

## Regular Council Meeting Minutes

October 2, 2023

6:00 PM Central Standard Time

**Present:** Donna Bullock, Steve Cozart, Jane Hayes, Nina Hendricks, Gretchen McPherson, Shon Owens, Robin Phillips, Eric Seib, David Tillar, Denise McDonald, Kyle Holley, Mike Hutto, Doris Jackson, Representative Joel Rudman.

**Meeting Call to Order:** Eric Seib

**Prayer:** Jane Hayes

**Pledge:** Shon Owens

**Approve Minutes:** Mayor Owens made a motion to accept the final budget hearing meeting minutes from September 18, 2023, as written. Seconded by Councilwoman Hayes. 3 yeas, 0 nays. Motion carried. Mayor Owens made a motion to accept the regular meeting minutes from September 18, 2023, as written. Seconded by Councilwoman Hayes. 3 yeas, 0 nays. Motion carried.

### 1. Town of Jay Report

**Engineering / Operations Report:** Mr. Tillar presented the engineering report (attached). He stated the Community Center project & design plans are 100 % complete. He stated that he will have Ms. Phillips review the front-end documents to confirm we are fulfilling the grant requirements as well as the scope of the work. Mr. Tillar reported that STOA will have the building package ready for bid on November 15<sup>th</sup>. Discussion followed regarding the bid process. Mr. Tillar reported they are still looking for active grants for the new well. He provided a revised exhibit on a drying bed #3 and he will continue to look for options. Mr. Seib asked Representative Rudman if an Infrastructural Wastewater Drying Bed be something that legislative appropriations would fund. Discussion followed. Mr. Seib will get Mr. Cozart the easement paperwork for Ms. Cotton. Mr. Seib will discuss with Santa Rosa County the Highway 4 and Highway 89 intersection.

### 2. Old Business

**CDBG DR Grant Administrator Procurement:** Mr. Seib stated that only one bid was received in response to the Town's Request for Qualifications in support of the CDBG DR Grant. That bid was from Jones-Phillips & Associates, Inc. Motion by Councilwoman Hayes to approve Jones-Phillips and Associates, Inc as CDBG Disaster Relief Grant Administrator. Seconded by Mayor Owens. 3 yeas, 0 nays. Motion carried. Ms. Phillips stated that once the environmental review is cleared and funds released from the state the next step will be to bid out the project.

**Livestock Ordinance:** Mr. Seib read the proposed animal ordinance, Ordinance No. 23-10-01, for the first reading. Mr. Cozart discussed this with the council. Councilwoman Hayes made motion to move forward with revision of the livestock ordinance. Seconded by Councilwoman Hendricks. 3 yeas, 0 nays. Motion carried.

**Town Clean up:** Mr. Seib presented photos of the addresses that have been reported as needing to be cleaned. Councilwoman Hayes stated once a second letter has been sent and no action has been taken, we need follow up with Santa Rosa County and let them take over. The property at 3998 Harrison has had the water off for non-payment. The property has gotten worse since the letter was sent. Mayor Owens asked the attorney if there was any advice he could give the council on water being off at a residence and people continuing to live there. Attorney Cozart stated he will look at the ordinance and report back. Discussion followed. Mr. Seib asked the council which properties they were able to reach out to in order to assist with cleanup, if any. Mayor Owens stated that he will reach out to the property owner at 5200 Blackmon to help with removing the mobile home. Mayor Owens stated he will personally supply his men and equipment to help this homeowner. Mayor Owens asked Mr. Cozart if the customer could be set up on a payment schedule with the town for the bill for cleanup. Attorney Cozart will investigate and report back to the council.

**Florida Gas Utility-Rate Structure:** Mr. Seib reported on the FGU Rate Structure. This will not show up on our invoice as a service fee. We can deduct this from our monthly cost that we charge back. We will pull this off the bill and keep an account of it. Discussion followed. Motion by Councilwoman Hayes to approve the Florida Gas Utility Rate Structure. Seconded by Councilwoman Hendricks. 3 yeas, 0 nays. Motion carried.

**Manpower Update:** Mr. Seib reported on the 5 % increase in payroll to the workforce. Discussion followed. Mayor Owens made a motion to give a 5% cost of living raise to the town's employees. Seconded by Councilwoman Hayes. 3 yeas, 0 nays. Motion carried.

### 3. New Business

Representative Rudman expressed his gratitude to the Town of Jay for the support he has received. Mr. Rudman wanted to share how he spent his spring and summer as a Freshman Legislator in Tallahassee. Representative Rudman stated they were able to bring back \$14.7 million in appropriations for our District. Representative Rudman stated the appropriations for the 2024 fiscal year for the Town of Jay are coming due by November 8, 2023. Mr. Rudman stated he will be back in Tallahassee on October 16<sup>th</sup> for the next session. One priority that will impact Jay will be health care. Mr. Rudman stated that it is a priority of his to improve our funding for rural hospitals. Mr. Rudman stated that he would be touring Jay Hospital after the meeting. The council thanked Representative Rudman for coming and for the work he was doing for our district.

**Florida Gas Utility Line of Credit:** Mr. Seib asked the council to read the FL Gas Utility Letter (attached). The Town of Jay's Letter of Credit amount with FGU has resulted in a decrease from \$15,000 to \$6,000 effective October 1, 2023. Motion by Councilwoman Hayes to approve the Florida Gas Utility Credit Enhancement Requirement, in the amount of \$6,000. Donna Bullock, or Eric Seib, has the authority to approve and sign the Letter of Credit with Florida Gas Utility with changes effective October 1, 2023. Seconded by Mayor Owens. 3 yeas, 0 nays. Motion carried.

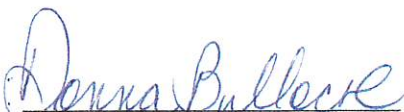
**Welcome to Jay Signs:** Councilwoman Hayes reported that all welcome to Jay signs need some attention. Mr. Seib stated he will take care of the entrance areas.


**Joy In Jay:** Councilwoman Hendricks reported on Joy in Jay.

### 4. Visitor Comments

Doris Jackson asked Representative Rudman if he knew of any plans to add alternative materials to the paving. Discussion followed.

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

  
Donna Bullock, Town Clerk

  
Shon Owens, Mayor