



CITY OF TOCCOA

CITY COMMISSION

MINUTES • DECEMBER 22, 2025

Work Session

City Commission/Court Room

4:00 PM

92 North Alexander, Toccoa, GA 30577

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Terry Carter	Mayor	Present	
Evan Hellenga	Vice Mayor	Present	
Michelle Jamieson	Commissioner	Present	
Gail Fry	Commissioner	Present	
Ron Matheson	Commissioner	Present	
Fredda O. Wheeler	City Manager	Present	
John Dickerson	Attorney	Absent	
Beth Rider	City Clerk	Present	

II. AGENDA ITEMS

1. Discussion of Lease Agreements for City Owned Property

City Manager Fredda Wheeler stated we have talked about the need to look at our City owned properties and come up with a lease for them, if we approach it individually as to what entity it is, as to how we construct the lease. There are some generic items we need to include in all of them.

Ms. Wheeler stated our most urgent need is a lease for the Whitman Street building for the Housing Authority. Commissioners further discussed the needs of the Housing Authority for more employees, offering to other groups to sub-lease and use the building and future adult GED classes. At this time it is only open to the Housing Authority tenants and their family.

Commissioner Fry stated she heard they may want to sub-lease the property, which would affect liability on our part. Ms. Wheeler stated there have been churches that have used the gym and the Housing Authority wanted some guidance and be able to charge the groups.

Commissioner Jamieson asked how much their fee structure would be, will it be a cleaning fee and daily use. Ms. Wheeler stated she felt like that would be something they would do, some type of cleaning fee to cover their expenses. Commissioner Fry stated we are letting them use it free and it would not seem right for another group to have to pay.

Commissioner Fry discussed the utilities, stating the City should not pay the utilities.

Mayor Carter stated whoever is leasing properties should cover their own utilities. Commissioner Jamieson stated she feels like we should charge a small rental fee to cover maintenance. Mayor Carter stated he liked that idea and we can let them know up front we are helping a community effort. We can put that money aside in our budget for maintenance that can cover the big items. When we drill into the lease we can specify what minor and major maintenance we will cover.

Commissioner Fry stated when they use the facility we need background checks if they are

providing services to the community.

Vice-Mayor Hellenga reminded everyone of what was agreed to with Toccoa Wedding Experts at Lake Toccoa Facility. He stated under the responsibilities of the City of Toccoa, continued facility up keep, capital improvements and repairs, including but not limited to landscaping, custodial care, HVAC, electrical, plumbing and structural integrity, janitorial service to clean the facility in a timely manner after each event. Vice-Mayor Hellenga stated we are not comparing apples to apples, we own the building and we have a responsibility to obviously maintain it. A maintenance type fee is a good idea. Commissioner Fry stated we would not do as much for others because at Lake Toccoa we are generating revenue, the others we are providing services. We need to look at the length of leases because we have had some lengthy leases and it ties other groups down. Commissioner Jamieson stated it should be a three year lease.

Commissioner Fry stated we need to look carefully at the Hope Center and our other properties and do a yearly inspection to see what they need, when the lease begins look at the condition of the building, take pictures and notes of how they were when they were leased.

Commissioner Matheson stated if we do a three year lease, like with the Wedding Experts they have a yearly review and that would be appropriate to have.

After further discussion, the alarm system and security would be a utility they would need to pay, Public Works will continue to cut the grass, City of Toccoa should be named as an additional insured on the Insurance Policy, Housing Authority should not make any changes without prior approval. City Manager Wheeler will work on a contract with the Housing Authority.

Further discussion of the use of the basement, Randy Smith stated it needs HVAC but it would not prevent them the use of the building. Mr. Smith stated years ago the Boys and Girls Club had someone install an interior gutter system and there has not been water on the floor in years. Commissioner Fry asked for a stipulation for the Housing Authority to use the basement they would need to put in the HVAC and paint.

RESULT:	PRESENTATION
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2. Discussion of Long-Term Planning for Water Treatment Plant Replacement

Mayor Carter stated we need to set a priority next year and move forward in the design and planning so we can get something tangible to get grants and find pricing. Commissioner Matheson stated we realize this is a big issue and need to get something started. Commissioner Fry stated with all the outside interest we have to show we are working diligently toward get the water plant; we have the allocations and we need to use it. Mayor Carter stated we need to have a Committee to look specifically at this project. Harry Scott, Utilities Director stated we need a group to target this project to see what we are facing in the next 5-10 years, what it would cost and what we need. Mr. Scott stated we need to look for funding and where we will put it. Commissioner Jamieson and Vice-Mayor Hellenga agreed to be on the Committee.

City Manager Wheeler stated at our scheduled meeting on January 26th we will look at big major projects and bring those to the forefront to put an action plan together. Commissioner Jamieson asked for an update on all City properties of buildings and repairs needed at the 26th meeting. We have no idea how to proceed if we don't know what the problem is, we have to maintain them whether they are occupied or not.

Discussion and update on the Police Department they should be in by the end of January.

Discussion of Remediation, City Manager Wheeler stated she has two quotes and hoping to have all by the first week of January.

Vice-Mayor Hellenga stated the remediation needs to have more attention than the renovation at City Hall. Mr. Hamby has addressed everything that was identified on the roof.

Mayor Carter discussed the Fox Theatre Grant; the consensus of the Commission is to not accept the grant at this time. Mayor Carter will make official response to the Fox Theatre.

RESULT:	PRESENTATION
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III. ADJOURN

Mayor Carter adjourned the work session at 4:50 p.m.



Evan Hellenga

 Mayor

Beth Ruder

 City Clerk