

**CITY OF HELEN
COMMISSION MEETING
JANUARY 18, 2022
10:00 A.M.
AGENDA**

1. CALL TO ORDER BY CITY CLERK MARILYN CHASTAIN
2. OATH OF OFFICE TO NEW COMMISSIONER'S CLIFF HOOD AND CINNAMON RUSTON
3. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
4. NOMINATION AND VOTE FOR MAYOR
5. NOMINATION AND VOTE FOR MAYOR PRO TEMPORE
6. OATH OF OFFICE TO MAYOR AND MAYOR PRO TEMPORE
7. PLEDGE OF ALLEGIANCE TO THE FLAG
8. APPROVAL OF AGENDA
9. APPROVAL OF MINUTES FROM DECEMBER 14, 2021 AND CALLED MEETING DECEMBER 21, 2021
10. ADMINISTRATIVE OPERATIONS
 - A. UPDATE FROM CITY MANAGER ON CURRENT PROJECTS
 - B. FINANCIAL REPORT
 - C. BUDGET AMENDMENT & RESOLUTION 22-01-01
 - D. AUDIT REPORT FROM WAYNE TUCK OF WALKER, PIERCE & TUCK
 - E. CONSIDERATION OF COST OF LIVING INCREASE FOR CITY EMPLOYEES
 - F. DISCUSSION OF FENCING IN MARKET PLATZ AREA
 - G. DISCUSSION OF COUNTY COMBINING VOTING PRECINCTS OF HELEN AND ROBERSTOWN AND REMINDER OF PUBLIC HEARING CONCERNING SUCH ON MONDAY JANUARY 24, 2022 @ 5:30 IN THE WHITE COUNTY BOARD OF COMMISSIONERS LOCATED AT 1235 HELEN HIGHWAY, CLEVELAND

11. HELEN/WHITE COUNTY CVB MONTHLY REPORT
12. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
13. POLICE DEPARTMENT MONTHLY REPORT
14. FIRE DEPARTMENT MONTHLY REPORT
15. PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT
16. BUILDING AND ZONING MONTHLY REPORT
17. PURCHASES AND BIDS
18. ORDINANCES
19. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
20. EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION
21. CITY COMMISSION COMMENTS
22. ADJOURNMENT

**THIS AGENDA WAS POSTED JANUARY 14, 2022 @ 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
JANUARY 18, 2022
MINUTES OF MEETING**

The Helen City Commission met on Tuesday January 18, 2022 in the Commission Chambers at Helen City Hall. City Clerk Marilyn Chastain called the meeting to order at 10:00 a.m. City Clerk Marilyn Chastain then administered the Oath of Office to Cliff Hood and Cinnamon Ruston. Nomination and vote for Mayor was made by Commissioner Jeff Ash to Nominate Fred Garmon, 2nd by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission. Nomination and vote for Mayor Protem was made by Mayor Fred Garmon to nominate Commissioner Jeff Ash as Mayor Protem, 2nd by Commissioner Steve Fowler. Motion approved with a unanimous vote of the commission.

Roll Call was made by City Clerk Marilyn Chastain. Attending were Commissioner Jeff Ash, Commissioner Cinnamon Ruston, Mayor Fred Garmon, Commissioner Cliff Hood and Commissioner Steve Fowler. Also attending were Finance Director 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.

Pledge of Allegiance to the flag was given.

APPROVAL OF AGENDA: Motion to move item 10E to the end of meeting and approve the agenda made by Commissioner Jeff Ash, 2nd by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission.

APPROVAL OF MINUTES FROM DECEMBER 14, 2021 AND CALLED MEETING DECEMBER 21, 2021; Motion to approve made by Commissioner Steve Fowler, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

ADMINISTRATIVE OPERATIONS

UPDATE FROM CITY MANAGER ON CURRENT PROJECTS; City Manager Jerry Elkins updated the Commission of upcoming projects and explained the meter's for the meter replacement project had not been delivered and the replacement installation is out to bid. He also discussed the Chattahoochee River Sewer line, and the Land application improvements.

Commissioner Steve Fowler discussed the cross walks and decorative fencing to help with pedestrian traffic but explained that DOT would have to approve. There was discussion of having a workshop after meeting with DOT about the cross walks.

Motion to approve a workshop on January 20, 2022 at 2:00 p.m. made by Commissioner Jeff Ash, 2nd by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission.

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FINANCIAL REPORT; Finance Director Mona Wood gave the Financial report. Motion to approve the Financial Report made by Commissioner Jeff Ash, 2nd by Commissioner Cinnamon Ruston. Motion approved with a unanimous vote of the Commission.

BUDGET AMENDMENT & RESOLUTION 22-01-01; Resolution read by Finance Director Mona Wood. Motion to approve made by Commissioner Steve Fowler, 2nd by Commissioner Cinnamon Ruston. Motion approved with a unanimous vote of the Commission.

AUDIT REPORT FROM WAYNE TUCK OF WALKER, PIERCE & TUCK; Wayne Tuck thanked the City for allowing his firm to do the annual audit and stated the City is in great shape and is happy to give the City an unqualified report.

CONSIDERATION OF COST OF LIVING INCREASE FOR CITY EMPLOYEES; Moved to the end of meeting.

DISCUSSION OF FENCING IN MARKET PLATZ AREA; Item discussed earlier in City Manager's report and to be discussed after the Workshop.

DISCUSSION OF COUNTY COMBINING VOTING PRECINCTS OF HELEN AND ROBERSTOWN AND REMINDER OF PUBLIC HEARING CONCERNING SUCH ON MONDAY JANUARY 24, 2022 @ 5:30 IN THE WHITE COUNTY BOARD OF COMMISSIONERS LOCATED AT 1235 HELEN HIGHWAY, CLEVELAND

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; Judy Holloway was present and gave a verbal report. She also asked if the City would consider paying to purchase the Fashing Banners which would cost approximately 5 to 6 thousand dollars. Motion to approve the purchase made by Commissioner Cinnamon Ruston, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

POLICE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Police Chief Brian Stephens was present and gave a verbal report. Mayor Fred Garmon stated he would like to make it a priority to improve the traffic congestion. Motion to approve Police Chief Brian Stephens permission to pursue hiring Cadets. Motion to approve made by Commissioner Cinnamon Ruston, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

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

PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT; Report included as an integral part of the Minutes. Public Works Director Jack Morgan was not present.

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

PURCHASES AND BIDS; None

ORDINANCES; None

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; None

EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION; Motion to go into Executive Session at 11:12 a.m. made by Commissioner Cliff Hood, 2nd by Commissioner Cinnamon Ruston. Motion approved with a unanimous vote of the Commission.

Motion to come out of Executive Session and resume the Regular Commission Meeting at 11:48 a.m. made by Commissioner Jeff Ash, 2nd by Commissioner Cinnamon Ruston. Motion approved with a unanimous vote of the Commission. Commissioner Steve Fowler left during the Executive Session.

There were no motions made as a result of the Executive Session.

CONSIDERATION OF COST OF LIVING INCREASE FOR CITY EMPLOYEES; After Discussion City Commissioner Jeff Ash made a Motion to approve a 5% COLA increase for all City Employees including City Manager Jerry Elkins, 2nd by Commissioner Cinnamon Ruston. Motion approved with a unanimous vote of the Commission.

CITY COMMISSION COMMENTS; Commissioner Jeff Ash commented he is looking forward to the new year. Commissioner Cinnamon Ruston stated that she is thrilled to be back. Commissioner Cliff Hood stated thanks for the support and the warm welcome. Mayor Fred Garmon stated there is a lot to do and improve upon in the next year.

ADJOURNMENT; Motion to adjourn at 12:13 p.m. made by Commissioner Jeff Ash, 2nd by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN

