Town Council Meeting

August 19, 2019

6:00 PM

Present: Donna Bullock, Stephen Cozart, Wayne Godwin, Nina Hendricks, Maxine Ivey, Shon Owens, Eric Seib, Gretchen McPherson, Crystal Weatherington, April Watson, Joshua Kinder, Frederick Barrow, Mary Pearn, Wesley Enfinger, Ron Hendricks

Meeting Called to Order: Maxine Ivey

Welcome Visitors: Maxine Ivey

Invocation: Maxine Ivey

Pledge: Shon Owens

Approval of Meeting Minutes: Councilman Godwin made a motion to accept the minutes as written. Seconded by Councilwoman Hendricks. 4 yeas. 0 nays. Motion carried.

**OPERATIONS REPORT:** Livestock Market – Hog Barn roofing is complete. We are closing in north roof enclosure starting this week. Electrical is completed and waiting on inspection. Pressure washing has started and will be completed soon. Auction Barn is cleaned out and the power is on. Bathrooms need to be prepped for plumber and we need to remove a wall. Cooper plumbing will make them ADA compliant. Paving Bid in Tri City Ledger due Thursday at 4:00 pm. No new news on the Highway 4 project. ADA Compliance review for the USDA grant will be on August 22nd. Well #1 Improvements – Phil Jowers will get an update on a statement of work to get a possible bid and move forward. The valves were checked again for the fire hydrants and the Town must come up with the correct combination of valves to be closed. Mayor Owens asked about looking into the cost of a paving machine. Wesley Enfinger gave some insight and stated that it would cost approximately $200,000 for a new machine.

**FINANCIAL REPORT:** The August 19th Billing Report was briefed. The reconciliation report was provided, and the Town balanced with a net positive for July. The town currently has $4,248.07 outstanding for August billing.

**ENGINEER REPORT:** Seven contractors submitted bids for paving and Pensacola Concrete and Construction Company with a bid of $469,437.91. Mayor Owens asked if Ms. Weatherington felt comfortable using this company with their bid being lower than the others and Ms. Weatherington stated that she did. They were able to bid lower due to them already being in Jay with the Highway 4 project. Mayor Owens made a motion to approve using Pensacola Concrete Construction Company, Inc for the CDBG waterline construction project contingent upon DEO approving the contractor clearance. Seconded by Councilperson Hendricks. 4 yeas, 0 nays. Motion approved.

**OLD BUSINESS:**

* 2019 – 2020 Budget Process - The Operations Manager discussed the next steps. He gave us two statements with preliminary budget and budget change proposals. He asked for the council to review changes. Councilperson Nina Hendricks asked to possibly increase each item by 2% to account for costs increase. Sunday alcohol sales was tabled until Councilman Holloway could prepare a statement to present. It was discussed that it could be put on a ballot for the community to vote. Steve Cozart stated that it is currently an ordinance and therefore the council can vote. However, it could still be put on a ballot. Mayor Owens stated that he would prefer to have the entire council present in order to make a decision regarding the sales. Councilman Godwin made a motion to table the Sunday Alcohol Sales until further notice. Mayor Owens seconded. 4 yeas, 0 nays. Motion passed.
* King’s Harvest Food Distribution Building – Mr. Cozart presented that he had reviewed the zoning for the property in question. There were no zoning issues with the building being put on this property. The issue would need to be presented before the HOA before any building cut be put on the property. Frederick Barrow, pastor of Cornerstone Church stated that another way to add a building to their property had been found without the building being on the property in the Burns subdivision.
* Tree on Highway 89 and Pine Street – The property owner is unclear. The town decided to have Mr. Seib propose to the owners of the bank building (David and Kathy Smith) to have the EREC cut down the tree, the Town of Jay remove the debris, and the Smiths remove the stump.

**NEW BUSINESS:**

* Wesley Enfinger, president of Jay Junior League Football asked the council for a donation to help with the costs of running the program. Mayor Owens made a motion to donate $1,000. Councilman Godwin seconded. 4 yeas, 0 nays. Motion passed.
* Livestock Market Grant Reimbursement Plan – Mr. Seib stated that bills are coming due and the grant will not reimburse until all work is complete. It was suggested that a $120,000 CD be cashed in with no penalty to pay the upfront costs associated. The CD will then be repurchased once the grant reimbursement comes in. It was also discussed that we need to apply for a new Line of Credit in order to address future issues that may occur. A letter from the attorney will be needed and he is working on this. Motion made by Councilperson Hendricks to cash in the CD and use as needed. Seconded by Mayor Owens. 4 yeas, 0 nays. Motion passed. Mayor Owens made a motion to seek a line of credit of $200,000. Seconded by Councilperson Hendricks. 4 yeas, 0 nays.
* Florida Gas Utility Letter of Credit has been received and filed. The credit amount will increase from $7,000 to $8,000 as of October 1, 2019. Motion made by Godwin to accept Letter of Credit. Seconded by Owens. 4 yeas, 0 nays. Motion passed.
* Town of Jay Business License Ordinance – The Business License Ordinance was discussed regarding changes that need to be made. Owens discussed that we needed to do away with a great deal of the verbiage in the current ordinance due to it being dated. The Town researched several counties and how they processed business licenses. Santa Rosa County was contacted and provided a list of their fees. Discussion regarding a flat rate occurred. Mayor Owens stated that each company should be charged for a business license regardless of the location. If two or more businesses are operating out of one location, each business should be charged. Mayor Owens made a motion for instilling a fee of $50.00 for a business having under $1,000,000 gross revenue and $100.00 for a business having over $1,000,000 gross revenue with separate entities paying for separate licenses. Seconded by Nina Hendricks. 4 yeas, 0 nays. Motion passed.
* Town of Jay Capitalization Policy – The council discussed having a capitalization policy. Mayor Owens made a motion that we do not capitalize any item under $5,000. Seconded by Councilperson Hendricks. 4 yeas, 0 nays. Motion passed.
* Jay Peanut Festival – Mr. Seib asked that we have a booth to have staff members and Council members there to answer questions and meet people. Council agreed.
* Joy in Jay Planning – Councilperson Hendricks discussed the various ideas regarding the Joy in Jay festival. The festival will be on December 7, 2019 from 10:00 am to 5:00 pm with the parade being some time during the day. The town will seek help from businesses around Jay to assist with activities throughout the town. The Town tree lighting will be November 30, 2019.

PUBLIC COMMENTS:

Mayor Owens made a motion to adjourn meeting. Seconded by Councilwoman Hendricks. 4 yeas, 0 nays. Meeting adjourned.

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Mayor Shon Owens Town Clerk Donna Bullock