

Regular Council Meeting Minutes
May 5, 2025
6:10 PM Central Standard Time

Present: Donna Bullock, Steve Cozart, Cade Diamond, Brent Freeman, Nina Hendricks, Michael Hutto, Gretchen McPherson, Shon Owens, Eric Seib, April Watson, Trudie Blackmon, Denise McDonald, Crystal Weatherington

Meeting Call to Order: Eric Seib

Prayer: Mike Hutto

Pledge: Cade Diamond

Approve Minutes: Mayor Owens made a motion to accept the Special Meeting Minutes from April 21, 2025, as written. Seconded by Councilwoman Hendricks. 5 yeas, 0 nays. Motion carried. Mayor Owens made a motion to accept the Regular Meeting Minutes from April 21, 2025, as written. Seconded by Councilwoman Hendricks. 5 yeas, 0 nays. Motion carried.

1. Town of Jay Report:

Operations Report: Mr. Seib presented the operations report (attached). Discussion followed. The first payment was made for Bray-Hendricks Park as per the grant requirements. The Booker Street sidewalk packages have been sent out. RFQ's for grant administrators are due May 16, 2025, and RFQ's for engineering are due May 23, 2025. Fair Housing Training for the 2025 CDBG Grant was completed prior to this regular meeting.

2. Old Business:

CDBG Resolution: Mr. Seib presented the council with Resolution 25-04-21, the intent to apply to the State of Florida CDBG grant (attached). Mayor Owens made a motion to approve Resolution 25-04-21. Seconded by Councilwoman Hendricks. 5 yeas, 0 nays. Motion carried.

3. New Business:

United Bank Account Signatures: Councilwoman Hendricks made a motion to remove former Councilman Josh Holloway as a signator on the Town of Jay United Bank accounts and to add Councilman Michael Hutto as a new signator and Councilman Cade Diamond as a new signator to the United Bank accounts. Seconded by Mayor Owens. 5 yeas, 0 nays. Motion carried.

DEP Water Inspection Results: DEP completed the inspection of the Town of Jay Water System (attached). Mr. Seib stated that everything went well.

Wastewater Professional Services Agreement: Our current contract with Clearwater is a month-to-month contract and Clearwater is requesting a year-long contract at this point. Mayor Owens made a motion to attempt to negotiate with Clearwater to either remain on a month-to-month basis or possibly a six-month contract. Seconded by Councilman Hutto. 5 yeas, 0 nays. Motion carried.

RESTORE Fund Septic to Sewer Grant: Mr. Seib stated that there are currently 130 Town of Jay utility accounts that have the option to switch from septic to sewer. Santa Rosa County has received a grant to assist with the costs of this project. Mayor Owens suggested that we table this until an engineering contract for the Town is received in July 2025.

Itinerant Vendor Ordinance Update: Mr. Seib stated that there is a food truck that has been utilizing private property on several occasions for business. The truck has not paid for an itinerant license. The suggestion was made that a food truck be given the option to pay for a license per visit

instead of the current \$300 fee per year. Discussion followed. Mr. Cozart stated that before any decision is made, he would like to research the current ordinance and offer his legal opinion.

Personnel Update: Mr. Seib discussed the possibility of hiring a part-time employee. Mayor Owens stated that he would like to have a workshop to discuss this and the current employee's future plans. A workshop will be held on Thursday, May 8, 2025, at 3:30 pm to discuss.

Florida Main Street Program: Mr. Seib presented the council with information regarding the Florida Main Street Program (attached). Denise McDonald is interested in assisting the Town with the program and the process to apply. Discussion followed.

T-Mobile Hometown Grant Program: Mr. Seib presented the council with information regarding the T-Mobile Hometown Grant Program (attached). Recipients can receive up to \$50,000 for a project. Application for the summer grants are due by June 30, 2025.

4. **Council Comments:** Mayor Owens stated that he would like the town to work on adding plants to the hangers on Commerce Street as well as to work on beautifying some of the areas around town. He also stated that he would like to start compiling a history of councilpersons and mayors throughout the years that have served the Town of Jay. Councilman Freeman stated that he was working on a Farm Swap and Car Show event to be held at the Livestock Market on May 17, 2025, starting at 8:00 am.
5. **Visitor Comments:** None

Councilman Hutto made a motion to adjourn. Seconded by Mayor Owens. 5 yeas, 0 nays. Motion carried


Donna Bullock, Town Clerk



Shon Owens, Mayor