

**CITY OF HELEN  
COMMISSION MEETING  
MAY 21, 2013  
3:00 P.M.  
AGENDA**

1. CALL TO ORDER BY MAYOR LYNN WHITENER
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM MAY 7, 2013
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. Consideration for approval of Alcohol License for Sarah Gray Condrey d/b/a Road Haus Tavern located at 8065 South Main Street, Suite 900 for Beer on Premises and Sunday Sales
  - B. Financial Report
  - C. Consideration of approval for new telephone system
  - D. Budget review and discussion
  - E. Consideration of approval of a new City of Helen Website
10. FIRE DEPARTMENT MONTHLY REPORT
9. POLICE DEPARTMENT MONTHLY REPORT
10. PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT
11. BUILDING AND ZONING DEPARTMENT MONTHLY REPORT
  - A. Consideration of request for sign variance for Bavarian Mountain Golf
12. ORDINANCES
  - A. Second reading of Ordinance 13-04-01. An Ordinance to Permit Alcohol Sales at Special Events sponsored by the City of Helen.

13. RESOLUTIONS

14. PURCHASES AND BIDS

A. Consideration for approval of bid for restroom supplies

15. CITY COMMISSION COMMENTS

16. ADJOURNMENT

**THIS AGENDA WAS POSTED May 17, 2013 AT 9:40 AM**

**THIS AGENDA WAS AMENDED AND POSTED MAY 20, 2013 AT 11:00 A.M.**

**CITY OF HELEN  
COMMISSION MEETING  
MAY 21, 2013  
3:00 P.M.  
MINUTES OF MEETING**

The Helen City Commission met on Tuesday May 21, 2013 at 3:00 p.m. in the Commission Chambers at Helen City Hall.

Mayor Lynn Whitener called the meeting to order at 3:00 p.m. City Clerk Marilyn Chastain called the roll and the following were present: Commissioner Judy Holloway, Commissioner Helen Wilkins, Mayor Lynn Whitener, Commissioner Dona K Burke, and Commissioner Jeff Ash. Also present were City Manager Jerry Elkins, Police Chief Jim Couch, Public Works Director Ross Hewell, Building and Zoning Director Randy Deshon, City Attorney Carl Free, Finance Director Debbie Gerchman, Fireman Lee Poteat, and City Clerk Marilyn Chastain.

Approval of Agenda. Motion to approve the Agenda made by Commissioner Judy Holloway, 2<sup>nd</sup> by Commissioner Dona K Burke.

Motion approved with a unanimous vote of the Commission.

Approval of Minutes from the Commission meeting held on April 16, 2013, Motion to approve made by Commissioner Judy Holloway, 2<sup>nd</sup> 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: None

Helen Chamber of Commerce Monthly report given by Director Renee Chacon, she also told of upcoming events and remodeling being done at the Fest Hall.

Administrative:

A. Motion to approve Alcohol License for Sarah Gray Condrey d/b/a Road Haus Tavern located at 8065 South Main Street, Suite 900 for Beer on Premises and Sunday Sales made by Commissioner Dona K Burke, 2<sup>nd</sup> by Commissioner Helen Wilkins.

Motion approved with a unanimous vote of the Commission.

B. Financial Report: City Manager Jerry Elkins told the Commission that the Revenues collected are at 96% as projected and that the City is in good shape as far as the current budget. Finance Officer Debbie Gerchman was available for questions.

C. Consideration for approval of new Phone system. City Clerk Marilyn Chastain explained the problems with the current system, and the advantages of updating to a new system with Windstream and that the cost involved being approximately the same as what is currently being paid. Commissioner Dona K Burke made a motion to approve a new phone system and to authorize City Manager Jerry Elkins to execute any documents associated in the transaction, 2<sup>nd</sup> by Commissioner Judy Holloway.

Motion approved with a unanimous vote of the Commission.

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D. Budget review and discussion was moved to end of agenda.

E. Consideration of approval of a new City of Helen Website. Commissioner Jeff Ash informed the Commission about the features and proposal from Georgia Down Under the site developer. Commissioner Jeff Ash made the motion to approve the purchase of the new web site development and approval for City Manager Jerry Elkins to execute any documents associated with such, 2<sup>nd</sup> by Commissioner Judy Holloway. Motion approved with a unanimous vote of the commission.

Fire Department Monthly Report was moved down the Agenda because Fireman Lee Poteat having to leave during the meeting on a call.

**Building and Zoning**

A. Consideration of request for sign variance for Bavarian Mountain Golf. Building and Zoning Director Randy Deshon explained to the Commission that the Planning, Design and Review Board had denied the sign permit because it did not meet the current code, and that is why a Variance had been requested from the Commission, he also presented pictures of the proposed sign, the location, and size. After much discussion with the owner Bill Adcock about the reasons for the variance request, Commissioner Jeff Ash made a motion to approve the variance due to the fact that the business was located 350 feet off the roadway, 2<sup>nd</sup> by Commissioner Dona K Burke. Motion approved with a unanimous vote of the Commission.

A copy of the variance application and picture will be included as in integral part of the minutes.

**Police Department Monthly Report.**

Police Chief Jim Couch gave his monthly report and will be included as an integral part of the minutes. Commissioner Dona K Burke asked about the SOWO event the past weekend, and also said she had seen several people with beer cans while on the back street. Police Chief Jim Couch stated there had been many citations written and that the Georgia State Patrol had been in town to assist with the crowds of people, and had also written several citations. City Manager Jerry Elkins stated that during large events he suggest that the Special Event permit holder be requested to help with payment for extra patrol and security. Commissioner Helen Wilkins stated she agreed. Commissioner Jeff Ash stated the open container law needs to be enforced. Building and Zoning Director Randy Deshon stated that Chris Cooley of the SOWO event had already been approved for the date of another event in the fall, but that no paper work with details had been submitted yet.

**Fire Department Monthly Report**

Fireman Lee Poteat gave his report that will be included as an integral part of the minutes. He had also presented to the Commission proposed decals for the Ford Bronco and asked which they preferred. Chosen was picture #2, also included in the minutes. No motion required.

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**Public Works Monthly Report**

Public Works Director Ross Hewell stated he had brought in extra help for the weekend to take care of cleaning up during and after the SOWO event, and that Signs for the Centennial celebration were being hung.

**Ordinances**

Second reading of Ordinance 13-04-01. An Ordinance to Permit Alcohol Sales at Special Events sponsored by the City of Helen. Motion to approve Ordinance 13-04-01 made by Commissioner Dona K Burke, 2<sup>nd</sup> by Commissioner Helen Wilkins.

Motion approved with a unanimous vote of the Commission.

**Purchases and Bids:**

City Manager Jerry Elkins explained to the Commission the lowest Bid for janitorial supplies had been given by Gainesville Janitor Supply. Motion to approve the bid from Gainesville Janitorial For supplies for a 12 month period given by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Judy Holloway.

Motion approved with a unanimous vote of the Commission.

Police Chief Jim Couch stated that he had been approached by someone else wanting to donate a 4-wheeler to the Police Department. No motion required.

City Manager Jerry Elkins stated he had met with White County Commissioner Travis Turner and White County Emergency Management /911 Director David Murphy and had been asked how many 911 calls were generated from Helen into the 911 system, he stated that a total of 13,500 were generated from Helen, 44,000 from Cleveland, and 50,000 from the remainder of the County during the past year.

**Budget review and Discussion**

A rate increase of .10 cents per 1000 gallons on water and .15 cents per 1000 on sewer was discussed. No motion was made

Budget for the Fire Department was discussed and Fireman Lee Poteat was asked if his budget was sufficient. Lee Poteat explained to the Commission that most of the Fire Department equipment is at it's life end and needs to be replaced, he presented a list of equipment currently owned by the City and the year each was purchased, and that the cost to replace the items would be around \$114,403.00. No motion was made.

The Administration budget was reviewed. No motion was made

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The Police Department budget was reviewed and discussed. City Manager Jerry Elkins stated that some of the items requested he had discussed with Police Chief Jim Couch, but stated that new software was a much needed item for the Police Department. The request for new bullet proof vest was also discussed and explained that the expiration date on the current vest had passed. No motion was made.

The Public Works Department budget was reviewed. No motion was made

The other budget items were decided to be discussed at the next Commission meeting.

**Commission Comments**

Commissioner Dona K Burke stated that a great job cleaning up the City had been done after the past weekend's event.

Commissioner Judy Holloway stated that all was done well over the weekend.

City Manager Jerry Elkins stated that the Centennial signs were up.

Motion to adjourn at 4:55 p.m. made by Mayor Lynn Whitener, 2<sup>nd</sup> by Commissioner Judy Holloway.

Motion approved with a unanimous vote of the Commission.

**Respectfully Submitted**

**Marilyn Chastain / City Clerk**