

**CITY OF HELEN
COMMISSION MEETING
JUNE 09, 2020
10:00 A.M.
AGENDA**

1. CALL TO ORDER BY MAYOR
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. PLEDGE OF ALLEGIANCE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM MAY 14, 2020
6. HELEN/WHITE COUNTY CVB MONTHLY REPORT
7. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
8. ADMINISTRATIVE OPERATIONS
 - A. UPDATE FROM CITY MANAGER ON CURRENT PROJECTS
 - B. FINANCIAL REPORT
 - C. DISCUSSION OF ARCHITECTURAL DESIGN REQUIREMENTS
 - D. DISCUSSION OF GRANT FOR THE HELEN ARTS & HERITAGE CENTER
 - E. DISCUSSION OF IDEAS FOR PETE'S PARK
 - F. DISCUSSION OF A FILM INDUSTRY PERMIT
 - G. DISCUSSION OF ADDING ADDITIONAL SPEED BUMP ON UNICOI STREET
 - H. DISCUSSION OF ALLOWING A TEMPORARY ROUTE ON UNICOI STREET FOR THE TUBING BUSES
 - I. CONSIDERATION OF ALCOHOL LICENSE FOR JAMES BARRY FERLIN OF VILLAGE CREPE HAUS, LLC LOCATED AT 8661 SOUTH MAIN STREET UNIT 2-B FOR BEER ON PREMISES, WINE ON PREMISES AND SUNDAY SALES
 - J. PUBLIC HEARING FOR THE FY 2020/2021 BUDGET

K. DISCUSSION AND CONSIDERATION OF FY 2020/2021 BUDGET

9. POLICE DEPARTMENT OPERATIONS
10. FIRE DEPARTMENT OPERATIONS
11. PUBLIC WORKS, WATER AND WASTE WATER OPERATIONS
12. BUILDING AND ZONING OPERATIONS
13. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
14. PURCHASES AND BIDS; None
15. ORDINANCES; ORDINANCE 20-06-01: FIRST READING: AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, MAKING APPROPRIATIONS FOR THE 2020/2021 FISCAL YEAR.
16. RESOLUTIONS; None
17. CITY COMMISSION COMMENTS
18. ADJOURNMENT

THIS AGENDA WAS POSTED JUNE 5, 2020 @ 11:45 A.M.

THIS AGENDA WAS AMENDED AND POSTED JUNE 5, 2020 @ 4:00 P.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
JUNE 9, 2020
MINUTES OF MEETING**

The Helen City Commission met on Tuesday June 9, 2020 in the Commission Chambers at Helen City Hall with Mayor Steve Fowler calling the meeting to order at 10:00 a.m. Attending were Commissioner Jeff Ash, Commissioner Geneva Elwell, Mayor Steve Fowler, Commissioner Lee Landress, and Commissioner Fred Garmon. Also attending were Finance Officer Mona Wood, City Manager Jerry Elkins, City Attorney Carl Free, City Clerk Marilyn Chastain, Police Chief Brian Stephens, Fire Chief Jody Prickett, Building & Zoning Director Darrell Westmoreland. Absent was Public Works Director Ross Hewell.

PLEDGE OF ALLEGIANCE TO THE FLAG

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

APPROVAL OF MINUTES FROM MAY 14, 2020; Motion to approve made by Commissioner Jeff Ash, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

HELEN/WHITE COUNTY CVB MONTHLY REPORT; Report included as an integral part of the Minutes. Director Jerry Brown was present and gave a verbal report.

HELEN CHAMBER OF COMMERCE MONTHLY REPORT; Report included as an integral part of the Minutes Director Renee Green was not present.

ADMINISTRATIVE OPERATIONS

- A. **UPDATE FROM CITY MANAGER ON CURRENT PROJECTS;** City Manager Jerry Elkins stated that the new playground equipment and swings had been installed at the Riverside park, that the drainage repair on Main Street had been completed, that the concrete water tank is being filled to begin testing as is the Innsbruck tank and that the maintenance department had been working hard on Unicoi Hill park mulching, chipping, and cleaning.
- B. **FINANCIAL REPORT;** Finance Officer Mona Wood stated that revenues for the year to date are only down 4% with revenues greater than expenses and that water/sewer revenues are above expenses. She stated that she forecast that Hotel/Motel will break even for the budget and that the general fund will end positive as will the water/sewer fund. Mayor Steve Fowler stated the City has been blessed as far as finances and appreciated what City Manager Jerry Elkins and the Department heads do to help. Motion to approve the Financial Report

**COMMISSION MEETING
JUNE 9, 2020
MINUTES OF MEETING
PAGE 2**

made by Commissioner Jeff Ash, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

- C. DISCUSSION OF ARCHITECTURAL DESIGN REQUIREMENTS; Commissioner Lee Landress stated that Helen was started as an Alpine Designed City and does not want to lose the Alpine theme that made Helen what it is, that over the years buildings that have done remodeling seem to have gotten away from going back Alpine. Mayor Steve Fowler stated that possibly an Ordinance should be changed to require any remodeling done be approved by the Planning, Design & Review Board. Building and Zoning Director Darrell Westmoreland stated that the City should look at updating the Ordinance. Commissioner Fred Garmon stated that a CO should not be issued until the remodeling had been thru a review process by the PDRB, and should include a Finish rendering before approval. Mayor Steve Fowler asked that these suggestions be put before the PDRB within the next 30 days and would like to update at the next City Commission meeting and Ordinance changes made and looked at in the August meeting.
- D. DISCUSSION OF GRANT FOR THE HELEN ARTS & HERITAGE CENTER; Mayor Steve Fowler stated that the Arts Center is looking to apply for a Grant and making decisions as what the grant could be used for but that it would not be until the next fiscal year's budget.
- E. DISCUSSION OF IDEAS FOR PETE'S PARK; Mayor Steve Fowler stated he would like to see a Committee formed to come up with ideas for the park, and headed up by a volunteer of the City Commission. Commissioner Fred Garmon volunteered. Business owner and resident Linda McAllister stated that there is no place for employee's that work in town to park. Mayor Steve Fowler stated he would continue to look at locations for parking. Commissioner Fred Garmon stated that he would talk with parking lot owner Lynn Whitener about allowing employee's parking there and also the possibility of parking at the Presbyterian Church.
- F. DISCUSSION OF A FILM INDUSTRY PERMIT; Motion to approve the permit process thru the Building & Zoning Department made by Commissioner Jeff Ash, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

DISCUSSION OF ADDING ADDITIONAL SPEED BUMP ON UNICOI STREET; Commissioner Fred Garmon stated that cars have been traveling too fast on Unicoi Street and that the speed bumps that were there have not been replaced when

**COMMISSION MEETING
JUNE 9, 2020
MINUTES OF MEETING
PAGE 3**

- G. damaged and also that additional speed limit signs should be installed. Motion to approve additional speed limit signs and an additional speed bump to be placed in front of 205 A Unicoi Street made by Commissioner Fred Garmon, 2nd by Commissioner Jeff Ash. Motion approved with a unanimous vote of the Commission.

- H. DISCUSSION OF ALLOWING A TEMPORARY ROUTE ON UNICOI STREET FOR THE TUBING BUSES; Building and Zoning Director Darrell Westmoreland explained the request made by the tubing companies to use Unicoi Street as a temporary route that should help with traffic congestion and that the tubing companies had also agreed to pay the salary of a Helen Police officer to direct traffic at River Street during the congested times. Mayor Steve Fowler asked Police Chief Brian Stephens if he approved and sees any problems with the idea. Chief Brian Stephens stated he did not see any problems. Motion to approve a 30 day temporary route made by Commissioner Fred Garmon, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

- I. CONSIDERATION OF ALCOHOL LICENSE FOR JAMES BARRY FERLIN OF VILLAGE CREPE HAUS, LLC LOCATED AT 8661 SOUTH MAIN STREET UNIT 2-B FOR BEER ON PREMISES, WINE ON PREMISES AND SUNDAY SALES; Motion to approve made by Commissioner Lee Landress, 2nd by Commissioner Geneva Elwell. Motion approved with a unanimous vote of the Commission.

- J. PUBLIC HEARING FOR THE FY 2020/2021 BUDGET; Motion to go into the Public Hearing at 11:07 a.m. made by Commissioner Jeff Ash, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

There was discussion of possibly adopting the current year's budget for next year due to the uncertainty of how the current year's revenues due to the COVID 19 pandemic will end up.

Motion to come out of the Public Hearing at 11:12 a.m. made by Commissioner Jeff Ash, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

- K. DISCUSSION AND CONSIDERATION OF FY 2020/2021 BUDGET; Ordinance moved up from below. Finance officer Mona Wood read ORDINANCE 20-06-01: FIRST READING: AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, MAKING APPROPRIATIONS FOR THE 2020/2021 FISCAL YEAR.

**COMMISSION MEETING
JUNE 9, 2020
MINUTES OF MEETING
PAGE 4**

POLICE DEPARTMENT OPERATIONS; Report included as an integral part of the Minutes. Police Chief Brian Stephens gave a verbal report.

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; City Manager Jerry Elkins gave an update and stated all is going well and that Public Works Director Ross Hewell continues to improve.

BUILDING AND ZONING OPERATIONS; Report included as an integral part of the Minutes. Director Darrell Westmoreland stated that permits had been picking up.

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; Chris Seymour of Alpine Carriage stated the previous route that had been approved is working well so far but they had not been very busy.

CVB Director Jerry Brown asked to please ask the Helen Citizens to complete their Census information by possibly putting a reminder on the next water bill.

PURCHASES AND BIDS; None

ORDINANCES; ORDINANCE 20-06-01: FIRST READING: AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, MAKING APPROPRIATIONS FOR THE 2020/2021 FISCAL YEAR. This item was read and approved above under item K.

RESOLUTIONS; None

Commissioner Fred Garmon made a motion to reopen the doors to City Hall that have been closed due to the COVID 19 pandemic on Monday June 15, 2020, 2nd by Commissioner Lee Landress. Motion approved with a unanimous vote of the Commission.

CITY COMMISSION COMMENTS; Commissioner Jeff Ash stated he is proud of everyone, Commissioner Geneva Elwell commended Mayor Fowler on the hard work he has been doing. Commissioner Lee Landress commented he is glad to be updating the Architectural Design Ordinance

ADJOURNMENT; Motion to adjourn at 11:31 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

