

**Regular Council Meeting Minutes**  
**October 16, 2023**  
**6:00 PM Central Standard Time**

**Present:** Donna Bullock, Steve Cozart, Jane Hayes, Nina Hendricks, Josh Holloway, Gretchen McPherson, Shon Owens, Eric Seib, David Tillar, April Watson, Trudy Blackmon, Brenda Godwin, Mike & Cathy Hutto, Doris Jackson

**Meeting Call to Order:** Eric Seib

**Prayer:** Josh Holloway

**Pledge:** Shon Owens

**Approve Minutes:** Councilwoman Hayes made a motion to accept the regular meeting minutes as written from October 2, 2023. Seconded by Councilman Holloway. 4 yeas, 0 nays. Motion carried.

**1. Town of Jay Report**

**Engineering / Operations Report:** Mr. Tillar presented the engineering report (attached). Discussion followed. Mr. Seib presented the operations report (attached). Discussion followed.

**Council Member Nomination:** Councilwoman Hayes made a motion to nominate Mike Hutto to fill the open council seat until the election in 2024. Seconded by Councilman Holloway. 4 yeas, 0 nays. Motion carried. Mr. Hutto will be sworn in at the next council meeting.

**2. Old Business**

**Animal Ordinance:** Mr. Seib read Ordinance 23-10-01 for the second reading. Councilman Holloway made a motion to accept and approve Ordinance 23-10-01. Seconded by Councilwoman Hayes. 4 yeas, 0 nays. Motion carried.

**Town Clean Up:** Councilwoman Hayes made a motion to send clean up letters to the addresses provided by Brenda Godwin. Seconded by Mayor Owens. Discussion followed. 4 yeas, 0 nays. Motion carried.

**FL Gas Utility Rate Structure:** The Utility Credit Enhancement Requirement was approved at the last meeting. The town will use the basic rate structure provided by FL Gas Utility and will be reimbursed at the end of each year.

**3. New Business**


**Audit Engagement Letter:** Mr. Seib presented the council with an audit engagement letter from Durst & Jordan. Fees were discussed. Councilwoman Hayes suggested discussing with Durst & Jordan the possibility of locking in a three-year rate schedule for audit services.


**United Bank CD Renewal:** Mr. Seib told the council that the United Bank CD was up for renewal. The council requested that Mr. Seib check with United Bank for a higher rate of interest.

**Christmas Lights:** Mayor Owens requested an update on the Christmas lights for buildings. Mr. Seib stated that they have been installed on most buildings and we were awaiting electrical from the EREC.

**4. Visitor Comments:** Ms. Brenda Godwin asked the council several questions regarding the Wastewater Treatment Plant. She had read the article in the newspaper and wanted to educate herself more about the process. Discussion followed.

Motion by Councilwoman Hayes to adjourn. Seconded by Councilwoman Hendricks. 4 yeas, 0 nays. Motion carried.

  
Donna Bullock, Town Clerk

  
Shon Owens, Mayor