



CITY COUNCIL
Regular Meeting Minutes

September 5, 2024
6:30 PM
6738 Dixon Street
Milton, FL 32570

1. Open Meeting

The meeting was called to order at 06:33 PM.

Members Present:

Council Member Ward IV, Seat II Casey Powell
Council Member, Ward 4, Seat I Shari Sebastiao
Council Member Ward III, Seat II Jeff Snow
Council Member Ward II, Seat II Roxanne Meiss
Council Member, Ward I, Seat I Mike Cusack
Council Member, Ward II, Seat I Marilyn Farrow
Council Member, Ward III, Seat I Gavin Hawthorne

Members Absent:

Council Member Ward I, Seat II Matt Jarrett

Members of the Public in Attendance

Connie Clark, Vernon Compton, Robert Leek, Pam Mitchell, Jerry Mitchell, Vera Cooper, Bussy Fisher, Howard Steele, Cassandra Sharp, Julian Loftis, John Loftis, David Farrow, Lisa Dunne, Jimmy Messick, Theresa Messick

Staff in Attendance

City Manager, Ed Spears
City Attorney, Alex Andrade
Melissa Short
IT Systems Analyst, Britnney Ballard
Public Information Officer, Bethany Anderson
Planning Director, Tim Milstead
Public Works Director, Joe Cook
Events Coordinator, Jay Conrad
Chief of Police, Tony Tindell
HR Director Nicki Vickery
IT Director Krystle Nowlin

2. Invocation & Pledge of Allegiance

3. Approval of Minutes

Item # 2024-2690
August 13, 2024, Regular Council Meeting Minutes

ACTION: Motion to by Jeff Snow; second by Shari Sebastiao;
Motion passed - 7:0

YEAS: Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao

NAYS: None

ABSTAIN: None

4. Approval of Agenda

ACTION: Motion to approve amended agenda as discussed by Casey Powell; second by Gavin Hawthorne;
Motion passed - 7:0

YEAS: Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao

NAYS: None

ABSTAIN: None

City Manager Ed Spears added three action items discussed at the work session to the agenda under City Manager Report

- Whisper Creek Property
- HRIS Software
- Locklin Lake Engineering

Mayor Lindsay added two proclamations to the agenda. To be read under section 5. Public Announcements, Awards, Proclamations & Recognitions.

5. Public Announcements, Awards, Proclamations & Recognitions

Proclamations read by Mayor Lindsay:

- Suicide Prevention Month
- Childhood Cancer Awareness Month

Item # 2024-2739

Moment of Silence for Former Councilman RL Lewis

Moment of silence

6. Public Hearings

Item # 2024-2735

Simmons Rezoning Request - Munson Highway

Planning Director Tim Milstead reported to the Council.
Public input was provided by: Stephanie(?), John Loftis

7. Invited Speakers

No Invited Speakers

8. Persons to Appear

No Persons to Appear

9. Ordinances & Resolutions

Item # 2024-2622

Ordinance #15-24 Dogwood Drive Voluntary Annexation Petition **2nd Reading**

ACTION: Motion to by Jeff Snow; second by Casey Powell;

Motion passed - 7:0

YEAS: Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao

NAYS: None

ABSTAIN: None

City Attorney Alex Andrade read Ordinance 15-24 into record
(Second Reading)

Item # 2024-2722

Ordinance #16-24 Simmons Rezoning -Munson Highway **1st Reading**

ACTION: Motion to by Jeff Snow; second by Mike Cusack;

Motion passed - 7:0

YEAS: Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao

NAYS: None

ABSTAIN: None

City Attorney Alex Andrade read Ordinance 16-24 into record
(First Reading)

Item # 2024-2723

Ordinance #17-24 Simmons FLUM - Munson Highway **1st Reading**

ACTION: Motion to by Mike Cusack; second by Casey Powell;

Motion passed - 7:0
YEAS: Roxanne Meiss, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao
NAYS: None
ABSTAIN: None

City Attorney Alex Andrade read Ordinance 17-24 into record
(First Reading)

Item # 2024-2741

Resolution # 2024-34 Fees, Rates and Charges for Water, Sewer, Gas and
Solid Waste

ACTION: Motion to Approve with amennndment by Jeff
Snow; second by Shari Sebastiao;
Motion passed - 7:0
YEAS: Roxanne Meiss, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao
NAYS: None
ABSTAIN: None

CFO, Curtis Krebs reported to Council
The base rate was established at \$3.30 per month for a single
family residential dwelling for storm water fee
Councilwoman Farrow's concern was that this was a higher
increase than the other fee increases (greater than 3%)
Public input was provided by: Buddy Fisher
**Amended to \$3.09 Storm Water Fee (Page 43 of Resolution
2024-34)**

10. City of Milton Events

Item # 2024-2718

SEPA & OAFA: Milton Christmas Parade 2024 (12/7) (**action item**)

ACTION: Motion to Approve by Jeff Snow; second by
Shari Sebastiao;
Motion passed - 7:0
YEAS: Roxanne Meiss, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao
NAYS: None

ABSTAIN: None

Events Coordinator, Jay Conrad reported to the Council.
Stephanie reported on the 2024 Milton Christmas Parade,
establishing a nonprofit and obtaining a sponsor and selecting a
theme for the parade.
\$1300 in kind contribution from the City for the parade package
and use of stage

Item # 2024-2726

SEPA & OAFA: Milton Mardi Gras Parade 2025 (**action item**)

ACTION: Motion to Approve by Jeff Snow; second by
Roxanne Meiss;
Motion passed - 7:0
YEAS: Roxanne Meiss, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao
NAYS: None
ABSTAIN: None

Events Coordinator, Jay Conrad reported to Council
Patrick & Felicia from Krewe reported to council in regard to the
2025 Milton Mardi Gras Parade.
Sponsorship of \$4,000 from City of Milton

Item # 2024-2727

SEPA: St. Rose of Lima Oktoberfest 2024 (9/28) (**action item**)

ACTION: Motion to Approve by Casey Powell;
second by Marilynn Farrow;
Motion passed - 7:0
YEAS: Roxanne Meiss, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao
NAYS: None
ABSTAIN: None

Events Coordinator, Jay Conrad Reported to Council

Item # 2024-2728

SEPA: Love & Lights Fundraiser Dinner 2024 (10/12) (**action item**)

ACTION: Motion to Approve by Jeff Snow; second by
Roxanne Meiss;

Motion passed - 7:0
YEAS: Roxanne Meiss, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao
NAYS: None
ABSTAIN: None

Events Coordinator, Jay Conrad Reported to Council

Item # 2024-2730

SEPA: MHS Halloween Movie Night (10/20) (**action item**)

ACTION: Motion to Approve by Casey Powell;
second by Shari Sebastiao;
Motion passed - 7:0
YEAS: Roxanne Meiss, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao
NAYS: None
ABSTAIN: None

Events Coordinator, Jay Conrad Reported to Council

Item # 2024-2731

Overhaul of Special Event Permit Application Form and Related Fees (**action item**)

ACTION: Motion to Approve by Jeff Snow; second by
Shari Sebastiao;
Motion passed - 7:0
YEAS: Roxanne Meiss, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao
NAYS: None
ABSTAIN: None

Events Coordinator Jay Conrad reported to council

11. Public Information Officer Report

Public Information Officer Bethany Anderson reported to the Council.

12. Planning Board

Item # 2024-2595

Architectural Standards in CRA Areas (**action item**)

ACTION: Motion to Approve by Marilyn Farrow;
second by Mike Cusack;
Motion passed - 7:0

YEAS: Roxanne Meiss, Jeff Snow, Casey Powell,
Mike Cusack, Marilyn Farrow, Gavin
Hawthorne, Shari Sebastiao

NAYS: None

ABSTAIN: None

Planning Director, Tim Milstead reported to the Council.

13. Administration, Emerald Coast Regional Council

Item # 2024-2688

FDACS Urban Forestry Tree Grant (**action item**)

ACTION: Motion to Approve by Marilyn Farrow;
second by Jeff Snow;
Motion passed - 7:0

YEAS: Roxanne Meiss, Jeff Snow, Casey Powell,
Mike Cusack, Marilyn Farrow, Gavin
Hawthorne, Shari Sebastiao

NAYS: None

ABSTAIN: None

Grants Manager Jacob Hullett reported to council
The grant is for tree plantings at Russell Harbor, Carpenter's
Park, and near Jernigan's Landing/Riverwalk areas downtown.
\$23,045.00 awarded to the City of Milton's "scope of work" which
includes the purchase of the planting material which includes
approximately 87 trees. The City plans to match, in-kind through
labor and equipment, with \$8,330.00.

Item # 2024-2740

Wreaths Across America Sponsorship (**discussion item**)

Councilwoman Farrow reported to council. Item was discussed
during the work session and City Manager Ed Spears suggested
revisiting in October to see how many contributions came in from
the public.

Item # 2024-2742

Hourly Rate Increase for Legal Services of Moore, Hill & Westmoreland
(**action item**)

ACTION: Motion to Approve by Jeff Snow; second by Shari Sebastiao;
Motion passed - 7:0

YEAS: Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao

NAYS: None

ABSTAIN: None

The hourly rate is increased from \$200 to \$250

14. Parks & Recreation, Community Improvement Board

Councilman Hawthorne reported to council.

15. LEAP

No Report

16. Board of Adjustments

No Report

17. Historic Preservation Board, Transportation Planning Organization

No Report

18. Growth, Development & Annexation, Tourist Development Council

Councilman Snow reported to council.

19. Finance, Public Works

No Report

Item # 2024-2724

Milton Workforce Training Facility - Architectural & Engineering Services (**action item**)

ACTION: Motion to Approve by Shari Sebastiao; second by None;
Motion passed - 7:0

YEAS: Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao

NAYS: None

ABSTAIN: None

Permit & Construction Drawings: amount of \$58,600

Item # 2024-2689

BDI Task Order- Remaining Portions of the 16" Effluent Pipeline (**action item**)

ACTION: Motion to Approve by Casey Powell;
second by Gavin Hawthorne;
Motion passed - 7:0

YEAS: Roxanne Meiss, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao

NAYS: None

ABSTAIN: None

The task order includes a fee for permitting, for design of the segment of pipe that has not been designed, contract administration for the entire pipeline route, periodic project observation, development of record drawings, and project closeout.

Total \$297,423.00

Item # 2024-2729

BDI Task Order 25527.19-02 - Sprayfield 1&2 (**action item**)

ACTION: Motion to Approve by Jeff Snow; second by
Shari Sebastiao;
Motion passed - 5:2

YEAS: Roxanne Meiss, Jeff Snow, Casey Powell,
Gavin Hawthorne, Shari Sebastiao

NAYS: Mike Cusack, Marilynn Farrow

ABSTAIN: None

City Manager Ed Spears reported to council.

Council discussed task order 25527.19-02

Engineering Services during bidding

BDI Task Order 22527.19-02 Lump sum fee of \$54,570.00

Item # 2024-2738

BDI 25520.15 - Operation Permit Renewal for Downtown WWTP (**action item**)

ACTION: Motion to Approve by Casey Powell;
second by Shari Sebastiao;
Motion passed - 7:0

YEAS: Roxanne Meiss, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao

NAYS: None

ABSTAIN: None

Engineering Services from BDI for Downtown WWTP Permit
Renewal issued by the Florida Department of Environmental
Protection (FDEP)

Lump sum of \$56,300.00

Item # 2024-2734

Negotiation Proposal - RFP 2024.01 Utility Workforce Training/Operation
Facility **(action item)**

Duplicate Item.

Item # 2024-2652

City of Milton Recycling Program **(action item)**

ACTION: Motion to Approve termination of recycling
program by Casey Powell; second by Jeff
Snow;

Motion passed - 7:0

YEAS: Roxanne Meiss, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao

NAYS: None

ABSTAIN: None

Termination of the recycling program for the City of Milton

20. Mayor Report: Public Safety, Ordinance Committee

Mayor Lindsay thanked council for their support in behalf of the McKenny family in
the recognition of the loss of their son.

Mayor Lindsay requested Mr. Spears to write a letter to FDOT in regard to a light
at Magnolia and Stewart and see if there is anything that the City can do to assist
to facilitate this.

21. City Attorney's Report

No Report

22. City Manager's Business

Item # 2024-2733

Travel & Training Policy **(action item)**

**1) Travel & Training Policy - Amended threshold from \$5,000
to \$3,000**

ACTION: Motion to Approve as amended by Gavin
Hawthorne; second by Casey Powell;
Motion passed - 7:0

YEAS: Roxanne Meiss, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao
NAYS: None
ABSTAIN: None

2) Property Swap with Whisper Creek Subdivision

ACTION: Motion to Approve Property Swap whisper
creek (**action item**) by Casey Powell;
second by Shari Sebastiao;
Motion passed - 7:0
YEAS: Roxanne Meiss, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao
NAYS: None
ABSTAIN: None

3) HRIS Human Resources Information Software System (3-year contract)

ACTION: Motion to Approve HRIS System (**action
item**) by Marilynn Farrow; second by Casey
Powell;
Motion passed - 7:0
YEAS: Roxanne Meiss, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao
NAYS: None
ABSTAIN: None

4) Locklin Lake Engineering Services

ACTION: Motion to Approve BDI Contract for Locklin
Lake Engineering Services (**action item**) by
Jeff Snow; second by Roxanne Meiss;
Motion passed - 7:0
YEAS: Roxanne Meiss, Jeff Snow, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne, Shari Sebastiao

NAYS: None
ABSTAIN: None

**Negotiate engineering services phased contract with BDI
not to exceed \$339,040.00**

23. Public Input

Public input was provided by: Buddy Fisher, Joe Cook,Pam Mitchell, Jerry Mitchell, Theresa Messick, Howard Steele

24. Adjournment

The meeting adjourned at 08:32 PM.

Mayor

Date

City Clerk

Date