

**CITY OF HELEN  
COMMISSION MEETING  
NOVEMBER 10, 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 OCTOBER 13, 2020
6. ADMINISTRATIVE OPERATIONS
  - A. UPDATE FROM CITY MANAGER ON CURRENT PROJECTS
  - B. FINANCIAL REPORT
  - C. DISCUSSION OF WATER RATE ANALYSIS
7. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
8. HELEN/WHITE COUNTY CVB MONTHLY REPORT
9. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
10. POLICE DEPARTMENT OPERATIONS
11. FIRE DEPARTMENT OPERATIONS
12. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS
13. BUILDING AND ZONING OPERATIONS
  - A. TEMPORARY VARIANCE REQUEST (3 months), FOR PROPERTY LOCATED AT 8016 S. MAIN STREET IN PARKING LOT BESIDE WILKINS OFFICE TO BE USED AS AN OUTDOOR ICE- SKATING RINK WITH TENT. (daily hours; 4-10, F & S 12-10).
14. PURCHASES AND BIDS

15. ORDINANCES; 20-11-01; AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE AMENDMENT OF CHAPTER FOURTEEN: BUSINESSES; ARTICLE V: HOTELS OR MOTELS

16. RESOLUTIONS

17. EXECUTIVE SESSION TO DISCUSS POTENTIAL OR PENDING LITIGATION

18. CITY COMMISSION COMMENTS

19. ADJOURNMENT

**THIS AGENDA WAS POSTED NOVEMBER 6, 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  
NOVEMBER 10, 2020  
MINUTES OF MEETING**

The Helen City Commission met on Tuesday November 10, 2020 in the Commission Chambers at Helen City Hall with Mayor Steve Fowler calling the meeting to order at 10:00 a.m. City Clerk Marilyn Chastain called the roll and 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, Public Works Assistant Director Jack Morgan, Building & Zoning Director Darrell Westmoreland.

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**APPROVAL OF AGENDA;** Motion to approve made by Commissioner Lee Landress, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

**APPROVAL OF MINUTES FROM OCTOBER 13, 2020;** Motion to approve made by Commissioner Fred Garmon, 2<sup>nd</sup> by Commissioner Lee Landress. 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 on the status of Current projects. A copy of the report is included as an integral part of the minutes.

There was discussion of City streets that are in need of paving. City Manager Jerry Elkins explained that the LMIG grant could be used for this and that if the amount goes over \$100,000 then the project would have to be bid out. Mayor Steve Fowler stated there is \$296,773 available in the old SPLOST that is available for paving. Commissioner Jeff Ash made a motion pave Chattahoochee Strass down to Edelweiss Strasse and all of Edelweiss Strasse with cost up to \$296,773 and approve City Manager Jerry Elkins the authority to move forward with getting bids, 2<sup>nd</sup> by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

**FINANCIAL REPORT;** Finance Officer Mona Wood was present and gave a verbal report, stating that the majority of the annual audit was almost completed with only a few items remaining. Written report included as an integral part of the Minutes.

**COMMISSION MEETING  
NOVEMBER 10, 2020  
MINUTES OF MEETING  
PAGE 2**

DISCUSSION OF WATER RATE ANALYSIS; City Manager Jerry Elkins explained the need for the rate study to help decide if there should be a rate increase to help with the cost of system upgrades, repairs and maintenance, that Georgia Rural Water had done the rate analysis study. Deputy Clerk Mirinda Dispain explained the report she had prepared comparing the rates of surrounding cities. Motion to study the report and decide on a work session for a future date made by Commissioner Fred Garmon, 2<sup>nd</sup> by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; Chris Seymour of Alpine Carriage asked to be allowed to add a new carriage route to be staged from the Hayloft which would turn onto Edelweiss left on Munich, left of Tannen Weg to Narr Weg and back to the Hayloft. Motion to approve the route for all carriage company's that could secure a staging location along this route made by Commissioner Lee Landress, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a majority vote of the Commission with Mayor Steve Fowler voting not in favor.

Chris Seymour then asked the commission to have a day use sign at the old staging location to let people know where they are located. It was explained that a sign would need to be submitted thru the PDRB board. He also asked about the previous decision for a 5 day off route approval and was told that 5 day notice would go thru the Building & Zoning Department.

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 reminded the Commission that the Lifetime movie that was filmed in Helen would air November 20<sup>th</sup> at 8:00 p.m. and of the Christmas parade December 12<sup>th</sup>.

HELEN CHAMBER OF COMMERCE MONTHLY REPORT; No report. Director Renee Green was present and gave a verbal report and thanked the Commission for allowing the Christmas Mart.

POLICE DEPARTMENT OPERATIONS; Report included as an integral part of the Minutes. Police Chief Brian Stephens was present and gave a verbal report stating that this Oktoberfest had been great with no problems.

FIRE DEPARTMENT OPERATIONS; Report included as in integral part of the Minutes. Fire Chief Jody Prickett was present and gave a verbal report.

**COMMISSION MEETING  
NOVEMBER 10, 2020  
MINUTES OF MEETING  
PAGE 3**

PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS; Report included as an integral part of the Minutes. Public Works Assistant Director Jack Morgan was present and stated they had been very busy getting the Christmas lights up and had to do extra wiring for the decorations in the Riverside Park where there had not been decorations before.

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

TEMPORARY VARIANCE REQUEST (3 months), FOR PROPERTY LOCATED AT 8016 S. MAIN STREET IN PARKING LOT BESIDE WILKINS OFFICE TO BE USED AS AN OUTDOOR ICE- SKATING RINK WITH TENT. (daily hours; 4-10, F & S 12-10). Building & Zoning Director Darrell Westmoreland explained the Planning Design & Review Board could not have approved a variance for the Tent because tents are only allowed for special events unless the Commission approves the variance. Motion to approve the tent variance at 8016 S. Main Street for 3 months starting December 1<sup>st</sup> made by Commissioner Lee Landress, 2<sup>nd</sup> by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

PURCHASES AND BIDS; None

ORDINANCES; 20-11-01; AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE AMENDMENT OF CHAPTER FOURTEEN: BUSINESSES; ARTICLE V: HOTELS OR MOTELS; Motion to approve the first reading made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

RESOLUTIONS; None

EXECUTIVE SESSION TO DISCUSS POTENTIAL OR PENDING LITIGATION; Motion to go into Executive Session at 11:11 a.m. made by Commissioner Fred Garmon, 2<sup>nd</sup> by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

Motion to come out of Executive Session at 11:20 a.m. with no motions as a result of the Executive Session made by Commissioner Jeff Ash, 2<sup>nd</sup> by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

**COMMISSION MEETING  
NOVEMBER 10, 2020  
MINUTES OF MEETING  
PAGE 4**

CITY COMMISSION COMMENTS; None

ADJOURNMENT; Motion to adjourn at 11:21 a.m. made by Commissioner Fred Garmon, 2<sup>nd</sup> by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

**RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN**