

**CITY OF HELEN
COMMISSION MEETING
FEBRUARY 5, 2013
10:00 A.M.
AGENDA**

1. CALL TO ORDER BY MAYOR LYNN WHITENER
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. SALUTE TO THE FLAG
4. APPROVAL OF MINUTES FROM JANUARY 15, 2013
5. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
6. ADMINISTRATIVE OPERATIONS
 - A. Financial Report
 - B. Approval of Arbor Day Project and Proclamation
 - C. Consideration for approval of changes to the Personnel Policy
 - D. Consideration for approval of purchase and disposal of Police Department Vehicles
7. POLICE DEPARTMENT OPERATIONS
8. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS
 - A. Fletcher Holliday with EMI update on well development
9. BUILDING AND ZONING OPERATIONS
10. PURCHASES AND BIDS
 - A. Consideration and approval of bids for renovation and expansion of River Street Restrooms
11. RESOLUTIONS
 - A. Resolution 13-02-05 Comprehensive Adjustment to Fiscal Year 2011-2012 Budgetary Appropriations
12. CITY COMMISSION COMMENTS
13. ADJOURNMENT

THIS AGENDA WAS POSTED: 02/01/2013 at 9:00 a.m.

**CITY OF HELEN
COMMISSION MEETING
FEBRUARY 5, 2013
9:00 A.M.
MINUTES OF MEETING**

The Helen City Commission met on Tuesday February 5, 2013 at 10:00 a.m. in the Commission room at Helen City Hall.

Mayor Lynn Whitener called the meeting to order at 10:01 a.m.

City Clerk Marilyn Chastain called the Roll and the following were present: Commissioner Judy Holloway, Commissioner Helen Wilkins, Mayor Lynn Whitener, Commissioner Dona K. Burke, and Commissioner Jeff Ash.

Also present were Public Works Director Ross Hewell, City Manager Jerry Elkins, City Attorney Carl Free, Finance Officer Debbie Gerchman, and City Clerk Marilyn Chastain.

Not present were Police Chief Jim Couch, and Building and Zoning Administrator Randy DeShon.

Approval of Minutes from January 15, 2013

Commissioner Dona K. Burke made a motion to approve the Minutes from January 15, 2013, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

Petitions and Communications from the Public: None

Administrative Operations

- A. Financial Report. Commissioner Judy Holloway inquired what the 320 fund was, Finance Officer Debbie Gerchman replied it was the SPLOST fund. Commissioner Jeff Ash inquired about the increase in Workers Comp, City Manager Jerry Elkins replied it is based on salaries and injuries. Commissioner Jeff Ash made a motion to approve the Financial report thru December 31, 2012, 2nd by Commissioner Helen Wilkins.

Motion approved with a unanimous vote of the Commission.

**CITY OF HELEN
COMMISSION MEETING
FEBRUARY 5, 2013
MINUTES OF MEETING
PAGE 2**

B. Approval of Arbor Day Project and Proclamation. City Manager Jerry Elkins Stated that Arbor day will be on February 15, 2013 this year with plans to plant 3 trees. 2 at Alana Falls and the other 1 at Unicoi Hill Park. Also that he would like the Commission to meet at 11:00 a.m. at Alana Falls for the first planting. Commissioner Helen Wilkins read the Proclamation. Motion to approve the planting of 3 trees at 11:00 a.m. on February 15, 2013 and the Proclamation, made by Commissioner Helen Wilkins, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

C. Consideration for approval of changes to the Personnel Policy. City Manager Jerry Elkins explained the Personnel Policy was written many years ago and Needed to be updated. He requested removing 13.200 item A thru F. and in Section 13.300 to remove item D. Motion to approve removing from the personnel manual section 13.200 items A thru F, and to remove from Section 13.300 item D, made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

City Manager Jerry Elkins also asked the Commission to approve removing from The Personnel Policy 3.105 items 1 and 2 regarding purchases over \$300.00. He Would like for all purchases under \$300.00 to be approved by the City Manager. Motion to approve from the Personnel Policy 3.105 items 1 and 2 made By Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

D. Consideration for approval of purchase and disposal of Police Department Vehicles. City Manager Jerry Elkins explained to the Commission that 5 of the Police vehicles were worn out and need to be replaced. City Manager

**CITY OF HELEN
COMMISSION MEETING
FEBRUARY 5, 2013
MINUTES OF MEETING
PAGE 3**

Jerry Elkins explained that he would like to purchase 1 new police vehicle and 2 used police vehicles, and dispose of the 2 Chevrolet patrol cars, also to transfer the old Ford Bronco over to the Fire Department for their use during inspections and errands to reduce the wear and tear off of the Emergency vehicles. Motion to approve the purchase of 1 new patrol vehicle, purchase 2 used patrol vehicles, and transfer Ford Bronco from the Police Department to the Fire Department made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins.
Motion approved with a unanimous vote of the Commission.

Police Department Operations. None

Public Works, Water and Waste Water Operations

- A. Fletcher Holiday with EMI update on well development. Fletcher Holiday was Present and informed the commission of the progress on the Chattahoochee Strasse well, telling them that the well is currently producing 45 to 48 gallons of water per minute, but that when the flow test are done the results could be lower, and the well did test positive for iron and manganese but could be regulated with a filtration system like we have in two other wells. Mr Holiday also explained that the new well had eight fractures and had contacted a company that did hydro-fracturing. This process could increase the size of the fractures and the well would produce a higher water yield. The cost of this process would be approximately \$5,000.00 Commissioner Dona K. Burke asked what the cost is to produce water, Fletcher Holiday explained the cost was on average \$1.00 per 1000 gallons versus to purchase from the county is \$2.40 per 1000 gallons. City Manager Jerry Elkins said that there must be a 72 hour pump test to see actual output. Fletcher Holiday recommended to the Commission to approve the well development and move forward on the next phase which will be EPA approvals and pump testing. Motion to approve the cost for hydro-fracturing and to move forward with the well development made by Commissioner Helen Wilkins, 2nd by Commissioner Judy Holloway.
Motion approved with a unanimous vote of the Commission.

Building and Zoning Operations: Commissioner Helen Wilkins stated that there Should be a replacement chosen for Peggy Harrell on the PDRB board because She had moved, and that Jody Shehan has voiced interest. Commissioner Jeff Ash stated that Bill Miles had also voiced interest.

**CITY OF HELEN
COMMISSION MEETING
FEBRUARY 5, 2013
MINUTES OF MEETING
PAGE 4**

Commissioner Helen Wilkins also asked about the upcoming election. City Manager Jerry Elkins stated he had discussed with Probate Judge Garrison Baker the possibility of the County conducting the City Election but that he had not gotten back to him on it yet.

Commissioner Judy Holloway asked for an update on the Island area. City Attorney Carl Free replied he is still working on getting some of the property released.

Purchases & Bids

- A. Consideration and approval of bids for renovation and expansion of River Street Restrooms. City Manager Jerry Elkins told the Commission there had been 2 bids submitted, one was from Gale Builders and one from Pinnacle 1 Group. Gale Builders had submitted a bid of \$112,200.00 and Pinnacle 1 Group had submitted a bid of \$71,191.00. Commissioner Jeff Ash made a motion to approve the bid from Pinnacle 1 Group for the renovation and expansion of the River Street restrooms for the bid amount of \$71,191.00, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

Resolutions

- A. Resolution 13-02-05 Comprehensive Adjustment to Fiscal year 2011-2012 Budgetary Appropriations. Commissioner Helen Wilkins read Resolution 13-02-05. Motion to approve Resolution 13-02-05 made by Commissioner Dona K. Burke, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

City Commission Comments. Commissioner Dona K. Burke stated she is looking forward to Helen's 100 year celebration.

Motion to adjourn at 11:00 a.m. made by Commissioner Dona K. Burke, 2nd by Commissioner Judy Holloway.

Motion approved with a unanimous vote of the Commission

Respectfully Submitted,

Marilyn Chastain/City Clerk