

**CITY OF HELEN
COMMISSION MEETING
FEBRUARY 2, 2016
10:00 A.M.
AGENDA**

1. CALL TO ORDER BY MAYOR FRED GARMON
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM JANUARY 19, 2016
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. ADMINISTRATIVE OPERATIONS
 - A. CONSIDERATION FOR APPROVAL TO MOVE FORWARD WITH THE ANNEXATION OF 3.50 ACRES OWNED BY ELITE HOTEL MANAGEMENT LLC IN LOT 39 OF THE 3rd LAND DISTRICT OF WHITE COUNTY.
 - B. CONSIDERATION FOR APPROVAL TO SET SEPTEMBER 24, 2016 AS THE DATE FOR THE CITY SPONSORED STREET DANCE.
8. POLICE DEPARTMENT OPERATIONS
9. FIRE DEPARTMENT OPERATIONS
10. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS
11. BUILDING AND ZONING OPERATIONS
 - A. CONSIDERATION OF AN AMMENDMENT TO THE CODE OF ORDINANCES FOR SALE SIGNS.
12. PURCHASES AND BIDS
 - A. CONSIDERATION FOR APPROVAL OF THE LOW BID FOR THE PURCHASE OF A GENERATOR FOR THE POLICE DEPARTMENT BUILDING TO BE PURCHASED THROUGH THE HAZARD MITIGATION GRANT PROGRAM WITH THE CITY SHARE BEING 15% OF THE PURCHASE.
13. ORDINANCES

14. RESOLUTIONS

- A. APPROVAL OF RESOLUTION # 16-02-01, A RESOLUTION APPROVING THE UPDATES TO THE COMPREHENSIVE SOLID WASTE PLAN UPDATE COVERING WHITE COUNTY, THE CITY OF CLEVELAND, AND THE CITY OF HELEN.

15. EXECUTIVE SESSION FOR PERSONNEL

16. CITY COMMISSION COMMENTS

17. ADJOURNMENT

THIS AGENDA WAS POSTED JANUARY 29, 2016 AT 11:30 A.M.

**CITY OF HELEN
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MINUTES OF MEETING**

The Helen City Commission met on Tuesday February 2, 2016 in the Commission Chambers at Helen City Hall with Mayor Fred Garmon calling the meeting to order at 10:00 a.m.

City Clerk Marilyn Chastain called the roll and the following were present; Commissioner Cinnamon Spurlock, Commissioner Helen Wilkins, Mayor Fred Garmon, Commissioner Judy Holloway, Commissioner Jeff Ash.

Also attending were City Manager Jerry Elkins, City Attorney Carl Free, City Clerk Marilyn Chastain, Police Chief Brian Stephens , Fire Chief Jody Prickett, Public Works Director Ross Hewell, Building & Zoning Director Larry Krul.

Pledge of Allegiance to the Flag was given.

Motion to Amend the Agenda by adding under Administrative as item C, Reappointment to the Planning Design and Review Board of members Ralph Hofer and Geff McAllister and to approve the amended Agenda made by Commissioner Helen Wilkins, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

Approval of Minutes from January 19, 2016; Motion to approve made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

Petitions and Communications from the Public; Cindy Bailey from the White County CVB informed the Commission of the upcoming trip to the Capitol on February 24, 2016 and invited the Commission to attend.

Administrative Operations

A. Consideration for approval to move forward with the Annexation of 3.50 Acres owned by Elite Hotel Management LLC in Lot 39 of the 3rd Land District of White County. Motion to approve proceeding with the steps necessary to Annex the property made by Commissioner Judy Holloway, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

B. Consideration for approval to set September 24, 2016 as the date for the City Sponsored Street Dance. Motion to approve made by Commissioner Jeff Ash, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

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C. Consideration for approval to reappoint to the Planning Design and Review Board members Ralph Hofer and Geff McAllister. Motion to approve made by Commissioner Judy Holloway, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

Police Department Operations. Police Chief Brian Stephens stated there is nothing negative to report, that he is back working 1/2 days now after his shoulder surgery and thanked Sergeant Arrington and the other officers for taking over during his absence. He informed the Commission that the new vehicle is being outfitted and that the new uniforms have been shipped.

Fire Department Operations; Fire Chief Jody Prickett stated all is going well, there are no truck problems, he and all the employees are happy. Commissioner Jeff Ash stated they had done a great job on the Wilder Forest Condo fire and asked if there were any problems, Chief Prickett stated there was a problem with Dispatch sending out the call to all the other stations, but that Director David Murphy was working on the issue.

Public Works, Water and Waste Water Operations; Public Works Director Ross Hewell stated that the new sidewalk from Betty's to the Hofbrauhaus is almost complete, and there had been a Street light vandalized that is in the process of being repaired.

City Manager Jerry Elkins stated the Willow Pond sewer line project should be completed in a few days.

Building and Zoning Operations; Building and Zoning Director Larry Krul stated the Holiday Inn Express building is moving along and that the Red Roof Inn is as well, that most of the work going on there is on the inside now.

A. Consideration of an amendment to the Code of Ordinances for Sale Signs. There was discussion of the current Ordinance and suggested changes. Mayor Fred Garmon suggested getting an update after the next PDRB meeting and to hear what they suggest.

Purchases and Bids;

A. Consideration for approval of the low Bid for the purchase of a generator for the Police Department Building to be purchased through the Hazard Mitigation Grant program with the City share being 15% of the purchase. City Manager Jerry Elkins informed the Commission of the bids as follows; Mountain Power Electric \$30,104.91, Anderson Power Services \$27,078.00, Midway Electric \$26,995.00.

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City Manager Jerry Elkins stated that the lowest bid from Midway Electric also was for a 60Kw unit instead of the 47kw that had been previously suggested by another company but that Midway evaluated the building and suggested going with a larger unit. Motion to approve the lowest bid of \$26,995.00 from MidWay Electric made by Commissioner Helen Wilkins, 2nd by Commissioner Cinnamon Spurlock. Motion approved with a unanimous vote of the Commission.

Ordinances; None

Resolutions;

A. Approval of Resolution 16-02-01, A RESOLUTION APPROVING THE UPDATES TO THE COMPREHENSIVE SOLID WASTE PLAN UPDATE COVERING WHITE COUNTY, THE CITY OF CLEVELAND, AND THE CITY OF HELEN. City Manager Jerry Elkins read the Resolution. Motion to approve made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

EXECUTIVE SESSION FOR PERSONNEL; Motion to go into Executive Session at 10:37 a.m. made by Commissioner Judy Holloway, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

Motion to resume the Regular Commission meeting at 11:09 a.m. made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

No motions were made as a result of the Executive Session.

CITY COMMISSION COMMENTS; None

ADJOURNMENT; Motion to adjourn at 11:11 a.m. made by Commissioner Jeff Ash, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN