

Regular Council Meeting Minutes
February 5, 2024
6:00 PM Central Standard Time

Present: Steve Cozart, Nina Hendricks, Josh Holloway, Michael Hutto, Gretchen McPherson, Shon Owens, Robin Phillips, Eric Seib, David Tillar, April Watson

Meeting Call to Order: Eric Seib

Prayer: Josh Holloway

Pledge: Nina Hendricks

Approve Minutes: Councilwoman Hendricks made a motion to accept the regular meeting minutes as written from January 16, 2023. Seconded by Councilman Hutto. 4 yeas, 0 nays. Motion carried. Councilwoman Hendricks made a motion to accept the special meeting minutes as written from January 23, 2023. Seconded by Councilman Hutto. 4 yeas, 0 nays. Motion carried.

1. Town of Jay Report

Engineering Report: Mr. Tillar presented the engineering report. He presented the council with a letter regarding the Community Center Renovations (attached). Two bids were received for civil site work and interior renovations and one bid was received for the roof package. Discussion followed regarding the bids and deduct bid options. Ms. Phillips stated that she would be drafting a letter to DEO to request additional grant funds to cover the cost of the roof. The current awarded grant is not sufficient to cover the roof at this time. Mayor Owens made a motion to award Bear General Contractors the bid for civil site work and for interior renovations with deduct option 2 (conference room clean and repair existing tile). Seconded by Councilwoman Hendricks. 4 yeas, 0 nays. Motion carried. Councilman Hutto made a motion to reject the roof bid by ParsCo LLC due to funding at this time. Seconded by Councilman Holloway. 4 yeas, 0 nays. Motion carried. Ms. Phillips told the council that documents for DEO for the park grant are being gathered as requested. Mr. Tillar and Mr. Seib are assisting with this.

Operations Report: Mr. Seib presented the operations report (attached). Discussion followed.

2. New Business

Community Center Bid Results and Recommendations: See above Engineering Report

Resolution Adopting CDBG-DR Policies and Procedures Manual: Mr. Seib read resolution 24-02-05 adopting incorporating the CDBG DR Policies and Procedures Manual to include staffing, quality assurance/quality control, anti-fraud, waste and abuse, financial managements, section 3 procedures, audit requirements, and record management. Councilman Holloway made a motion to accept the resolution as written. Seconded by Councilwoman Hendricks. 4 yeas, 0 nays. Motion carried.

United Bank CD Renewal: Mr. Seib stated that the United Bank CD was up for renewal at 5% for eight months. Mayor Owens made a motion to renew the CD at 5%. Seconded by Councilman Hutto. 4 yeas, 0 nays. Motion carried.

Fire Truck Status: Mr. Seib stated that the old fire truck needed repair and that he had reached out to a few mechanics to no avail. The fire department would like to take ownership of this truck. Mayor Owens requested that we first try to find someone to look at it first before a decision was made.

Work Truck: The 2015 work truck was totaled by insurance after an accident at no fault to town employees. Mayor Owens suggested looking at a Ford Excel 150 single cab. Mr. Seib will continue to look for a new truck.

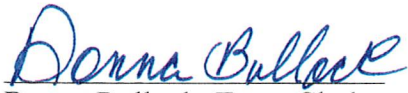
Joint Audit Letter: Mr. Seib presented the council with a letter from the Joint Legislative Auditing Committee (attached) regarding repeat audit findings. Mr. Seib will send the requested documents to the committee.

Santa Rosa County Budget Meeting: The SRC Office of Management and Budget will hold a budget planning meeting on Tuesday, February 13, 2024, at Jay City Hall at 5:00 pm. This is to provide an opportunity to learn more about the county's budget process.

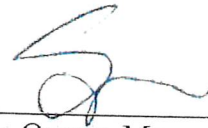
EREC Annual Meeting: The EREC annual meeting will be held on April 27, 2024, at Ernest Ward Middle School.

4.Visitor Comments: None

Motion by Mayor Owens to adjourn. Seconded by Councilman Hutto. 4 yeas, 0 nays. Motion carried.



Donna Bullock, Town Clerk



Shon Owens, Mayor