



## **Work Session Meeting Minutes**

April 18, 2024  
6:00 PM  
6738 Dixon Street  
Milton, FL 32570

### **1. Call to Order**

The meeting was called to order at 06:00 PM.

#### **Members Present:**

Councilman Snow  
Councilwoman Sebastiao  
Councilman Powell  
Councilwoman Farrow  
Councilman Cusack

#### **Members Absent:**

Councilwoman Meiss  
Councilman Jarrett  
Councilman Hawthorne  
Mayor Lindsay

#### **Staff in Attendance**

City Manager, Randy Jorgenson  
City Attorney, Eric Meade  
Planning Assistant, Melissa Short  
IT Systems Analyst, Ashley Johnston  
IT Systems Analyst, Brittney Ballard  
Public Works Director, Joe Cook  
Chief of Police, Tony Tindell

### **2. Update on Previous City Council Meeting Items**

Item # 2024-2388

Work Session Format & Agenda Formats (Farrow & Sebastiao)

- City Manager Randy Jorgenson opened the meeting and began discussing the Work Session format that was created by the previous City Manager, Scott Collins.
- Any items to be added for discussion on a work session will occur at the end of the section "New Business"
- Councilwoman Farrow spoke about her concern about the format. She expressed that the Charter states that the Mayor should open the meeting, not the City Manager.
- Council discussed. City Attorney Eric Meade weighed in. The official council meetings should be chaired by the Mayor or Mayor Pro-tem. However, the work session is

not an official meeting of the council and therefore did not require the Mayor to chair.

- City Manager Randy Jorgenson stated that a **resolution** could be put together stating the wishes of the council for the format. He then pointed to page 5 of the materials, paragraph 3 that outlines what is intended for the work session. The Mayor would start the work session and the City Manager would lead the informal discussion. Keep it informal and have open conversations.
  - **Council agreed that the work session agendas should be published 48 hours prior to the meetings for transparency and any new items can be added at the work session as needed.**
  - Discussion on moving the work session to a different week when it falls in the same week as the Council Meeting was had (no change made for May work session)
  - Councilwoman Farrow mentioned the drafting of the ordinances for the format of the agendas that Mr. Collins was to do. Randy Jorgenson mentioned that it was not completed before Mr. Collins left and suggested drafting it in the form of a **resolution**.
  - Councilwoman Sebastiao discussed adding her name to the agenda for every agenda next to LEAP Committee even when the committee doesn't meet that month.
  - Councilman Powell discussed when adding an agenda item to the council meeting (council & staff) to make sure its discussed at the preceding work session to allow time for public comment. Councilwoman Sebastiao mentioned since there is a time frame should they extend the work session time. **Councilman Powell suggested limiting the work session agenda (prior to council meeting) for whats on the council agenda and any new items that are addressed that night. That would allow for more public comment.**
  - City Attorney Eric Meade addressed agendas and public comment.
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- It was noted that if agenda Items are added at the beginning of the meeting, public input falls after that on the agenda.
  - It was asked if added Items for discussion can be voted on as action items without the public input.

- Mr. Meade mentioned that the 1st opportunity for public comment is bringing items to the council's attention that aren't on the agenda. And then 2nd, by law, any action item being voted on requires allowing of public comment (after the motion and the second)
- Action items are required by law to allow for public input. They can limit public comment on discussion items where no action is taken. **"The law requires meaningful opportunity for public comment that is germane to the subject matter of the action."**

Public input was provided by: David Farrow, Pam Mitchell, Cassandra Sharp, Theresa Messick

### 3. Public Participation & Discussion

No Additional Public Participation

### 4. Update on Previous Matters Discussed

Item # 2024-2389

Improving Event Publicity (Farrow)

Councilwoman Farrow inquired if there are additional ways to improve the publicity of events.

She mentioned when Scott Collins was here he had staff update the website and then link that to the City's Facebook page. She asked if we could do something like that with events.

Councilwoman Farrow also mentioned that in the Press Gazette, the county has a list of their events and that could be another possibility for the City to do also.

### 5. New Business

Item # 2024-2385

Grants Program (City Manager)

City Manager Randy Jorgenson reported to council in regard to active grants and current FTE positions.

Changing the FTE positions descriptions

**Position 1 - Federal State Projects Coordinator** will ensure that we meet the federal and state regulatory standards.

**Position 2 - Grants Manager (former assistant grants manager position)**

Coordinator will supervise the manager

Additional cost will be \$10-\$15K but not creating a new FTE

Item # 2024-2386

ACH Payments on Website (Powell)

Councilman Powell reported on ACH payments on city website. Customers are not charged a fee for paying with debit or credit card at the window but are charged if they do it online. Looking to change that to an ACH payment.

CFO, Curtis Krebs spoke to council on setting up payments through their checking accounts where there isn't a convenience fee.

(member of the public spoke from seat and didn't pick up on audio)

Item # 2024-2387

Agenda Items for Council Meetings (Powell)

Spoke during earlier discussion

Item # 2024-2390

City Website - Suggestions for updates (Farrow)

Councilwoman Farrow spoke on the need of updating the website, specifically the Economic Development demographics page.

Councilman Powell mentioned updating the Councilman group picture.

Item # 2024-2391

Options for Responding to Public Input (Farrow)

Councilwoman Farrow spoke on receiving the public input forms via email. It's sent to the council as a group and the city manager. Sometimes the ball is dropped on responding to the emails.

Explore ways to not drop the ball.

Former City Manager Scott Collins had suggested that he respond to the public input forms and then let council know what the response was.

City Manager Randy Jorgenson stated that he is willing to do that. However, approximately 50% of the public input forms received are not from those that live in the City.

**City Clerk will send Council and City Manager all of the public input forms. The City Manager will respond to the input and forward to council. If there is something that a specific council member should respond to, the City Manager will let them know.**

Item # 2024-2392

Replacement of Finance Liaison (Sebastiao)

Councilwoman Sebastiao wanted to discuss who would take over the position. She recommended Casey Powell since he has a fiancé background

Councilman Cusack asked City Attorney Erick Meade when the liaisons were established by the Mayor at the beginning of the new council session and were appointed by the Mayor, does the council have the right to remove someone?

Mr. Meade stated that he is not aware of any ordinance that governs liaison appointments and that the council has the right to change it.

Councilwoman Farrow suggested that if Councilman Powell becomes the Finance Liaison that Councilman Cusack could be the Public Works Liaison

**This will be discussed at the next council meeting**

Item # 2024-2393

Skate Park (Sebastiao)

Councilwoman Sebastiao stated that the skate park needs some work. Originally there was supposed to be 3 phases. Currently, it's only for larger kids.

- wants to work on phase 2, and do clean up and repairs for what's there.
- mentioned having a section for younger kids will have more parents present
- wants to look into grants for phase 2.

Randy stated it would need to be a part of the budget process and capital improvements projects discussion usually held in July.

Item # 2024-2394

Stop Signs @ Cedar Ridge & Alabama Street (Sebastiao)

Councilwoman Sebastiao - 1) stop signs at Cedar Ridge subdivision.

Most people don't stop at the stop sign and want it removed.

**Mr. Jorgenson stated that they will get comments from public safety first and if council decides to remove it, staff will remove it.**

Councilwoman Sebastiao - 2) stop signs at Alabama & Berryhill. Wanting it moved to Canal and Berryhill.

Public input was provided by: Theresa Messick

Item # 2024-2395

Trash Pick-Up (Sebastiao)

Councilwoman Sebastiao - customers wanting to know what days for pickup, debris etc.

Public Works Director, Joe Cook went over the pick-up schedule.

(member of public spoke from seat and no audio was picked up)  
Public input was provided by: Theresa Messick

Brief update discussion on WWTP grants, Assistant City Manager position and City Manager position.

**6. Adjournment**

The meeting adjourned at 7:40PM.

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Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date