brown compiled and sent the Month end report for December to the City.
- January 9th – Director Brown met with ITI Media to set up the new Website Itinerary's.
- January 6th – Director Brown met with Gwenn Beckham with the AJC to set priorities for the new spring campaign.
- January 16th – Director Brown presented the December CVB report to the Helen City Commission.
- January 19th – Director Brown attended a meeting with Advance Travel & Tourism team to build the Digital Campaign for spring and summer.
- January 23rd – Director Brown attended the Songwriters Festival planning meeting.
- January 28th - 31st – Director Brown attended the Annual GACVB Conference in Cartersville.

2/24

Water/Wastewater - Infrastructure Projects Update - City of Helen

Groundwater Development: The hydrogeologist hired by the City has selected four potential sites for ground water exploration. The City has moved forward with the Lenzen Property site, additional sites will be recommended after development. 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. GDOT is requiring design of modified retaining wall. GDOT has added additional comments to latest review, EMI has addressed the comments and resubmitted to GDOT.

Main Lift-Station: Contractor is progressing well with construction, which is approximately 90% complete, LS construction is on schedule. *Anticipated Completion Date May 2024.*

Well # 11 (Lenzen Property Well): Existing well has been plugged, Oconee well has drilled the new well with initial flows at 85 gpm. The well yield analysis and water quality testing is being completed this week. The initial design of the water line extension to the well has been initiated by EMI.

SSES: All smoke testing and manhole evaluations has been finished in Helen and Innsbruck. EMI has completed remedial applications and design. Contract documents have been executed by contractor and have been submitted to the City. Upon execution of contract documents by the City a preconstruction conference will be scheduled. - *Anticipated Completion Date June 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. The City has received the Army Corp permit for all three Wilkins ponds and the stream. Dredging of the channel and the two small ponds has been complete, large pond is set to begin. Once all the erosion remediation efforts have been completed repair efforts of the spray field lines and appurtenances will be completed. *Construction is currently slated for - 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: Installation of equipment is complete, waiting for Windstream to install internet at WWTF. Startup will begin as soon as internet is available.

Capital Improvement Plan (CIP): The financial analysis portion of the CIP is complete; CIP projects are currently being developed.

System Connection Fee Ordinance: This ordinance has been completed and submitted to the City.

Hamby Street Pedestrian Bridge: A preliminary scope and cost estimate has been prepared for City review.

RESOLUTION 24-02-02

A RESOLUTION OF THE CITY OF HELEN, GEORGIA AUTHORIZING A FINAL COMPREHENSIVE ADJUSTMENT TO FISCAL YEAR 2022-2023 BUDGETARY APPROPRIATIONS

Whereas, at the conclusion of the fiscal year, each revenue and expenditure object should reflect an annual appropriation equal to the final revenues and expenditures, respectively, for the fiscal year; and

Whereas, the City Manager and Finance Director prepare a monthly revenue and expenditure report for the City Commission to approve;

Now, therefore, be it resolved, by the Helen City Commission, the governing authority of the City of Helen, Georgia, that the accumulated revenues and expenditures for a twelve (12) month period, as will be reflected in the budget report ending June 30, 2023, for the General Fund, the Hotel/Motel Tax Fund, the Confiscated Assets Fund and the American Rescue Plan Act (ARPA) Fund are hereby supplementary appropriated to the FY 2022-2023 Budget; and,

Be it further resolved; that the year-end financial report for the month of June 2023, shall incorporate this comprehensive adjustment to the FY 2022-2023 Budget.

Approved and adopted this 20th day of February 2024

(SEAL)

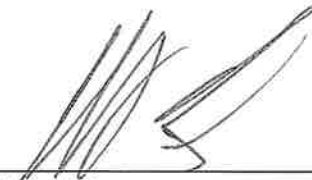
By:


Steve Fowler, Mayor

Attest:


Marilyn Chastain, City Clerk

Approved as to Form:


Carl Free, City Attorney

**FINAL COMPREHENSIVE BUDGET ADJUSTMENTS
FISCAL YEAR 2022-2023**

	DEBIT	CREDIT
GENERAL FUND		
Expenditures:		
General Government	\$ 88,000	
Recreation & Culture	\$ 11,000	
Transfer Out	\$ 439,000	
Public Works	\$ 145,000	
Housing & Development		\$ 683,000
HOTEL/MOTEL TAX FUND		
Revenues:		
Transfer In		\$ 24,000
Hotel/Motel Tax Revenue		\$ 898,000
EXPENDITURES:		
Transfers Out		\$1,125,000
Housing & Development	\$2,047,000	
Confiscated Assets Fund		
Revenues:		
Confiscated Assets		\$ 65,500
EXPENDITURES:		
General	\$ 65,500	
American Rescue Plan Act (ARPA) Fund		
Revenues:		
Interest Income		\$ 100
EXPENDITURES:		
General	\$ 100	

Helen Police Department

Monthly Report



January 2024

<p style="text-align: center;"><u>Arrests- 8</u></p> <ul style="list-style-type: none">• Felony- 0• Misdemeanor- 7• FVA- 1• VGCSA- 0	<p style="text-align: center;"><u>Citations</u></p> <p style="text-align: center;">206</p>
<p style="text-align: center;"><u>Security Checks</u></p> <p style="text-align: center;">3,506</p> <p>*Downtown businesses 71 (10,366)</p>	<p style="text-align: center;"><u>Calls for Service</u></p> <p style="text-align: center;">201</p>
<p style="text-align: center;"><u>Foot Patrol Hours</u></p> <p style="text-align: center;">2</p>	<p style="text-align: center;"><u>Accident Reports</u></p> <p style="text-align: center;">3</p>
<p style="text-align: center;"><u>Criminal Trespass</u></p> <p style="text-align: center;">2</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	1	Fight	2	Road Rage	
Abandoned Vehicle		Fire Calls		Security / Business Check	
Active Shooter		Flag Down		Sexual Assault Reported	
Alarm Calls		Follow up Report		Shots Fired	
Amber/Levi/Matties Call/Alert		Foot Patrol	2	Special Detail	
Animal Call		For Your Information	3	Speeding Vehicle	
Apparent Death		Forgery		Stalking	
Armed Robbery		Fraud		Subject Screaming	
Assault		Harassment		Suicide (attempt or threat)	
Assist Fire / LEO		Hit and Run	2	Suspicious Person or Vehicle	5
Assist Motorist		Hostage Situation		Taking Report	1
Assistance Needed		Improperly Parked Vehicle		Temporary Protection Order	
Attempting to Stop		In the Area	1	Test Call	
BOLO		Intoxicated Driver/ Ped.	1	Theft Report	
Bomb Threat		Indecent Exposure		Threats	1
Bond		Juvenile Problem		Traffic Accident	3
Burglary	1	Kidnapping		Traffic Hazard	
Call by Phone		Lines Down		Traffic Stop	166
Car Jacking		Loitering		Tree Down/ Across Roadway	
Chase in Progress		Lost/Found Item or Person	2	Trespassing	
Child Abuse/ DFCS		Mechanical Breakdown		Problem Unknown	
City/County Ordinance Violation		Medical Calls	1	Vandalism	
Court Detail		Meet in Person	1	Vehicle Lock Out	
Criminal Trespass		Mental Subject		Vehicle Registration Info.	
Damage to Property	3	Missing Person		Vehicle Taken without Permission	
Debris in Roadway		Noise Complaint		Vin Verification	
Deliver Message		Not Otherwise Specified	1	Walk Thru	
Direct Traffic		Open Door		Wanted Person/Warrant	
Dispute	2	Overdue Motorist		Wanted/Stolen Indicated	
Disturbance		Pandering		Welfare Check	
Domestic		Pick up Prisoner/ Subject		School Crossing/ Traffic	
Driver/Criminal History Requested		Possible Dam Failure		Subject in Custody	
Driver's License Info.		Prowler		Wrecker needed	
Drug Suspect		Public Assist		Civil Process	
Emergency Road Repair		Reckless Driving	2	Illegal Dumping	
Entering Auto		Refusing to Leave		Residence Check	
Escort		River Patrol		Calls for Water Dept Problems	
Extra Patrol		Road Blocked		Information Purposes Only	

Total call for service: 201

City of Helen Fire & Rescue

Monthly Report for January 2024

Total "911 Responses" = 40 / Year to Date = 40

Major Incident Type(s) Breakdown

Major Incident Type	# Of Incidents Current Month	2023 Monthly Comparison	% Of Total Current Month
Fires	4	3	10%
Overpressure rupture, explosion, overhear (No Fire)	0	0	0%
Rescue & Emergency Medical Service	15	20	37.5%
Hazardous Condition (No Fire)	1	2	2.5%
Service Call	5	5	12.5%
Good Intent Call	10	9	25%
False Alarm & False Call	5	3	12.5%
Severe Weather & Natural Disaster	0	0	0%
Special Incident Type	0	0	0%
TOTAL	40	42	

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TTL
2023	42	33	58	54	69	96	132	71	57	69	59	55	795
2024	40												40
Difference	-2												

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	2	5.0%	6	6	7	6	5	4	6
Aid Received	3	7.5%	Busiest Hours for Date Range						
None	35	87.5%	0600-1959						

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	6:14	26

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 January we had 0 overlapping calls for a total of 0% of our calls. This year our overlapping call average is about 0% (0 of 40).

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"	19
Engine 32	1997 Ferrara "Spartan"	1
Truck 31	2002 Ferrara "Igniter Series"	7
Rescue 31	2000 Ford "F-650"	3
301	2016 Ford "F-150"	6
ATV 31	2016 Polaris "Ranger"	0

Training

Fire Department completed a total of **74 hours of classroom and practical training.**

Fire Department Non-Emergency Activities		
Walk In Evaluation & Public Assist	5	*Yearly Service of All apparatuses (All Good) *Rear Brake Chambers replaced on Engine 31 *Antifreeze Lake fixed on Engine 31 *Water Leak fixed on Truck 31 *Participated in Active Shooter Drill at Mt. Yonah Elem. *Air Lines replaced on Engine 31 *Charger replaced on Truck 31 *Replaced mirror assembly on Engine 31 *Air Sample for breathing air was collected and sent off (Came back Good) *All Air Cylinders got 5-year Hydro Tested *Bay Door repaired on Engine 31 area and all others got serviced. *Attended multi company training with Cleveland Fire *Attended multi company training with White County
Station Tour/Visitors	16	
Public Relation Hours	177.59 hrs.	
Fire Safety Program # Kids	1	
CPR/BLS Class	0	
Smoke Detector Installation	0	
Pre-Fire Plans/Inspections	8	
Hose Testing (Feet)	0	
Hydrant Testing/Maintenance (Total #)	0	

Current Employee's	Position/Rank	Years with Helen	Total Years of Experience
Jody Prickett	Fire Chief/EMT-I	8 Years, 5 Months	23 years
Will Lapree	(F/T) A Shift Lt./FR	7 Years, 7 Months	19 years
Jason Reed	(F/T) B Shift Lt./FR	5 Years, 6 Months	20 years
Tyler Keyes	(F/T) C Shift Lt./FR	6 Years, 8 Months	18 years
Martin Godfrey	(P/T) FF/FR	4 Years, 9 Months	20 years
Jody Holland	(P/T) FF/EMT-B	3 Years, 1 Months	17 years
Brad Alexander	(P/T) FF/EMT-B	5 Years, 0 Months	15 years
AJ Staton	(P/T) FF/FR	0 Years, 7 Months	4 years
Steve Hopper	(P/T) FF/FR	7 Years, 11 Months	16 years
Steven Seabolt	(P/T) FF/EMT-B	2 Years, 6 Months	7 years
Shad Sosebee	(P/T) FF/Medic	7 Years, 9 Months	8 years
Wayne Canterbury	(P/T) FF/FR	2 Years, 6 Months	25 years
Owen Pitchford	(P/T) FF/EMT-B	0 Years, 3 Months	2 years

PUBLIC WORKS REPORT

January 2024

- Put out Play ground chips.
- Fixed six water main leaks.
- Started taking down Christmas lights.
- Removed two trees in the market Platz.
- 29 Locates.
- Put in led lights in the welcome center and the public works Building .
- Normal routine clean restrooms. Trash rout. Road side trash. Read meters .water samples on the weekends.
- Worked on the toilet and lights in the Library .
- Worked in spray Field .
- Removed the welcome center sign to be painted.
- Put more shelves and stairs in the Christmas shop for Donna K.
- Put chlorine and salt in wells Weekly . .
- Removed the Christmas banners and put up the Fasching banners.



Helen, GA

Service Order Statistics

Group Summary

Group	Issued	Completed	Voided	New
1ST AVAILABLE	41	36	3	1
WATER	7	4	2	1
Grand Totals	48	40	5	2

Staff Summary

Staff	Issued	Completed	Voided	New
1ST AVAILABLE	5	4	1	0
CHRIS ESTES	5	5	0	0
EDWARD SALWAY	30	24	3	2
JACK MORGAN	1	1	0	0
JARED TURNER	2	2	0	0
JIMMY ROGERS	1	1	0	0
SUSIE SANDERS	4	3	1	0
Grand Totals	48	40	5	2

Job Code Summary

Job Code	Issued	Completed	Voided	New
CHANGE METER - CHANGE METER	1	1	0	0
CONNECT - CONNECT	3	3	0	0
DELIVER CAN - DELIVER CAN	2	2	0	0
DISCONNECT & READ - DISCONNECT & READ	3	1	2	0
LEAK CK - LEAK CHECK	2	2	0	0
LOCK NON PAYMENT - LOCK NON PAYMENT	2	1	1	0
MISC - MISC	14	12	0	1
PICK UP CAN- TERM - PICK UP CAN - TERMINATE SERVI	1	1	0	0
PULL DATA - PULL METER DATA	1	1	0	0
PULL METER - PULL METER	2	2	0	0
READ - READ	3	3	0	0
READ TO TRANSFER - READ TO TRANSFER	7	6	1	0
SET METER - SET METER	3	2	1	0
TURN OFF/ON- REPAIRS - TURN OFF/ON - REPAIRS	4	3	0	1
Grand Totals	48	40	5	2

Action Summary

Action	Issued	Completed	Voided	New
Connect	3	3	0	0
Disconnect	3	1	2	0
Occupant Change	7	6	1	0
Miscellaneous	24	21	0	2
Cutoff	2	1	1	0
Service Action	9	8	1	0
Grand Totals	48	40	5	2

Issued by User

User	Issued
Mirinda	7
Susie	40
Tori	1
Grand Totals	48

Completed by User

User	Completed
esalway	18
ssanders	18
sysadmin	4
Grand Totals	40



**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
January 2024**

Commissioners:

Steve Fowler
Cinnamon Sullivan
Cliff Hood
Mervin Barbree
Lee Landress

City Manager:

Darrell Westmoreland

City Clerk/

Clerk of Court:

Marilyn M. Chastain

City Finance Director:

Mona Wood

Chief of Police:

Aletha Barrett

**Building and Zoning
Director:**

Jonah Casper

Fire Chief:

Jody Prickett

**Public Works
Director:**

Jack Morgan

PERMITS

Building: 8

Electrical: 0

Mechanical: 0

Plumbing: 0

Demo: 1

Signs: 2

Events: 0

INSPECTIONS

-Permitted: 10

-Courtesy inspections and consultations: 2

-Builder and Architect consultations: 2

Certificate of Occupancy permits issued: 1

ORDINANCE 24-02-01

AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE ADDITION OF CHAPTER SEVENTY-ONE: MOTORIZED CARTS

WHEREAS, THE CITY COMMISSION OF HELEN GEORGIA FINDS THAT FOR REASONS RELATING TO TRAFFIC; FOR THE PUBLIC SAFETY OF CITIZENS AND VISITORS TO THE CITY, AND FOR THE ABILITY OF LAW ENFORCEMENT TO IDENTIFY THOSE MOTORIZED CARTS OPERATED UPON CITY STREETS, THAT IT IS NECESSARY AND DESIRABLE TO ENACT MUNICIPAL CODE SECTIONS TO PROVIDE FOR MOTORIZED CART USE ON CERTAIN DESIGNATED STREETS OF THE CITY; TO PROVIDE FOR REGISTRATION REQUIREMENTS OF MOTORIZED CARTS; AND TO PROVIDE FOR THE RULES OF OPERATION OF SUCH MOTORIZED CARTS;

NOW THEREFORE, IT IS HEREBY ORDAINED, by the Helen City Commission that The Official Code of The City of Helen, Georgia, is amended by the addition of **Chapter 71, Motorized Carts** as follows:

Sec. 71-01. Findings; definition.

- (a) The city commission finds that all streets located within the territorial boundaries of the city and under its jurisdiction are designed and constructed so as to safely permit their use by operators of motorized carts except upon North Main Street and South Main Street, upon which the operation of motorized carts shall be prohibited. On all other city streets, the operation of motorized carts shall be permitted, in accordance with this chapter. Motorized Golf Carts shall be authorized to cross Main Street, but only at designated golf cart crossing(s) locations.
- (b) This ordinance is adopted to address the interest of public safety. By regulating such operation of motorized carts within the city, the city is merely addressing safety issues. All persons who operate or ride in motorized carts do so with their own judgment and at their own risk, and must be observant of, and attentive to the safety of themselves and others, including their passengers, other motorists, bicyclists, and pedestrians.

Notwithstanding any law to the contrary, the City of Helen has no liability in negligence, nuisance or under any other cause of action for losses resulting from the use of motorized carts upon city streets.

- (c) The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section:

Automobile means a passenger vehicle primarily designed to legally travel on the highways of this state that usually has an engine capable of propelling the vehicle over 35 miles per hour.

Motorized cart means every motor vehicle having no less than four wheels and an unladen weight of 1,300 pounds or less and which cannot operate at more than 20 miles per hour. These carts are commonly referred to as “Golf Carts”.

Sidewalk means a paved area of generally five feet in width or less that is designed or intended for the use of pedestrian traffic only.

Sec. 71-02. Registration/decal/transfer requirements/operational requirements

- (a) *Motorized carts.* It shall be the duty of every property owner in the city limits of Helen, who owns an electric or gasoline-powered motorized cart that is operated over the streets and those areas accessible by the public within the corporate limits of the city to register the cart with the city within ten business days of the date of purchase. This duty is also imposed on every business located within the city limits of Helen, which owns and/or uses electric or gasoline-powered motorized carts that are operated on the streets of Helen. A numerical decal shall be issued upon registration; and a record of each motorized cart number, along with the name and address of the owner or business, shall be maintained by the city. Two decals will be issued for each cart. One decal must be affixed to the front of the cart in such a manner as to be fully visible when the cart is approaching, with the second decal to be affixed to the reflective triangle on the back of the cart. The failure to have a current registration and decal on a motorized cart shall be a violation of this section. Valid identification will be required to be provided by the cart owner in conjunction with the registration of the motorized cart.

- (1) The registration fee shall be \$15.00 for each cart. Registered carts shall display the required numbered decal issued by the city.
- (2) *Registration and payment deadline.* If a cart is not registered within ten business days of purchase, a \$20.00 penalty will be applied in addition to the registration fee; and the cart shall be considered an unregistered cart after the ten-business-day period.

- (3) After the initial implementation of the ordinance, registration with the city shall be on an annual basis. If a motorized cart is not registered by January 1 of each year, a \$20.00 penalty will be applied in addition to the registration fee; and the cart shall be considered an unregistered cart.
 - (4) The owners of motorized carts operating within the city prior to the effective date of this ordinance shall be given _____ from the effective date of the ordinance to register their motorized carts in accordance with this chapter.
 - (5) *Transfers.* Upon occurrence of a sale of the cart to another person who shall operate the cart over the streets of the city, the registration must be transferred to the new owner within ten business days of the change in ownership at a cost of \$15.00.
 - (6) *Special tourism events.* City Commission may, at its discretion, waive registration requirements for special events conducted by organizations classified as non-profit organizations by the Internal Revenue Service, which are of a limited duration, and which events have been approved through the City of Helen special event process, and if so waived, out-of-city residents may bring carts as participants for participation in said event.
 - (7) *Owner relocation.* In the event that a registered motorized cart owner changes his/her address or contact information after the motorized cart is registered, that owner shall have 60 days to provide their new contact information to the city. If the ownership information is not updated within 60 days of relocation, a \$20.00 penalty will be applied and the cart shall be considered an unregistered cart after the 60-day period.
 - (8) *Damaged decals.* The existing holder of a decal for a registered motorized cart will be entitled to a replacement decal in the event of a change in motorized cart, damage to the cart damaging the decal, or other similar circumstances.
- (b) *Operational requirements for motorized carts.*
- (1) Every gasoline powered motorized cart shall at all times be equipped with an exhaust system in good working order and in constant operation, meeting the following specifications:
 - a. The exhaust system shall include the piping leading from the flange of the exhaust manifold to and including the muffler and exhaust pipes or include any and all parts specified by the manufacturer.

- b. The exhaust system and its elements shall be securely fastened, including the consideration of missing or broken brackets or hangers.
 - c. The engine and powered mechanism of every cart shall be so equipped, adjusted and tuned as to prevent the escape of excessive smoke or fumes.
- (2) It shall be unlawful for the owner of any gasoline powered motorized cart to operate or permit the operation of such cart on which any device controlling or abating atmospheric emissions, which is placed on a cart by the manufacturer, to render the device unserviceable by removal, alteration or which interferes with its operation.
- (3) All motorized carts, whether electric or gas, shall have a braking system sufficient for the weight and passenger capacity of the vehicle including a parking brake, a reverse warning device functional at all times when the directional control is in the reverse position, a main power switch which shall render the power circuit inoperative when the switch is in the 'off' position or the key or other activating device is removed, such key or other activating device only being removable in the 'off' position, head lamps, reflex reflectors, tail lamps, a horn, a rearview mirror, turn signals, safety warning labels, and hip restraints and hand holds.
- (c) *Age.* Only those persons 18 years of age or older may register a motorized cart.

Sec. 71-03. Operation regulations.

- (a) Those persons who are 16 years of age and older may drive a motorized cart on the streets of the city unless such person has had his or her license to operate a motor vehicle suspended or revoked by the state which issued said license in which case such person shall not be permitted to operate a motorized cart on the recreation paths and/or streets and those areas accessible by the public of the city during the time of suspension or revocation.
- (b) All operators shall abide by all traffic regulations applicable to vehicular traffic when using city streets.
- (c) Motorized carts shall not be operated on sidewalks at any time.
- (d) Violations of Georgia Traffic Laws and/or any other Georgia Law by the operator of a motorized cart while operating the motorized cart shall be subject to the same penalties which may be imposed upon the operator of an automobile under Georgia Law.

Sec. 71-04. Liability.

Each person using motorized golf carts within the city is liable for his or her own actions. Liability insurance coverage varies, and each person operating a golf cart on the recreation paths and public streets and those areas accessible by the public should verify their coverage.

Sec. 71-05. Penalties.

- (a) Any person who violates the terms of this article shall be punished as follows:
 - (1) For the first offense, a fine of not less than \$250.00.
 - (2) For the second offense, a fine of not less than \$500.00.
 - (3) For a third offense committed within one year of conviction for a second offense of violations concerning a motorized cart, a fine of \$1,000.00.
 - (4) If a registered golf cart has received three violations within a one year period, then in such event, the registration for that golf cart shall be revoked. Such cart may not be re-registered a motorized cart for use in the city for a period of two years following the receipt of three or more violations in a one year period.

Be it further ordained, by the Helen City Commission, that any ordinance or resolution previously existing, either replaced by or inconsistent or in conflict with this ordinance, are repealed in their entirety if replaced hereby, and repealed partially to the extent of the conflict or inconsistency of the previous ordinance, and that this ordinance shall become effective upon adoption.

This ordinance approved by the Helen City Commission this ____ day of _____, 2024.

_____(SEAL)
BY: Steve Fowler, Mayor

ATTEST: _____
Marilyn Chastain, City Clerk

APPROVED AS TO FORM:

Carl Free, City Attorney

Date: _____

Passed First Reading 2-20-21

Passed Second Reading _____

Approved and Adopted _____

ORDINANCE NO. 24-02-02

AN ORDINANCE ESTABLISHING A WATER AND SEWER SYSTEM CONNECTION FEE AND INSTALLATION FEE FOR NEW WATER AND SEWER CONNECTIONS WITHIN THE CITY OF HELEN WATER AND SEWER SERVICE DELIVERY AREA BY THE AMENDMENT OF CHAPTER 70 OF THE HELEN CITY CODE: UTILITIES

WHEREAS; Funding of water and sewer system improvements is a shared responsibility between the City of Helen as a water and sewer provider and businesses, land developers, land subdivisions and other water and sewer users who desire to connect to the City's water and sewer system; and

WHEREAS; The City desires to enact an ordinance to provide for a system connection fee and installation fee within the City's water and sewer service delivery area;

WHEREAS, Authority for the Mayor and City Commission of the City of Helen, Georgia, to adopt this Ordinance includes but is not limited to powers vested in it by the State of Georgia Constitution, the City Charter of the City of Helen, Georgia, and applicable general laws of the State of Georgia including The Municipal Home Rule Act of 1965 (O.C.G.A. 36-35-1 et seq.).

WHEREAS, Pursuant to O.C.G.A. 36-34-5, the City of Helen as a municipal corporation has authority to construct, reconstruct, improve, better, and extend a water and sewer system, and to prescribe, revise, and collect rates, fees, tolls, or charges for the services, facilities, or commodities furnished to persons or users or made available by such systems to the property owner at such owner's property.

WHEREAS, The City of Helen as a municipal corporation providing water and sewer service is authorized by O.C.G.A. 36-71-13(c) to collect a proportionate share of the capital cost of water and wastewater facilities by way of hook-up or connection fees as a condition of water and sewer service to new or existing customers, without complying with the provisions of the Georgia Development Impact Fee Act of 1990, O.C.G.A. 36-71 et seq.

Now, Therefore, BE IT ORDAINED, and IT IS HEREBY ORDAINED by the Helen City Commission that the Official Code of the City of Helen, Georgia, is amended, by the DELETION of the prior Section 70-30 of the Official Code of the City of Helen, Georgia and the adoption of the following replacement ordinance provisions are hereby adopted and shall hereafter be incorporated into the Code of Ordinances of the City of Helen, Georgia as follows:

Chapter 70. UTILITIES. ARTICLE II. WATER SYSTEM. DIVISION I. GENERALLY.

Sec. 70-30 Connection Fees and Installation Fees.

- (a) Applicability. The Connection Fee and Installation Fee specified by this section shall apply only within the City of Helen's Water and Sewer Service Delivery Area the boundaries of which are shown on one or more maps titled "City of Helen Water and Sewer System" with boundaries of said area shown, which is hereby incorporated into this ordinance by reference.
- (b) Definitions: Equivalent Residential Unit (ERU): The ERU is a standardizing concept which allows demands for water consumption by different types of residential units and nonresidential uses to be compared to (and expressed in terms of) a single-family, detached, site-built dwelling. One ERU (Equivalent Residential Unit) is equal to the general average water consumption of a detached, single-family, site-built dwelling which is 85 gallons per capita per day or 250 gallons per unit. The ERUs for various uses are provided in Attachment "A"
- (c) System Connection Fee Established.

Individual consumers, at the time they make application for water and sewer service to the City of Helen, shall pay to the City of Helen a connection fee and other related fees as outlined in Attachment "B" Water and Sewer Connection Fee. For domestic water meters 2" and larger, the connection fee for sewer will be determined on projected consumption at a rate of the Equivalent Residential Unit (ERU), as defined by this ordinance and exhibited in Attachment "C". Payment of said fee shall be in addition to required payment(s) according to any schedule of fees and charges and/or costs of meter and installation. Payment of the system connection fee shall be considered a condition of the City providing water and sewer service to said individual consumer.

Individual consumers at the time of application for water and/or sewer service shall submit sufficient information to the City Manager so that the ERU's can be calculated. At minimum such information shall include a full and complete description of the proposed land use and development activity proposed on the site served by the water and/or sewer service, including, where applicable, the square footage of building(s) and/or square footage of each use within building(s) if different.

- (d) Mixed Uses and Other Uses Not Specified.

If a water and/or sewer service is requested for a building with mixed uses, the fee shall be determined according to the combination of uses most closely approximating the uses listed in Attachment A under the definition of Equivalent Residential Unit provided in this Ordinance.

If the use of a building for which a water and/or sewer service is applied for is not specified in the table under the definition of Equivalent Residential Unit (ERU)

provided in this Ordinance, the City Manager shall use and apply the use listed in said table that is most nearly comparable to the proposed use.

- (e) Change or Modification in Use. In the case of change of use, redevelopment, or modification of an existing use which requires the issuance of or resizing of a water and/or sewer service, or a change in certificate of occupancy, the system connection fee for such change in use, redevelopment, or modification shall be based upon the net increase in the number of Equivalent Residential Units (ERUs) for the new use as compared to the previous use, as determined by the City Manager.
- (f) Remedy for Nonpayment of System Connection Fee and Installation Fee. The City of Helen Water Department may withhold installation of a water and/or sewer service or refuse to permit connection to the Helen water and sewer system in cases where the system connection fee and installation fee required by this Ordinance has not been paid.
- (g) Penalty for Omissions. If it is discovered by the City through inspection or other means that an applicant did not accurately portray the land use at the time of water meter application, and the use on a given site would require a connection fee in an amount that exceeds the Equivalent Residential Unit specified in this Ordinance which was paid for said water and/or sewer service, the City of Helen shall bill the individual consumer for the unpaid system connection fee at a rate of 1.5 times the system connection fee that would have been required under the terms of this Ordinance for said use. After the expiration of sixty (60) days from such notice being mailed or delivered to the individual consumer, the City of Helen shall have the authority to withhold or discontinue future water service to the customer until the additional increment of the required system connection fee is paid.
- (h) Exemptions. The following may be exempted from payment of the system connection fee required hereby:
 - (1) Application for the replacement of an existing water and/or sewer service, where there is no alteration or expansion of an existing building or use of land requiring the consumption of water, as determined by the City Manager, or where no additional demand for water system improvement facilities will result.
 - (2) All or part of the system connection fee for a particular project determined by the Mayor and City Commission as constituting extraordinary economic development, which shall be considered to mean any nonresidential development activity determined by the City of Helen to be a positive catalyst in shaping the City's economic stability.

- (i) Refunds. A refund of a system connection fee paid to the City of Helen as required by this code section may upon application be granted by the City Manager when one or more of the following conditions exist:
 - (1) If the actual gross square footage constructed after the issuance of the building permit is less than the amount specified in the application for water and/or sewer service, the applicant for the water and/or sewer service shall be entitled to a refund of the excess portion of the system connection fee.
 - (2) In the event that system connection fee is paid but the water and/or sewer service or building permit for the use is abandoned, upon submission of adequate evidence to the Manager that the fee was paid and received by the City of Helen, and that the building permit was abandoned.
- (j) Separate Account. The City of Helen shall maintain all revenues derived from the collection of the system connection fees in a separate line item account.
- (k) Limitations on Expenditures. Revenues collected from the system connection fees pursuant to this Ordinance shall only be expended for water and sewer system improvements within the City of Helen Service Delivery Area and capacity-related improvements to the water and wastewater treatment systems. Revenues from system connection fees may be used for the payment of principal and interest on bonds, notes or other financial obligations issued by or on behalf of the City to finance water and sewer system improvements within the City of Helen Service Delivery Area or for capacity-related improvements to the water and wastewater treatment systems.
- (l) Administration. This code section shall be administered by the City Manager.
- (m) Appeal. Where it is alleged that the City Manager or another City Official has made an error in the application or administration of this code section, the person alleging the error may appeal the administrative decision to the Helen Mayor and City Commission, which shall be authorized to overturn, reverse, or otherwise modify the decision of an administrative officer made pursuant to this code section. Any appeal received and all papers constituting the record upon which the action appealed from was taken shall forthwith be transmitted by the City Manager to the City Clerk for consideration by the Helen City Commission. Such appeal shall be taken to the Helen City Commission for consideration within thirty-five (35) days of receipt by the City Manager. During consideration by the Helen City Commission, any party may testify in person, or by agent or by attorney. The Helen City Commission shall make findings and render a decision in writing within thirty-two (32) days after the initial meeting that it was first scheduled to hear the administrative appeal. The City Clerk shall notify the applicant, in writing, of the decision of the Helen Mayor and City Commission on the administrative appeal application within five (5) working days after the Helen City Commission has rendered its decision.

BE IT ORDAINED, and IT IS HEREBY ORDAINED by the Helen City Commission that the Official Code of the City of Helen, Georgia, is amended, by the DELETION of the prior Section 70-107 of the Official Code of the City of Helen, Georgia and the adoption of the following replacement ordinance provisions are hereby adopted and shall hereafter be incorporated into the Code of Ordinances of the City of Helen, Georgia as follows:

Chapter 70. UTILITIES. ARTICLE III. SEWERS AND SEWAGE DISPOSAL.
DIVISION I. GENERALLY.

Sec. 70-107. Sewer Connection Fees and Installation Fees. Connection and Installation fees for Sewer are established by Section 70-107 *supra*, the terms of which are incorporated herein by reference.

Be it further ordained, by the Helen City Commission, that any ordinance or resolution previously existing, either replaced by or inconsistent or in conflict with this ordinance, are repealed in their entirety if replaced hereby, and repealed partially to the extent of the conflict or inconsistency of the previous ordinance, and that other than the addition of this additional conditional use to Section 34-184, no other amendment of the code is intended herein.

Be it further ordained, by the Helen City Commission, that this ordinance shall become effective upon adoption.

This ordinance approved by the Helen City Commission this ____ day of _____, 2024.

Mayor (SEAL)

ATTEST: _____
Marilyn Chastain, City Clerk

APPROVED AS TO FORM:

Carl Free, City Attorney

Passed First Reading _____

Passed Second Reading _____

Approved and Adopted _____

CITY OF HELEN
DESIGN WASTEWATER FLOWS
ERU Schedule November 2023
Attachment A

<u>FACILITY</u>	<u>Gallons Per Day (GPD)</u>
Airport (Also RR and Bus Terminal) No food services	5/Passenger + 10/Employee
Assembly Hall (Also Stadium, Racetrack)	5/Seat
Bar/Lounge (No Food Service)	30/Seat
Barber Shop	100/Chair + 20/Employee
Bath House for Swimming Pool	10/Swimmer
Beauty Salon	125/Chair + 20/Employee
Bowling Alley (No Food Services)	50/Lane + 20/Employee
Car Wash (Self Operating) (Automatic)	100/Bay (If recycling – Reduce by 50%) 165/Bay (If recycling – Reduce by 50%)
Churches or other places of Worship (No Kitchen) (With Kitchen)	5/Sanctuary Seat 7/Sanctuary Seat
Country Club (No Food Service)	25/Member
Day Care Center (No Meals) (With Meals)	15/Person 20/Person
Dental Office	75/Chair + 20/Employee
Fitness Center/Spa (No Shower) (With Shower)	20/Person 50/Person

FACILITY**Gallons Per Day (GPD)**

Food Service (Add 300 per machine if dishwasher machine is installed)	
Restaurant, less than 24-hours/day	32/Seat
Restaurant, 24-hours/day	32/Seat
Restaurants on Interstates	32/Seat
Drive-In Restaurants	19/Space
Carryout Only: Food Stands	19/1000-Sq Ft Floor Space
Funeral Home	300/Embalming + 100/Staff Member + 5/Sanctuary Seat (No Kitchen) + 7/Sanctuary Seat (With Kitchen)
Grocery Store	200/1000-Sq Ft Floor Space
Hospital	250/Bed + 100/Resident Staff
Hotel/Motel (Add 300 per machine if washing machine is installed)	83/Room
Industrial/Warehouse	35/Employee
Laundry, (Coin Operated) (Commercial)	400/Machine 600/Machine
Medical Office	200/Exam Room + 20/Employee
Multi-Family Residential	300/Unit PLUS 75/for each bedroom over three
Nail Salon	100/Seat + 20/Employee
Nursing Home/Personal Care Home	150/Bed + 100/Resident Staff
Office	175/1000 Sq Ft
Pet Grooming Facility	400/Day + 20/Employee

<u>FACILITY</u>	<u>Gallons Per Day (GPD)</u>
Prison/Jail	125/Bed + 20/Employee
Rest Area	Determined from consultation with GDOT
Retail Stores, Convenience Stores (Freestanding)	Larger of 400/Restroom or 100/Commode or Urinal
Schools	20/Person + 40/person/dorm
Service Station	
24-Hour Operation	325/Commode and/or Urinal
Less Than 24-Hour Operation	250/Commode and/or Urinal
Shopping Center/Mall	100/1000 Sq Ft Enclosed Space
Theaters	5/Seat + 20/Employee
Veterinary Office/Animal Hospital (Add 300 per machine if washing machine is installed)	100/Run + 10/Cage + 20/Employee

NOTES

1. Facilities with multiple uses require additive flows. For example: A grocery store with a food service would utilize 200/1000 Sq Ft **PLUS** 50/Seat.
2. Applicants may submit alternative usage data when seeking to reduce system connection fees. The data must apply to an identical or closely similar facility.

City of Helen
Water and Sewer Connection Fee Schedule
November 2023
Attachment B

WATER

METER SIZE	METER COST	CONNECTION FEE	ADMIN FEE	CITY INSTALLATION (TAP FEE)	METER RELOCATION
¾"	*	\$1,900	\$75	\$1,250 MINIMUM**	\$1,500 MINIMUM**
1"	*	\$3,230	\$75	\$1,500 MINIMUM**	\$2,000 MINIMUM**
2"	*	\$10,070	\$75	\$1,750 MINIMUM**	\$2,500 MINIMUM**
4"	*	\$31,730	\$75	ACTUAL COST**	ACTUAL COST**
6"	*	\$63,270	\$75	ACTUAL COST**	ACTUAL COST**
8"	*	\$101,270	\$75	ACTUAL COST**	ACTUAL COST**

ACCOUNT TYPE	ACCOUNT DEPOSIT
RESIDENTIAL	\$200
COMMERCIAL ***	\$300
RESTAURANT	\$500
HOTEL	\$2000

*METER TO BE BASED ON ACTUAL COST OF MATERIALS, LABOR, ETC., AT THE TIME OF INSTALLATION. **TAP TO BE BASED ON ACTUAL COST OF MATERIALS, LABOR, ETC., AT THE TIME OF INSTALLATION. ALL CONNECTIONS REQUIRE A BACKFLOW PREVENTER INSTALLED BY QUALIFIED PLUMBER. THE BACKFLOW PREVENTER MUST BE ON THE CUSTOMERS SIDE OF THE METER.

METER RELOCATION – PROPERTY OWNER IS RESPONSIBLE FOR CONNECTING TO METER OR SETTER DEVELOPER MUST INSTALL CUT-OFF VALVE AND NOT USE METER TO TURN WATER ON AND OFF CONNECTION FEE – BASED ON POTENTIAL DEMAND OF WATER SYSTEM BASED ON METER SIZE (AWWA C700)

***SHORT-TERM RENTALS ARE REQUIRED TO PAY A COMMERCIAL UTILITY DEPOSIT.

SEWER

METER SIZE	CONNECTION FEE	CITY INSTALLATION (TAP FEE)
¾"	\$3,545	\$1,250 MINIMUM**
1"	\$6,027	\$1,500 MINIMUM**
2"	ACTUAL COST*	\$1,750 MINIMUM**
4"	ACTUAL COST*	\$2,500 MINIMUM**
6"	ACTUAL COST*	\$2,500 MINIMUM**
8"	ACTUAL COST*	\$2,500 MINIMUM**

**TAP TO BE BASED ON ACTUAL COST OF MATERIALS, LABOR, ETC., AT THE TIME OF INSTALLATION. CONNECTION FEE – BASED ON POTENTIAL DEMAND ON SEWER SYSTEM BASED ON ERU's.

*FOR DOESTIC WATER METERS 2" AND LARGER, THE CONNECTION FEE FOR SEWER WILL BE DETERMINED ON PROJECTED CONSUMPTION. SEE ATTACHMENT "A" ERU SCHEDULE

City of Helen
Sewer System Asset Fee Schedule
Attachment C

Total Assets for Sewer System - \$ 7,092,356

Capacity of Wastewater Treatment System - 500,000 gallons

Cost per gallon of wastewater collected and treated – Assets/Capacity = \$14.18 per gallon

1 ERU = 250 gallons

ERU cost at 250 gallons per ERU = \$3,545

Notes:

1. System Connection Fees are established by calculating the projected daily use (Attachment A) and multiplying by the current Fee (ERU)

Example: A Medical Facility with five examination rooms and ten daily employees
Total Flow would be (5 rooms x 200) + (10 employees x 20) = 1,200 GPD
1 ERU = 250 GPD
ERU Fee = \$3,545 per ERU
Total ERU's = 1,200/250 = 4.8 ERU's

System Connection Fee would be 4.8 x \$3,545 = \$17,016

**City of Helen
Water System Asset Fee Schedule
Attachment D**

Total Assets for Water System - \$ 5,326,934

Capacity of Water Treatment System – 700,000 gallons

Cost per gallon of water treated and delivered – Assets/Capacity = \$7.60 per gallon

ERU cost at 250 gallons per ERU = \$1,900