

**CITY OF HELEN  
COMMISSION MEETING  
FEBRUARY 17, 2015  
3:00 P.M.  
AGENDA**

1. CALL TO ORDER BY MAYOR DONA K BURKE
2. ROLL CALL BY DEPUTY CLERK MIRINDA DISPAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM FEBRUARY 3, 2015
6. PUBLIC HEARING FOR WASTEWATER PROJECT IN THE WILLOW POND AREA FOR AN IMPROVEMENT PROJECT FUNDED BY THE GEORGIA'S CLEAN WASTEWATER STATE REVOLVING FUND (CWSRF)
7. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
8. ALPINE HELEN/WHITE COUNTY CVB MONTHLY REPORT
9. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
10. ADMINISTRATIVE
  - A. FINANCIAL REPORT
  - B. DISCUSSION AND CONSIDERATION FOR APPROVAL OF SOWO SPECIAL EVENT FOR MAY 15-17 2015.
  - C. APPROVAL OF ARBOR DAY PROCLAMATION TO PROCLAIM FEBRUARY 20, 2015 AS ARBOR DAY IN THE CITY OF HELEN
11. POLICE DEPARTMENT MONTHLY REPORT
12. FIRE DEPARTMENT MONTHLY REPORT
13. PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT
  - A. DISCUSSION AND CONSIDERATION FOR PURCHASE OF TRACTOR AND EQUIPMENT
14. BUILDING AND ZONING DEPARTMENT MONTHLY REPORT
  - A. SIGN VARIANCE REQUEST FROM CINNAMON SPURLOCK FOR CIMMI'S CAFE LOCATED AT 9667 NORTH MAIN STREET
  - B. DISCUSSION AND CONSIDERATION OF ALLOWING TERRY SIMS TO REMOVE THE SEATING AREA IN FRONT OF HIS PROPERTY ON RIVER STREET
15. PURCHASES AND BIDS

16. ORDINANCES
  - A. REVIEW AND DISCUSSION OF ORDINANCE 15-02-01; AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN GEORGIA, BY THE DELETION OF THE PRIOR CHAPTER 43, SHORT TERM SPECIAL EVENTS, IN ITS ENTIRETY; AND ITS REPLACEMENT WITH A NEW CHAPTER 43, SHORT TERM SPECIAL EVENTS
  
17. RESOLUTIONS
  - A. 15-02-01; A RESOLUTION OF THE CITY OF HELEN, GEORGIA AUTHORIZING A COMPEHENENSIVE ADJUSTMENT TO FISCAL YEAR 2013-2014 BUDGETARY APPROPRIATIONS
  - B. 15-02-02; A RESOLUTION OF THE CITY OF HELEN, GEORGIA AUTHORIZING A COMPEHENENSIVE ADJUSTMENT TO FISCAL YEAR 2014-2015 BUDGETARY APPROPRIATIONS
  
18. CITY COMMISSION COMMENTS
  
19. ADJOURNMENT

**THIS AGENDA WAS POSTED FEBRUARY 16, 2015 AT 11:00 A.M.**

**CITY OF HELEN  
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3:00 P.M.  
MINUTES OF MEETING**

The Helen City Commission met on Tuesday February 17, 2015 in the Commission Chambers at Helen City Hall, with Mayor Dona K. Burke calling the meeting to order at 3:00 p.m.

Deputy Clerk Mirinda Dispain called the roll and the following were present; Commissioner Fred Garmon, Commissioner Helen Wilkins, Mayor Dona K. Burke, and Commissioner Jeff Ash. Commissioner Judy Holloway was absent.

Also attending were City Manager Jerry Elkins, City Attorney Carl Free, Deputy Clerk Mirinda Dispain, Police Chief Jim Couch, Fire Fighter Jonathan Sutton, Public Works Director Ross Hewell and City Engineer Fletcher Holliday. Building & Zoning Director Larry Krul, Fire Captain Lee Poteat, and City Clerk Marilyn Chastain were not present.

Pledge of Allegiance to the Flag was given.

Approval of Agenda; Motion to amend the Agenda by adding Discussion for Consideration of Leasing a 1,583 Square Foot Area for a New Pump Station for 99 Years for \$1.00, and an Access Easement Area of 899 Square Feet from Alpine Crest, The Resort Club of Helen Condominium Association, Inc. under Administrative as Item D was made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present. Commissioner Jeff Ash made a motion to approve the Amended agenda, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission present.

Approval of Minutes from February 3, 2015; Commissioner Jeff Ash asked that the minutes from February 3, 2015 be adjusted to include "Alpine Village Inn," the name of the property discussed under the Amendment to the Agenda to clarify in the future which property was being discussed. Motion to approve the minutes with the modification of adding the name of the property was made by Commissioner Fred Garmon, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

Public Hearing for Wastewater Project in the Willow Pond Area for an Improvement Project Funded by the Georgia's Clean Wastewater State Revolving Fund (CWSRF); Commissioner Helen Wilkins made a motion at 3:03 p.m. to go into the Public Hearing, 2nd by Commissioner Jeff Ash. (Separate minutes are kept for the Public Hearing.) Motion to come out of the Public Hearing at 3:10 p.m. was made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins. Commissioner Fred Garmon made the motion to accept the proposal made by EMI for the Willow Pond Rehabilitation for the amount of \$350,000 less the \$52,500 GFA forgiveness, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

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Petitions and Communications from the Public; There were no comments from the Public.

Alpine Helen/White County CVB Monthly Report; Due to the weather, no one was present from the CVB. Written report is included as an integral part of the permanent Minutes.

Helen Chamber of Commerce Monthly Report; Due to the weather, no one was present from the Chamber. Written report is included as an integral part of the permanent Minutes.

Administrative Operations;

A. Financial Report; City Manager Jerry Elkins briefly touched on the highlights of the budget. Hotel/Motel tax was up. He stated the overall budget was looking great. Motion to approve the Financial Report for January 31, 2015 was made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

B. Discussion and Consideration for Approval of Sowo Special Event for May 15-17, 2015; There was discussion that the organizers of the event would like to have this event classified as a city-wide event. City Manager Jerry Elkins stated the only two events were the balloon race and Oktoberfest because of the length of time they have been around, and the City is not putting on the event. Mayor Dona K. Burke showed concern that the event may charge people for parking in the City Parking area. Commissioner Fred Garmon said in the last meeting it was discussed, and this area was only to be used for showing display cars. Mr. Elkins also stated that the City had the authority to disallow the use of City property if the weather would cause the area to be damaged. He said the organizers were aware of this. This item was tabled to March 3, 2015 when the planners of the event could be at the meeting.

C. Approval of Arbor Day Proclamation to Proclaim February 20, 2015 as Arbor Day in the City of Helen. City Manager Jerry Elkins said this event was necessary for the City to remain a part of Tree City U.S.A. which it had been for twelve years. The City had planted an excess of six hundred trees. This year it would plant forty trees along the fence of the wastewater treatment facility. The outside estimated temperature for the time of this event was 10°, so the item was approved for Friday, February 20, 2015 with the time set later in the day at 1:30 p.m.

D. Discussion for Consideration of Leasing a 1,583 Square Foot Area for a New Pump Lift Station for a term of 99 Years, for a cost of \$1.00, and an Access Easement Area of 899 Square Feet from Alpine Crest, The Resort Club of Helen Condominium Association, Inc.; City Manager Jerry Elkins said this area is for the replacement of the sewer lift station which services the Alpine Crest Resort and that the resort would like to choose the color for the privacy fence and the landscaping to go around it. Attorney Carl Free pointed out that the plat is included in the Agenda. It will also be an integral part of the permanent Minutes. Commissioner Jeff Ash made a motion to approve the agreement and terms for the Lease and easement from Alpine Crest for the purpose of locating a new sewer pump lift station on their property, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

Police Department Monthly Report; Report is included as an integral part of the Minutes; Police Chief Jim Couch said last weekend there were ninety-one incident reports compared to the usual thirty to forty incidents which showed the increase in the amount of visitors coming to Helen.

Fire Department Monthly Report; Report is included as an integral part of the Minutes. Fire Fighter Jonathan Sutton informed the commission there had been an additional three or four emergency response sheets which had been received from dispatches that were not on the report.

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Public Works, Water and Waste Water Monthly Report; Report is included as an integral part of the Minutes.

A. Discussion and Consideration for Purchase of Tractor and Equipment; City Manager Jerry Elkins gave a description of the tractor. He asked the commission for a vote on its purchase because it was over the limit he could approve. Commissioner Jeff Ash made the motion to approve the purchase of a tractor with front end loader and attachment for \$31,284, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission present.

Building and Zoning Department Monthly Report; Report is included as an integral part of the Minutes.

A. Sign Variance Request from Cinnamon Spurlock for Cimmi's Cafe Located at 9667 North Main Street. City Manager Jerry Elkins explained the sign request from Ms. Spurlock would be a shortened version of her name. Her official name is Cimmi's Cafe Biscuits, Burgers, Hot Dogs and Such Breakfast & Lunch Bikers Always Welcome. She requested the additional sign to say Cimmi's Cafe Breakfast & Lunch. Commissioner Helen Wilkins made a motion to approve the second sign for Cimmi's Cafe with the words Cimmi's Cafe Breakfast & Lunch on it, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission present.

B. Discussion and Consideration of Allowing Terry Sims to Remove the covered Seating Area in Front of His Property on River Street. Commissioners had driven by and seen the seating area. Commissioner Fred Garmon made a motion to approve Terry Sims request of removing the covered seating area on River Street, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

Purchases and Bids; None

**Ordinances**

A. Review and Discussion of Ordinance 15-02-01; An Ordinance of the City of Helen, Georgia, to Amend the Official Code of the City of Helen Georgia, by the Deletion of the Prior Chapter 43, Short Term Events, in its Entirety; and its Replacement with a New Chapter 43, Short Term Special Events; Several people were unable to attend this meeting due to bad weather, so this item was tabled to the March 3, 2015 meeting for a first reading.

**Resolutions**

A. 15-02-01; A Resolution of the City of Helen, Georgia Authorizing a Comprehensive Adjustment to Fiscal Year 2013-2014 Budgetary Appropriations; City Manager Jerry Elkins read the resolution. Commissioner Jeff Ash made the motion to approve Resolution 15-02-01, 2nd by Commission Fred Garmon. Motion approved with a unanimous vote of the Commission present.

B. 15-02-02; A Resolution of the City of Helen, Georgia Authorizing a Comprehensive Adjustment to Fiscal Year 2014-2015 Budgetary Appropriations; City Manager Jerry Elkins read the resolution. Commissioner Fred Garmon made the motion to approve Resolution 15-02-02, 2nd by Helen Wilkins. Motion approved with a unanimous vote of the Commission present.

City Manager Jerry Elkins asked for two commissioners to volunteer for the Georgia Mountain Regional Commission to help update the Comprehensive Plan for Helen, Cleveland, and White County. Jerry Brown with the CVB would attend, and Jeff Ash had volunteered because of his interest in Innsbruck. Mayor Dona K. Burke said she would volunteer if needed.

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Mr. Elkins stated the projects would be discussed in the future at regular commission meetings, public hearings would be held, and the commission would need to give approval of any projects.

Commissioner Fred Garmon asked the City to send letters of thanks to the motels who had allowed City employees to stay free of charge for those who needed to remain in the City during the bad weather. He also asked when Square Deal would once again begin working on the Island Area. City Manager Jerry Elkins said it should be within one or two weeks.

Motion to adjourn at 3:48 p.m. made by Commissioner Helen Wilkins, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission present.

**RESPECTFULLY PREPARED BY DEPUTY CLERK MIRINDA DISPAIN**