

**CITY OF HELEN
COMMISSION MEETING
MAY 8, 2018
10:00 A.M.
AGENDA**

1. CALL TO ORDER BY MAYOR JEFF ASH
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM APRIL 10, 2018
6. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
7. HELEN/WHITE COUNTY CONVENTION AND VISITORS BUREAU MONTHLY REPORT
8. ADMINISTRATIVE OPERATIONS
 - A. FINANCIAL REPORT FOR MARCH 2018
 - B. FINANCIAL REPORT FOR APRIL 2018
 - C. DISCUSSION OF SETTING A DATE FOR A 2ND MEETING IN JUNE FOR THE REQUIRED 2ND PUBLIC HEARING OF THE BUDGET AND FOR THE FINAL APPROVAL OF THE BUDGET
 - D. UPDATE FROM CITY MANAGER JERRY ELKINS ON CURRENT CITY PROJECTS
9. POLICE DEPARTMENT OPERATIONS
10. FIRE DEPARTMENT OPERATIONS
11. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS
12. BUILDING AND ZONING OPERATIONS
 - A. DISCUSSION AND CONSIDERATION OF NEW PAINT COLOR CHART AS RECOMMENDED AND FORWARDED TO THE COMMISSION FROM THE PDRB
13. PURCHASES AND BIDS
14. ORDINANCES; FIRST READING OF 18-5-01 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 OF THE HELEN

MUNICIPAL CODE: BUSINESSES; BY THE REPEAL OF THE PRIOR ARTICLE V; AN
IT'S REPLACEMENT WITH ARTICLE V: HOTELS OR MOTELS

15. RESOLUTIONS; 18-05-01 A RESOLUTION OF THE CITY OF HELEN, GEROGIA
AUTHORIZING A COMPREHENSIVE ADJUSTMENT TO FISCAL YEAR 2017-2018
BUDGETARY APPROPRIATIONS
16. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
17. CITY COMMISSION COMMENTS
18. ADJOURNMENT

THIS AGENDA WAS POSTED MAY 4, 2018 @ 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
MAY 8, 2018
MINUTES OF MEETING**

The Helen City Commission met on Tuesday May 8, 2018 in the Commission Chambers at Helen City Hall with Mayor Jeff Ash calling the meeting to order at 10:00 a.m.

ROLL CALL BY CITY CLERK MARILYN CHASTAIN; Present were Commissioners Steve Fowler, Commissioner Geneva Elwell, Commissioner Cinnamon Spurlock, Commissioner Lee Landress, and Mayor Jeff Ash.

Also attending were City Manager Jerry Elkins, City Attorney Carl Free, City Clerk Marilyn Chastain, Finance Officer Debbie Gerchman, Police Captain Phillip Wood, Building & Zoning Director Darrell Westmoreland, Fire Chief Jody Prickett, and Public Works Director Ross Hewell.

PLEDGE OF ALLEGIANCE TO THE FLAG

APPROVAL OF AGENDA; Motion to approve made by Commissioner Cinnamon Spurlock, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

APPROVAL OF MINUTES FROM APRIL 10, 2018; Motion to change under Administration item D the time from 12:00 to 11:00 a.m. and approve made by Commissioner Steve Fowler, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

HELEN CHAMBER OF COMMERCE MONTHLY REPORT; Report included as an integral part of the minutes. Director Renee Chacon was present and gave a verbal report of events at the Festhall.

HELEN/WHITE COUNTY CONVENTION AND VISITORS BUREAU MONTHLY REPORT; Report included as an integral part of the minutes. Director Jerry Brown was present and gave a verbal report. Commissioner Lee Landress asked if the CVB would present the Commission a copy of their audit so that they could see where the money given by the City is spent and to be able to explain to others when questioned, Director Jerry Brown said he would that the final audit should be done in June. Director Brown stated there would be a committee meeting next Tuesday at City Hall to discuss the upcoming 50th anniversary plans for Helen and invited anyone that is interested in helping to come.

ADMINISTRATIVE OPERATIONS

A. FINANCIAL REPORT FOR MARCH 2018

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B. FINANCIAL REPORT FOR APRIL 2018; Motion to approve both items A and B made by Commissioner Steve Fowler, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

C. DISCUSSION OF SETTING A DATE FOR A 2ND MEETING IN JUNE FOR THE REQUIRED 2ND PUBLIC HEARING OF THE BUDGET AND FOR THE FINAL APPROVAL OF THE BUDGET; Motion to have the 2nd Public Hearing of the Budget and for Final Approval of the Budget on June 26, 2018 at 10:00 a.m. made by Commissioner Cinnamon Spurlock, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

UPDATE FROM CITY MANAGER JERRY ELKINS ON CURRENT CITY PROJECTS; City Manager Jerry Elkins informed the Commission that he is working with GDOT on the final closing out of the Pedestrian Bridge project, that the City should be finished with the landscaping portion at the Helen to Hardman farm trail within the next 10 days that the State would not allow the City to do their part until they had completed the state portion. He stated that the statue for the Veterans park should be delivered to Savannah 1 week prior to the dedication and that members of the Veterans group would be picking it up for installation. He also commended the public works department for their hard work on getting the work done at the Veterans park. Also discussed is the bid opening for the water line replacement and well project that should be in about 5 weeks, with construction to start in July or August and the grant for the project is \$300,000 from USDA and the total cost to be approximately \$750,000.

POLICE DEPARTMENT OPERATIONS; Report included as an integral part of the Minutes. Captain Phillip Wood was present and gave a verbal report. Chief Brian Stephens was out of town attending a conference.

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

PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS; Report included as an integral part of the Minutes. Public Works Director Ross Hewell stated his department is short handed at the moment with 1 employee out recovering from hip surgery, 1 in the hospital, and one no longer with the department so things are getting done but being short handed has slowed things down and asked for patience. He stated that he is waiting on part to come in to finish installing the street lights north of Betty's and at the Helen to Hardman Trail.

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

A. DISCUSSION AND CONSIDERATION OF NEW PAINT COLOR CHART AS RECOMMENDED AND FORWARDED TO THE COMMISSION FROM THE PDRB; Motion to approve color chart made by Commissioner Cinnamon Spurlock, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

PURCHASES AND BIDS; NONE

Mayor Jeff Ash introduced Renee Watts office manager of FCS Sanitation. Ms Watts explained they are the new owners of the former Waste Away that the City uses for residential garbage service and that she has been working with Mirinda on list of customers served. She also stated that none of the current terms would change that the City had with Waste Away and would work on getting a new contract drawn up showing the name change. Mayor Jeff Ash suggested she send a copy to the City Attorney to look over and plan on attending the next Commission meeting to finalize.

ORDINANCES; FIRST READING OF 18-5-01 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 OF THE HELEN MUNICIPAL CODE: BUSINESSES; BY THE REPEAL OF THE PRIOR ARTICLE V; AN IT'S REPLACEMENT WITH ARTICLE V: HOTELS OR MOTELS; City Manager Jerry Elkins read the Ordinance. Mayor Jeff Ash suggested changing the number of rooms from 10 to 5, Commissioner Steve Fowler suggested giving the existing Hotel/Motels 12 months after passage to also be required to install approved camera systems. Motion to approve the first reading with identified revisions to be made before the second reading by City Attorney Carl Free made by Commissioner Cinnamon Spurlock, 2nd by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission.

RESOLUTIONS; 18-05-01 A RESOLUTION OF THE CITY OF HELEN, GEROGIA AUTHORIZING A COMPREHENSIVE ADJUSTMENT TO FISCAL YEAR 2017-2018 BUDGETARY APPROPRIATIONS; Motion to approve made by Commissioner Lee Landress, 2nd by Commissioner Steve Fowler. Motion approved with a unanimous vote of the Commission.

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; None

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CITY COMMISSION COMMENTS; None

ADJOURNMENT; Motion to adjourn at 11:35 a.m. made by Commissioner Lee Landress, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN