

Regular Council Meeting  
July 16, 2018  
6:00 P.M.

Present: Maxine Ivey, Wayne Godwin, Shon Owens, David Bush, Jane Hayes, Gretchen McPherson, Eric Seib, Crystal Weatherington, Josh Holloway

Meeting called to order: Maxine Ivey

Welcome visitors: Maxine Ivey

Invocation: Josh Holloway

Pledge: Jane Hayes

Motion made by Shon Owens to accept the minutes. Seconded by Jane Hayes. 5 yeas. 0 nays. Motion carried.

Eric Seib gave maintenance report. The maintenance department completed 36 work orders over the last two weeks. Eleven calls responded to the flushing of dirty water, nine calls were to re-check water or gas meters readings, six calls were to conduct a final read for closeout or new service, three calls each were for possible gas leaks and known water leaks. The Mayor noted that the majority of calls were meter related and he would like to push forward on the replacement of all old meters with new meters on hand with the requirement to buy transmitters. There was another minor water leak at the water treatment plant supply line that needed to be repaired. This week is meter read week with Trent and Eric helping out. The carbon in the carbon filter at well #3 was replaced on Friday, July 13th and will need to be rinsed before being placed in operation. Major projects planned are the move of Mrs. Lee's water meter and the move of Breitburn and Genesis water meters. The Ditch Witch salesman has not returned a quote for the boring attachment. The Town of Jay will advertise the CDBG grant on July 18, the CATF meets on 7/24 at 5pm, and then addresses the Town Council at a Special Meeting at 6pm. The Town of Jay will send a Purchase Order to Century Industries to order the hydraulic portable bleachers. Santa Rosa County Commissioner Salter donated the funds from his recreation budget. The inmates were only available three days each of the last two weeks due to guard illness. Mayor Owens asked if the Town of Jay had a contract with the Department of Corrections, would they be required to send a different guard? Eric to research. Councilman Godwin re-emphasized the point that the Town of Jay needs to sit down with the leadership of the American Legion and discuss the idea of taking over their baseball field as part of the park. Council agreed that Mr. Godwin and Eric will pursue that request.

Donna Bullock gave the budget report. June's final revenues and expenses were reviewed to include payroll. The Town will use these calculations to assist in the creation of the 2018-2019 budget. Mayor Owens wanted to know what the June expected revenue

billing amounts were. The report was not available but will be at the next meeting to show July's expected Billing Revenue.

Mrs. Crystal Weatherington provided the Engineering Report. She provided the council the paperwork for the Town of Jay to recoup \$175,300 in expenses from the Commerce Street stormwater project from Legislative Appropriation LP57012. Surveyors will start their work for the CDBG Grant project of replacing cast iron pipes with PVC and expanding the PVC pipe size from 4" to 6". Mayor had a question if there was any work with the CDBG Grant that was doubled up with the FDOT assumption of the pipeline under Highway 4. Councilwoman Hayes asked if the water line was in the middle of the road, the engineer mentioned that the pipeline was on the north side. The Mayor discussed that the Town will allow FDOT to conduct the engineering as well as adding the pipeline work to their contracted work that will be out for bid. The engineer reached out to an Electrical Engineer to provide a building sketch with electrical components needed to construct the building with the components needed. The Town of Jay submitted a letter requesting financial forgiveness for the costs of the water distribution project.

Councilwoman Hayes made a motion to work with FDOT conduct engineering services as the primary engineer and add the pipeline project to their contracting bid on the Highway 4 Water Distribution Project.

Mayor also mentioned that we need to work with the FDOT to add in the placement of valves within the system. Eric to follow up with FDOT.

Breitburn Oil Lease. The Attorney acknowledged that he reviewed the paperwork from the Town to include the Breitburn letter of November 2016. He is still searching for the original lease between Exxon and the Town of Jay to be able to review the agreement before making a decision on the collection of maintenance fees by Breitburn. Attorney will bring an update to the next meeting.

Employee Policies and Procedures. No update.

Municipal Public Service Tax. Eric asked the council to review Ordinance #76 from 1953 which created the Municipal Public Service Tax. This tax is collected as 10% from each resident's electric bill. That amount is capped at a total of \$3.00. That amount in 1953 is now worth \$27.80 in 2018. He asked the council to look at raising the cap on this tax. Councilwoman Hayes also mentioned that we add that the fee increases with CPI increases. The Attorney asked if the MPST was tied at all to the EREC Franchise Fee ordinance. The Franchise Fee is a separate ordinance and not tied to the MPST. Discussion about the difference between the two continued. Councilwoman stated that she would like to remove the cap and adjust the amount for CPI. Mayor asked Eric to look at all options; residential vs. commercial, cap vs. no cap, what other towns are doing, a long term cap that adjusts with inflation. Discussion followed on what do we focus on, the needs of the town or the benefit of the businesses.

Truth in Millage. Eric reviewed the TRIM process timeline and informed the Town Council that a decision to keep the current millage or increase the current millage by .5% needed to be made before the next scheduled Town Council Meeting.

Mayor asked the Attorney if the Town of Jay could charge a City Sales Tax. The Attorney said no, that power is with the state and the County acted on a special statute that allowed the county to create the 1/2 cent sales tax. The Mayor asked the Attorney for any other taxable ideas for the Town. Attorney will review some other towns and what they have enacted. Council woman Ivey mentioned that we could increase the cost of business licenses. Eric will conduct research on that process and provide a recommendation to the council. Councilman Bush wanted to include late fees into the next Rate Ordinance. Councilwoman Hayes wanted the council to move forward on the water rate study. Eric offered to send everyone the draft rate study plan presented by FRWA and start providing some proposed changes to the current ordinance. Councilwoman Hayes asked to have the current water usage be calculated at today's rates and FRWA Rate Study rates to compare the difference in revenue. Eric mentioned that the timeline requires that a decision on the millage rate increase happens before the next council meeting. Councilwoman Hayes asked for the staff to review the research completed on increasing the millage rate in previous years.

Eric requested that a Special Town Council Meeting be held on July 24, 2018 to review the CDBG grant process.

Council agreed to hold another Special Town Council Meeting to be held on July 31, 2018 to review the water and millage rate changes.

Councilwoman Hayes made motion to adjourn meeting. Seconded by Wayne Godwin. 5 yeas. 0 nays. Meeting adjourned.

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Mayor Shon Owens

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Town Clerk Donna Bullock