

**CITY OF HELEN  
COMMISSION MEETING  
DECEMBER 19, 2017  
3:00 P.M.  
AGENDA**

1. CALL TO ORDER BY MAYOR HELEN WILKINS
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 5, 2017
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. DISCUSSION OF APPOINTMENT FOR 2 VACANIES THAT WILL BE AVAILABLE IN JANUARY TO THE PLANNING DESIGN & REVIEW BOARD TO REPLACE NEW COMMISSIONERS STEVE FOWLER WHICH WILL BE A 2 YEAR TERM AND LEE LANDRESS WHICH WILL BE FOR A 1 YEAR TERM.
  - B. FINANCIAL REPORT
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
  - A. DISCUSSION OF THE SUGGESTION FROM THE PLANNING DESIGN & REVIEW BOARD CONCERNING THE ZONING CHANGE FROM L1 AS A PERMITTED USE, TO THE POSSIBILITY OF L1 BEING MADE A CONDITIONAL USE
14. PURCHASES AND BIDS;NONE
15. PUBLIC HEARING TO AMEND ZONING CLASSIFICATIONS

16. ORDINANCES

A. ORDINANCE 17-12-01: SECOND READING OF ORDINANCE 17-12-01 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE AMENDMENT OF CHAPTER 34, LAND DEVELOPMENT, ARTICLE III, ZONING, DIVISION 3, ZONING DISTRICTS AND ZONING DISTRICT REGULATIONS

B. ORDINANCE 17-12-02; SECOND READING OF ORDINANCE 17-12-02 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE AMENDMENT OF CHAPTER SIX OF THE HELEN MUNICIPAL CODE: ALCOHOLIC BEVERAGES

17. RESOLUTIONS;

A. RESOLUTION 16-12-01; A RESOLUTION OF THE CITY OF HELEN, GEORGIA AUTHORIZING A COMPREHENSIVE FINAL ADJUSTMENT TO FISCAL YEAR 2016-2017 BUDGETARY APPROPRIATIONS

18. CITY COMMISSION COMMENTS

19. ADJOURNMENT

**THIS AGENDA WAS POSTED DECEMBER 15, 2017 @ 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 19, 2017  
MINUTES OF MEETING**

The Helen City Commission met on Tuesday, December 19, 2017 in the Commission Chambers at Helen City Hall with Mayor Helen Wilkins calling the meeting to order at 3:00 p.m.

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

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

**PLEDGE OF ALLEGIANCE TO THE FLAG**

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

**APPROVAL OF MINUTES FROM DECEMBER 5, 2017;** Motion to approve made by Commissioner Fred Garmon, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

Mayor Helen Wilkins presented Finance Officer Debbie Gerchman with her 10 year service plaque 2007-2017 and thanked her for her hard work for the city.

**PETITIONS AND COMMUNICATIONS FROM THE PUBLIC;** None

**ALPINE 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. He also stated that Helen has been listed as one of the top 15 Christmas towns in the US.

**HELEN CHAMBER OF COMMERCE MONTHLY REPORT;** No report.

**ADMINISTRATIVE**

A. **DISCUSSION OF APPOINTMENT FOR 2 VACANIES THAT WILL BE AVAILABLE IN JANUARY TO THE PLANNING DESIGN & REVIEW BOARD TO REPLACE NEW COMMISSIONERS STEVE FOWLER WHICH WILL BE A 2 YEAR TERM AND LEE LANDRESS WHICH WILL BE FOR A 1 YEAR TERM.** City Manager Jerry Elkins informed the Commission that the appointments would need to be made at the January 2, 2018

**CITY OF HELEN  
COMMISSION MEETING  
DECEMBER 19, 2017  
MINUTES OF MEETING  
PAGE 2**

meeting to fill the open seats, that there currently 4 people that are interested in being on the board.

B. FINANCIAL REPORT; Report included as an integral part of the Minutes. City Manager Jerry Elkins went over the report and stated that compared to last year the revenues are up and expenses are down and looking good overall. Commissioner Fred Garmon stated there is \$5,601,000 in the City funds which is more than there has ever been.

City Manager Jerry Elkins informed the Commission that he has been talking with Georgia Power for over 2 years trying to verify where and how many street lights the City is being billed for. This morning Georgia Power representatives met with him, brought a map showing the actual locations of the street lights, and informed him that they had done an internal audit and determined that the City had been over billed going back to the year 2000 \$142,0072.77 which they will refund either by lump sum payment or will credit the billing until even, the Commissioner's agreed to have the lump sum payment. City Manager Jerry Elkins also stated that Georgia Power had agreed to swap out all decorative street lights to LED's at no cost to the City which would have cost the City \$48,000.

Commissioner Fred Garmon asked when the street lights that were already purchased for the north end of town would be installed, Public Works Director Ross Hewell stated after the first of the year when it was warm enough to pour the concrete for them.

Commissioner Cinnamon Spurlock stated that there needs to be street lights installed in Pete's Park for safety purposes.

POLICE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Police Chief Brian Stephens stated the shopping trip to Walmart for the White Christmas had taken 11 hours, they had bought for 98 children, that he really appreciated all those that show up and volunteer to help and for all those that donate to the fund. He stated that the Walmart manager Allen Howard had provided lunch and break food to them and made them feel very welcome. He then gave a verbal monthly report of the Police Department.

FIRE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Fire Chief Jody Pricket gave a verbal report.

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

**CITY OF HELEN  
COMMISSION MEETING  
DECEMBER 19, 2017  
MINUTES OF MEETING  
PAGE 3**

BUILDING AND ZONING DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Director Darrell gave a verbal report.

A. DISCUSSION OF THE SUGGESTION FROM THE PLANNING DESIGN & REVIEW BOARD CONCERNING THE ZONING CHANGE FROM L1 AS A PERMITTED USE, TO THE POSSIBILITY OF L1 BEING MADE A CONDITIONAL USE. City Manager Jerry Elkins explained that the PDRB did not want to make a recommendation that L1 should be changed from permitted use to conditional use but made a suggestion that it be changed because of the old Orbit building being the only property zoned L1 and the location of residential homes nearby.

Mayor Helen Wilkins welcomed Beth Truelove from the White County Chamber of Commerce to the meeting.

PURCHASES AND BIDS; None

PUBLIC HEARING TO AMEND ZONING CLASSIFICATIONS; Motion to go into the Public Hearing at 3:57 p.m. made by Commissioner Jeff Ash, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission. There were no comments from the public.

Motion to go out of Public Hearing at 3:58 p.m. made by Commissioner Judy Holloway, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

**ORDINANCES**

A. ORDINANCE 17-12-01: SECOND READING OF ORDINANCE 17-12-01 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE AMENDMENT OF CHAPTER 34, LAND DEVELOPMENT, ARTICLE III, ZONING, DIVISION 3, ZONING DISTRICTS AND ZONING DISTRICT REGULATIONS. City Manager Jerry Elkins explained the concern of a local resident that lives near the former Orbit building that is zoned L1 to the possibility that the Commission consider changing the L1 zoning to include that L1 be a conditional use, he went on to explain that certain areas of the former Orbit building are closer to residential homes. Motion to change Sec. 34-186 L1 to include that L1 be a conditional use, and approve the second reading with these changes made by Commissioner Judy Holloway, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

**CITY OF HELEN  
COMMISSION MEETING  
DECEMBER 19, 2017  
MINUTES OF MEETING  
PAGE 4**

B. ORDINANCE 17-12-02; SECOND READING OF ORDINANCE 17-12-02 AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE AMENDMENT OF CHAPTER SIX OF THE HELEN MUNICIPAL CODE: ALCOHOLIC BEVERAGES; Motion to approve made by Commissioner Fred Garmon, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

**RESOLUTIONS;**

A. RESOLUTION 17-12-01; A RESOLUTION OF THE CITY OF HELEN, GEORGIA AUTHORIZING A COMPREHENSIVE FINAL ADJUSTMENT TO FISCAL YEAR 2016-2017 BUDGETARY APPROPRIATIONS; Resolution read by Mayor Helen Wilkins. Motion to approve the Resolution and figures made by Commissioner Jeff Ash, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

CITY COMMISSION COMMENTS; Commissioner Cinnamon Spurlock commented that it has been a pleasure working with Fred Garmon, Judy Holloway and Helen Wilkins and Jeff Ash these past two years while she has been on the Commission and thanked them for making her feel welcome and their help.

Commissioner Fred Garmon said it has been a pleasure working on the Commission and is proud of what has been accomplished and is thankful to the staff and legal department.

Commissioner Judy Holloway has enjoyed being on the Commission and that the Commission has done more projects than any other commission before, and thanked the departments for the jobs they do in running the City.

Commissioner Jeff Ash stated he has know many of the Commission members many years and thanked Helen for her 20 years of service to the City, he thanked Judy for working with her for 6 years on the Commission

Mayor Helen Wilkins gave a tearful farewell speech thanking the residents and staff and was proud to have served her community and see the changes that have been done, and wants the new commission to thrive.

MOTION TO ADJOURN; Commissioner Fred Garmon made the motion to adjourn at 4:03 p.m., 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

**RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN**