Town Council Meeting

August 5, 2019

6:00 PM

Present: Donna Bullock, Stephen Cozart, Wayne Godwin, Nina Hendricks, Joshua Holloway, Maxine Ivey, Eric Seib, Gretchen McPherson, Josh Durst, Crystal Weatherington, April Watson, Julie Newberry, Barry Luker, Keli Luker, Joshua Kinder, Keith Hughes, Trace Hughes, Chasity Hughes.

Meeting Called to Order: Maxine Ivey

Welcome Visitors: Maxine Ivey

Invocation: Josh Holloway

Pledge: Nina Hendricks

Approval of Meeting Minutes: Councilman Holloway made a motion to accept the minutes as written. Seconded by Councilwoman Hendricks. 4 yeas. 0 nays. Motion carried.

OPERATIONS REPORT: Livestock Market - The roofing contractor completed the roof on the Hog Barn. The electrical contractor will follow when the roofer is complete. Weeds have been removed and cleaned out. Councilman Godwin mentioned that there are still spots of weeds on the property. The HVAC contract has been signed after only one bidder responded to our advertisement. Bathroom upgrade to ADA compliance and permitting for operations are the next steps in the process. Councilman Holloway asked when will the Livestock Market be operational. The Operations Manager was not able to give a date, due to the amount of work still to be completed and contractor timelines. The CDBG project will accept bids on August 8th at 4pm. There has been a lot of contractors showing interest in the project. The FDOT contractor will start their construction in October of 2019 with pipeline replacement first. The STRIVE Grant contracts were emailed out to the storeowners for their grants. USDA Rural Utility Services Letter of Condition will be discussed later this meeting. We are ll. The estimated completion of construction is summer of 2020.

FINANCIAL REPORT: The August Billing Report was briefed. We are currently in the August billing cycle and still receiving payments.

ENGINEER REPORT: The DEO’s Technical Assistance Grant request was not funded this year. We will work on other grants opportunities. The Legislative Appropriation cycle is coming up and we need to start preparing our priorities for the applications.

OLD BUSINESS: The Operations Manager discussed the next steps in the 2019 TRIM process. The Council members discussed and approved keeping the property taxes at the current 2.5 Mils. That decision was turned in to the Property Appraiser’s Office. The Budget Hearing Meeting will be scheduled on September 3rd at 6:00pm.

NEW BUSINESS: Santa Rosa County emailed the Town stating that the Jay Sidewalk Project has been funded. The County will be placing a sidewalk on the west side of Spring St from School St northbound to the current sidewalk. The attorney provided a Legal Services Agreement that is written proof of the Town’s contract with the attorney and his representation of the Town of Jay. Councilman Holloway made a motion to accept the Legal Services Agreement and allow the Mayor to sign the agreement on behalf of the Town of Jay. Councilman Godwin seconded the motion, the motion passed with a vote of 4-0. The USDA Rural Development Area Director sent a Letter of Conditions to the Town of Jay for our approval of a $1,378,900.00 grant and $216,000.00 loan over 40 years. The project will have to commence within one year of the letter signing. Councilwoman Hendricks made a motion to accept the USDA Letter of Condition. The motion was seconded by Councilman Holloway and passed with a vote of 4-0. The Town Clerk read a Loan Resolution authorizing and providing for the incurrence of indebtedness for the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving and extending its facility to serve an area lawfully within its jurisdiction to serve. Councilman Godwin made a motion to approve the loan resolution. The motion was seconded by Councilman Holloway and passed with a vote of 4-0. The Operations Manager requested that the council approve a Line of Credit with United Bank to be established for up to $130,000 to cover the payment of contractors associated with the Livestock Market. The grant will not reimburse the Town of Jay for costs incurred until after all work is completed. Councilwoman Hendricks made a motion for the Town of Jay to establish a Line of Credit for $130,000 with United Bank for the payment of contractors working on the Livestock Market. Councilman Godwin seconded the motion, and the motion passed with a vote of 4-0. The Operations Manager mentioned that one of the three HVAC units in the Community Center failed last week. The Town received an estimate from Moore Heating & Air, Inc. to replace the unit is $8,500.00. Councilman Holloway made a motion to purchase an HVAC for the Community Center. The motion was be seconded by Councilman Godwin and passed with a vote of 4-0. Joshua Kinder with King’s Harvest Food Pantry addressed the council. He requested permission from the Town of Jay to place a portable building on a concrete slab on the back of the Cornerstone Church property. The portable building will be used to store food for distribution and will include electrical climate controls. The council had questions on the legality of placing the building on a Residential Zoned property. Mrs. Julie Newberry presented in Chapter 7 of the Land Development Code it is stated that the storage building. The current plan is to place the building on the Cornerstone Church property, but the building could be moved. Councilman Godwin made a motion to table the decision and have the attorney look into the legality and flooding concern of the placement of the building and report back to the council at the next meeting. The motion was seconded by Councilman Holloway. Mrs. Julie Newberry addressed the Council to have a tree removed from the southern border of the parking lot at the Jay Business Complex on 3927 Highway 4. EREC has offered to fall the tree due to its location along side the power lines on Pine St. Mrs. Newberry asked the Council on whose property does the tree reside? That owner will be responsible for the cleanup of the downed tree and stump removal. Mrs. Newberry also asked for approval of a Tree Removal Request from the Town of Jay. The Attorney offered to look into the legal ownership of the tree and the Operations Manager will coordinate with Mrs. Newberry. The Operations Manager stated that the fall 2019 Legislative Appropriation schedule is approaching and the Council Members will need to provide him any ideas on what projects we could submit for funding from the State of Florida. Some ideas brought up were construction of a building in the Industrial Park, street signage to identify the Commerce Street Business area, FFA State Championship sign, road improvements, and economic development. Mr. Josh Durst provided an overview of the 2017 Audit that durst Jordan completed this year. The Town of Jay received an unqualified audit from the accounting firm for the 2017 fiscal year. The overall general fund gains surpassed the operational losses to net an overall surplus for the fiscal year. Mr. Durst reviewed some detailed findings that were published in the Audit. There was a high number of operational write-offs that year due to mis-reads of meters. The automation of water and gas meters will provide relief of that discrepancy. Two footnotes were referenced; the deduction of capital costs from Breitburn oil well maintenance, and the claim of overbilling by the Santa Rosa County School District. There were two recommendations, one of which has already been implemented. The Town has hired a part time accounting consultant to conduct monthly reconciliations. The second recommendation was for the town to incorporate a Capitalization Policy that identifies a minimum price for items that the town will create a long-term financial deduction to account for the cost. Mr. Durst recommended $1,000.00 as that limit. The Town will discuss at the next Council Meeting.

PUBLIC COMMENTS: Mr. Barry and Mrs. Keli Luker addressed the council about updating the drainage at 5186 Spring Street. Current water flow moves south down Spring Street and into their yard. They requested that a drainage ditch needs to be extended northward from the existing location just south of Mildred Street and Spring Street. The Operations Manager stated that he would like to work with the Engineer to include this work during the time that the contractors are working the same area. The Operations Manager will report back with a plan and keep in contact with Lukers.

Mr. Godwin made a motion to adjourn meeting. Seconded by Councilwoman Hendricks. 4 yeas, 0 nays. Meeting adjourned.

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Mayor Shon Owens Town Clerk Donna Bullock