



EXECUTIVE COMMITTEE MEETING Regular Meeting Minutes

October 2, 2023
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. Open Meeting

The meeting was called to order at 05:33 PM.

Members Present:

Council Member Ward IV, Seat II Casey Powell
Council Member Ward I, Seat II Matt Jarrett
Council Member Ward III, Seat II Jeff Snow
Council Member, Ward III, Seat I Gavin Hawthorne
Council Member, Ward IV, Seat I Jason Vance
Council Member Ward II, Seat II Roxanne Meiss
Council Member, Ward II, Seat I Marilynn Farrow
Mayor Heather Lindsay
Council Member, Ward I, Seat I Mike Cusack

Members Absent:

Members of the Public in Attendance

Donna Long, Abraham Sculley, Shari Sebastiao, Angie Carter, Vernon Compton, Pam Mitchell, Jerry Mitchell, Johnie Hamilton, Cassandra Sharp, Cindy Smith, Aaron Williams, Rodney Jones, Sherry Chapman, Lauren Cooper, Tod Brainard, Jimmy Messick and Robert Leek.

Staff in Attendance

City Manager, Scott Collins
City Attorney, Alex Andrade
Interim City Clerk, Heidi Sroka
Interim City Clerk, Molly Turnes
Interim City Clerk, Melissa Short
IT Systems Analyst, Hunter Green
Public Information Officer, Bethany Anderson
Planning Director, Tim Milstead
Public Works Director, Joe Cook
Events Coordinator, Jay Conrad
Chief of Police, Tony Tindell

2. Invocation

Item # 2023-1944
Pastor Tod Brainerd
Grace Bible Church

3. Pledge of Allegiance

4. Approval of Agenda

ACTION: Motion to Approve as Amended by Casey Powell; second by Gavin Hawthorne;

Motion passed - 8:0

YEAS: Casey Powell, Marilynn Farrow, Mike Cusack, Gavin Hawthorne, Jeff Snow, Roxanne Meiss, Jason Vance, Matt Jarrett

NAYS: None

ABSTAIN: None

Agenda amended with the following changes:

- Fentanyl Discussion moved up to after Section 8 Persons to Appear
- Honoring Mr. Brewton discussion was moved to the October 19, 2023 Agenda Workshop in consideration of the loss of his sister.
- Local Historic Resource proposed addition to UDC - Sections 11.4 and 11.5 was moved to the October 19, 2023 Agenda Workshop

5. Recognitions, Proclamations & Awards

Mayor Lindsay recognized the Finance Department for working very hard recently with the transitions.

Mayor Lindsay also recognized Mr. Scott Collins as the City Manager.

6. Public Hearings/Meetings

7. Invited Speakers

Item # 2023-1943
Tim Parson of Liberty Partners of Tallahassee, LLC

ACTION: Motion to Approve as presented by Roxanne Meiss; second by Matt Jarrett;
Motion passed - 8:0

YEAS: Casey Powell, Marilynn Farrow, Mike Cusack, Gavin Hawthorne, Jeff Snow, Roxanne Meiss, Jason Vance, Matt Jarrett

NAYS: None

ABSTAIN: None

Mr. Tim Parsons of Liberty Partners of Tallahassee, LLC reported to Council.

The list Mr. Parsons presented included:

- The Directional Drill \$500,000
- The Marina \$500,000
- The Special Events/ Festival Area Improvements \$500,000

8. Persons to Appear

Public input concerning 8. Persons to Appear was provided by: Glenn Marr, Bob Cole, Cynthia Smith, Abraham Sculley, Aaron Williams, Rodney Jones, Angie Carter, Sherry Chapman and Chief Tony Tindell

***Fentanyl Discussion was moved up following Persons to Appear.**

9. Ordinances & Resolutions

Item # 2023-1937

Ordinance #1990-23 RMD Pension

ACTION: Motion to Approve by Jeff Snow; second by Gavin Hawthorne;
Motion passed - 8:0

YEAS: Casey Powell, Marilyn Farrow, Mike Cusack, Gavin Hawthorne, Jeff Snow, Roxanne Meiss, Jason Vance, Matt Jarrett

NAYS: None

ABSTAIN: None

City Attorney, Alex Andrade reported to Council Ordinance 1990-23.

10. City of Milton Events

Item # 2023-1932

SEPA / OAF: Santa Rosa County Veteran's Day Parade and Ceremony (11/11/23)

ACTION: Motion to Approve by Jeff Snow; second by Matt Jarrett;
Motion passed - 8:0

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YEAS: Casey Powell, Marilyn Farrow, Mike Cusack, Gavin Hawthorne, Jeff Snow, Roxanne Meiss, Jason Vance, Matt Jarrett
NAYS: None
ABSTAIN: None

Events Coordinator, Jay Conrad presented to Council.

Item # 2023-1933

SEPA: Christmas Lighted Boat Parade (12/1/23)

ACTION: Motion to Approve by Marilyn Farrow; second by Mike Cusack;
Motion passed - 8:0

YEAS: Casey Powell, Marilyn Farrow, Mike Cusack, Gavin Hawthorne, Jeff Snow, Roxanne Meiss, Jason Vance, Matt Jarrett

NAYS: None

ABSTAIN: None

Events Coordinator, Jay Conrad presented to Council.

Item # 2023-1934

SEPA / OAF: Milton Christmas Parade (12/2/23)

ACTION: Motion to Approve by Jeff Snow; second by Matt Jarrett;
Motion passed - 8:0

YEAS: Casey Powell, Marilyn Farrow, Mike Cusack, Gavin Hawthorne, Jeff Snow, Roxanne Meiss, Jason Vance, Matt Jarrett

NAYS: None

ABSTAIN: None

Events Coordinator, Jay Conrad presented to Council.

Item # 2023-1935

SEPA: Milton's Blackwater Food Truck Festival - Spring (3/9/24)

ACTION: Motion to Approve by Jason Vance; second by Gavin Hawthorne;
Motion passed - 8:0

YEAS: Casey Powell, Marilyn Farrow, Mike Cusack, Gavin Hawthorne, Jeff Snow, Roxanne Meiss, Jason Vance, Matt Jarrett

NAYS: None

ABSTAIN: None

Events Coordinator, Jay Conrad presented to Council.

11. Finance, Planning Board

No Report.

12. Administration, Emerald Coast Regional Council

No Report.

Item # 2023-1893

Recommended Pay Increase For IT - City Clerk Duties

ACTION: Motion to Approve by Marilyn Farrow;
second by Mike Cusack;
Motion passed - 8:0

YEAS: Casey Powell, Marilyn Farrow, Mike
Cusack, Gavin Hawthorne, Jeff Snow,
Roxanne Meiss, Jason Vance, Matt Jarrett

NAYS: None

ABSTAIN: None

Mayor Lindsay clarified that the increase applies only until a City Clerk is hired.

Item # 2023-1941

City Clerk Job Description

ACTION: Motion to Approve as Amended the City
Clerk Job Description by Marilyn Farrow;
second by Casey Powell;
Motion passed - 8:0

YEAS: Casey Powell, Marilyn Farrow, Mike
Cusack, Gavin Hawthorne, Jeff Snow,
Roxanne Meiss, Jason Vance, Matt Jarrett

NAYS: None

ABSTAIN: None

Motion to Approve as Amended with the following changes:
Assist public with complaints concerning services, add back the
statement "countersigning all checks", and remove the phrase:
"or as directed by the City Manager".

Councilman Casey Powell reported to Council concerning the
previous changes (2021) to the job description for the City Clerk.
City Manager, Scott Collins reported to Council on the City Clerk
job description.

Budget Coordinator & Interim City Clerk, Heidi Sroka reported to
Council.

Public input concerning b. City Clerk Job Description was provided by: Pam Mitchell

Item # 2023-1942
Council Meeting Dates for 2024

ACTION: Motion to Approve by Marilynn Farrow;
second by Matt Jarrett;
Motion passed - 8:0

YEAS: Casey Powell, Marilynn Farrow, Mike
Cusack, Gavin Hawthorne, Jeff Snow,
Roxanne Meiss, Jason Vance, Matt Jarrett

NAYS: None

ABSTAIN: None

7:08PM Recess

7:16PM Reconvened

13. Parks & Recreation, Community Improvement Board

Councilman Hawthorne reported to Council.

14. LEAP

No Report.

15. Board of Adjustments

No Report.

16. Historic Preservation Board, Transportation Planning Organization

No Report.

Item # 2023-1901

Local Historic Resource proposed addition to UDC - Sections 11.4 & 11.5

This item was removed from the Executive Committee Agenda to the October 19, 2023 Agenda Workshop.

At the September 21, 2023 Agenda Workshop, the motion for this item was amended to reject the changes proposed. The vote was 3 to 3 with Mayor Lindsay making the deciding vote to reject the changes.

17. Growth, Development & Annexation, Tourist Development Council

No Report.

Item # 2023-1936

Proposed rezoning of 11.5 acres - Vanity Fair Rd.

ACTION: Motion to Approve by Jeff Snow; second by
Gavin Hawthorne;
Motion passed - 8:0

YEAS: Casey Powell, Marilyn Farrow, Mike Cusack, Gavin Hawthorne, Jeff Snow, Roxanne Meiss, Jason Vance, Matt Jarrett
NAYS: None
ABSTAIN: None

The item will be moved to the October 10, 2023 City Council Meeting, Section 7 Public Hearings/Meetings.

18. Public Works

ACTION: Motion to Approve by Casey Powell; second by Matt Jarrett;
Motion passed - 8:0
YEAS: Casey Powell, Marilyn Farrow, Mike Cusack, Gavin Hawthorne, Jeff Snow, Roxanne Meiss, Jason Vance, Matt Jarrett
NAYS: None
ABSTAIN: None

Council voted on all Public Works items with one motion, since all items were unanimously approved at the Agenda Workshop.

Item# 2023-1895; 2023-1896; 2023-1897; 2023-1898; 2023-1899; 2023-1900; 2023-1902; 2023-1692; 2023-1693

Item # 2023-1895

Purchase of the Webster Property on Richardson St

Council approved all PW items in one vote

Item # 2023-1896

Developers Agreement for The Grove at Berryhill Subdivision

Council approved all PW items in one vote

Item # 2023-1897

Task Order for Spray Field on New Property for WWTP

Council approved all PW items in one vote

Item # 2023-1898

Emergency Purchase of Pipe Bursting Project for Park Avenue

Council approved all PW items in one vote

Item # 2023-1899

Negotiation for RFP 2023.11 Engineer Services for Russell Harber Park

Council approved all PW items in one vote

Item # 2023-1900

Bid Opening for RFP 2023.09 Professional Appraisal Services WWTP

Council approved all PW items in one vote

Item # 2023-1902

Wastewater Interconnectivity Highway 87 S.

Council approved all PW items in one vote
** City to amend #6 in Agreement

Item # 2023-1692

RFP for Engineering Services - CDBG Broad St., Quinn St., and Okaloosa St.

Council approved all PW items in one vote

Item # 2023-1693

Reject and Rebid 2023.14 Water & Wastewater Treatment Plant Conversion to Liquid Chlorine

Council approved all PW items in one vote

19. Mayor Report: Public Safety, Ordinance Committee

No Report.

Item # 2023-1892

Al Brewton Recognition

Committee moved item to the October 19, 2023 Agenda Workshop out of respect for the family due to the recent passing of Mr. Brewton's sister.

Item # 2023-1890

Facing Fentanyl Discussion

ACTION: Motion to Approve to move the item forward in resolution and support of programs to raise awareness of the dangers of Fentanyl by Casey Powell; second by Matt Jarrett;

Motion passed - 8:0

YEAS: Casey Powell, Marilynn Farrow, Mike Cusack, Gavin Hawthorne, Jeff Snow, Roxanne Meiss, Jason Vance, Matt Jarrett

NAYS: None

ABSTAIN: None

The committee voted, moving the resolution forward and will look into the other programs for further discussion at the October 19, 2023 Agenda Workshop (including suicide awareness and mental health awareness).

Mayor Lindsay will include in the resolution: Public info, media, brochures

Councilwoman Farrow asked Mayor Lindsay to include suicide awareness and mental health awareness in the proclamation.

20. City Attorney's Report

No Report.

21. City Clerk's Report

No Report.

22. City Manager's Report

No Report.

23. Public Input

No Public Input.

24. Adjourn

The meeting adjourned at 07:38 PM.