

Regular Council Meeting Minutes
December 4, 2023
6:00 PM Central Standard Time

Present: Steve Cozart, Jane Hayes, Nina Hendricks, Michael Hutto, Gretchen McPherson, Eric Seib, David Tillar, April Watson, Yuri Ramos

Meeting Call to Order: Eric Seib

Prayer: Michael Hutto

Pledge: Nina Hendricks

Approve Minutes: Councilwoman Hayes made a motion to accept the regular meeting minutes as written from November 6, 2023. The November 20th meeting was cancelled due to lack of quorum. Seconded by Councilwoman Hendricks. 3 yeas, 0 nays. Motion carried.

1. Town of Jay Report

Engineering Report: Mr. Tillar presented the engineering report (attached). Discussion followed.

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

2. Old Business

Town Clean Up: Mr. Seib stated that the residents at 5171 Mildred Street had called for clarification and to request a letter stating that the clean up had been completed for the landlord. Councilwoman Hayes requested that code enforcement be called at this point for the properties that have not completed the requested clean ups.


3. New Business

Land Development Variation Request: Mr. Seib stated that a variance request had been received to split a property into three separate parcels (map attached). Councilwoman Hayes made a motion to allow the property to be split but requested a more formal design and a boundary survey before development of property. Seconded by Councilwoman Hendricks. 3 yeas, 0 nays. Motion carried.


Architect Update of Park Buildings: Yuri Ramos with STOA Architects presented the council with an updated design for the park and the park buildings (a copy may be viewed at Jay City Hall upon request). Mr. Ramos discussed the plans with council members and asked that any questions and/or changes to these plans be given to Mr. Seib by the end of the week. Discussion followed.

4.Visitor Comments: None

Motion by Councilwoman Hayes to adjourn. Seconded by Councilwoman Hendricks. 3 yeas, 0 nays. Motion carried.



Donna Bullock, Town Clerk



Shon Owens, Mayor

Date: November 17, 2023

To: Eric Seib

From: David Tillar, PE

Subject: Town of Jay Engineering Report

Message: These compiled project notes, respectfully submitted, constitute the Engineering Report for the Town of Jay prepared by Dewberry for the November 20th Council Meeting. We hope this report will be helpful to you and the Town of Jay.

PROJECTS IN DESIGN

Town of Jay Community Center

Dewberry Project Number 50150006

Town of Jay Contact: Eric Seib

Status: DEO responded to comments. Samuel Vail (850-717-8434) with DEO reached out to Dewberry. They would like the three sets construction plans to each have their own Basis of Design and Florida Product Approval summary on G002 of the Architectural Package. Dewberry is modifying the Civil Site Package to accommodate and will email Samuel directly.

- Draft Bid Schedule to be as follows:
 - 29NOV23 – Advertisement (All Three Packages)
 - 12DEC23 – Pre-Bid Meeting at the Jay Senior Center at 10 am
 - 22DEC23 – Questions due to AE by 2 pm
 - 09JAN23 – Bids Due to the Town of Jay by 4 pm
 - Bids open and read aloud at 4:05pm

PROJECTS IN CONSTRUCTION

Bray Hendricks Park

Dewberry Project Number 50105301

Town of Jay Contact: Eric Seib

- Status:
- STOA drawings for building package to be completed and ready for bid on Dec. 6th.
 - Civil Package is complete minus the edits for DFO (Generator) and electrical coordination. Jay,

One thing to keeps tabs on is that when the State authorizes Town of Jay to advance the Disaster Field Office Plans (Which is basically the Civil Site Package plus the central concession stand – the DFO), we have to get a proposal from you for the emergency generator and an electrical site plan. Just wanted to plan ahead a little on that. We met with the electric co-op and have a preliminary electrical site plan that they have priced for the town for budgetary purposes of the park. From the discussion with the co-op that generator moved to the north in an open space beside the American Legion Field. We can send you that preliminary electrical site plan but it might be good just to come by once they get the approval to move forward.

David



MEMORANDUM

- ERP has been applied for through NFWFMD.....Waiting to hear
- Grant funding already secured is coming from about 5 different sources. Robin Phillips CBDG administrator in Pensacola.

PROJECTS ON HOLD

Jay Test Well

Dewberry Project Number 50137563

Town of Jay Contact: Eric Seib

Status: • Dewberry actively looking for Grants to accomplish the test well

Jay WWTP Sludge Drying Bed #3

Dewberry Project Number TBD

Town of Jay Contact: Eric Seib

Status: • Exhibit provided to the Town.
• Legislative ask submitted
• Dirt need may be able to come from Bray Hendricks spoils.

GRANTS SECURED BUT NOT YET CONTRACTED

None at this time.

GRANTS PENDING

Jay Pipe Sewer Bursting

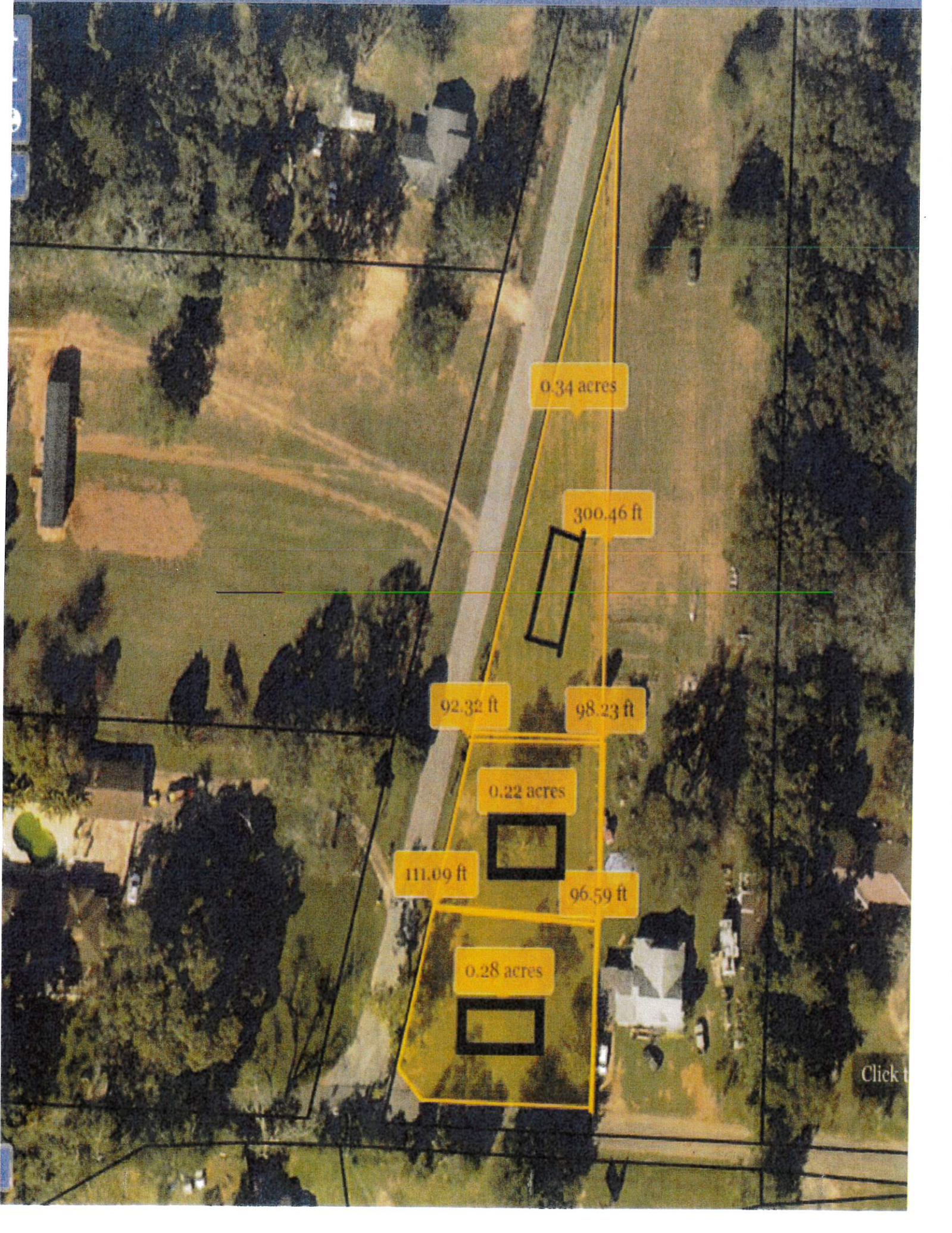
Town of Jay Contact: Eric Seib

RIF: \$300,000.00 to cover design and permitting. DEP

Wastewater Fund: \$2.1MM for construction

Town of Jay Project Tracker

PROJECT	DESCRIPTION	OUTCOME	FOLLOW UP
Park Master Plan	Create a Master Plan for the Bray-Hendricks Park for long term planning.		Architects working final building plans. Florida Commerce Contract is in legal department review. EREC electrical supply plan ready, needs architect final electrical demand. Working wetlands notification.
COVID CDBG Grant	Senior Center Renovation.	Upgraded Building	Received 100% plans. Received authorization to use Grant Funds. Florida Commerce Reviewed Plans and Specs and requesting three specific cost breakdowns. Dewberry working.
State Street	Create a more useable road for local agriculture suppliers and farmers.	Passable Road	Doggett property easement agreed to. Awaiting Ms. Cotton's response to paperwork.
Jay Clean Up	Clean up select residences within the Town Limits to assist in the overall look of Jay.	Improved Neighborhoods	Review of top five residences. Nuisance Letters sent to Blackmon Drive. Received responses from both Mildred residences.
Highway 89 and Highway 4 Intersection	Create a safer intersection.	Reduce Accidents	Road is owned and maintained by Santa Rosa County.
Wastewater Treatment Plant Drying Bed #3	Build a third drying bed.	WWTP Efficiency	Request engineering plan from Dewberry. Legislative Appropriation project submitted.
Well #4	Create a new water well. Overall \$1.5 Mil cost.	Quality Water	
Volunteer Fire Department	Partner with the Jay Fire Department to find a new building for them.	Fire Protection	
Industrial Park	Work on Improving the Site to Promote New Businesses and Industry.	Economic Development	Rural Infrastructure Grant application submitted.
Lead and Copper Lines	Identify and Replace homes with lead and copper lines from distribution line to house.	Quality Water	Grant awarded for \$600,000. Dewberry drafting a contract.
Sewer Line Replacement	Replace Sewer Lines on Highway 4 and Highway 89.	Increased Capacity	



0.34 acres

300.46 ft

92.32 ft

98.23 ft

0.22 acres

111.09 ft

96.59 ft

0.28 acres

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