

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

1. CALL TO ORDER BY MAYOR LYNN WHITENER
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 15, 2013
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. ADMINISTRATIVE OPERATIONS
 - A. Consideration for approval of Alcohol License for Susan L Kearns of Hofbrauhaus Restaurant & GI Germany Pub located at 9001 North Main Street
 - B. Consideration for approval of the Community Christmas Dinner on December 2nd and date for the Employee Dinner.
 - C. Consideration for approval of closing time for Businesses with Alcohol License on New Year's Eve.
 - D. Discussion and consideration of contract with New Cingular Wireless PCS, LLC, for tower on White Street.
 - E. Discussion of Short Term Special Event Request and Proposal for Southern Wortherssee 2014
8. POLICE DEPARTMENT OPERATIONS
9. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS
10. BUILDING AND ZONING OPERATIONS
11. ORDINANCES
 - A. First reading of Ordinance 13-11-01 an Ordinance of the City of Helen, Georgia, to amend the Official Code of the City of Helen, Georgia, by adding Chapter 35: Previously reserved under the Helen Municipal Code; to provide for standards for telecommunications antennae and towers.
 - B. Discussion of revisions to the sign ordinance for internally lighted signs.

12. Executive session for personnel

13. CITY COMMISSION COMMENTS

14. ADJOURNMENT

THIS AGENDA WAS POSTED NOVEMBER 1, 2013 AT 10:30 A.M.

**CITY OF HELEN
COMMISSION MEETING
NOVEMBER 5, 2013
10:00 A.M.
MINUTES OF MEETING**

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

Mayor Lynn Whitener called the meeting to order at 10:00 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, Commissioner Jeff Ash.

Also present were City Manager Jerry Elkins, City Attorney Carl Free, Police Chief Jim Couch, Helen Fire Department Captain Lee Poteat, Public Works Director Ross Hewell, Building & Zoning Director Patrick Couch, and City Clerk Marilyn Chastain.

Approval of Agenda: Commissioner Jeff Ash requested to add as Discussion, December meetings, motion to approve by Commissioner Dona K Burke, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

City Manager Jerry Elkins requested to add a proposal for a new waterfall at the Old City Hall property under Public Works. Motion for approval to add item for discussion made by Commissioner Dona K Burke, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

Motion to approve the amended Agenda made by Commissioner Dona K Burke, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

Motion to approve the of Minutes from October 15, 2013 Commission meeting made by Commissioner Judy Holloway, 2nd by Commissioner Dona K Burke. Motion approved with a unanimous vote of the Commission.

Petitions and Communications from the Public: A concerned citizen addressed the Commission about the abundance of Feral cats in the city. There was discussion of what had been tried in the past to address the issue, and the problem of Animal Control refusing to capture, or take the cats if caught. No motion made.

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Administrative Operations:

Consideration for approval of 2014 Alcohol License for Susan L Kearns of Hofbrauhaus Restaurant & GI Germany Pub located at 9001 North Main Street. Police Chief Jim Couch stated there were no problems with the background check. Motion to approve made by Commissioner Dona K Burke, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

Consideration for the approval of the Community Christmas Dinner on December 2nd , and date for the Employee Dinner. Approval to set the date of the Community Christmas dinner for December 2, 2013 at 6:00 p.m., and the Employee Christmas Dinner for December 6, 2013 at 6:00 p.m. No motion necessary.

Consideration for approval of closing time for Businesses with Alcohol Pouring License on New Year's Eve. Motion to allow an additional 1 hour of operation to businesses with Alcohol Pouring License on New Year's eve 2013 by Commissioner Judy Holloway, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

Discussion and consideration of contract with New Cingular Wireless PCS, LLC, for tower on White Street. City Attorney Carl Free informed the Commission that ATT/ Cingular Wireless had agreed to all the changes on the Contract except 1, which was to leave the term landlord in, and have requested in the counter to be notified of any signals and or frequency's if known, to add ATT/Cingular as insured on City's policy. City Attorney also stated there was no answer to the request to provide Tower rescue training, and no mention about the maintenance for the rack system we had requested to install. Motion to make changes as recommended by City Attorney Carl free and counter offer to lease agreement made by Commissioner Judy Holloway, 2nd by Commissioner Helen Wilkins. Motion approved with a unanimous vote of the Commission.

Discussion of Short Term Special Event request and proposal for (SOWO) Southern Worthersee 2014. A copy of the letter from SOWO- Chris Cooley is included as an integral part of these minutes. There was much discussion of the proposals for the Event. City Manager Jerry Elkins stated the requested event needs to go before the PDRB board for approval, then before the Commission. No motions were made.

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Discussion of canceling second Commission meeting on December 17, 2013. Commissioner Jeff Ash made a motion to cancel the December 17, 2013 Commission meeting, 2nd by Commissioner Dona K Burke. Motion approved with a unanimous vote of the Commission.

Police Department Operations. Police Chief Jim Couch described type of tickets written during the month of October. Commissioner Judy Holloway asked if the Grant to purchase the new safety vest had been approved. Chief Jim Couch stated that the Grant was approved, but was only for ½ of the vest cost, and has been received. Also donations raised at the Golf Tournament for the White Christmas fund to purchase gifts for needy families was \$11,000.00. The Golf Tournament was November 1, 2013. Chief Couch informed the Commission that the Club Escape case has been turned over to the White County Sheriff's office to conduct the investigation. Also he has hired a new part time officer Connie Locke and believes she will do a good job for the City.

Public Works, Water and Waste Water Operations. Director Ross Hewell informed the Commission his department has been very busy with getting the Christmas Lights ready to install, and the equipment has been brought in to begin work on the Wilkins pond project.

City Manager Jerry Elkins presented the Commission with drawings and a proposal from Bartlett Landscaping to install a new waterfall in front of the old City Hall estimating a cost of \$35,790. He informed them the trees at this location had become too large and the roots are causing damage to the pavement. Commissioner Dona K Burke stated that is a lot of money to spend at this time and should be put on a back shelf for the time being, and suggested going ahead with the tree removal and planting flowers there instead. City Manager Jerry Elkins stated the tree removal needs approval of the PDRB and requested Ross to present to them at the next PDRB meeting.

City Manager Jerry Elkins informed the Commission that the Construction should begin in about 3 weeks on the island area project and if a future City restroom was considered for this area, water and sewer lines should be installed if possible at the time of construction.

Building & Zoning Director Patrick Couch told the Commission during the month, he had written 6 permits, done 7 inspections, and written 1 violation. He also stated there needs to be a revision to Chapter 34 of our code because our code follows the state guidelines, and the State Codes will be changing in January 2014.

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City Manager Jerry Elkins asked Director Patrick Couch if he could have the new Code for Chapter 34 ready for the first December 3, 2013 Commission meeting so there could be a first reading, he replied he could. City Clerk Marilyn Chastain reminded the Commission that in order to have the second reading before the state law changed they would need to have a second reading of the Ordinance in December.

Commissioner Dona K Burke made a motion to have the regular scheduled meeting that was earlier voted on to be cancelled, on December 17, 2013 reinstated, 2nd by Commissioner Lynn Whitener. Motion approved with a unanimous vote of the Commission.

Fire Department Report: Captain Lee Poteat discussed the Hazardous material call at Club Escape and said the Fire Department could use training for this type of chemical spill, and that possibly Hall County could come up to conduct the training if asked. He also informed the Commission that some equipment was going out of Date in January, the Air Packs and Compressor for the Air Packs, with cost to replace the Compressor approximately \$40,000.00, Air Packs \$61,400.00. He also stated they could be bought on a lease purchase price of \$105,000.00 with 5% down at 3.85%, monthly payment of \$1830.00, with a useful life of 15 yrs on the air packs, and 25 yrs on the compressor. City Manager Jerry Elkins stated he would like to check with GMA on their loan rates. No motions made.

Ordinances: City Manager Jerry Elkins, Commissioners Judy Holloway, Helen Wilkins, and Lynn Whitener conducted the 1st reading of Ordinance 13-11-01 an Ordinance of the City of Helen Georgia, to amend the Official Code of the City of Helen, Georgia, by adding Chapter 35: Previously reserved under the Helen Municipal Code; to provide for standards for telecommunications antennae and towers. Motion to approve the 1st reading by Commissioner Helen Wilkins, 2nd by Commissioner Judy Holloway. Motion approved with a unanimous vote of the Commission.

Discussion of revisions to the sign ordinance for internally lighted signs. After much discussion, City Attorney Carl Free was asked to draft revisions to the current Ordinance, with only open and closed signs allowed.

Motion to go in Executive Session at 12:40 p.m. for personnel made by Commissioner Helen Wilkins, 2nd by Commissioner Dona K Burke. Motion approved with a unanimous vote of the Commission.

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No action taken after Executive Session for personnel.

Motion to resume Commission meeting at 1:50 p.m. by Commissioner Helen Wilkins, 2nd by Commissioner Dona K Burke. Motion approved with a unanimous vote of the Commission.

City Commission Comments: none

Motion to adjourn at 1:55 p.m. made by Commissioner Judy Holloway, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

RESPECTFULLY SUBMITTED,

CITY CLERK MARILYN CHASTAIN