

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

1. CALL TO ORDER BY MAYOR STEVE FOWLER
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM JUNE 9, 2020, AND JUNE 24, 2020 CALLED MEETING
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. HELEN/WHITE COUNTY CVB MONTHLY REPORT
8. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
9. ADMINISTRATIVE OPERATIONS
 - A. DISCUSSION FOR APPROVAL OF ALCOHOL LICENSE FOR FRANK DARYL WIHTTINGTON D/B/A DAS ICE CREAM CAFÉ LOCATED AT 705 BRUCKEN STRASSE, SUITE 108 A FOR LIQUOR POURING & SUNDAY SALES
 - B. UPDATE FROM CITY MANAGER ON CURRENT PROJECTS
 - C. FINANCIAL REPORT
 - D. DISCUSSION OF WALKER PIERCE & TUCK CONDUCTING THE ANNUAL AUDIT AT A COST OF \$19,950.00.
 - E. DISCUSSION OF RENEWAL FOR THE 2020/2021 CVB CONTRACT
 - F. CONSIDERATION OF RENEWAL OF CONTRACT WITH THE HELEN ARTS AND HERITAGE CENTER
 - G. APPROVAL OF CONTRACT WITH BLUE RIDGE FENCE, INC. FOR BLACK ALUMINUM SPEAR TOP FENCE AT THE VETERANS PARK IN THE AMOUNT OF \$9,659.00

- H. CONSIDERATION FOR THE PURCHASE OF CHRISTMAS DECORATIONS IN THE AMOUNT OF \$9,470.00
- I. CONSIDERATION OF AGREEMENT WITH EMI TO PROVIDE OPERATION AND MANAGEMENT SERVICES FOR FIVE DAYS A WEEK FOR \$4,725.00 PER MONTH
- J. DISCUSSION AND CONSIDERATION OF RENEWAL OF WATER SUPPLY AND SALE AGREEMENT WITH WHITE COUNTY WATER AND SEWERAGE AUTHORITY WITH NO CHANGE IN THE AGREEMENT
- K. CONSIDERATION FOR APPROVAL OF REHABILITATION AND EXPANSION OF UNICOI HILL PARK
- L. CONSIDERATION FOR APPROVAL OF TWO ADDITIONAL POLICE OFFICERS TO BE FUNDED WITH 75% GRANT AND 25% CITY FUNDING FOR A THREE YEAR PERIOD
- M. APPROVAL OF SPECIAL CALLED MEETING ON JULY 30, 2020 AT 10:00 A.M. TO SET THE MILLAGE RATE

10. POLICE DEPARTMENT OPERATIONS

11. FIRE DEPARTMENT OPERATIONS

12. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS;

- A. DISCUSSION OF POTENTIAL INCREASE IN WATER/SEWER RATES AND POSSIBLE RATE ANALYSIS STUDY

13. BUILDING AND ZONING OPERATIONS

14. PURCHASES AND BIDS; APPROVAL OF BID FOR RESTROOM SUPPLIES FROM GAINESVILLE JANITORIAL

15. ORDINANCES; NONE

16. RESOLUTIONS; NONE

17. EXECUTIVE SESSION FOR PENDING LITIGATION AND PERSONNEL

18. CITY COMMISSION COMMENTS

19. ADJOURNMENT

**THIS AGENDA WAS POSTED JULY 10, 2020 @ 11:45 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
JULY 14, 2020
MINUTES OF MEETING**

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

PLEDGE OF ALLEGIANCE TO THE FLAG

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

APPROVAL OF MINUTES FROM JUNE 9, 2020, AND JUNE 24, 2020 CALLED MEETING; Motion to approve made by Commissioner Fred Garmon, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; Lady named Celena (no last name given) attended and asked the commission to consider allowing skateboarding in town or to add a skate boarding park for the youth. She also explained that she may be considering opening a business that will sell boards and related skate boarding items.

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; There was no report. Director Renee Green was present and gave a verbal report and explained that the Chamber had not yet reopened to the public and that the board would decide soon on how to proceed.

ADMINISTRATIVE OPERATIONS

- A. **DISCUSSION FOR APPROVAL OF ALCOHOL LICENSE FOR FRANK DARYL WIHTTINGTON D/B/A DAS ICE CREAM CAFÉ LOCATED AT 705 BRUCKEN STRASSE, SUITE 108 A FOR LIQUOR POURING & SUNDAY SALES;** Motion to approve the Alcohol License made by Commissioner Lee Landress, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

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Motion to amend the Current Alcohol Ordinance to reword the Ordinance so that no Alcohol beverage be changed to no Alcohol product for consumption be allowed off the licensed premises made by Commissioner Jeff Ash, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

UPDATE FROM CITY MANAGER ON CURRENT PROJECTS; City Manager Jerry Elkins stated that the water tank restoration on Fussen Strasse is completed and being filled and tested, that sprucing up and repairs were being done at the Library and reminded the commission of Deborah Kelly's retirement on the 23rd.

FINANCIAL REPORT; Report included as an integral part of the Minutes. Finance Officer Mona Wood gave a verbal report. Motion to approve the Financial Report made by Commissioner Jeff Ash, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

DISCUSSION OF WALKER PIERCE & TUCK CONDUCTING THE ANNUAL AUDIT AT A COST OF \$19,950.00. Motion to approve made by Commissioner Jeff Ash, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

DISCUSSION OF RENEWAL FOR THE 2020/2021 CVB CONTRACT; Motion to approve made by Commissioner Fred Garmon, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

CONSIDERATION OF RENEWAL OF CONTRACT WITH THE HELEN ARTS AND HERITAGE CENTER; Motion to approve made by Commissioner Lee Landress, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

APPROVAL OF CONTRACT WITH BLUE RIDGE FENCE, INC. FOR BLACK ALUMINUM SPEAR TOP FENCE AT THE VETERANS PARK IN THE AMOUNT OF \$9,659.00; Motion to approve made by Commissioner Fred Garmon, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

CONSIDERATION FOR THE PURCHASE OF CHRISTMAS DECORATIONS IN THE AMOUNT OF \$9,470.00; Motion to approve made by Commissioner Fred Garmon, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission. Motion to approve an additional amount not to exceed \$20,000.00 total made by Commissioner Jeff Ash, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

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CONSIDERATION OF AGREEMENT WITH EMI TO PROVIDE OPERATION AND MANAGEMENT SERVICES FOR FIVE DAYS A WEEK FOR \$4,725.00 PER MONTH; Motion to approve made by Commissioner Fred Garmon, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

DISCUSSION AND CONSIDERATION OF RENEWAL OF WATER SUPPLY AND SALE AGREEMENT WITH WHITE COUNTY WATER AND SEWERAGE AUTHORITY WITH NO CHANGE IN THE AGREEMENT; Motion to approve made by Commissioner Fred Garmon, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

CONSIDERATION FOR APPROVAL OF REHABILITATION AND EXPANSION OF UNICOI HILL PARK; Motion to close the public parking lot on Unicoi Hill from dusk to dawn and allow signage and materials to be purchased up to \$20,000.00 as needed from recommendations by City Manager Jerry Elkins, Commissioner Fred Garmon, and Mayor Steve Fowler made by Commissioner Jeff Ash, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

CONSIDERATION FOR APPROVAL OF TWO ADDITIONAL POLICE OFFICERS TO BE FUNDED WITH 75% GRANT AND 25% CITY FUNDING FOR A THREE YEAR PERIOD; Motion to approve made by Commissioner Jeff Ash, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

APPROVAL OF SPECIAL CALLED MEETING ON JULY 30, 2020 AT 10:00 A.M. TO SET THE MILLAGE RATE; Motion to approve made by Commissioner Fred Garmon, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

Mayor Steve Fowler asked to have a first responder and police appreciation luncheon, Commissioner Fred Garmon asked to include the public works department.

POLICE DEPARTMENT OPERATIONS; Report included as an integral part of the Minutes. Police Chief Brian Stephens stated he wanted to publicly thank all the people that donated food and money for the meals provided during the COVID crisis, he also 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;

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DISCUSSION OF POTENTIAL INCREASE IN WATER/SEWER RATES AND POSSIBLE RATE ANALYSIS STUDY; The Commission decided it is a good idea to have the analysis and advised City Manager Jerry Elkins to move ahead in getting it done.

BUILDING AND ZONING OPERATIONS; Report included as an integral part of the Minutes. Director Darrell Westmoreland was present and gave a verbal report and stated he had completed a couple of classes on decking and work place investigations.

PURCHASES AND BIDS; APPROVAL OF BID FOR RESTROOM SUPPLIES FROM GAINESVILLE JANITORIAL; Motion to approve made by Commissioner Fred Garmon, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

ORDINANCES; NONE

RESOLUTIONS; NONE

EXECUTIVE SESSION FOR PENDING LITIGATION AND PERSONNEL; Motion to go into Executive Session at 11:35 a.m. made by Commissioner Lee Landress, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

Motion to resume the regular Commission Meeting at 12:24 p.m. made by Commissioner Jeff Ash, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

Motions as a result of the Executive session to add 2 additional public works employees, and to change 1 public works employee position to Assistant Public Works Director made by Commissioner Jeff Ash, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

CITY COMMISSION COMMENTS; None

ADJOURNMENT; Motion to adjourn at 12:35 p.m. made by Commissioner Fred Garmon, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN

