

**CITY OF HELEN  
COMMISSION MEETING  
DECEMBER 16, 2014  
3:00 P.M.  
AGENDA**

1. CALL TO ORDER BY MAYOR JUDY HOLLOWAY
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM DECEMBER 2, 2014
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. ALPINE HELEN/WHITE COUNTY CVB MONTHLY REPORT
8. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
9. ADMINISTRATIVE
  - A. FINANCIAL REPORT
  - B. CONSIDERATION AND DISCUSSION OF EMPLOYEE SALARY INCREASES
  - C. CONSIDERATION AND DISCUSSION OF 2015 ALCOHOL LICENSE RENEWALS
  - D. DISCUSSION OF PDRB BOARD MEMBERS WITH TERMS EXPIRING 2014;  
CATHERINE CLEIMAN, DAVID GREER
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. CITY COMMISSION COMMENTS

18. ADJOURNMENT

**THIS AGENDA WAS POSTED DECEMBER 12, 2014 AT 11:00 A.M.**

**CITY OF HELEN  
COMMISSION MEETING  
DECEMBER 16, 2014  
3:00 P.M.  
MINUTES OF MEETING**

The Helen City Commission met on Tuesday December 16, 2014 in the Commission Chambers at Helen City Hall, with Mayor Judy Holloway calling the meeting to order at 3:00 p.m.

City Clerk Marilyn Chastain called the roll and the following were present; Commissioner Fred Garmon, Commissioner Helen Wilkins, Mayor Judy Holloway, Commissioner Dona K Burke, Commissioner Jeff Ash.

Also attending were City Manager Jerry Elkins, City Attorney Carl Free, Finance Officer Debbie Gerchman, City Clerk Marilyn Chastain, Police Chief Jim Couch, Fire Captain Lee Poteat, Fireman Johnathon Sutton, Public Works Director Ross Hewell, Building & Zoning Director Larry Krul.

Pledge of Allegiance to the Flag was given.

Approval of the Agenda; Motion to amend the Agenda by adding an Executive Session for Personnel and Possible pending or potential litigation, after Resolutions and to approve the Amended Agenda made by Commissioner Dona K Burke, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

Petitions and Communications from the Public; None

Alpine Helen/ White County CVB monthly report; Report is included as an integral part of the Minutes. Helen CVB Director Jerry Brown was absent. White County Director Cindy Bailey was present and informed the Commission of upcoming events.

Helen Chamber of Commerce monthly report; Report included as an integral part of the Minutes. Chamber Director Renee Chacon was present and went over the report, and discussed upcoming events at the Festhall.

Administrative;

Financial Report; Report included as an integral part of the Minutes. Finance Officer Debbie Gerchman stated that accounts are up compared to this time last year. City Manager Jerry Elkins stated that the City is in good shape. Motion to approve the Financial Report made by Commissioner Fred Garmon, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

Consideration and Discussion of Employee Salary increase was moved to end of Agenda.

Consideration and Discussion of 2015 Alcohol License Renewals; Motion to approve renewal of Alcohol License that have paid made by Commissioner Dona K Burke, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

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Motion to approve renewal of Alcohol License of the three that were not paid by the December 10th 2014 deadline if paid before December 31, 2014 for Hog Pen Gap Grill, The Hooch, and 75 Roadhaus made by Commissioner Fred Garmon, 2nd by Commissioner Dona K Burke. Motion approved with a unanimous vote of the Commission.

Discussion of PDRB Board Members Catherine Cleiman and David Greear with terms expiring in 2014. Motion to approve reappointment of Catherine Cleiman and David Greear for 2 year terms to the Planning Design and Review Board made by Commissioner Helen Wilkins, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

City Manager Jerry Elkins informed the Commission that the paper work for the Grants of the Emergency Generators for the Fire Department and City Hall/Police Department had been completed and submitted for approval, with estimates of at total cost of \$37,243.00, with the City matching 15% for a cost of less than \$6,000.00 to the City, and that the City is very grateful for the help of Cyndy Johnnsen for her hard work in helping prepare the Grant application. She currently works for White County 911, and is the wife of City of Helen Police Officer Lee Johnnsen.

Police Department Monthly Report; Report included as an integral part of the Minutes. Police Chief Jim Couch informed the Commission they had made their first shopping trip to Walmart for the White Christmas presents for the 20 families they are sponsoring this year, and that approximately \$14,000.00 will be spent. He also explained that the money is separate from the Police Department budget and is raised from donations and events such as the Golf tournament. He reminded the Commission that former Police Chief Ted Ray had started this annual event during his employment with the City several years ago.

Fire Department Monthly Report; Report included as an integral part of the Minutes. Fire Captain Lee Poteat stated that the Department had slowed down since November, and that he had requested literature to pass out from the Forestry Commission about becoming a Fire Wise Community.

Public Works, Water and Waste Water Monthly Report; Report included as an integral part of the Minutes. Public Works Director Ross Hewell Thanked the Commission and Commissioner Fred Garmon personally for his hard work for the new Public Works storage building, and appreciation for recognizing the Public Works employees during the ribbon cutting ceremony. He also informed the Commission of the cross tie retaining wall at the Welcome Center in need of replacement.

Commissioner Dona K Burke stated the City needs to invest in a new Bucket Truck, since the current one is in such a bad condition. Commissioner Fred Garmon asked what the problems are with the current truck and Director Ross Hewell stated it seems to be electrical, but that he and City Manager Jerry Elkins had looked at several used trucks for replacement. Mayor Judy Holloway stated that the cost of a bucket truck was not included in the current budget.

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Building and Zoning Department monthly report; Report included as an integral part of the Minutes. Building and Zoning Director Larry Krul informed the Commission that he has been working with United Community Bank and the Helen House on repairs of their retaining walls. He also informed the Commission that he had issued the building permits today for the Red Roof Inn Plus that was the former America's Best, but had also had to charge 2 times the amount for the sprinkler system permit because the contractor had began work before getting his permit and review of the plans.

Purchases and Bids; None

Ordinances; None

Resolutions; None

Executive Session; Motion to go into Executive Session at 3:37 p.m. made by Commissioner Helen Wilkins, 2nd by Commissioner Dona K Burke. Motion approved with a unanimous vote of the Commission.

Motion to come out of Executive Session and resume the regular Commission meeting at 4:08 p.m. made by Commissioner Fred Garmon, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

Motions made as a result of the Executive Session;

Motion made to provide each city department an increase of 3% to give employees merit increases, department heads shall evaluate each employee to determine amount of increase with no employee receiving less than 2%, or more than 4% increase based on job performance, salary increases shall be reviewed by the City Manager for approval made by Commissioner Fred Garmon, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

Motion made by Commissioner Dona K Burke to give City Manager Jerry Elkins a 3% merit increase, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

City Commission Comments; Commissioner Jeff Ash thanked Mayor Judy Holloway for her year as Mayor and wished everyone a Merry Christmas. Commissioner Dona K Burke wished everyone a Merry Christmas. Commissioner Fred Garmon wished everyone a Merry Christmas. Commissioner Helen Wilkins wished everyone a Healthy & Happy Holiday.

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Mayor Judy Holloway thanked the Commissioners for working together this year and hopes everyone has a Merry Christmas.

Motion to adjourn at 4:28 p.m. made by Commissioner Helen Wilkins, 2nd by Commissioner Dona K Burke. Motion approved with a unanimous vote of the Commission.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN