

**Regular Council Meeting Minutes**  
**September 3, 2025**  
**6:30 PM Central Standard Time**

**Present:** Brent Freeman, Brenda Godwin, Nina Hendricks, Michael Hutto, Gretchen Mcpherson, Shon Owens (via zoom), Eric Seib, April Watson, Crystal Weatherington (via zoom)

**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 August 18, 2025, as written. Seconded by Councilman Freeman. 3 yeas, 0 nays. Motion carried.

**1. Town of Jay Report:**

**Operations Report:** Mr. Seib presented the operations report (attached). Discussion followed. There will be a desktop monitoring review of the CDBG grant September 15 – 17, 2025. Office staff is preparing for this review. Ms. Weatherington updated the council on the Booker Street Sidewalk Project. She stated that all fieldwork was complete and being digitized this week. She stated that the design should be finished within the next two weeks. The Town was not selected for the 2025 CDBG Grant Park Phase 2. Mr. Seib stated that we will start looking for other grants to help with this project.

**2. Old Business:**

**Legislative Delegation Meeting:** Senator Don Gaetz, Representative Nathan Boyles, and Representative Alex Andrade will be holding a delegation meeting at the Milton Community Center on September 23, 2025, at 6:00 pm for the public to bring for any policy proposals and appropriation requests. Mr. Seib gave council members applications for appearance forms if they are interested in speaking at this meeting.

**3. New Business:**

**Legislative Appropriation Projects:** Mr. Seib will work on some ideas for upcoming projects and will present at the next meeting.

**RIF Grant Approval Letter:** Councilwoman Hendricks made a motion to allow Mr. Seib to sign and approve any required documentation for the Rural Infrastructure Grant application process. Seconded by Councilman Hutto. 3 yeas. 0 nays. Motion carried. Approval letter was signed by Councilwoman Hendricks.

**Homecoming Parade Approval:** Mr. Seib asked the council for approval to host the Jay High School Homecoming Parade on October 31, 2025, at 2:00 pm. Councilman Hutto made a motion for the Town to host the 2025 Homecoming Parade. Seconded by Councilwoman Hendricks. 3 yeas, 0 nays. Motion carried.

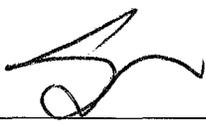
**Trick or Treat in the Streets:** Trick or Treat in the Streets will be on October 30, 2025, from 5 – 8 pm.

**Building Lights Contract:** Councilwoman Hendricks made a motion to pay the final installment of \$9,000 for the third year of the building lights contract to 5 Alarm Outdoor Services (invoice attached). Seconded by Councilman Hutto. 3 years, 0 nays. Motion carried. Discussion followed regarding possibly purchasing the lights after this season. Mr. Seib stated that he will check into this.

4. **Council Comments:** Councilman Freeman stated that the State Street canopy needed to be addressed. Mr. Seib stated that he is aware, and they will get to it as soon as possible.
5. **Visitor Comments:** Brenda Godwin provided the council with copies of Town of Jay Ordinance 06-03-01 regarding unsafe buildings and lots which constitute a nuisance. She asked the council about the possibility of hiring a code enforcement officer to help clean up areas around town that could be considered in violation of this ordinance. She stated that if the town was not going to enforce these ordinances, then the ordinances should be done away with. Discussion followed. The ordinance states that first a letter must be sent to the property owner, and the owner has sixty days to perform acts stated in the letter. If acts are not completed within sixty days, the Town can then proceed to repair, reconstruct, alter, demolish, clean, clear or remove buildings or lots in accordance with the notice, and charge the owner with said costs of repairs, and issue a lien against the property. Mayor Owens stated that this entire process is difficult and is extremely costly to the Town. He stated to Ms. Godwin that the Town has sent out letters to property owners that have been identified as needing clean up and several owners have followed the requests in these letters. He asked Ms. Godwin to plan a time for a meeting to discuss areas that she would like to see cleaned up. He volunteered to personally assist with some of the clean up as necessary. The Town will continue to send letters to property owners to also assist with cleaning up these properties. Ms. Godwin also requested the Town to do something about the old bank building on Commerce Street. It currently has an old gate in front of the building, and she stated that it looked awful. Mayor Owens said that he would speak to the property owner about this and see what could be done. Ms. Godwin also questioned hiring practices and asked if the town advertised these positions when available. Discussion followed. Mayor Owens told Ms. Godwin that positions were advertised when applicable, but that hiring for open positions from within current staff is acceptable and allowed by Town ordinances. Ms. Godwin then questioned if the town had yearly audits. Mr. Seib stated that the Town is audited each year.

Councilwoman Hendricks made a motion to adjourn. Seconded by Councilman Freeman. 3 years, 0 nays. Motion carried

  
Donna Bullock, Town Clerk

  
Shon Owens, Mayor