



816 Hwy 52 East, Helena AL 35080
City Hall Council Chambers

Helena City Council

March 23, 2026

Council Work Session

5pm

- Review of all 03/23/2026 Agenda Items
 - AP/Bill Payments
 - 03/09/2026 Meeting Minutes Review
- Update from Council Boards and Committee Business
 - Update on Boards and Committee Applications
 - Discussion on Farmers Market/Market Days Bylaws
 - Discussion of HOT Board Bylaws
- Kristin Payton – Short-Term Rental Property
- Discussion of Reciprocal Leases between the City and Utility Board of Helena
- Confirmation of Next Meeting

City Council Meeting Agenda

6pm

- Meeting Called to Order
- Invocation
- Pledge of Allegiance
- Council Roll Call
- Presentation of Minutes from 03/09/2026
- Revenue Report and (AP) Bill Payment
- Municipal Operations Report: Mayor Billy Rosener
 - Departments: Police, Fire, Library, Parks, Public Works, Inspections, Sanitation, and Utilities
- Proclamation – April 2026 as Sexual Assault Awareness Month – SafeHouse of Shelby County
- Approve/Deny – Re-zone Request from E3-SINGLE FAMILY ESTATE to A1-AGRICULTURAL DISTRICT – 6039 HWY 17 Partial Parcel – 13 8 33 0 000 001.001 – Danny Charles Griffin and Jamie Griffin, with a favorable recommendation from Planning & Zoning on March 19, 2026
- Approve/Deny – Re-zone Request from E3-SINGLE FAMILY ESTATE to A1-AGRICULTURAL DISTRICT – 5809 HWY 17 and 6031 HWY 17 – Parcels 13 8 28 4 001 004.001 (15 acres) and 13 8 28 4 001 025.000 (30 acres) – Danny Charles Griffin and Jamie Griffin, with a favorable recommendation from Planning & Zoning on March 19, 2026
- Period for Public Comment – 3 Minutes per Resident, to Sign in with City Clerk between Work Session and Council Meeting
- Council Comments
- Adjournment

Proper notice of the posted Agenda for the Pre-Council Work Session and Regular Scheduled Meeting of the Helena City Council was given in advance of such a public meeting and the notice remained posted through the scheduled meeting. By general consent of the Council, agenda items may be added, removed, or considered out of order. Next City Council Meeting Date: Next Regular Scheduled Meeting will be April 13, 2026 @ 5pm Work Session followed by Regular Meeting at 6:00pm.

Updated: 03/20/2026

Article I. Name:

The organization known as Helena Market Days (HMD) operates as a non-profit under the City of Helena regulations. Its principal office shall be in Helena, Shelby County, Alabama

Article II. Mission and Objectives:

Helena Market Days mission and objectives are

- Create opportunities for local agriculture and food-based businesses (ie. baked goods) to provide residents from Helena and surrounding communities with fresh foods.
- Provide fresh foods to low-income and/or senior residents through vendors participation in eligible programs
- Stimulate interest in and awareness of local farm products, thus empowering small businesses and producers to connect with the local community
- Encourage community activity in and around the Old Town Helena area
- Provide opportunities for small businesses to grow their customer bases and reputations within the City of Helena

Article III. Market Guidelines:

Local producers with residences or businesses in the city of Helena have priority for space during the Market. Vendors selling primarily non-food-based product must be approved by the Helena Market Days Board prior to their first Market sale. Residency in the city of Heena is not required to participate as a vendor.

Each market vendor must comply with all local, state, and federal regulations and licensing requirements for food safety specific to the product they are selling. Vendors with expired permits or who are in non-compliance with regulations will not be allowed to sell at the Market.

The primary selling season is May to July, wherein the Market will be open for retail sales on Saturdays from 8:00am to 12:00pm, rain or shine. The Market may schedule pop-up or special events outside of normal operating hours based on vendor availability and committee voting.

Any fees collected by the market (ie. Vendor fees or merchandise sales) are for the express purpose of promoting and operating Helena Market Days. This includes but is not limited to administrative expenses and advertising.

Market regulations including market fee requirements will be distributed to vendors prior to the first Market of the season

Article IV. Organization Members:

Helena Market Days Board will consist of at least 5 and no more than 11 members, plus a non-voting city council liaison.

The Helena Market Days Board members will hold a term of office for 2 years.

Vacancies occurring before the expiration of the two-year term shall be filled through election by the Board and those elected shall complete the term of the member they are replacing.

Elections will be held during the April committee meeting.

All voting members of the Board must reside in or hold a business license in the City of Helena limits, as designated by the City of Helena.

The board members will not receive financial compensation for their participation in this board.

Board members shall not be personally liable for the debts, liabilities and other obligations of the Helena Market Days committee.

Non-board members and volunteers are welcome to participate and observe in committee meetings.

Membership dues are not required or necessary.

Article V. Officers:

The officers of the Board shall be Chairperson, Co-Chairperson, Secretary, and Treasurer.

Officers shall be elected by members of the Board at the first regular meeting in April in which a quorum is present.

All Board officers shall succeed to the office of their election at the conclusion of the term of the preceding officer.

- **Chairperson**
 - Prepare, call, and preside at board meetings.
 - Acts as the representative in the community and with the City of Helena leadership.
 - Perform all other duties generally incident to the office.
- **Co-Chairperson**
 - Attends Board meetings
 - Supports the execution of board duties.
 - Assumes the duties of the Chairperson in their absence
- **Secretary**
 - Attends Board meetings
 - Keep accurate agendas and minutes if the Board meetings
 - Maintain a current listing of members and contact information
 - Maintains and organizes records related to the Market
 - Perform all other duties generally incident to the office
 - Assumes the duties of the Chairperson if they and the Co-chair are unable to do so
- **Treasurer**
 - Attends Board meetings
 - Presents a financial report in each board meeting.
 - Oversees financial matters and budgeting, including keeping a full account of all receipts and disbursements
 - Deposit all monies of the Market in a depository designated by the Board
 - Assumes the duties of the Secretary in their absence
- **Advisory Member**
 - Non-voting member of the board
 - Acting as the liaison from the City of Helena town council

Article VI. Meetings:

Meetings shall be open to the public and shall be held at a City-owned facility whenever possible.

A quorum shall be necessary for all meetings. A quorum shall be defined as one-third of the total number of Board members.

The Board shall hold regular monthly meetings as determined by the Board.

Special meetings may be called by the President with five days' notice to the members.

Article VII. Adoption or Amendment of Bylaws:

Amendments to these bylaws, or to any policy documents of the Board, may be adopted by a majority vote of members of the Board present at a regular meeting subsequent to notification of the proposed change. All amendments to the Board's bylaws and/or policy documents shall be ratified by the City Council.

Article VIII. Date of Adoption:

The Bylaws of the Helena Market Days are hereby adopted at the city council meeting held on _____, 2026

Helena Market Days - Rules and Guidelines

I. Vision and Mission:

Vision: The "Helena Market Days" farmers market was created to provide a cooperative and organized sales alternative for locally produced agricultural and special products and offer opportunities for producers to enhance their marketing skills. We strive to improve the variety, taste and freshness of product available to customers in our area. We promote strong, trusting relationships between consumers and vendors by insisting on honesty and transparency in all aspects of the creation and sale of products. We create a space for interaction between the consumer and the producer. We believe that there are inherent benefits for the customer, producer, and community when food is grown, purchased and consumed locally. We enhance the quality of life in our area by providing a community activity that promotes a wholesome, social gathering place.

Mission: Helena Market Days, a City of Helena (Alabama) event, was established to provide a community gathering place where local farmers and entrepreneurs can sell directly to the consumer. Our goals are to improve opportunities for all in our community by promoting local economic development as well as social and community building through education and family-friendly activities.

The Helena Market Days Farmers Market is organized under the Alabama Farmers Market Authority as prescribed in the Alabama Code §2-5A-1 et. seq. and will comply with Chapter 80-7-1 of the Alabama Department of Agriculture and Industries Administrative Code.

II. Location: The Helena Market Days Farmers Market will be located in Helena's Amphitheater Park: 4151 Helena Rd, Helena, AL 35080

III. Dates and Times: The 2026 market will be open for retail sales on Saturdays from 8:00 a.m. to 12:00 p.m., beginning Saturday, May 2nd through Saturday, July 25th, rain or shine. The market schedule may be extended depending on availability of seasonal produce. The market may also open for special "Pop-Up" events throughout the season.

IV. Eligibility Requirements: Persons who locally produce food, agricultural products, and hand-crafted, consumable, and artisanal goods with the intent to sell at the market.

V. Management: The Helena Market Days Farmers Market will have a Market Manager who is responsible for reviewing and managing each year's guidelines, rules, and schedules. The Market Manager also reviews any complaints or violations, and hears grievances from vendors, regarding the operation of the market.

The Market Manager, or their designated agent, shall have supervision and control of the regular activities of the market. They shall have full responsibility for making certain that all rules and regulations as set forth by the Market Steering Committee are followed by all market participants and/or his/her agent(s) or employee(s).

The Market Manager is **Amanda Smitherman** and all market questions may be directed to her via the following:

Email: helenamarketday@gmail.com

VI. Market Steering Committee: Helena Market Days is a State of Alabama Certified Farmers Market (CFM) governed by a volunteer Steering Committee appointed by the City of Helena. The Steering Committee and its designated agent shall implement and enforce all rules and regulations pertaining to the operation of a Certified Farmers Market (as determined by the Alabama Department of Agriculture and Industries, Farmers Market Authority) in a fair and equitable manner. The following persons currently comprise the Steering Committee:

- Amanda Smitherman (Market Manager)
- Andy Healy (City Liaison)
- Kelly Morgan (Committee Member)
- Vacant (Committee Member)
- Vacant (Committee Member)
- Vacant (Committee Member)

VII. General Rules:

A. Definition of Vendor: Only local producers may sell at the market. "Local" is defined as produced or created within the borders of the state of Alabama, and/or within 25 miles of the State borders closest to the program. A "producer" is defined as the person who grows or makes the product and may also include the producer's immediate family, partners, or employees. The number of non-food/value-based vendors may not exceed 30% of the total vendors. Arts and crafts are not permitted for sale at the market. Items purchased for resale, as well as items made from kits, commercially available plans, and items that are mechanically mass-produced shall not be permitted at the market.

- i. Farmers may sell limited amounts (20%) of products from neighboring Alabama farms on a temporary basis at the discretion of the Market Manager. These items must be approved before

they are sold and a copy of the other producer's Grower's Permit must also be provided to the Market Manager. Failure to seek approval could result in a written violation. An initial approved site visit by the Market Manager must be completed and a copy of the current year's Grower's Permit must also be submitted each subsequent year a producer wishes to participate in the market.

ii. Growers with a current Grower's Permit are accepted as vendors in the market without regards to duplication of merchandise.

iii. Vendors, other than growers, are subject to review with regards to products sold to avoid duplication of merchandise. The deadline for these vendor applications is **eight (8) days prior to the day of the market.**

iv. Any and all vendors will neither allow, nor engage in, any discriminatory practices or policies regarding race, color, religion, ancestry, national origin, sex, sexual orientation, age, or disability.

v. Should a waiting list for vendors be established, vendors on such list would be invited to participate in the market based upon their length of wait on said list.

B. Permitted Items for Sale: First and foremost, Helena Market Days Farmers Market is a Certified Alabama Farmers Market as defined by the State of Alabama Department of Agriculture. Items allowed for sale in the market include: raw vegetables and fruits, edible plants, flowers, eggs, honey, shelled beans and peas, nuts, garlic, grains, herbs, bedding plants, herbal vinegar, bread, pastries, cookies, cakes, cheesecakes, chocolates, syrups, jams and jellies, herbal and vegetable spreads, fresh juice and cider, frozen seafood, cheese, cured sausages and meats. Prepared foods from a commercially approved kitchen are allowed. Hand-crafted items, ingestible items, and those for personal body use from an approved crafter are allowed.

C. Meat Products:

1) Live animals are prohibited for sale at the market.

2) Only uncooked, raw meats, including fish and seafood that are processed, packaged, and labeled at an inspected facility or are otherwise exempt (rabbits, quail, and bison) from inspection may be sold at the market.

3) Beef, pork, poultry, and lamb products sold at the market must originate from livestock slaughtered in a government (federal or state) inspected facility.

4) All meat and poultry products must be wrapped and labeled with the seal of inspection on the package. Refer to the USDA publication "Guidance for Determining Whether a Poultry Slaughter or Processing Operation is Exempt from Inspection Requirements of the Poultry Products Inspection Act Revision, 1 April, 2006," provides detailed information on the requirements for the sale of poultry at farmers markets.

5) Meat products other than fish and shellfish must be brought to the market in frozen condition and kept frozen until sold.

D. Fishermen and Seafood: Any vendor wishing to sell fresh or frozen seafood, either retail or wholesale, in the market must have a valid Alabama Seafood Dealer's License and provide a copy of it to the Market Manager and must follow all rules and regulations associated with the selling of seafood. This does not apply to any vendor preparing finished or "value added" products such as cooked seafood that has been purchased through a licensed dealer. Seafood sold in the market must be local seafood caught in the Gulf of Mexico or associated waters. Applications and information regarding licensing are available by contacting the Alabama Marine Resources Division.

All seafood must be sold pre-packaged. The vendor cannot open the package to add or remove any seafood product.

In all cases the product temperature on seafood must be maintained at 41°F or below. Packaged crabmeat and/or fingers should already be packaged by a processor and will need to be held below 41°F and meet any Alabama Seafood Branch requirements.

Shell stock (oysters in the shell) must be delivered by a certified dealer and sold from a refrigerated conveyance approved by the Alabama Department of Public Health (ADPH). All shell stock associated tagging and record keeping requirements of both ADPH and AMRD must be met. Shucked oysters may be sold iced down but must still be code dated from a certified processor.

Contact information for all certified processors must be available for hand out with each seafood sale.

E. Dairy Products: All dairy products, including cheese, must be processed, packaged, and labeled at a facility permitted and inspected by the Alabama Department of Public Health's Milk and Food Processing Branch. Products must have the proper labeling with vendor contact information or have that information posted in such a manner that the consumer will know who to contact if necessary.

The sale of raw milk for human consumption is not legal and cannot be sold at the market.

F. Shell Eggs: Shell eggs are considered farm products and may be sold at the market with proper labeling information on the package. Egg label information required is the size of egg (small, medium, large, x-large), name and address of egg packer, and date eggs were packed. Carton or egg container and egg product itself must be sanitized and free from fecal matter and other farm filth. The Department of Public Health requires that shell eggs must be in a chilled environment, such as an ice chest with 're-freeze' ice blocks.

G. CBD and Hemp Products: Per the Agriculture Improvement Act of 2018, Pub. L. 115-334 (also known as the 2018 Farm Bill) signed into law Dec. 20, 2018, sets the following in place regarding the sale of hemp and CBD "the plant *Cannabis sativa* L. and any part of that plant, including the seeds thereof and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3 percent on a dry weight basis." It goes on to explicitly preserve the FDA's authority to regulate products containing cannabis or cannabis-derived compounds under the FD&C Act and section 531 of the Public Health Service Act (PHS Act).

This means products containing cannabis or cannabis-derived compounds are treated as any other FDA-regulated product--meaning they are subject to the same authorities and requirements as all other FDA regulated products regardless of whether they contain any other substance, and regardless of whether the cannabis or cannabis-derived compounds are classified as hemp under the 2018 Farm Bill.

For our purposes, the following are legal for sale, but only if the Market Manager has been given a copy of a certified lab test showing the product(s) for sale have a THC percentage of less than 0.3%, as well as the products have passed FDA GRAS (Generally Recognized as Safe) standard:

- Locally produced hemp seed oil (cold pressed)
- Locally produced hemp seed protein powder
- Locally produced hulled hemp seed

This included locally produced CBD oil, if it had been derived from Ind. hemp and a copy of the certified lab test showing it to have less than 0.3% THC.

Any and all other products, including but not limited to, those infused, impregnated, etc., are, at this time, not legal, nor allowed for sale at the market.

H. Necessary documents, permits, and labels: All growers/producers must provide a copy of their current market year Grower's Permit from the Cooperative Extension Office. All vendors participating in the market must comply with Shelby County Health Department regulations. In 2009, new regulations regarding the origin of baked goods were established and they are as follows:

For information regarding home processed products, meat products, insurance, proper weights and measures, dairy products, and shell eggs refer to the Alabama Department of Agriculture and Industries, Farmers Market Authority Administrative Code, Chapter 80-7-1.04(c)(e)(g)(h)(i)(j). It can also be found at https://agi.alabama.gov/farmersmarket/wp-content/uploads/sites/9/2021/01/Administrative_Code_80-7-1.pdf. Vendors not qualifying for grower's permits (i.e., craftsmen, some baked goods, etc.) require a current, local business license.

I. Insurance: It is recommended that vendors have general liability insurance.

J. Sales Tax and Permits: Each vendor is responsible for collecting his/her own sales tax, where applicable, with farmer exempt from sales tax. Some value added products are NOT subject to sales tax. (Alabama Code §40-23-4(a)(5) and §40-23-62(8).)

Value added product vendors (artisan products, baked goods, etc.) are required to collect sales tax and submit to the City, County, and State. Seafood, meat, and cheese vendors are required to have and display a current commercial license and must be inspected by the Shelby County Health Department. Vendors not following the Health Department guidelines will not be permitted to sell at the market. Inspections must take place before the vendor intends to sell at the market.

K. Space Assignment and Rent: The Market Manager shall assign spaces for the entire market season. All market participants may reserve space for the entire season.

i. **Space:** A space includes an area to fit a 10'x10' tent and up to two tables for display (72"x30"). Vendors may sell from only one vehicle and must occupy only one space unless assigned additional space by the Market Manager.

ii. **Pricing:** Booth space for a fee of \$35 per market, or a double booth space (20'x10') for a fee of \$50 per market. To reserve a space for the 2026 Helena Market Days, a deposit of 2 times the booth fee (\$50 deposit for a single space & \$100 for a double space) is required to be paid within ten (10) days of receiving your letter of acceptance. The deposit will be applied to the last two (2) of the season that the vendor is scheduled Saturday's vendor space fee and is NON-REFUNDABLE.

iii. *Payment:* Participants have the option to pay in advance for the whole season, or on a week-to-week basis, paying 1 week ahead. The vendor/producer must provide notification to the Market Manager of his/her participation each week by the preceding **Tuesday**, if a vendor does not notify the market manager that they will not be able to participate, they forfeit their payment for that week. The rental fee shall be paid to the Market Manager one (1) week ahead. Should a vendor fail to pay the rental fee, they forfeit their space for the upcoming week and possibly the remainder of the market season.

L. *Food Safety and Sampling:* All procedures set forth in the Alabama Department of Agriculture and Industries, Farmers Market Authority Administrative Code, Chapter 80-7-105(d) must be met. It is the responsibility of each vendor to abide by all state and federal regulations which govern the production, harvest, preparation, preservation, labeling, or safety of products offered for sale at the market. All vendors, regardless of product, must meet the health requirements that prevent food-borne illnesses. No cooking is permitted within the market area without prior approval of the Market Manager.

M. *Set-Up and Clean up:*

1) **It will be the responsibility of the vendor to supply his/her own 10'x10' tent.** White tents are strongly encouraged, as to create a consistent appearance at the farmers market, but are not required at this time. It will also be the responsibility of the vendor to provide his/her own table and chairs, if desired. A limited amount of tents and tables are available to rent for an additional \$25 fee per event.

2) It will be the responsibility of each vendor to set up their own tent, but market volunteers will be onsite and can assist, if available.

3) Vendors are responsible for bringing their own tie-down weights for their tents.

4) Vendors are responsible for bringing appropriate cash and/or coins to make change for customers.

5) Vendors must have a sign displayed that lists the name of the farm or the business and where they are from.

6) The use of electrical generators is prohibited unless otherwise approved by the Market Manager. Limited power is available on first come-first serve basis. Producer must supply their own electrical cords. Electrical cords must not be a safety hazard.

7) Solicitation for political campaigns, products, services, or charitable contributions not specifically addressed as a market commodity is not permitted.

8) Vendors must be nineteen years of age or older. Younger children are welcome and encouraged to participate but must be accompanied at all times by an adult responsible for the child's conduct and safety.

9) No drinking alcoholic beverages or smoking while selling.

10) At the beginning of each market, vendors will check in with the Market Manager by 7:00 a.m. The Market Manager will create weekly booth assignments and will seek to keep farmers/vendors in a consistent spot from week to week.

11) To ensure a full and vibrant market, the Market Manager must know in advance when the vendor will not be able to attend. Manager must be notified no later than 4:00 p.m. of the Tuesday before the market.

12) Failure to show without a given notice may result in the forfeiture of market space for the season.

13) The market will begin at 8:00 a.m. each Saturday and will run until 12:00 p.m. **Vendors must arrive no later than 7:00 a.m. and be set up no later than 7:30 a.m. and ready to do business when the market opens at 8:00 a.m. Setup and arrival can begin as early as 6:15 AM. Anyone arriving after 7:30 a.m. will not be permitted to setup and sell and will forfeit their market fee for that week.** The Market Manager will have the authority to change the market hours for special occasions; however, notice must be given to the Market Steering Committee beforehand. Coming in late and/or breaking down early can result in the vendor's removal from the market.

14) **Vendors shall stay for the entire market**, even if all product has been sold. It is the farmers/vendors responsibility to bring enough product each market day. Vendors can stop selling at 12:00 p.m.

15) In keeping with a rustic elegant theme, vendors are encouraged to make spaces attractive and appealing to buyers. Displays must be confined to the assigned space. Vendors should keep their space clean, clear of debris, and safe during market hours. After market hours, vendors should take booth trash and debris to the designated trash cans. Failure to clean up after yourself could result in forfeiture of your space.

17) For sanitary reasons, vendors are not permitted to have their pet(s) beneath their tent.

18) Home processed food items are not permitted for sampling to customers.

19) To create an inviting marketplace, vendors' behavior (and products sold) should be positive and upbeat.

N. Parking: The Market Manager has the right to reserve spaces. Vendors may park one (1) vehicle within the market area, confined to their assigned space. If the vehicle poses as a hazard, the vendor may be asked to relocate their vehicle.

O. Vendor Services: Massage, gift wrapping, visiting chefs, music, etc. are allowed and assigned space upon approval of the Market Manager.

P. Severe Weather Cancellation: The market is held rain or shine during the market season. However, in the event of threatening weather that could harm vendors and/or shoppers, the Market Manager will cancel the market for the day. Vendors will be notified of cancellation via email no later than 8:00 p.m. the night before (Friday). Vendors are expected to be present at the market unless inclement weather causes cancellation and/or early close.

Q. Miscellaneous:

- Use or possession of firearms, alcohol, gambling, and/or illegal drugs will not be allowed on premises
- The sale of live animals is not allowed at the market
- Wine is prohibited for distribution and/or retailing at the market and at all farmers markets in the state of Alabama.
- Alcohol, i.e., beer, whiskey, etc., is prohibited for sale at the market and at all farmers markets in the state of Alabama.
- All profane, abusive, discourteous, and boisterous language and/or conduct at/about the market area is prohibited.

VII. Additional Guidelines:

1) It is recommended that vendors/producers use safe, natural, and colorful displays. Be aware of tripping hazards in the walk area. It is best to raise all displays (especially food items) at least 24 inches from the ground. Three vertical levels of display will dramatically increase product visibility.

2) It is highly recommended that each vendor/producer have a sign identifying the name and location of the farm. Vendors/producers may not set up materials that damage the space.

3) Business cards and other handouts such as business information, recipes, or other educational literature pertinent to the products being sold are encouraged. This would include photographs of vendor/producer, farms/establishments to aid in the educational process. All signs and handouts are to be approved by the Market Manager. The Market Manager has the sole discretion to prohibit the use of any sign or other marketing materials considered by the Market Manager to be inappropriate.

4) If you need further information or have any questions, you may contact the Market Manager by email at helenamarketday@gmail.com

5) All vendors/producers are entitled to a copy of this handbook. Your signature below indicates that you have received a copy. Please keep it for further reference.

IX. Violations: Any complaint against any vendor regarding the origination of their product(s), any other matter, such as being loud and/or disorderly to other vendors, shoppers, or city employees, must be directed to the attention of the Market Manager in writing. The Market Manager and the Market Steering Committee are responsible for reviewing and resolving complaints. Together, and at their sole discretions, they shall determine the following:

- a) What type of investigation, if any, shall be conducted in response to written complaints.
- b) Whether or not the written complaints shall be provided to the vendor against whom the complaint is made.
- c) The timeframe in which such a response shall be made.

When it has been determined that a vendor has violated any provision of the market rules/guidelines and the smooth operation of the market would be undermined, that vendor may be penalized. Violations could include:

- a) Arriving late and not being prepared to sell by the market opening time.
- b) Failing to show without notifying the Market Manager in advance.
- c) Leaving early (with the exception of a sell-out) and not advising the Market Manager.
- d) Selling products not grown/produced by the vendor.
- e) Vendors' employees who are too aggressive or discourteous to customers, visitors, and/or staff.

A. Failure to Show: Vendors must notify the Market Manager or their designee by the **Tuesday before the market** if they do not plan to participate due to unforeseen circumstances. Failure to show without notifying the Market Manager or their designee will result in a **forfeiture of there market fee for that week. Failure to show without proper notification twice within a season will result in the loss of a vendor's reservation for the rest of the season with no refunds of any fees prepaid.**

B. Violation Schedule:

- 1st Violation: Written notification.
- 2nd Violation: Vendor can stay for the rest of the day, but will be suspended from selling the following week.
- 3rd Violation: Vendor can stay for the rest of the day, but will be suspended from selling from the following two weeks.
- 4th Violation: Vendor can stay for the rest of the day, but will be disqualified from selling for the rest of the market season.

X. Enforcement Process: The Market Manager will enforce the rules, determine fraudulent, dishonest, or deceptive merchandising, disruptive behavior, or collusion to set prices among vendors, any of which may be grounds for forfeiture of the right to do business of any kind in the market for a length of time to be determined by the Steering Committee. Failure by any vendor to comply with any of these rules and regulations can result in forfeiture of the right to do business of any kind at the market for a length of time specified by the Steering Committee. If a vendor would like to appeal their suspension or disqualification, a hearing will be arranged with the Manager and the Steering Committee to hear arguments. The Steering Committee will then vote on a resolution to determine the outcome of the producer's appeal. All complaints regarding the market management will be handled by the Steering Committee.

XI. Hold Harmless and Indemnification: By participating in the market, all vendors shall be individually and severally responsible to the City of Helena for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the vendor's negligence or that of their servants, agents, or employees. All vendors hereby agree to indemnify and save Helena Market Days and the City of Helena harmless from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by the City of Helena, by reason of the vendor's negligence or that of its servants, agents, or employees.

XII. Modifications: The Market Steering Committee, serving as the governing body, in conjunction with the Market Manager and/or their designee, shall implement and enforce all rules and regulations pertaining to the operation of these Certified Farmers Markets in a fair and equitable manner. The Market Manager and/or the Market Steering Committee further reserves the right to revise the market rules and regulations at any time as they deem appropriate.

Hold Harmless and Indemnification Agreement

We, for and in consideration of permission and space to participate in Helena Market Days events, agree to indemnify, hold harmless and defend Helena Market Days, the City of Helena, its officials, representatives, agents, servants and employees from and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorney fees and litigation expense, in whole or in part arising out of, connected with or in any way associated with my/our activities preparing for the Helena Market Days, participating in Helena Market Days, or departing from Helena Market Days. I have read and fully understood the above Hold Harmless and Indemnification Agreement. I agree to comply with all guidelines set forth and understand that failure to comply will result in breach of agreement and forfeiture of all vendor rights and all fees paid.

Helena HOTboard Bylaws

1. MISSION.

The Helena Old Town Board ("HOTBoard") has been established to:

- Endorse the goals of economic vitality and enhance the quality of life and quality of place by implementing a plan of events to take place in Old Town
- Support the Old Town Historic District's position as a unique and authentic cultural arts destination and encourage residents and tourists to visit and explore the area.
- Develop and execute strategies and events to:
 - Attract and retain arts and culture-related retail businesses to the area
 - Preserve existing cultural and historical assets
 - Revitalize and market the area to become a more attractive tourist destination
 - Capitalize on new and existing investment in the Old Town Historic District by working with the City, County and State Officials
 - Promote the City through community involvement with various business, city and community boards, and residents
 - Identify and recommend a City Council liaison who supports the board's mission.

2. MEMBERSHIP.

Membership shall be consistent with Sections five (5) and six (6) Helena City of Helena Ordinance 1037-2026.

3. VOLUNTEERS.

The HOTBoard is allowed to accept volunteers and preferred volunteers that may aid the Board in reaching its goals, however, no volunteer or preferred volunteer will be able to vote on Board business.

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Helena HOTboard Bylaws

4. TERM.

HOTBoard members shall serve 4-year terms and are subject to the terms in Section seven (7) of City of Helena Ordinance 1037-2026.

5. REMOVAL.

- a) HOTBoard members are subject to Section eight (8) of City of Helena Ordinance 1037-2026, with the addition that no member may miss (3) meetings or City events hosted by the Board in one year without official permission expressed in the official minutes of the Board.
- b) HOTBoard members may be replaced by City Council appointment when the member resigns or no longer meets the criteria for Board membership.

6. OFFICERS.

The HOTBoard shall elect by simple majority the officers listed below at the Board's annual October meeting. The term for each office shall be one (1) year, and Board members may serve in the same office not more than three (3) years:

- Chairperson: The Chairperson shall be the chief officer of the HOTBoard and shall prepare for, call, and preside at all meetings. The Chairperson shall act as the HOTBoard's representative in the community and shall perform all other duties generally incident to the office.
- Vice-Chairperson: The Vice-Chairperson shall assist the Chairperson in the discharge of his/her duties as he/she is called upon to do so. In the absence or inability of the Chairperson to serve, the Vice-Chairperson shall assume the duties of the Chairperson. He/she shall also be responsible for meeting programs, conducting meetings in accordance

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Helena HOTboard Bylaws

with Robert's Rules of Order, and shall also serve as the Parliamentarian.

- Secretary: The Secretary shall attend all HOTBoard meetings, shall keep all the minutes and attendance records, and shall perform the duties generally incident to this office. In the absence of the Chairperson or Vice-Chairperson, the Secretary shall assume the duties of the office of Chairperson. Any/all duties of the Secretary may be delegated by him/her to another or to others with the approval of the Board but must be carried out under his/her supervision.
- Treasurer: The Treasurer shall act as Financial Chairperson of the HOTBoard and submit monthly financial reports. The Treasurer shall serve as Chairperson of all fundraising committees for the HOTBoard, and shall keep a full and accurate account of all receipts and disbursements of the Board in permanent books jointly belonging to the City of Helena and the HOTBoard, which shall be subject to audit, and shall deposit all money and valuables of the HOTBoard in such depositories as may be designated by the Board.

7. MEETINGS.

The HOTBoard shall meet monthly at a regular date and time, as agreed upon by the Board members. At a minimum of one week before each scheduled board meeting, the Secretary shall distribute a Board packet to the City Clerk for publishing and members which shall include the proposed agenda, minutes from the previous meeting, the monthly financial report from the Treasurer, and any/all documents which are pertinent to the agenda. The Chairperson may call a special or emergency meeting as needed and shall call a special or emergency meeting at the request of six (6) or more Board members.

8. INTERNAL COMMITTEES.

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Helena HOTboard Bylaws

The HOTBoard may also, at any time, appoint or elect internal or standing committees to study and/or make recommendations regarding specific issues or concerns related to the Board's mission. Internal committees shall serve in an advisory capacity to the HOTBoard and shall exercise no additional or voting powers beyond those granted to each member. Any and all internal and/or standing committees may be dissolved by a majority vote of the Board.

9. ELECTRONIC ATTENDANCE AT A MEETING.

Proxy voting and voting by e-mail is prohibited. However, meetings may be held by video or conference call if:

- 1) A quorum is physically present, and
- 2) All Board members not physically present can simultaneously hear one another

10. UPDATES.

Bylaws may be updated/changed by majority vote at a regularly scheduled meeting where the item was placed on the written agenda and distributed at least one (1) week before the scheduled meeting date. All bylaw changes must be ratified by a majority of the Helena City Council and have no effect until done so.

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Outlook

Fw: Short term rental license

From Billy Rosener <brosener@cityofhelena.org>
Date Wed 3/18/2026 2:35 PM
To Madison Harris <MHarris@cityofhelena.org>

Get [Outlook for iOS](#)

From: Kristin Payton <kristin@gameonbnb.com>
Sent: Wednesday, March 18, 2026 12:02:26 PM
To: Billy Rosener <brosener@cityofhelena.org>; Donald W. Jones <dwjones@cityofhelena.org>
Subject: Re: Short term rental license

Good morning, I just wanted to follow up with you on this.

Have a Blessed Day,



Kristin Payton
Chief Executive Officer
Game on BnB

☎ 205-463-0010
🌐 gameonbnb.com
✉ kristin@gameonbnb.com



On Mon, Mar 16, 2026 at 3:56 PM Kristin Payton <kristin@gameonbnb.com> wrote:

Hey, I hope that you are both having a great Monday. I am trying to see if I can get one of my previous houses re-added to my license if possible. The home was managed by me originally and it is still owned by the same person. We pulled it when he had a family member move into it. I have spoken with Kimberly and she said that I would need to reach out to both of you for approval because I removed it. The address is 312 St Charles Way. Please let me know if this will be a possibility and if you need anything else from me.

Have a Blessed Day,



Kristin Payton

Chief Executive Officer

Game on BnB

📞 205-463-0010

🌐 gameonbnb.com

✉ kristin@gameonbnb.com



Request for Sexual Assault Awareness Month Proclamation – April 2026

From Mary Katherine Thorn <marykatherinet@safehouse.org>

Date Mon 2/23/2026 11:35 AM

To Madison Harris <MHarris@cityofhelena.org>

 1 attachment (13 KB)

Proclamation of Sexual Assault Awareness 2026.docx;

Good morning, Madison,

At SafeHouse we are now gearing up for Sexual Assault Awareness Month (SAAM) which is in April. Would the Helena City Council be willing to join us in observing SAAM by issuing an official proclamation declaring April as Sexual Assault Awareness Month? I have attached suggested verbiage for the proclamation. You are welcome to use or adapt it as you see fit.

We could issue the proclamation in March in advance or during one of the April meetings, whatever works best for you.

Thank you for considering this request. Please let me know if you need any additional information from me to move forward. We would be grateful for the city of Helena's partnership in shining a light on this important issue.

Mary Katherine Thorn

Prevention, Intervention, and Education Coordinator
SafeHouse of Shelby County

P.O. Box 275

Pelham, AL 35124

Phone: 205-267-1587

Crisis Line: 205-669-7233

Fax: 205-664-5339

www.safehouse.org

 SAFEHOUSE



PROCLAMATION

April 2026 as Sexual Assault Awareness Month

WHEREAS, Sexual Assault Awareness Month (SAAM) calls attention that sexual violence is widespread and impacts every person in our community. SAAM aims to raise public awareness about sexual violence and to educate communities and individuals on how to prevent it;

WHEREAS, rape, sexual assault, and sexual harassment harm our community, and statistics show one in six women and one in 33 men will be raped at some point in their lives; (Rainn.org)

WHEREAS, child sexual abuse prevention must be a priority to confront the reality that one in ten children will experience sexual assault before age 18; (National Children's Alliance)

WHEREAS, on Campus, one in five women and one in 16 men are sexually assaulted during their time in college; (Krebs, Lindquist, Warner, Fisher, & Martin, 2007)

WHEREAS, ending sexual abuse, assault, and harassment requires more than individual action, together, we have the power to build a future free from violence, where all individuals feel safe, valued, and respected;

WHEREAS, education about consent, healthy relationships, and bystander intervention is critical to preventing sexual violence and fostering safe, respectful communities; and

WHEREAS, recognizing Sexual Assault Awareness Month encourages communities to listen to survivors, believe them, and take collective action to end sexual violence;

NOW, THEREFORE, BE IT PROCLAIMED that the Mayor of the City of Helena, Alabama, along with the Helena City Council, do hereby proclaim the month of April as Sexual Assault Awareness Month, and call upon all individuals, organizations, and institutions to support survivors, promote awareness and prevention efforts, and work together to create a culture of respect, safety, and accountability.

IN WITNESS WHEREOF, we have hereunto set our hands on this 23rd day of March 2026.

Attest:

Billy Rosener, Mayor

Madison Harris, City Clerk

Brooke Dodson, City Council President



PLANNING AND ZONING COMMISSION

MARCH 19, 2026

**MINUTES HELENA CITY COUNCIL
REGULAR MEETING
MARCH 19, 2026**

The Helena Planning and Zoning commission met in a regular meeting on Thursday, March 19, 2026, at 6:0PM in the Helena Municipal Building, regular time and place for holding said meetings.

1. **Bob Caliento** called the meeting to order at 6:03 P.M.
2. **Bob Caliento** led the prayer.
3. **Robert Radice** led the Pledge of Allegiance.

4. Roll Call

Present:

Members: Bob Caliento, Robert Radice, Billy Rosener, Alex Miller, Keith Martin and Brooke Dodson

Absent: David Landrum, Brian Crumpton and John Earley

Visitors: Blair Perry, Jamie Griffin and others (see attached list).

There was a quorum, and the meeting was open for business.

5. Minutes Approved/Corrected from Prior Meeting(s)

Billy Rosener made a motion to approve the February 26, 2026, minutes, with a second by **Bob Caliento**.

No votes were cast, and the motion carried by **Bob Caliento**.

6. Communication from Council

No council communications from city council per **Brooke Dodson**. **Brooke Dodson** stated that they were getting ready to update the zoning ordinance and a committee was being formed which included members of city council and planning and zoning. There is also a city representative on the committee per **Billy Rosener**. This will also include the proposed change to when a recommendation from the planning commission will go to city council for a vote.

7. Unfinished Business

None stated at this time.

8. Hearing of applications

1. **Approve/Deny- Re-zone Request from E-3 Single Family Estate to A1-Agricultural District-6039 Highway 17 Partial Parcel 13 8 33 0 000 001.001-Danny Charles Griffin and Jamie Griffin as owners.**

Bob Caliento stated that this particular parcel was not included in the original request from September 18, 2025 and was left off. This is a partial parcel and he researched it to show that this information is correct but Shelby County had not updated their information regarding this parcel change. **Brooke Dodson** and **Bob Caliento** stated that this property is contiguous to the other property that was requested and then tabled from the previous meeting. **Blair Perry** asked about the setback issues related to the structures and **Dejay Jones** said that by adding this partial parcel there are no longer setback issues. **Robert Radice** asked about the grandstands and whether they had been inspected by the city. These are temporary and must be checked and covered by the insurance carrier according to **Jamie Griffin**. That particular issue is on the other properties, and we will address that later.

There were no public comments at this time. There being no further discussion **Alex Miller** made a motion to approve the re-zone request from E3 to A1 with a second from **Billy Rosener**. The following votes were cast using a roll call vote:

AYE: **Bob Caliento, Robert Radice, Billy Rosener, Alex Miller, Keith Martin and Brooke Dodson.**

NAY: None
ABSTAIN:

Motion carried unanimously. It will go to City Council with a favorable recommendation on Monday, March 23, 2026.

2. **Brooke Dodson** made a motion to remove from being tabled the request originally on the planning and zoning agenda September 18, 2025, to re-zone parcels 13 28 4 001 004.001 (15 acres, 13 8 28 4 001 025.000 (30 acres) and 13 8 28 4 025.001 (1 acre) from E-3 (Single Family Estate) to A-1 (Agricultural District) to tonight's agenda with a second from Billy Rosener. The following votes were cast:

AYE: Bob Caliento, Robert Radice, Billy Rosener, Alex Miller, Keith Martin and Brooke Dodson.
NAY: None
ABSTAIN:

Motion carried unanimously.

It is now up for consideration and a vote.

The original request involved all three parcels but it was brought out in the discussion that the 1 acre parcel does not meet the zoning requirements for A-1. A discussion was held between the commission members, engineer, building official and city attorney about carving out the house and leaving it E-3 and re-zoning the remaining two parcels. Brian Hayes stated that this is a legal process and since the house is already a separate parcel there should not be an issue with leaving it zoned E-3.

The applicant stated that he was fine with doing that and would like to proceed with the other two parcels being re-zoned A-1. Robert Radice asked his question regarding the grandstand and the original request about Dejay Jones inspecting this and both Mr. Jones and Jamie Griffin stated that the insurance carrier is responsible for that each time it is put up and taken down. Robert Radice then stated all his questions had been answered through the course of the evening.

There were no public comments at this time and Billy Rosener made a motion to approve the re-zone request for parcels 13 28 4 001 004.001 (15 acres, 13 8 28 4 001 025.000 (30 acres) with a second from Alex Miller. The following votes were cast using a roll call vote:

AYE: Bob Caliento, Robert Radice, Billy Rosener, Alex Miller, Keith Martin and Brooke Dodson.
NAY: None
ABSTAIN:

Motion carried unanimously. It will go to city Council with a favorable recommendation Monday, March 23, 2026.

9. Adjourn

With no further business to discuss Billy Rosener made a motion to adjourn with a second from Robert Radice.

The meeting was adjourned at 6:20pm.

The meeting was attended, and minutes taken by Kym Rollan

ATTEST:

Madison Harris
City Clerk

SIGNED:

Bob Caliento
Chairman Helena Planning Commission



PLANNING AND ZONING COMMISSION

SEPTEMBER 18, 2025

MINUTES HELENA CITY COUNCIL
REGULAR MEETING
SEPTEMBER 18, 2025

The Helena Planning and Zoning commission met in a regular meeting on Tuesday, September 18, 2025, at 6:00PM in the Helena Municipal Building, regular time and place for holding said meetings.

1. Bob Caliento called the meeting to order at 6:01 P.M.
2. Bob Caliento led the prayer.
3. Robert Radice led the Pledge of Allegiance.

4. Roll Call

Present:

Members: Bob Caliento, Robert Radice, Brian Puckett, Laura Joseph Brooke Dodson and Alex Miller

Absent: John Early, David Landrum and Brian Crumpton

Visitors: Blair Perry and others (see attached list).

There was a quorum, and the meeting was open for business.

5. Minutes Approved/Corrected from Prior Meeting(s)

Brian Puckett made a motion to approve the August 21, 2025, minutes as written, with a second by Robert Radice

The following votes were cast:

AYE: Bob Caliento, Robert Radice, Brian Puckett, Laura Joseph Brooke Dodson and Alex Miller

NAY: None

ABSTAIN:

Motion carried.

6. Communication from Council

Laura Joseph stated that there was no communication from City Council at this time

7. Hearing of applications

1. Approve/Deny- Jamie Griffin-Re-zone request for parcels 13 8 28 4 001 004.001 (15 acres), 13 8 28 4 001 025.000 (30 acres) and 13 8 28 4 025.001 (1 acre) from E-3 (Single Family Estate) to A-1 (Agricultural District).

Jamie Griffin was present representing his family farm and their interests. He stated to the commission that this property has been in his family for over 150 years and they have always had livestock with agriculture on this land. He wants the zoning to reflect the history of the farm and feels like the A-1 zoning does that.

Brian Puckett asked about the additions to the property and had they been properly permitted and inspected. Mr. Griffin stated that they had gotten permits for several of the buildings that were added for the venue over the past several years. Brian asked about the rodeo that was held there and how the arena and stands are handled.

Mr. Griffin stated that they hire a company, and the company is responsible for the set up and take down of the arena. Blair Perry and Bob Caliento commented about the non-conforming property which is mainly where the house is located and that if it is re-zoned to A-1, some of the structures will not meet the zoning requirements.

There was then a discussion about the events that take place there during the year such as the pumpkin patch and easter event. There are also birthday parties and other events throughout the year. Mr. Griffin was asked by Brooke Dodson about the liability and insurance requirements and Mr. Griffin stated that they had insurance to cover these events. There was a discussion about complaints with these events and it was stated that the main complaints were regarding noise and traffic.

Mr. Griffin said that they hire off duty police officers to handle these big events for traffic and safety control. Laura Joseph asked about the inspection of the grandstand and rodeo arena and Mr. Griffin stated that it was not inspected by the city. There are some structures on the property that have not been properly inspected by the city and it was discussed that Mr. Griffin needs to have all the structures inspected by Dejay Jones (Building Official) to ensure that they comply with code. The meeting was then opened for public comment.

1. Brett Kelly-1204 Dunham Circle- He stated that as the venue/property is across the street from his subdivision that he wanted to attend and see what was proposed. He does not see an issue with the re-zone and has no problems with the current use of the property.
2. Philip Ambro-6604 Rice Circle- He stated that he wanted to make sure that all issues were brought up and nothing was overlooked as they were with the re-zone of the potential gas station property close to his property. He stated that the board voted and did not take the time to check on the issues that could arise from that re-zone.

Brooke Dodson and Robert Radice replied that the planning commission is a recommending body to the council. Bob Caliento brought up the possibility of commercial use and there was a discussion regarding the best zoning for this property. The commission agreed that A-1 suited the property and venue better than commercial use would.

Bob Caliento brought up a re-platting of the property and Blair Perry agreed that a resurvey would eliminate some of the issues that would arise with the re-zone. There could be some other set back issues that would need to potentially be addressed but that could be sent to the board of adjustments.

Alex Miller and Brooke Dodson discussed the re-survey of parcels 1 and 3 which would help with the zoning issues. A motion was made to approve and then Blair Perry made a suggestion that it could be tabled with a re-survey brought to the commission.

A discussion was then had that if it was re-surveyed as a family subdivision, it could be brought back administratively for approval.

There being no further discussion, Brian Puckett made a motion to table the re-zone request with a second from Bob Caliento

The following votes were cast using a roll call vote:

AYE: Bob Caliento, Robert Radice, Brian Puckett, Laura Joseph Brooke Dodson and Alex Miller

NAY: none

Motion carried to table request.

8. Unfinished Business- No unfinished business brought up at the meeting.

9. Adjourn

There being no further business a motion was made by Bob Caliento with a second from Brian Puckett. The meeting was adjourned at 6:45pm.

The meeting was attended, and minutes taken by Kym Rollan

ATTEST:


Madison Harris
City Clerk

SIGNED:


Bob Caliento
Chairman Helena Planning Commission