

**Regular Council Meeting Minutes**  
**October 6, 2025**  
**6:00 PM Central Standard Time**

**Present:** Donna Bullock, Steve Cozart, Cade Diamond, Hannah Diamond, Brent Freeman, Nina Hendricks, Michael Hutto, Eric Seib, April Watson, Crystal Weatherington

**Meeting Call to Order:** Eric Seib      **Prayer:** Mike Hutto      **Pledge:** Brent Freeman

**Approve Minutes:** Councilwoman Hendricks made a motion to accept the Regular Meeting Minutes from September 15, 2025, as written. Seconded by Councilman Diamond. 4 yeas, 0 nays. Motion carried. Councilwoman Hendricks made a motion to accept the Special Meeting Minutes from September 15, 2025, as written. Seconded by Councilman Hutto. 4 yeas. 0 nays. Motion carried.

**1. Town of Jay Report:**

**Operations Report:** Mr. Seib presented the operations report (attached). Discussion followed. Mr. Seib stated that the Park is 37% complete. Ms. Weatherington updated the council on the Booker Street Sidewalk Project stating that they were currently working on the stormwater system at the end of Booker and Spring Street.

**2. Old Business:**

**Legislative Appropriation Projects:** Mr. Seib discussed North State Street Stormwater Project and a second project to be determined.

**3. New Business:**

**New Grant Tracking Policies:** Mr. Seib presented the council with the eleven new grant tracking policies that he and Ms. Watson had prepared as a result of the recent CDBG-DR audit. The auditors requested that these documents be developed and available on the Town of Jay website. Mr. Seib and Ms. Watson will work on uploading to the website once council approves.

Councilwoman Hendricks made a motion to accept the Contract Management Policy as written. Seconded by Councilman Hutto. 4 yeas, 0 nays. Motion carried.

Councilman Diamond made a motion to accept the Duplication of Benefits Policy as written. Seconded by Councilwoman Hendricks. 4 yeas, 0 nays. Motion carried.

Councilman Hutto made a motion to accept the Financial Close Out and Reporting Policy as written. Seconded by Councilwoman Hendricks. 4 yeas, 0 nays. Motion carried.

Councilman Freeman made a motion to accept the Labor Standards Policy as written. Seconded by Councilman Hutto. 4 yeas, 0 nays. Motion carried.

Councilman Diamond made a motion to accept the Language Access Policy as written. Seconded by Councilwoman Hendricks. 4 yeas, 0 nays. Motion carried.

Councilwoman Hendricks made a motion to accept the Language Access Policy – Hurricane Sally Specific as written. Seconded by Councilman Hutto. 4 yeas, 0 nays. Motion carried.

Councilman Diamond made a motion to accept the Performance Tracking Policy as written. Seconded by Councilman Hutto. 4 yeas, 0 nays. Motion carried.

Councilman Freeman made a motion to accept the Personally Identifiable Information (PII) Security and Client Confidentiality Policy as written. Seconded by Councilwoman Hendricks. 4 yeas, 0 nays. Motion carried.

Councilman Hutto made a motion to accept the Purchasing (Procurement) and Minority Business Enterprise Policy as written. Seconded by Councilwoman Hendricks. 4 yeas, 0 nays. Motion carried.

Councilwoman Hendricks made a motion to accept the Section 3 Policy as written. Seconded by Councilman Hutto. 4 yeas, 0 nays. Motion carried.

Councilman Diamond made a motion to accept the Infrastructure and Public Facilities Policy as written. Seconded by Councilwoman Hendricks. 4 yeas, 0 nays. Motion carried.

**Highway 89 Manhole Rising:** Mr. Seib stated that FDOT found 13 manhole covers that needed to be raised in preparation of the 2027 paving project. FDOT gave a price of \$42,250.00 with ½ being due in 2026 and the remainder at the end of the project. Mr. Seib stated that he would prefer that FDOT do this project as they are paving. Councilwoman Hendricks made a motion to allow FDOT to do the project at a cost of \$42,250.00. Seconded by Councilman Diamond. 4 yeas. 0 nays. Motion carried.

STOA Invoice: Mr. Seib stated that the Town had received an invoice from STOA as part of the 2022 contract for Bray-Hendricks Park in the amount of \$21,802.50. Councilwoman Hendricks made a motion for Mr. Seib to pay said bill in the amount of \$21,802.50. Seconded by Councilman Diamond. 4 yeas, 0 nays. Motion carried.

4. **Council Comments:** Councilwoman Hendricks asked about Spring Street where the dips in the roads are. Mr. Seib stated that those should be repaired by the end of the month.
5. **Visitor Comments:** None

Councilman Hutto made a motion to adjourn. Seconded by Councilman Freeman. 4 yeas, 0 nays. Motion carried



Donna Bullock, Town Clerk



Shon Owens, Mayor