

**CITY OF HELEN  
COMMISSION MEETING  
APRIL 10, 2018  
10:00 A.M.  
AGENDA**

1. CALL TO ORDER BY MAYOR JEFF ASH
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 20, 2018
6. ADMINISTRATIVE OPERATIONS
  - A. DISCUSSION FOR CONSIDERATION TO ALLOW USE OF CITY PARK ON THE FIRST SATURDAY OF NOVEMBER EACH YEAR FOR THE ANNUAL CAR SHOW "RODS ON THE HOOCH" AS A FUND RAISER FOR THE WHITE CHRISTMAS FOR KIDS
  - B. DISCUSSION FOR APPROVAL A PROCLAMATION FOR APRIL 29, 2018 THROUGH MAY 5, 2018 TO BE DECLARED AS NATIONAL SMALL BUSINESS WEEK
  - C. UPDATE FROM CITY MANAGER JERRY ELKINS ON CURRENT CITY PROJECTS
  - D. DISCUSSION AND CONSIDERATION OF DEDICATION DATE FOR VETERANS PARK
  - E. FINANCIAL REPORT
7. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
8. HELEN/ WHITE COUNTY CONVENTION & VISITORS BUREAU MONTHLY REPORT
9. POLICE DEPARTMENT MONTHLY REPORT
10. FIRE DEPARTMENT MONTHLY REPORT
11. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS MONTHLY REPORT
12. BUILDING AND ZONING OPERATIONS MONTHLY REPORT
13. PURCHASES AND BIDS/ RESOLUTIONS; DISCUSSION FOR CONSIDERATION ACCEPTANCE OF BID FOR THE WILLOW POND CULVERT REPLACEMENT PROJECT AND ADOPTION OF RESOLUTION; 18-04-01 A RESOLUTION BY THE CITY OF

HELEN, GEORGIA FOR THE PURPOSES OF AWARDING A CONSTRUCTION CONTRACT FOR THE WILLOW POND CULVERT REPLACEMENT PROJECT AND TO AUTHORIZE THE CITY MANAGER TO EXECUTE APPROPRIATE DOUCMENTS FOR THE IMPLEMENTATION OF THE PROJET

14. ORDINANCES; NONE
15. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
16. EXECUTIVE SESSION FOR PERSONNEL
17. CITY COMMISSION COMMENTS
18. ADJOURNMENT

**THIS AGENDA WAS POSTED APRIL 6, 2018 @ 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  
APRIL 10, 2018  
MINUTES OF MEETING**

The Helen City Commission met on Tuesday April 10, 2018 in the Commission Chambers at Helen City Hall with Mayor Jeff Ash calling the meeting to order at 10:00 a.m.

ROLL CALL BY CITY CLERK MARILYN CHASTAIN; Present were Commissioners Steve Fowler, Commissioner Geneva Elwell, Commissioner Cinnamon Spurlock, Commissioner Lee Landress, and Mayor Jeff Ash.

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

**PLEDGE OF ALLEGIANCE TO THE FLAG**

APPROVAL OF AGENDA; Motion to Amend the Agenda with the additions under item 12 Building and Zoning as item A. Consideration of request for a larger sign for Bear Creek Lodge and Cabins for a sign to exceed the city code due to the distance from Main Street, as item B Consideration of variance request from Terry Sims to install a metal roof on the building at the top of the mountain for the coaster ride development, also to add under 13 purchases and bids as item A Consideration for approval of bids for the sidewalk and concrete slab for the Helen to Hardman Farm Heritage Trail, as item B Consideration for approval to purchase street lights and landscaping plants for the Helen to Hardman Farm Heritage Trail project, and as item C Consideration for approval to pave Kollock Strasse with funding for White County for the Helen to Hardman Farm Heritage trail project with Motion to approve the Amended Agenda made by Commissioner Lee Landress, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

APPROVAL OF MINUTES FROM MARCH 20, 2018; Motion to approve made by Commissioner Steve Fowler, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

**ADMINISTRATIVE OPERATIONS**

A. DISCUSSION FOR CONSIDERATION TO ALLOW USE OF CITY PARK ON THE FIRST SATURDAY OF NOVEMBER EACH YEAR FOR THE ANNUAL CAR SHOW "RODS ON THE HOOCH" AS A FUND RAISER FOR THE WHITE CHRISTMAS FOR KIDS; Motion to approve made by Commissioner Lee Landress, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

B. DISCUSSION FOR APPROVAL A PROCLAMATION FOR APRIL 29, 2018 THROUGH MAY 5, 2018 TO BE DECLARED AS NATIONAL SMALL BUSINESS WEEK; City Manager Jerry Elkins explained the Proclamation to the Commission. Motion to approve made by

**CITY OF HELEN  
COMMISSION MEETING  
APRIL 10, 2018  
MINUTES OF MEETING  
PAGE 2**

Commissioner Cinnamon Spurlock, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

C. UPDATE FROM CITY MANAGER JERRY ELKINS ON CURRENT CITY PROJECTS; City Manager Elkins stated that the Pedestrian Bridge had been installed and are waiting on the results from the concrete testing before it could be opened to the public, that the Veteran's Park is 95% finished and are waiting on delivery of the statute and hanging of the plaques he thanked the public works department and Fred Garmon for their hard work. He also stated the Helen to Hardman project fencing and landscaping were done and that we are waiting on the bid approval for the sidewalk and slab, with the dedication planned for April 26, 2018 at 10:00 a.m.. He then reminded the Commission of the upcoming SPLOST meeting on Monday April 16, 2018. The next project discussed was the future water line replacement from Main Street to the treatment plant explaining that the work would have to be bid out and approved.

D. DISCUSSION AND CONSIDERATION OF DEDICATION DATE FOR VETERANS PARK; It was decided that the dedication date would depend on the delivery date of the statue but to go ahead and set a tentative date. Motion for a tentative date of May 19, 2018 at 11:00 a.m. made by Commissioner Cinnamon Spurlock, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

E. FINANCIAL REPORT; City Manager Jerry Elkins went over the report and stated that overall everything is looking good and in the City is in good shape. Motion to approve made by Commissioner Steve Fowler, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

HELEN CHAMBER OF COMMERCE MONTHLY REPORT; Report included as an integral part of the Minutes. Director Renee Chacon was present and gave a verbal report. She also stated the Trout Tournament was a huge success with 700 registered this year.

HELEN / WHITE COUNTY CONVENTION & VISITORS BUREAU MONTHLY REPORT; Report included as an integral part of the Minutes. Director Jerry Brown was present and gave a verbal report. He informed the Commission that there were 700 more visitors to the welcome center this year as compared to last year and gave dates of upcoming events and reminded everyone of the 50th year anniversary coming up in 2019.

POLICE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Chief Brian Stephens was present introduced employees of the Police Department that were present Heidi Groce, Investigator Cook, Officer Jones, and new

**CITY OF HELEN  
COMMISSION MEETING  
APRIL 10, 2018  
MINUTES OF MEETING  
PAGE 3**

Officer Darius Dorsey and stated he has one of the finest departments around and is very proud. He then gave a verbal monthly report.

FIRE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Fire Chief Jody Prickett was present and gave a verbal report and stated they had completed 20 of the hydrant inspections and would try to do more this week.

PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS MONTHLY REPORT; Report included as an integral part of the Minutes. Director Ross Hewell was present and gave a verbal report.

BUILDING AND ZONING OPERATIONS MONTHLY REPORT; Report included as an integral part of the Minutes. Director Darrell Westmoreland was present and gave a verbal report.

A. CONSIDERATION OF REQUEST FOR A LARGER SIGN FOR BEAR CREEK LODGE AND CABINS FOR A SIGN TO EXCEED THE CITY CODE DUE TO THE DISTANCE FROM MAIN STREET; Director Darrell Westmoreland explained that due to the current Ordinance the PDRB could not grant the permit, but did forward to the Commission with the recommendation that it be approved. Motion to approve made by Commissioner Steve Fowler, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

B. CONSIDERATION OF VARIANCE REQUEST FROM TERRY SIMS TO INSTALL A METAL ROOF ON THE BUILDING AT THE TOP OF THE MOUNTAIN FOR THE COASTER RIDE DEVELOPMENT; Director Darrell Westmoreland explained to the Commission that the company installing the cover for the mechanics stated that a shingle roof would not hold up and suggested installing a metal roof, he also stated that the roof would not be visible due to its location to adjoining property's, and that the current Ordinance prohibits metal roofing on commercial property. Motion to approve made by Commissioner Lee Landress, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

PURCHASES AND BIDS/ RESOLUTIONS; DISCUSSION FOR CONSIDERATION ACCEPTANCE OF BID FOR THE WILLOW POND CULVERT REPLACEMENT PROJECT AND ADOPTION OF RESOLUTION; 18-04-01 A RESOLUTION BY THE CITY OF HELEN, GEORGIA FOR THE PURPOSES OF AWARDDING A CONSTRUCTION CONTRACT FOR THE WILLOW POND CULVERT REPLACEMENT PROJECT AND TO AUTHORIZE THE CITY MANAGER TO EXECUTE APPROPRIATE DOUCMENTS FOR THE

**CITY OF HELEN  
COMMISSION MEETING  
APRIL 10, 2018  
MINUTES OF MEETING  
PAGE 4**

IMPLEMENTATION OF THE PROJET; City Manager Jerry Elkins read Resolution 18-04-01 to the Commission and explained the Bid received; Motion to approve made by Commissioner Geneva Elwell, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

A. CONSIDERATION FOR APPROVAL OF BIDS FOR THE SIDEWALK AND CONCRETE SLAB FOR THE HELEN TO HARDMAN FARM HERITAGE TRAIL PROJECT. . Public Works Director Ross Hewell explained the bid from Wilkerson Concrete will be lower due to the actual footage being shorter than original bid of \$18,029.00. Motion to approve Wilkerson Concrete as the low bidder made by Commissioner Steve Fowler, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

B. CONSIDERATION FOR APPROVAL TO PURCHASE STREET LIGHTS AND LANDSCAPING PLANTS FOR THE HELEN TO HARDMAN FARM HERITAGE TRAIL PROJECT; Motion to approve, and approve City Manager Jerry Elkins authorization to execute the appropriate documents for the implementation of the project made by Commissioner Steve Fowler, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

C. CONSIDERATION FOR APPROVAL TO PAVE KOLLOCK STRASSE WITH FUNDING FROM WHITE COUNTY FOR THE HELEN TO HARDMAN FARM HERITAGE TRAIL PROJECT; Motion to approve made by Commissioner Geneva Elwell, 2nd by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission.

ORDINANCES; NONE

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; None

EXECUTIVE SESSION FOR PERSONNEL; Motion to go into Executive Session at 11:30 a.m. made by Commissioner Cinnamon Spurlock, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

Motion to resume the regular Commission Meeting at 12:09 p.m. made by Commissioner Cinnamon Spurlock, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

**CITY OF HELEN  
COMMISSION MEETING  
APRIL 10, 2018  
MINUTES OF MEETING  
PAGE 5**

Motion as a result of the Executive Session made by Commissioner Cinnamon Spurlock to give all full time police department employees including Chief Brian Stephens a raise of \$2.50 an hour effective April 12, 2018, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

CITY COMMISSION COMMENTS; Commissioner Steve Fowler commented that it is a pleasure working with everyone since becoming a Commissioner. Commissioner Geneva Elwell stated she appreciates everyone. Commissioner Lee Landress stated he appreciates all the officers and the jobs they do.

ADJOURNMENT; Motion to adjourn at 12:12 p.m. made by Commissioner Steve Fowler, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

**RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN**