

**CITY OF HELEN
COMMISSION MEETING
DECEMBER 6, 2016
10:00 A.M.
AGENDA**

1. CALL TO ORDER BY MAYOR FRED GARMON
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM NOVEMBER 15, 2016
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
 - A. DARLENE BROADWAY OF BETTY'S COUNTRY STORE TO DISCUSS THE TYPE OF ALCOHOL LICENSE NEEDED IN ORDER TO ALLOW SERVING WINE BY THE GLASS ON THE OUTSIDE DECK AT HER BUSINESS
7. RESOLUTIONS
 - A. RESOLUTION 16-12-01; A RESOLUTION OF THE CITY OF HELEN, GEORGIA AUTHORIZING A COMPREHENSIVE FINAL ADJUSTMENT TO FISCAL YEAR 2015-2016 BUDGETARY APPROPRIATIONS
 - B. ANNUAL AUDIT REPORT FROM WAYNE TUCK OF WALKER, PIERCE & TUCK FOR FISCAL YEAR 2015-2016
8. ADMINISTRATIVE OPERATIONS
 - A. DISCUSSION AND APPROVAL OF 2017 ALCOHOL LICENSE RENEWALS
 - B. DISCUSSION FOR CONSIDERATION PAVING OF NORBA WAY
 - C. DISCUSSION OF SETTING THE COMMISSION MEETING DATES FOR 2017
 - D. DISCUSSION AND CONSIDERATION FOR APPROVAL TO EXTEND THE HOURS TO ALLOW RESTAURANTS THAT HAVE A VALID ALCOHOL BEVERAGE LICENSE TO REMAIN OPEN UNTIL 2:00 A.M. ON JANUARY 1, 2017
 - E. DISCUSSION AND CONSIDERATION OF REFUSE GARBAGE REMOVAL
 - F. DISCUSSION AND CONSIDERATION OF COLA AND MERIT INCREASES FOR EMPLOYEES

G. DISCUSSION OF PROPOSAL FROM DONA K BURKE TO DECORATE HELEN FOR CHRISTMAS 2017

9. POLICE DEPARTMENT OPERATIONS

10. FIRE DEPARTMENT OPERATIONS

11. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS

12. BUILDING AND ZONING OPERATIONS

13. PURCHASES AND BIDS

14. ORDINANCES; FIRST READING OF ORDINANCE 16-12-01 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE PERSONNEL POLICIES AND PROCEDURES OF THE CITY OF HELEN, GEORGIA

15. CITY COMMISSION COMMENTS

16. ADJOURNMENT

THIS AGENDA WAS POSTED DECEMBER 2, 2016 @ 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
DECEMBER 6, 2016
MINUTES OF MEETING**

The Helen City Commission met on Tuesday December 6, 2106 in the Commission Chambers at Helen City Hall with Mayor Fred Garmon calling the meeting to order at 10:00 a.m.

City Clerk Marilyn Chastain called the roll and the following were present; Commissioner Cinnamon Spurlock, Commissioner Helen Wilkins, Mayor Fred Garmon, Commissioner Jeff Ash. Absent was Commissioner Judy Holloway.

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

Pledge of Allegiance to the Flag was given.

Approval of Agenda; Motion to amend the Agenda to include under Administrative as item H Discussion of sidewalk project on Escowee, and as item I Discussion for approval authorizing City Manager Jerry Elkins to sign all documents for the purchase of the new Fire Truck made by Commissioner Helen Wilkins, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

APPROVAL OF MINUTES FROM NOVEMBER 15, 2016; Motion to approve made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC

A. DARLENE BROADWAY OF BETTY'S COUNTRY STORE TO DISCUSS THE TYPE OF ALCOHOL LICENSE NEEDED IN ORDER TO ALLOW SERVING WINE BY THE GLASS ON THE OUTSIDE DECK AT HER BUSINESS. Ms. Broadway did not attend the meeting, and had requested to wait until she had more information.

RESOLUTIONS

A. RESOLUTION 16-12-01; A RESOLUTION OF THE CITY OF HELEN, GEORGIA AUTHORIZING A COMPREHENSIVE FINAL ADJUSTMENT TO FISCAL YEAR 2015-2016 BUDGETARY APPROPRIATIONS; Motion to approve made by Commissioner Helen Wilkins, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

B. ANNUAL AUDIT REPORT FROM WAYNE TUCK OF WALKER, PIERCE & TUCK FOR FISCAL YEAR 2015-2016. Copy of report included as an integral part of the permanent minutes. Mr. Tuck stated the city is in good shape financially and sees increases in funds compared to last year which is a good item to report.

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ADMINISTRATIVE OPERATIONS

A. DISCUSSION AND APPROVAL OF 2017 ALCOHOL LICENSE RENEWALS; Motion to approve all Alcohol License renewals that have already been paid, and approval of unpaid renewals if paid prior to January 1, 2017, also to include as part of the motion, the "Commission note", that as part of the approvals, the Hayloft Alcohol License be noted as approved but still subject to a potential show cause license hearing for Municipal violations currently on appeal by the license holder Mike Ghanes to Superior Court made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

B. DISCUSSION FOR CONSIDERATION PAVING OF NORBA WAY; City Manager Jerry Elkins explained that the City uses the road to access the spray fields and he recommends that the city pay \$3,904.50 as the City's portion of the cost of paving. Copy of proposal included as an integral part of the Minutes. Motion to approve proposal made by Commissioner Jeff Ash, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

C. DISCUSSION OF SETTING THE COMMISSION MEETING DATES FOR 2017; Motion to leave as currently set made by Commissioner Judy Holloway, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

D. DISCUSSION AND CONSIDERATION FOR APPROVAL TO EXTEND THE HOURS TO ALLOW RESTAURANTS THAT HAVE A VALID ALCOHOL BEVERAGE LICENSE TO REMAIN OPEN UNTIL 2:00 A.M. ON JANUARY 1, 2017; City Manager Jerry Elkins stated the Commission consider changing the current Ordinance to allow Restaurants to remain open until 2:00 a.m. on New Year's eve. Motion to approve changing the Ordinance to allow Restaurants with Alcohol License to remain open until 2:00 a.m. on New Year's eve every year and to allow this year made by Commissioner Cinnamon Spurlock, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

E. DISCUSSION AND CONSIDERATION OF REFUSE GARBAGE REMOVAL; City Manager Jerry Elkins stated that bids for garbage service are required when a new company request to be allowed to bid the route and that one additional company had requested to do so and as required an advertisement had been placed to allow other bids as well.

F. DISCUSSION AND CONSIDERATION OF COLA AND MERIT INCREASES FOR EMPLOYEES; Motion to approve a .3% COLA increase and an additional 2.7% merit increase for a total of 3% to all employees and the City Manager made by Commissioner Cinnamon Spurlock, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

G. DISCUSSION OF PROPOSAL FROM DONA K BURKE TO DECORATE HELEN FOR CHRISTMAS 2017; Copy of proposal included as an integral part of the minutes. Motion to table decision for 2 weeks until further discussion and consideration made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

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I. Item I was discussed next. DISCUSSION FOR APPROVAL AUTHORIZING CITY MANAGER JERRY ELKINS TO SIGN ALL DOCUMENTS FOR THE PURCHASE OF THE NEW FIRE TRUCK. Motion to approve authorizing City Manager Jerry Elkins to sign all documents for the purchase of the new Fire Truck made by Commissioner Cinnamon Spurlock, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

H. Item H was discussed next. DISCUSSION FOR CONSIDERATION OF THE SIDEWALK PROJECT ON ESCOWEE. City Manager Jerry Elkins informed the Commission that the Michaels had taken back the property known as the Orbit building and have shown interest to have the sidewalk installed, but are requesting an additional entrance included to allow large trucks easier entry and exit, and that Mr. Michaels will remove the fence. Motion to approve the sidewalk project on Escowee made by Commissioner Helen Wilkins, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

POLICE DEPARTMENT OPERATIONS; Police Chief Brian Stephens stated that all is going well in the department, and they are going on the 13th to shop for the White Christmas and they have more children on the list this year than in prior years but that the Community has really stepped up to help along with the fund raisers that had been done.

FIRE DEPARTMENT OPERATIONS; Fire Chief Jody Prickett stated all is going well and the rain has helped with slowing down the wild fires, but that there is still a burn ban in effect. Commissioner Cinnamon Spurlock suggested putting the information about burning on Constant Contact. City Manager Jerry Elkins stated that Jody is to receive the Governors public safety award on December 13th, and that the new pickup for the Fire Department should be here by December 19th.

PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS; Public Works Director Ross Hewell stated they have been finishing up the lights at the new building and are waiting to get a proposal for street lights on the new sidewalk on Escowee and there was discussion of Georgia Power changing out the lights owned by them to LED's.

BUILDING AND ZONING OPERATIONS; Director Larry Krul stated he is to meet with Wendy's about remodeling the outside of their building, that Terry Sims had presented on November 29th a proposal for zoning changes to the property next door to City Hall and has copies of the plans in his office if anyone wants to see them, with the Zoning Ad going in the newspaper, the PDRB and Public Hearing meetings on December 27, 2016 at 9:00 a.m. and on January 3rd, 2017 the Commission meeting and Public hearing at 10:00 a.m.

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Director Krul also informed the Commission that the holiday lighting requirements are being complied by most, but will have citations issued to those that are not.

PURCHASES AND BIDS; None

ORDINANCES; FIRST READING OF ORDINANCE 16-12-01 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE PERSONNEL POLICIES AND PROCEDURES OF THE CITY OF HELEN, GEORGIA; Motion to approve the first reading made by Commissioner Helen Wilkins, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

CITY COMMISSION COMMENTS; Commissioner Spurlock wished everyone a Merry Christmas. Commissioner Wilkins stated it will be cold for the Parade on Saturday. Commissioner Holloway stated the town looks great and thanks to all that helped.

ADJOURNMENT; Motion to adjourn at 11:08 a.m. made by Commissioner Judy Holloway, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN