Town Council Meeting

May 20, 2019

6:00 P.M.

Present: Joshua Holloway, Nina Hendricks, Shon Owens, Maxine Ivey, Wayne Godwin, Eric Seib, Donna Bullock, Gretchen McPherson, Crystal Weatherington, Alicia Jernigan

Meeting called to order: Maxine Ivey

Welcome visitors: Maxine Ivey

Invocation: Joshua Holloway

Pledge: Nina Hendricks

Approval of Meeting Minutes: Councilwoman Hendricks requested to amend a sentence in the April 15, 2019 Regular Council Meeting minutes from, “Councilwoman Hendricks drove the street in front of the address requesting the speed bump and does not believe that the road is even long enough to increase to a high rate of speed.” to read, “Councilwoman Hendricks questioned if there is a physical limit to the rate of speed change over the distance of the road.” Councilman Godwin made a motion to accept the minutes as amended. Seconded by Mayor Owens. 4 yeas. 0 nays. Motion carried.

OPERATIONS Report: The Town staff sent out the 2018 water quality report last week to all water customers. The deadline to report was July 1, 2019. The maintenance staff completed their meter reads in two days. Alicia and the maintenance staff worked after hours last Tuesday to create a stub out for the sewer connection at 5252 Commerce Street. The concrete and asphalt were left exposed for the business owner to access the sewer line. Our annual Public Service Commission natural gas system inspection began this week. The initial look at our paperwork went well. Advertisements for CDBG contract bids will appear in June. The Town of Jay Economic Development Beautification Project has begun. StRIVE Grant applications should be reviewed and awarded by the end of May. The Operations Manager submitted the Technical Assistance Grant application on time last week. We are asking for funding to support our park engineering plan. The Engineer will review her Infrastructural Analysis Report tonight to close out last year’s TA Grant requirements. The Mayor asked about the status of the Golden Gin warehouse water tap. He wanted to know if it was legal for the Town of Jay to charge the tap fee even if we dd not conduct the work on the waterline.

FINANCIAL REPORT: Eric presented the Fiscal Year budget mid-year adjustment. He reported an estimated increase in revenue from taxes, water service, sewer service, and gas service of $200,000.00. Additionally, the Town of Jay accounted for the $600,000 CDBG Grant. The Mayor asked what expenses changed the greatest in the mid-year review. The Operations Manager stated that water and sewer equipment repairs have increased due to the focused effort to place automated meters and replace outdated equipment. Mayor Owens made a motion to accept the mid-year changes in the budget as proposed. The motion was seconded by Councilman Godwin and passed with a vote of 4-0.

ENGINEER REPORT: Crystal provided each Town Council member with a copy of the Water Supply Plan she created in support of the DEO Technical Assistance Grant. This will act as a complimentary document with the Florida Rural Water Association Asset Management Plan. Crystal provided the Operations Manager with a list of items requested by Mary Gavin in support of our USDA RD Grant request. They will work together to provide the information back to Mary for the grant submission.

Old Business: The Town of Jay employees were not able to research any additional Facebook data to provide and update. The topic was tabled. The Mayor stated that he would like the Town to advertise for an electrical bid for the project before he started pouring the slab of concrete. Additionally, he agreed to meet with the Operations Manager to properly line out the exact position where the maintenance building should be placed. The council continued their discussion of the placement of speed humps at 5320 Mary St. The attorney discussed how the Town would have to address the issue. First, does the town want to place the speed humps in. If so, the council can ask the homeowner that is requesting the speed hump to get written approvals of placing the speed humps from 60% of the homeowners within a set geographical area. That paperwork would have to be presented to the council. Then the council will have to look at the budget to see if there is money to allocate to speed humps. The current budget does not have any money allocated for speed humps. The council then will have to look at the availability of funds each budget cycle. The Mayor liked the idea of creating a letter back to the homeowner to place the requirement of 60% support from the neighbors. The Attorney also cautioned on setting the proper geographical location before sending the letter. The Mayor then discussed his concern of the lack of economic return of investment if the Town paid for the placement of the speed humps. Councilwoman Hendricks asked would there be a feasibility study and how much would that cost. The Attorney stated this is a two-part question, first is the speed hump warranted from an identified safety concern, then, is there money in the budget to pay for the speed hump after deciding if it is warranted. A possible solution is then turn to the homeowners requesting the speed hump to fund the cost. The Engineer stated that a feasibility study would cost more than $1,000. Councilman Holloway stated that the council would have to weigh the priority of spending money on other projects against the speed humps. Councilman Godwin made a motion to table the request for speed humps at 5320 Mary Street. The Motion was seconded by Mayor Owens and passed with a vote of 4-0. The Mayor discussed that he would like each council member to look at areas that they would like to expand the town limits. What geographical area would provide the greatest amount of income for the area added. There are many other challenges needed to be addressed during the process. If the council starts with that discussion and can then expand into more detailed discussions on how to achieve that goal. The council discussed many different limitations to the process. The council agreed to continue this process at a Town of Jay Workshop. Councilman Godwin made a motion to table the expansion of town limit discussion. The motion was seconded by Mayor Owens and passed with a vote of 4-0.

NEW BUSINESS: The Operations Manager presented the Town of Jay Economic Development Strategy to the Council members for their review. The council discussed the various projects that will be supported with the current Competitive Florida Partnership grant. The strategy will be used as a reference for all future economic development spending initiatives for the Town of Jay. The Town received an email complaining about the playground area. The staff immediately responded to the complaint putting up a barrier for a fall hazard and removing ant hills. The Town bought sand to be placed under the swings. The Operations Manager requested the council to approve the purchase of 67 yards of safety approved mulch for the playground. The Mayor questioned the shipping charge and asked for an itemized breakdown of the cost. Mayor Owens made a motion to approve the Operations Manager negotiating the shipping charge and purchase mulch for the playground. The motion was seconded by Councilman Holloway. The motion passed with a vote of 4-0. Councilwoman Ivey asked on behalf of the homeowners in the vicinity of 5133 Mildred Street that the council take action to make the homeowner complete the cleanup of their fire damaged. Last month the town staff offered the family assistance in completing the cleanup with some heavy equipment. The family thanked the town, but did not need any assistance. They were told by Santa Rosa County Code Enforcement that the property is safe and not a concern from their view. The Mayor asked the staff to contact Code Enforcement and request a copy of any documents they have given the homeowners. Jay High School is holding a golf tournament and is looking for sponsors. The Town of Jay did not support the Quarterback Club this year, but did support the Jay Rodeo and FFA programs. Councilwoman Hendricks made a motion to sponsor the Jay High School golf tournament at the Bronze Level. Motion was seconded by Mayor Owens. The motion passed with a vote of 4-0.

PUBLIC COMMENTS: None.

Mayor Owens made a motion to adjourn meeting. Seconded by Councilman Godwin. 4 yeas. 0 nays. Meeting adjourned.

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Mayor Shon Owens Town Clerk Donna Bullock