



**City of Helen
Georgia's Alpine
Village**

25 Alpenrosen Strasse
PO Box 280
Helen, Georgia 30545
706-878-2733
706-878-1655 -fax
www.cityofhelen.org



The City of Helen is an equal
opportunity provider and employer

**CITY OF HELEN
COMMISSION MEETING
MAY 17, 2023
10:00 A.M.
AGENDA**

Commissioners:

Jeff Ash
Steve Fowler
Fred Garmon
Cliff Hood
Cinnamon Ruston

City Manager:

Darrell Westmoreland

City Clerk/ :

Clerk of Court

Marilyn M. Chastain

Finance Officer:

Mona Wood

Chief of Police:

Aletha Barrett

**Building and Zoning
Administrator:**

Jonah Casper

**Public Works
Director:**

Jack Morgan

**Fire Department
Chief:**

Jody Prickett

1. CALL TO ORDER BY MAYOR JEFF ASH
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. SALUTE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES APRIL 18, 2023
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. ALPINE HELEN/WHITE COUNTY C.V.B. MONTHLY REPORT
8. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
9. ADMINISTRATIVE
 - A. UPDATE FROM CITY MANAGER OF CURRENT PROJECTS
 - B. REVIEW AND DISCUSSION OF SMART WAVE
 - C. FINANCIAL REPORT
 - D. DISCUSSION OF COST FOR HOTEL/MOTEL YEARLY OR MONTHLY AUDIT
10. POLICE DEPARTMENT MONTHLY REPORT
11. FIRE DEPARTMENT MONTHLY REPORT
12. PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT
13. BUILDING AND ZONING DEPARTMENT MONTHLY REPORT
14. PURCHASES AND BIDS
15. ORDINANCES
16. RESOLUTIONS
17. PROCLAMATION DECLARING JUNE 5-9, 2023 AS MUNICIPAL COURT CLERKS WEEK

18. EXECUTIVE SESSION TO DISCUSS POTENTIAL/PENDING LITIGATION, FUTURE ACQUISITION OF REAL ESTATE

19. CITY COMMISSION COMMENTS

20. ADJOURNMENT

**THIS AGENDA WAS POSTED MAY 10, 2023 @ 11:45 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.**



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**CITY OF HELEN
COMMISSION MEETING
APRIL 18, 2023
MINUTES OF MEETING**

Commissioners:

Jeff Ash
Steve Fowler
Fred Garmon
Cliff Hood
Cinnamon Ruston

The Helen City Commission met on Tuesday March 21, 2023 in the Commission Chambers at Helen City Hall. Mayor Jeff Ash called the meeting to order at 10:00 a.m. City Clerk Marilyn Chastain called the roll and the following were present; Commissioner Fred Garmon, Commissioner Cliff Hood, Commissioner Steve Fowler and Commissioner Cinnamon Sullivan. Also attending were Finance Officer Mona Wood, City Manager Darrell Westmoreland, City Attorney Carl Free, City Clerk Marilyn Chastain, Police Chief Aletha Barrett, Fire Chief Jody Prickett, Building & Zoning Director Jonah Casper, Public Works Director Jack Morgan was absent.

City Manager:

Darrell Westmoreland

PLEDGE OF ALLEGIANCE TO THE FLAG

City Clerk/ :

Clerk of Court

Marilyn M. Chastain

APPROVAL OF AGENDA; Motion to Amend with the addition as item G-discussion of hotel/motel taxes, as 7-B Helen Chamber of Commerce, under Purchases and Bids discussion of Police Department vehicles-radio's-computers, and add under Resolutions 23-04-01. Motion to approve made by Commissioner Cliff Hood, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

Finance Officer:

Mona Wood

Chief of Police:

Aletha Barrett

APPROVAL OF MINUTES FROM MARCH 14, 2023 CALLED MEETING AND MINUTES FROM MARCH 21, 2023 COMMISSION MEETING.

**Building and Zoning
Administrator:**

Jonah Casper

Motion to approve the March 14, 2023 Minutes made by Commissioner Steve Fowler, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the commission.

**Public Works
Director:**

Jack Morgan

Motion to approve the March 21, 2023 Minutes made by Commissioner Cliff Hood, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the commission.

**Fire Department
Chief:**

Jody Prickett

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; None

ALPINE HELEN/WHITE COUNTY C.V.B. MONTHLY REPORT; Report included as an integral part of the Minutes. Director Jerry Brown was present and gave a verbal report. Director Brown was asked by Commissioner Steve Fowler to help in getting better numbers on the number of available beds in Helen.

Helen Chamber of Commerce; No written report. Member Judy Holloway was present and gave a verbal report stating that there were 700+ fishermen attending the trout tournament, that Bingo had started and the new board are up and running for that but that the numbers are still low on turnouts. Renovations are going well and that construction of a 30x30 pavilion has been approved.

**COMMISSION MEETING
APRIL 18, 2023
MINUTES OF MEETING
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UPDATE FROM CITY MANAGER OF CURRENT PROJECTS; City Manager Darrell Westmoreland stated that he had received a letter from Innsbruck thanking the City for their help with signs. He stated that the restroom construction is on track with an anticipated opening date of May 1st on the renovations at the City Park and that the new ones at Pete's Park to be completed by July 1st, that the demolition of the old house for the new hotel had been done but that a main water line had been found going thru the property and will have to be relocated, the well on the Lenzen property is still waiting for EPD approval, 95% of the dredging on the treatment ponds was complete, that paperwork had been located and that the spray fields are not on private property, that the old Orbit building had been sold to Piere Maloof with his plans to build a tiny town in some of the building but to keep the roller skating rink and change the go carts to electric instead of gas, and that the sidewalk project is waiting for a DOT final OK.

FINANCIAL REPORT; Report included as an integral part of the Minutes. Finance Director Mona Wood was present and gave a verbal report. Director Mona Wood stated that the new budget will be ready to give to the Commission and public on June 13th and that there will be Special Called Meetings for discussion on May 16, June 20, and final for approval on June 29th. She reminded department heads that items approved in the current budget that have not been ordered be completed. Commissioner Cliff Hood asked for the budget to be presented on an Excell worksheet.

DISCUSSION OF SMARTWAVE; Mayor Jeff Ash explained that the consideration for Smartwave was to help in finding a way to improve the wi-fi in the City but that the cost of \$350,000 was a great concern if it did not help. He stated that a pilot program could be done prior to spending the funds to see if it actually does help with the connectivity issues. Commissioner Steve Fowler stated that the uncertainty of spending that much money and not knowing if it will help thinks that a pilot program is a good idea.

DISCUSSION OF CHANGING ORDINANCES TO ALLOW SWEARING IN OF NEW MAYOR, MAYOR PRO TEMP AND ANY NEW COMMISSIONERS AT THE DECEMBER COMMISSION MEETING. Attorney Carl Free stated that it would take the revision of several ordinances to change and that he would have to look at the state code to determine what requirements must be met. After additional discussion a Motion to have a Called meeting on the first business day of the new year to swear in the new Mayor, Mayor Pro Temp, and any new Commissioners made by Commissioner Steve Fowler, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

**COMMISSION MEETING
APRIL 18, 2023
MINUTES OF MEETING
PAGE 3**

DISCUSSION OF NEW BENCHES FOR THE MARKET PLATZ; City Manager Darrell Westmoreland stated that the current condition of the existing benches are beginning to look bad and need replacing. Motion to approve the purchase of 32 new benches for a total cost of \$16,455.00 made by Commissioner Steve Fowler, 2nd by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission.

CONSIDERATION FOR ALCOHOL LICENSE FOR JEFF HOGSED TO CANCEL ALCOHOL LICENSE FOR 663 EDELWEISS STRASSE WILD HOG'S BBQ AND USE FUNDS TO APPLY FOR LICENSE AT 635 BRUCKENSTRASSE SINCE HE HAD NOT ACTIVATED WITH STATE WITH SAME REQUIREMENTS FOR NEW FINGERPRINTS, BACKGROUND AND ADVERTISEMENT; Motion to approve allowing funds already paid to be allowed for the location of 685 (correct 911 address) Edelweiss Strasse instead and with applicant required to go thru background and advertising as a normal requirement, and paying for those items made by Commissioner Steve Fowler, 2nd by Fred Garmon. Motion approved with a unanimous vote of the Commission.

Jeff Hogsed was present at the meeting and stated that from a citizen and business owner's point of view that things had really improved in town since 2018 and appreciates the improvements.

DISCUSSION OF HOTEL/MOTEL TAXES; Commissioner Steve Fowler stated that the City had looked at the status of Hotel/Motel payments off and on and thinks that it would be beneficial and sees a need to have a yearly audit done to assure that payments are received and would like to see a proposal of what the cost would be by the next meeting.

POLICE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Police Chief Aletha Barrett was present and gave a verbal report. Chief Barrett informed the Commission of the Coffee with a Cop event at the Library this Thursday and Thanked Jessica from the White County News for advertising the event, she informed the Commission that Officer Allye Haack had graduated from the Police Academy. She is also wanting to form a 7 member Advisory Board for the Police Department to help increase communication from the community, transparency, new ideas, and ride along with officers and thinks that several members of the audience would be ideal members of the new Board. Chief Barrett went on to say that she had been named Police Chief May 6th of last year and has seen many improvements in the department.

FIRE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Fire Chief Jody Prickett was present and gave a verbal report. Chief Prickett went on to say that the hose testing was completed and have started on the hydrant testing.

**COMMISSION MEETING
APRIL 18, 2023
MINUTES OF MEETING
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PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT; Report included as an integral part of the Minutes.

BUILDING AND ZONING DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Director Jonah Casper was present and gave a verbal report and stated he has enjoyed his first month on the job. Discussed was the Variance for the truck as a sign at Dizzy Bear that was sent from the PDRB to the Commission for approval. Commissioner Steve Fowler made a motion to approve provided the safety concerns are addressed, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission.

PURCHASES AND BIDS; City Manager Darrell Westmoreland stated the urgent need to purchase a new Street Sweeper and the cost to be approximately \$60,000.00. Motion to approve allowing City Manager Darrell Westmoreland the authorization to purchase new sweeper at a cost of \$60,000 to \$65,000 made by Commissioner Cinnamon Sullivan, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

Next item discussed for purchase were Microsoft 365 GCC G-3 thru Dell Technologies at an annual cost of \$9,745.50 for 25 users. Police Chief Aletha Barrett explained the vulnerabilities our current system has and the added security for each employee and Commissioner that the new system will have and also the added features. Motion to approve made by Commissioner Cinnamon Sullivan, 2nd by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission.

City Manager Darrell Westmoreland asked the Commission to consider the purchase of 2 new Police Vehicles which is going to be on the new budget but that due to the vehicles being hard to acquire that the Police Chief be allowed to go ahead and start to locate the vehicles for purchase. Motion to approve made by Commissioner Cliff Hood, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

Police Chief Aletha Barrett explained the need to purchase 10 additional portable Kenwood Radios for officers on patrol at a cost of \$11,928.00. Motion to approve made by Commissioner Steve Fowler, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission.

ORDINANCES; None

**COMMISSION MEETING
APRIL 18, 2023
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RESOLUTIONS; 23-04-01 Resolution of City of Helen, Georgia (City) Agreeing to Settle with Publix Super Markets, INC. Concerning the Prescription Opioid Litigation. City Attorney Carl Free explained the suit, and that the City will receive \$1,000 if Commission approves the resolution. Motion to approve Resolution 23-04-01 made by Commissioner Fred Garmon, 2nd by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission.

CITY COMMISSION COMMENTS; None

ADJOURNMENT; Motion to adjourn at 11:43 a.m. made by Commissioner Fred Garmon, 2nd by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN

A handwritten signature in cursive script, appearing to read "Marilyn Chastain".



Alpine Helen/White County Convention & Visitors Bureau

P.O. Box 730 • Helen, Georgia 30545 • 706-878-2181 • FAX 706-878-4032

CVB Report April, 2023

ADVERTISEMENTS:

- LRC Report on Social Media.
- Atlanta Magazine – Helen.
- Georgia EMC Magazine.
- Savor Magazine.
- North Carolina EMC Magazine.
- White County Scoop Magazine.
- Blue Ridge Digest.
- Southbound Magazine.
- Blue Ridge Country Magazine.
- Northeast Georgia Living.com.
- Press Release – Alpine Helen named a “Top 50 Small Town” by Southern Living’s South’s Best Awards 2023.
- Only in Your State.com – 9 Places in Georgia Way out in the Boonies, But so worth the Drive – Yonah Mountain – Helen. 6.4 million Impressions, with an estimated value of \$59,290.
- Only In Your State.com – 12 Unbelievable Vacations to take in Georgia without breaking the bank – Sautee Nacoochee – Lucille’s Mountain Top Inn & Spa. 6.4 million Impressions, with an estimated value of \$59,290.
- Only In Your State.com – 12 Easy hikes to add to your Outdoor bucket list in Georgia – Anna Ruby Falls and Dukes Creek Falls, Raven Cliffs and Mt. Yonah trails. 6.4 million Impressions, with an estimated value of \$59,290.
- Southern Living.com – 11 Scenic Day drives around the South to take with Mama for Mother’s Day – Richard Russell Brasstown Scenic Byway – Helen. 11.4 million Impressions, with an estimated value of \$105,450.
- Travel 2 Next.com - Top 20 Cities to visit in Georgia – Helen #3 – 500 thousand Impressions, with an estimated value of \$4,626.
- World Atlas.com – 12 Coolest Small Towns in Georgia for a Summer Vacation – Helen. 8.8 million Impressions, with an estimated value of \$81,878.
- Only In Your State.com – Most people don’t know that these 8 small towns in Georgia have amazing Restaurants – Helen – Nacoochee Village Tavern Pizzeria. 6.4 million Impressions, with an estimated value of \$59,290.
- MSN.com – Your state’s most charming Small Town Restaurant is a must – Muller’s Famous Fried Cheese Café – Helen. 1.1 billion Impressions, with an estimated value of \$10.4 million.



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WELCOME CENTER:

- 2,668 (190 more) Visitors stopped by the Welcome Center in April.
- As of the end of April we had delivered 202 Helen Travel Guides. Mailed out an additional 129 Travel Guides by request. We had 81 Travel Guide downloads.
- Website visits for the month of April 97,538. (54,529 more) with 95,001. Unique/new visitors. 3.64 page visits with over 390,296. (203,797 MORE) page views with duration of 2.96 minutes per view. Bounce rate 50.50 with the first and third pages being most viewed.

TRAVEL SHOWS/MEETINGS:

- April 4th - Director Brown met with Songwriters Committee to finalize last minute needs for the Festival.
- April 10th – Director Brown assisted with welcoming the Celebrities for the United Way Golf Tournament.
- April 12th – Director Brown welcomed the Northeast Georgia Mountains Travel Association to Helen for our monthly Board & Membership meeting. Alpine Speedway did a great job taking care of the meeting and Wild Hogs BBQ donated the luncheon. I had Bod Marthai as our speaker to promote the Eagle-Owl Castle and John and Dan with the Groovy Bus promote their business and shuttle the group to the Castle for a tour.
- April 13th – Director Brown met with Advance Travel & Tourism for the monthly Digital Campaign report.
- April 16th – Welcome Center Manager Doris Skelton and Tanya Stanley assisted the Annual Gran Fondo road cycling race by handing out lunches and covering of the refreshment stops along the route.
- April 18th – Director Brown attended and gave the monthly CVB report to the Helen City Commission.
- April 19th – Director Brown met with the AJC on their new marketing offerings.
- April 21st – Director Brown met with Sarah Summers, Emory Jones and Tom Johnson to finalize the posters, tickets, banners and playbill for the Valley Voices outdoor play in June.
- April 26th – Director Brown met with Compass Media to complete plans for paid social campaign through Atlanta Magazine.

May 15, 2023

Mr. Darrell Westmoreland, City Manager
City of Helen
P.O. Box 280
Helen, Georgia 30545-0280

Re: Proposal for Professional Services
City of Helen Capital Improvements Program
City Infrastructure and Water and Sewer System

Dear Darrell:

On behalf of Engineering Management Inc. (EMI), I am very pleased to submit our proposal for professional services in assisting the City in developing a capital improvements program for approaching the needs to numerous infrastructure and water and wastewater improvement projects.

The City continues to experience growth and the demand on the City's infrastructure as well as water and sewer services are incessant. Engineering Management Inc. proposes to develop a fifteen-year capital improvements element, and engineering report sufficient to provide a tool to the Mayor and Commission as well as City Staff for programming and funding these important improvements. To address these needs, Engineering Management Inc. proposes the following elements as part of this planning effort:

- 1) *Development of cost estimates.* Development of cost estimates for the various capital improvement programs including potential storm water improvements, paving and sidewalk improvements, ground water development and treatment, wastewater treatment, LAS, water distribution, water storage, wastewater collection and pumping facilities, other infrastructure needs. In addition, cost estimates for project support cost will also be prepared.
- 2) *Scheduling and time sequence of projects.* A detailed sequence of priority projects will be made in order for the City to develop reasonable and anticipated time schedules in order to meet anticipated demands.
- 3) *Rate analysis.* A detailed analysis of water and sewer utility rate structures including minimum fees, meter charges, consumption charges, as well as tap on fees will be made. These will be analyzed in detail from a cost delivery standpoint. Rate charges will be compared to cost of delivery of services including capacity, O&M costs, and consumptive charges as well as funding the proposed capital improvements as outlined in this report.

Mr. Darrell Westmoreland
City of Helen
May 15, 2023
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- 4) *Growth rate model.* EMI proposes to develop and perfect a growth rate model based on historical experiences as well as current trends. This will enable reasonably accurate projections of water use, sewer demands, tap on fees and general revenue based on historical and current trends. This will also provide a revenue forecasting model and provide options regarding any recommended rate increases so that the Mayor and Commission can make informed decisions.
- 5) *Engineering component.* An engineering component of the water and wastewater system and of each proposed project will be included in the bound report. This will provide the City with sufficient documentation for submittal to the various funding and approval agencies regarding the capital improvements program and the individual projects.
- 6) *Final summary and recommendations.* We would anticipate making several presentations to the City Manager as the report is being developed. This will provide staff with options and rationale for decision making and presentation to Mayor and Commission. Once conclusions have been reached, a final recommendation and report will be prepared.
- 7) *Deliverables.* We will prepare 5 copies each of the final report for use by the City and appropriate review agencies.
- 8) *Proposed Fees.* Engineering Management Inc. proposes to complete the entire report, study, and recommendations in final form for a lump sum fee of Fifteen Thousand, Five Hundred Dollars (\$15,500.00).

We are hopeful we will have the opportunity of working with the City of Helen in connection with this important effort. We appreciate the opportunity of submitting this proposal to the City of Helen.

Very truly yours,

ENGINEERING MANAGEMENT, INC.



Fletcher Holliday
President

5/23

Water/Wastewater - Infrastructure Projects Update - City of Helen

Groundwater Development: EMI has petitioned EPD for a variance on the Chattahoochee site, we are still in communication with EPD on this variance and hope to have a decision within the next few weeks. The hydrogeologist hired by the City and has selected four potential sites for ground water exploration. EMI has submitted a request to EPD to drill at the Lenzen property. Additionally, EMI is moving forward with an ARC grant application for future ground water wells.

Main Street Sidewalk: Initial design of the sidewalk, curb/gutter and storm drain has been completed. Recently completed soil drilling for wall construction, GDOT is requiring design of modified retaining wall. Design is almost complete with resubmittal to GDOT. *Construction is currently slated for Summer 2023.*

Solids Removal WWTF: Contractor has completed dredging and dewatering solids at the WWTF and replaced all membrane diffuser supports. Currently in the close out phase of the project.

Main Lift-Station: Contractor is continuing to submit shop drawings and technical specifications for review and approval. Some equipment has been ordered. *Anticipated Completion Date May 2024.*

Well # 11 (Lenzen Property Well): EMI has recently submitted a request to drill to the EPD, we are anticipating a response within the next few weeks. A cost proposal to drill has already been received. *This project is slated to be under construction in 2023. - Anticipated Completion Date August 2023.*

SSES: All smoke testing and manhole evaluations has been finished in Helen and Innsbruck. The final report with recommendations has been completed and submitted to City staff for review. EMI has recently had internal meetings planning remedial applications and design. *Recommendations from this report are scheduled to be completed in 2023-2024. Construction is currently slated for October 2023 - Anticipated Completion Date May 2024.*

LAS Improvements: EMI has completed evaluation of the LAS to develop final plans and specs for a projected construction schedule to begin spring 2024. EMI has addressed all comments from previously submitted permit application to EPD and Army Corp for all three Wilkins ponds and the stream on public notice from EPD on the buffer variance and erosion control permit. Permitting is currently in the public commenting period. The City has received pricing from ASI for pricing of remediation efforts on spray fields 3a, 3b, and 3c. ASI is to schedule with the next two to four weeks. *Construction is currently slated for November 2023 - Anticipated Completion Date June 2024.*

Comprehensive Sidewalk Plan: EMI has developed new maps to use as a basis of the study and have provided such to the City for use.

SCADA/Telemetry System: City has approved pricing for system, all equipment has been ordered.

Capital Improvement Plan (CIP): EMI has provided the City a proposal for completion of a CIP.

Helen Police Department

Monthly Report



April 2023

<p><u>Arrests- 25</u></p> <ul style="list-style-type: none">• Felony- 0• Misdemeanor- 21• FVA- 2• VGCSA- 2	<p><u>Citations</u></p> <p>232</p>
<p><u>Security Checks</u></p> <p>1,690</p> <p>*Downtown businesses 71 (4,402)</p>	<p><u>Calls for Service</u></p> <p>596</p>
<p><u>Foot Patrol Hours</u></p> <p>23</p>	<p><u>Accident Reports</u></p> <p>5</p>
<p><u>Criminal Trespass</u></p> <p>2</p>	<p><u>Investigations</u></p> <ul style="list-style-type: none">• Cases cleared by arrest• Cases closed• Cases opened• Investigative Interviews• Search warrants obtained

Calls for Service

911 Accidental/Open Line/Hang Up	21	Fight	4	Road Rage	
Abandoned Vehicle	2	Fire Calls		Security / Business Check	10
Active Shooter		Flag Down	1	Sexual Assault Reported	
Alarm Calls	4	Follow up Report	2	Shots Fired	
Amber/Levi/Matties Call/Alert		Foot Patrol	23	Special Detail	14
Animal Call	3	For Your Information	3	Speeding Vehicle	
Apparent Death		Forgery		Stalking	
Armed Robbery		Fraud	1	Subject Screaming	1
Assault		Harassment		Suicide (attempt or threat)	
Assist Fire / LEO	1	Hit and Run	1	Suspicious Person or Vehicle	36
Assist Motorist	4	Hostage Situation		Taking Report	7
Assistance Needed		Improperly Parked Vehicle	7	Temporary Protection Order	
Attempting to Stop		In the Area	2	Test Call	
BOLO	13	Intoxicated Driver/ Ped.	8	Theft Report	8
Bomb Threat		Indecent Exposure		Threats	2
Bond	10	Juvenile Problem	1	Traffic Accident	5
Burglary	8	Kidnapping		Traffic Hazard	
Call by Phone	26	Lines Down	1	Traffic Stop	222
Car Jacking		Loitering		Tree Down/ Across Roadway	
Chase in Progress		Lost/Found Item or Person	8	Trespassing	1
Child Abuse/ DFCS		Mechanical Breakdown	4	Problem Unknown	
City/County Ordinance Violation	6	Medical Calls	14	Vandalism	
Court Detail	2	Meet in Person	7	Vehicle Lock Out	
Criminal Trespass	2	Mental Subject		Vehicle Registration Info.	4
Damage to Property	2	Missing Person		Vehicle Taken without Permission	
Debris in Roadway		Noise Complaint	2	Vin Verification	2
Deliver Message	2	Not Otherwise Specified	15	Walk Thru	18
Direct Traffic		Open Door	4	Wanted Person/Warrant	7
Dispute	7	Overdue Motorist	1	Wanted/Stolen Indicated	
Disturbance	1	Pandering		Welfare Check	5
Domestic	8	Pick up Prisoner/ Subject	7	School Crossing/ Traffic	
Driver/Criminal History Requested	2	Possible Dam Failure		Subject in Custody	
Driver's License Info.	4	Prowler		Wrecker needed	
Drug Suspect	1	Public Assist	2	Civil Process	
Emergency Road Repair		Reckless Driving	1	Illegal Dumping	
Entering Auto		Refusing to Leave	2	Residence Check	
Escort	4	River Patrol		Calls for Water Dept Problems	
Extra Patrol		Road Blocked		Information Purposes Only	

Total call for service: 596

City of Helen Fire & Rescue

Monthly Report for April 2023

Total "911 Responses" = 54 / Year to Date = 187

Major Incident Type(s) Breakdown

Major Incident Type	# Of Incidents Current Month	2022 Monthly Comparison	% Of Total Current Month
Fires	2	3	3.7%
Overpressure rupture, explosion, overhear (No Fire)	0	0	0%
Rescue & Emergency Medical Service	23	23	42.59%
Hazardous Condition (No Fire)	0	0	0%
Service Call	16	7	29.63%
Good Intent Call	9	7	16.67%
False Alarm & False Call	4	0	7.41%
Severe Weather & Natural Disaster	0	0	0%
Special Incident Type	0	0	0%
TOTAL	54	40	

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TTL
2022	41	30	23	40	66	81	87	55	62	78	52	59	675
2023	42	33	58	54									187
Difference	+1	+3	+30	+14									

Count of Aid Given and Received for Incidents for Date Range			# Of Incidents by Day of the Week for Date Range						
AID TYPE	TOTAL	% Of TOTAL	MON	TUE	WED	THU	FRI	SAT	SUN
Aid Given	9	16.6%	2	10	7	3	12	16	4
Aid Received	1	1.9%	Busiest Hours for Date Range						
None	44	81.5%	1200-1659						

Average Response Time for Non-Aid Incidents for Date Range		
AGENCY	AVERAGE RESPONSE TIME (Dispatched to Arrival)	NUMBER OF INCIDENTS
City of Helen Fire & Rescue	4:09	38

Overlapping Calls

Overlapping calls are two or more calls occurring at the same time before the Duty Crew can respond to it. For instance, the Duty Crew could be responding to, arriving at, or at the scene of an incident when another call for service comes in. In April we had 9 overlapping calls for a total of 16.67% of our calls. This year our overlapping call average is about 11.23% (21 of 187).



Apparatus Responses: This chart identifies our busiest apparatus for the Month.

Apparatus Call Sign	Type of Vehicle	Number of Responses for Apparatus
Engine 31	2017 HME "Ahrens Fox"	39
Engine 32	1997 Ferrara "Spartan"	1
Truck 31	2002 Ferrara "Igniter Series"	3
Rescue 31	2000 Ford "F-650"	3
301	2016 Ford "F-150"	7
ATV 31	2016 Polaris "Ranger"	1

Training

Firefighters completed a total of **318 combined hours of classroom and practical training.**

Fire Department Non-Emergency Activities		
Walk In Evaluation & Public Assist	3	*Touch A Truck at Sautee – Trk 31 *Continued Hydrant Testing *Engine 32 out of service due to fuel leak *Engine 32 – Fixed Antifreeze Leak *Engine 31 – Fixed Water Leak *Station Dryer Fixed – Warranty *Bay Door Fixed – Personnel *New Ice Machine Installed – P.W. and Personnel
Station Tour/Visitors	20	
Public Relation Hours	180.21 hrs.	
Fire Safety Programs	1 / 2 kids	
CPR/BLS Class	0	
Smoke Detector Installation	0	
Pre-Fire Plans/Inspections	3	
Hose Testing (Feet)	0	
Hydrant Testing/Maintenance (Total #)	42	

April 2023 Public works report

- Painted all signs at the paid parking lots.
- Painted the band shell and the old phone both.
- Put chips and pine straw on city hall bank.
- Started washing market platz.
- Cleaned up and washed the bridges in town.
- 29 Locates.
- Spray sidewalks guardrails and flower beds.
- Maintain town / cut grass / cleaned restrooms / keep market platz trash picked up / read water meters / trash rout.
- Relocate water meter for the toy store.
- Remove all the meters and the 2' water valve from the Westmorland field.
- Change out 5 water meters.
- Fixed 1 water leak.
- Painted all the black rails along the side walks .
- Put up new flower boxes at the welcome center.
- Help Bart with planting trees.
- Fixed and fill in the wash out in hiking trail and cut up the fallen trees.
- Fixed leaks in the spray field.
- Help put in and wire up the new building in the spray field.
- Put new Christmas lights on the band shell.
- Put out and take up the barricades for the song writers fest.

**Group Summary**

Group	Issued	Completed	Voided	New
1ST AVAILABLE	108	92	14	0
CHIPPING	6	3	0	1
PUBLIC WORKS	1	1	0	0
TRASH	1	1	0	0
WATER	4	3	1	0
Grand Totals	120	100	15	1

Staff Summary

Staff	Issued	Completed	Voided	New
1ST AVAILABLE	18	17	1	0
CHRIS ESTES	1	1	0	0
EDWARD SALWAY	75	63	11	0
JACK MORGAN	3	2	0	0
JACOB WESTMORELAND	1	1	0	0
JARED TURNER	9	7	2	0
PW TEAM	6	3	0	1
WATER TEAM	7	6	1	0
Grand Totals	120	100	15	1

Job Code Summary

Job Code	Issued	Completed	Voided	New
CHANGE METER - CHANGE METER	13	10	3	0
CHIPPING - CHIPPING	5	3	0	0
CONNECT - CONNECT	13	10	3	0
DELIVER CAN - DELIVER CAN	2	2	0	0
DISCONNECT & READ - DISCONNECT & READ	4	3	1	0
END SUSP - END SUSPEND	1	0	1	0
LEAK CK - LEAK CHECK	1	1	0	0
LOCK NON PAYMENT - LOCK NON PAYMENT	6	6	0	0
MISC - MISC	41	32	6	1
PICK UP CAN- TERM - PICK UP CAN - TERMINATE SERVI	6	6	0	0
PICK UP TRASH - PICK UP TRASH	1	1	0	0
READ - READ	3	3	0	0
READ TO TRANSFER - READ TO TRANSFER	18	17	1	0
SET METER - SET METER	1	1	0	0
UNLOCK - UNLOCK	5	5	0	0
Grand Totals	120	100	15	1

Action Summary

Action	Issued	Completed	Voided	New
Connect	13	10	3	0
Disconnect	4	3	1	0
Occupant Change	18	17	1	0
Miscellaneous	56	45	6	1
Cutoff	6	6	0	0
Service Action	22	19	3	0
End Suspend	1	0	1	0
Grand Totals	120	100	15	1

Issued by User

User	Issued
Mirinda	13

Issued by User

User	Issued
Susie	107
Grand Totals	120

Completed by User

User	Completed
esalway	65
jturner	1
mdispain	2
ssanders	32
Grand Totals	100



**City of Helen
Georgia's Alpine
Village**

25 Alpenrosen Strasse
PO Box 280
Helen, Georgia 30545
706-878-2733
706-878-1655 -fax
www.cityofhelen.org



The City of Helen is an equal
opportunity provider and employer

**BUILDING AND ZONING MONTHLY REPORT
April 2023**

Commissioners:

Jeff Ash
Steve Fowler
Fred Garmon
Cinnamon Ruston
Cliff Hood

City Manager:

Darrell Westmoreland

**City Clerk/
Clerk of Court**

Marilyn M. Chastain

Chief of Police:

Aletha Barrett

**Building and Zoning
Administrator:**

Jonah Casper

Fire Chief

Jody Prickett

Public Works

Director:

Jack Morgan

PERMITS

Building: 11

Electrical: 1

Mechanical: 2

Plumbing: 0

Signs: 4

INSPECTIONS

-Permitted: 5

-Courtesy inspections and consultations: 7

-Builder and Architect consultations: 20

Certificate of Occupancy permits issued: 4



FOR IMMEDIATE RELEASE

DATE:

CONTACT:

Georgia – The Georgia Municipal Court Clerks Council (GMCCC) is proud to announce the first celebration of Municipal Court Clerks Week from June 5-9, 2023. Municipal Court Clerks Week, was proclaimed and issues by Georgia Governor, Brian Kemp, and is dedicated to recognizing and extending appreciation for the contributions that Georgia Municipal Court Clerks make to the operations and public experience of Georgia Municipal Courts in cities and communities around the state.

“We are very excited to have a week dedicated to recognizing the hard work and dedication that Municipal Court Clerks put in to helping cities across the state grow and prosper” says GMCCC Immediate Past President, Kristie Collier-Tucker. “We hope to create awareness and show appreciation for Municipal Court Clerks in Georgia for years to come” she explains.

GMCCC hopes that Georgia cities and counties around the state will join us in showing thanks and appreciation to the Municipal Court Clerks in their community.

CITY OF HELEN PROCLAMATION
IN RECOGNITION OF MUNICIPAL COURT CLERKS WEEK

June 5-9, 2023

WHEREAS, Municipal Court Clerks play a significant role in ensuring that municipal courts preserve public safety and promote quality of life in the City of Helen and local municipalities across the state;

WHEREAS, the procedures for the Helen Municipal Court operations are set forth by the Uniform Rules of Municipal Court and other laws of the State of Georgia;

WHEREAS, people that come in contact with Municipal Court Clerks and their services input a public impression on the Cities they serve in the judicial system, this impression is largely dependent upon the public's experience in municipal court;

WHEREAS, Municipal Court Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all;

WHEREAS, the Helen Municipal Court is committed to the notion that our legal system is based on the principle that an independent, fair, and competent judiciary system will interpret and apply the laws that govern us; Municipal Court Clerks act in a manner that promotes public confidence in the integrity and impartiality of the judiciary;

WHEREAS, it is most appropriate that we recognize the accomplishments and significant role the Municipal Court Clerks play in preserving the public confidence, integrity and impartiality of the judiciary.

Now, therefore, I Jeff Ash, Mayor of the City of Helen, do recognize the week of June 5-9, 2023, as Municipal Court Clerks Week and further extend appreciation to our Municipal Court Clerk, Marilyn Chastain as Chief Court Clerk, and to all Municipal Court Clerks for the vital services they perform and their exemplary dedication to the communities they represent and serve.

SO PROCLAIMED this 16th day of May 2023.



Mayor

Attest:



City Clerk

**AFFIDAVIT FOR CLOSED MEETING OF
THE CITY OF HELEN, GEORGIA**
PURSUANT TO O.C.G.A. §50-14-4(b)

Personally appeared before the undersigned officer duly authorized by law to administer oaths, Jeff Ash Mayor, who after being duly sworn, deposes and says as follows:

1. That the undersigned presided over a meeting closed to the public pursuant to the laws of the State of Georgia.
2. That said meetings was conducted on the 16 day of May, 2023,
3. at 10:00 o'clock a.m. at Helen City Hall, City of Helen, Georgia.
4. That the specific relevant exception(s) are checked below:

- A. To discuss the future acquisition of real estate; O.C.G.A. §50-14-3(4).
- B. To discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action, or periodic evaluation or rating of a public officer or employee; O.C.G.A. §50-14-3(6).
- C. To consult or meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the City or an officer or employee or in which the officer or employee may be directly involved; O.C.G.A. §50-14-2 and O.C.G.A. §50-18-72(e).
- D. Staff meeting held for investigative purposes under duties or responsibilities imposed by law; §50-14-3(1).

5. That this affidavit is made pursuant to O.C.G.A. §50-14-4(B) and is intended to comply with the provisions of said statute,

Sworn to and subscribed
before me this 16th of
May 2023

Marilyn M Chastain
Notary Public
My Commission Expires 7-18-26

Jeffrey N. Ash Sr
Affiant
Title: Mayor
Presiding

