

**Nassau County Code Enforcement Board**  
**December 14, 2021, 6:30 P.M.**  
**Commission Chambers, 96135 Nassau Place, Yulee, Florida**

Call to Order, Invocation, and Pledge of Allegiance to the American Flag

**Board Members:**

**Present:** Chair Sarah Bell, Stephanie Estep, Christine Connery, and Mimi Vitale.

**Absent Board Member(s):** Cathy Gladden, Joan Knutson, and Jonathan Petree

**Other Officials Present:** Denise May, Assistant County Attorney.

**Staff Present:** Janet Wylie, Code Enforcement Administrative Coordinator; and Melissa Lucey Deputy Clerk.

**Official Agenda Summary:**

**APPROVAL OF MINUTES:**

**211214CE - 6:31:37** Approve the minutes from the November 9, 2021 regular meeting.

**Motion:** Approve minutes from the November 9, 2021 meeting as presented.

**Maker:** Board Member Vitale

**Second:** Board Member Estep

**Action:** Aye: Board Members Estep, Connery, Vitale, and Bell

**Absent:** Board Member Gladden, Petree, Knutson

**NEW BUSINESS**

**211214CE - 6:32:01** Reorganization of Board Members.

**Motion:** Nominate and approve Board Member Stephanie Estep as Chair for 2022.

**Maker:** Board Member Connery

**Second:** Board Member Vitale

**Action:** Aye: Board Members Estep, Connery, Vitale, and Bell  
**Absent:** Board Member Gladden, Petree, Knutson  
**Motion:** Nominate and approve Board Member Cathy Gladden as Vice Chair for 2022.  
**Maker:** Board Member Connery  
**Second:** Board Member Vitale  
**Action:** Aye: Board Members Estep, Connery, Vitale, and Bell  
**Absent:** Board Member Gladden, Petree, Knutson

**211214CE - 6:38:57 ADMINISTRATION FEES:** Administrative Fees update on the satisfaction of liens or fines collected for the Fiscal Year 2021-2022.

**Discussion:** Ms. Wylie stated that \$415.79 was collected in administration fees and \$1,700.00 in Satisfaction of Lien Fees, as of November 30, 2021.

**211204CE - 6:34:14 INFORMATIONAL ITEM(S):** The next Code Enforcement meeting will be held on January 11, 2022.

There being no further business, the regular session of the Nassau County Code Enforcement Board adjourned at 6:35 p.m.

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Sarah Bell, Chair

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Attest