



COMMUNITY REDEVELOPMENT AGENCY
Regular Meeting Agenda

October 23, 2025
5:30 PM
6738 Dixon Street
Milton, FL 32570

- 1. Call Meeting to Order**
- 2. Approval of Minutes**
 - Item # 2025-3658
 - Approval of Minutes from September 18, 2025 meeting
- 3. Persons to Appear**
- 4. Financial Report**
 - Item # 2025-3679
 - CRA P&L Reports
- 5. New Business**
 - Item # 2025-3666
 - City of Milton Christmas Décor Phased Replacement Project
- 6. Communications From Council Members & Mayor**
- 7. Adjournment**

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the City at least 48 hours before the meeting by contacting City Hall, 6738 Dixon Street, Milton, or by calling 983-5410.

"If any person decides to appeal any decision made by the board, agency, or commission, with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." FS 286.0105



Approval of Minutes from September 18, 2025 meeting

MEETING DATE	PREPARED BY
October 23, 2025	Clerk's Office



COMMUNITY REDEVELOPMENT AGENCY
Regular Meeting Minutes

September 18, 2025
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. Call Meeting to Order

The meeting was called to order at 05:30 PM.

Members Present:

Council Member Ward IV, Seat II Casey Powell
Council Member, Ward I, Seat I Mike Cusack
Council Member, Ward II, Seat I Marilyn Farrow
Council Member Ward III, Seat II Robert Leek
Council Member Ward I, Seat II Tom Powers
Council Member Ward II, Seat II Larry McKee

Members Absent:

Council Member, Ward III, Seat I Gavin Hawthorne
Council Member, Ward IV, Seat I Ashley Fretwell

Members of the Public in Attendance

David Farrow, Shari Sebastiao, Theresa Messick, Jimmy Messick

Staff in Attendance

City Manager, Ed Spears
City Clerk, Molly Turnes
IT Director, Krystle Nowlin
Planning Director, Tim Milstead
Public Works Director, Joe Cook
Ec. Dev. Director, Stephen Prestesater
ACM, Sandra Woodbery
Chief of Police, Jennifer Frank

2. Approval of Minutes

Item # 2025-3526

Approval of Minutes from August 21, 2025 meeting

ACTION:	Motion to Approve by Marilyn Farrow; second by Tom Powers; Motion passed - 6:0
YEAS:	Casey Powell, Mike Cusack, Marilyn Farrow, Robert Leek, Tom Powers, Larry McKee
NAYS:	None

ABSTAIN: None

3. Persons to Appear
No Persons to Appear

4. Financial Report

Item # 2025-3576
CRA I, II, and III P&L Reports through July 2025

ACTION: Motion to Approve by Casey Powell;
second by Larry McKee;
Motion passed - 6:0

YEAS: Casey Powell, Mike Cusack, Marilynn
Farrow, Robert Leek, Tom Powers, Larry
McKee

NAYS: None

ABSTAIN: None

5. Communications From Council Members & Mayor

- Councilman Leek asked about the timeline for the sidewalks in the CRA.
- Economic Dev Director Stephen Prestesater reported to council.
- Discussion regarding update on Oak Street.

6. Adjournment

The meeting adjourned at 05:37 PM.

Mayor

Date

City Clerk

Date



Agenda Item # 2025-3679
CRA P&L Reports

MEETING DATE

October 23, 2025

PREPARED BY

Laura McDill, Budget
Coordinator

BACKGROUND

CRA I, II, and III P&L Reports through August 2025

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. CRA 111 08_2025
2. CRA 112 08_2025
3. CRA 113 08_2025

**CRA I DOWNTOWN
FY 2025**

(Fund 111)

			FY 2025	FY 2025		
				YEAR To DATE as of		
			BUDGET	8/31/2025	Balance	Description
acct. #						
REVENUES	338-10-00	O/S Rev from Local Units (SRC contrib)	\$ 116,121	\$ 108,432	\$ 7,689	Estimated tax billing
	338-10-01	O/S Rev from Local Units (CITY contrib)	\$ 54,442	\$ 54,442	\$ (0)	Estimated tax billing
	348-xx-xx	Promotional	\$ 5,000	\$ 7,885	\$ (2,885)	Promotional Revenue
	360-10-00	Misc. Revenues	\$ -	\$ -	\$ -	Misc. Revenue
	361-10-00	Interest Income	\$ -	\$ 65	\$ (65)	Interest
	366-10-00	Misc. Donations	\$ -	\$ -	\$ -	Misc. Donations
	381-01-00	Transfer from General Fund	\$ -	\$ -	\$ -	
	389-90-01	Balance Forward	\$ 38,881	\$ -	\$ 38,881	Funds brought forward from FY2024
REVENUE TOTALS			\$ 214,444	\$ 170,824	\$ 43,620	

OTHER EXPENSES						
EXPENSES	32-00	Audit	\$ 7,500	\$ 7,500	\$ -	
	34-00	Other Contractual Services	\$ 16,000	\$ 2,200	\$ 13,800	
	43-00	Utility Services	\$ 22,700	\$ 11,003	\$ 11,697	Gulf Power / Willing St. power poles
	46-00	Repair & Maintenance	\$ -	\$ -	\$ -	R&M
	48-00	Promotional	\$ -	\$ -	\$ -	Advertisement
	48-01	5k Run	\$ -	\$ -	\$ -	
	48-02	Bands on the Blackwater	\$ -	\$ 51	\$ (51)	
	48-03	Movie Night	\$ -	\$ -	\$ -	
	48-06	Other Events	\$ -	\$ -	\$ -	
	48-08	Water Festival	\$ -	\$ -	\$ -	
	49-00	Misc. Expense	\$ 2,500	\$ 1,648	\$ 852	Christmas lighting maintenance/Electrical Repair
	49-19	Tax Rebate Incentive Prog	\$ -	\$ -	\$ -	Tax Rebate Incentive Program
	49-34	Property / Fire Tax	\$ 745	\$ 706	\$ 39	Fire Fee
	52-00	Operating Supplies	\$ -	\$ -	\$ -	Misc.
	53-00	Materials / Repair & Supplies	\$ -	\$ -	\$ -	
	54-00	Dues & Subscriptions	\$ 5,000	\$ 2,954	\$ 2,046	Dues & Subscriptions
	63-20	Magnolia Hall Roof Replacement	\$ 20,000	\$ 14,732	\$ 5,268	Magnolia Hall Roof Replacement
	64-00	Capital Outlay	\$ -	\$ -	\$ -	
	64-27	Downtown Project Expense	\$ 90,000	\$ 27,501	\$ 62,499	
	82-08	SRC-July 4th Fireworks	\$ -	\$ -	\$ -	
	82-09	Misc. Grants in Aid	\$ -	\$ -	\$ -	Support for Special Events (SR Arts/Etc.)
	82-19	Façade Grant	\$ 50,000	\$ 55,000	\$ (5,000)	Façade Improv.
	91-01	Transfer to General Fund	\$ -	\$ -	\$ -	
	99-99	Contingencies	\$ -	\$ -	\$ -	
EXPENSE TOTALS			\$ 214,445	\$ 123,295	\$ 91,150	

**CRA II NORTH
FY 2025**

(Fund 112)

			FY 2025	FY 2025		
				YEAR To DATE as		
				of		
				8/31/2025	Balance	Description
acct. #			BUDGET			
REVENUES	338-10-00	O/S Rev from Local Units (SRC contrib)	\$ 14,769	\$ 15,181	\$ (412)	Estimated tax billing
	338-10-01	O/S Rev from Local Units (CITY contrib)	\$ 7,622	\$ 7,622	\$ (0)	Estimated tax billing
	348-xx-xx	Promotional	\$ -	\$ -	\$ -	Promotional Revenue
	361-10-00	Interest Income	\$ -	\$ 21	\$ (21)	Interest
	366-10-00	Misc. Donations	\$ -	\$ -	\$ -	Misc. Donations
	381-01-00	Transfer from General Fund	\$ -	\$ -	\$ -	
	389-90-01	Balance Forward	\$ -	\$ -	\$ -	
REVENUE TOTALS			\$ 22,391	\$ 22,825	\$ (434)	

Dept. 552

			OTHER EXPENSES			
EXPENSES	31-03	Professional Services	\$ -	\$ -	\$ -	
	34-00	Other Contractual Services	\$ 10,000	\$ 2,214	\$ 7,786	
	43-00	Utility Services	\$ -	\$ -	\$ -	Gulf Power / power poles
	46-00	Repair & Maintenance	\$ -	\$ -	\$ -	R&M
	48-00	Promotional	\$ -	\$ -	\$ -	Advertisement
	48-06	Promotional	\$ -	\$ -	\$ -	Advertisement
	49-00	Misc. Expense	\$ -	\$ -	\$ -	
	49-18	Misc. Exp. / Bank Charges	\$ -	\$ -	\$ -	
	52-00	Operating Supplies	\$ -	\$ -	\$ -	Misc.
	53-00	Materials/Rep & Supplies	\$ -	\$ -	\$ -	
	54-00	Dues & Subscriptions	\$ -	\$ -	\$ -	Dues & Subscriptions
	61-01	Capital - Land Acquisition	\$ -	\$ -	\$ -	
	63-04	Carpenters Park	\$ -	\$ -	\$ -	Carpenters Park
	64-07	Capital - Misc. Equipment	\$ -	\$ -	\$ -	
	64-27	Project Expense	\$ -	\$ -	\$ -	
	82-09	Misc. Grants in Aid	\$ -	\$ -	\$ -	Support for Special Events
	91-00	Transfer to Other Funds	\$ -	\$ -	\$ -	
	91-01	Transfer to General Fund	\$ -	\$ -	\$ -	
	91-02	Transfer to Capital Projects	\$ -	\$ -	\$ -	
	590-01-00	Contingencies	\$ 12,391	\$ -	\$ 12,391	
EXPENSE TOTALS			\$ 22,391	\$ 2,214	\$ 20,177	

**CRA III SOUTH
FY 2025**

(Fund 113)

CRA III SOUTH FY 2025 (Fund 113)			FY 2025	FY 2025		
acct. #			BUDGET	YEAR To DATE as of 8/31/2025	Balance	Description
REVENUES	338-10-00	O/S Rev from Local Units (SRC contrib)	\$ 4,555	\$ 3,487	\$ 1,068	Estimated tax billing
	338-10-01	O/S Rev from Local Units (CITY contrib)	\$ 1,751	\$ 1,751	\$ 0	Estimated tax billing
	348-xx-xx	Promotional	\$ -	\$ -	\$ -	Promotional Revenue
	361-10-00	Interest Income	\$ -	\$ 10	\$ (10)	Interest
	366-10-00	Misc. Donations	\$ -	\$ -	\$ -	Misc. Donations
	381-01-00	Transfer from General Fund	\$ -	\$ -	\$ -	
	389-90-01	Balance Forward	\$ -	\$ -	\$ -	
REVENUE TOTALS			\$ 6,306	\$ 5,248	\$ 1,058	

Dept. 552

		OTHER EXPENSES				
EXPENSES	31-03	Professional Services	\$ -	\$ -	\$ -	
	34-00	Other Contractual Services	\$ -	\$ -	\$ -	
	43-00	Utility Services	\$ -	\$ -	\$ -	Gulf Power / Power poles
	46-00	Repair & Maintenance	\$ -	\$ -	\$ -	R&M
	48-00	Promotional	\$ -	\$ -	\$ -	Advertisement
	48-06	Promotional	\$ -	\$ -	\$ -	Advertisement
	49-00	Misc. Expense	\$ -	\$ -	\$ -	Christmas lighting maintenance/Electrical Repair
	49-18	Misc. Exp. / Bank Charges	\$ -	\$ -	\$ -	
	52-00	Operating Supplies	\$ -	\$ -	\$ -	Misc.
	53-00	Materials/Rep & Supplies	\$ -	\$ -	\$ -	
	54-00	Dues & Subscriptions	\$ -	\$ -	\$ -	Dues & Subscriptions
	61-01	Capital - Land Acquisition	\$ -	\$ -	\$ -	
	64-07	Capital - Misc. Equipment	\$ -	\$ -	\$ -	
	64-27	Project Expense	\$ -	\$ -	\$ -	
	82-09	Misc. Grants in Aid	\$ -	\$ -	\$ -	Support for Special Events
	91-00	Transfer to Other Funds	\$ -	\$ -	\$ -	
	91-01	Transfer to General Fund	\$ -	\$ -	\$ -	
	91-02	Transfer to Capital Projects	\$ -	\$ -	\$ -	
	99-99	Contingencies	\$ 6,305	\$ -	\$ 6,305	
EXPENSE TOTALS		\$ 6,305	\$ -	\$ 6,305		



Agenda Item # 2025-3666

City of Milton Christmas Décor Phased Replacement Project

MEETING DATE

October 23, 2025

PREPARED BY

Stephen Prestesater, Director
of Economic Development

BACKGROUND

For more than 20 years, the City of Milton has proudly displayed holiday decorations that have become a tradition for residents and visitors alike. However, the city's current inventory of lights, displays, and garland has reached the end of its useful life.

Many decorations are outdated, costly to maintain, and were originally designed for personal rather than commercial use. Each year, city staff invest significant time and resources into repairs, replacements, and retrofitting older decorations with LED bulbs to extend their life.

The city's annual budget for holiday decorations is \$6,500, which primarily covers maintenance, small replacements, and upgrades to aging materials. While this has kept the display operational, it does not allow for meaningful reinvestment or modernization.

SUMMARY

Need for a Phased Replacement Approach

To maintain and enhance the city's holiday presentation—particularly the popular Light Up Milton event—the city recommends a multi-year, phased approach to replacing its Christmas décor.

A phased plan allows the city to:

- Spread costs across several fiscal years.
- Transition to commercial-grade decorations that last for decades with minimal upkeep.
- Enhance visitor experience while aligning with the city's ongoing downtown revitalization efforts.
- Ensure CRA funding is used strategically to improve the appearance, vitality, and civic

pride of the downtown district.

Proposed Phase 1 – 2025 Holiday Season

The City of Milton proposes a phased approach that focuses on introducing signature centerpiece elements to rejuvenate the Light Up Milton experience. These would be installed near the Santa photo area, creating a more engaging and photogenic attraction for families and visitors.

Items proposed for consideration in Phase 1 (Jubilee Décor Estimate #2822): Estimate 2822

Item	Description	Cost
16' Walk-Through Ornament	Aluminum powder-coated frame with 5mm LED lights and rope lighting	\$25,846.15
12' Walk-In Ornament	Aluminum powder-coated frame with 5mm LED lights	\$13,692.31
4-Ball Stack of 42" Fiberglass Ornaments	Includes caps, stack framework, and bases	\$5,523.08
6' C7 Transparent Bulb (5-Pack)	Translucent fiberglass bulbs with programmable RGB light engine	\$10,615.39
6' C7 Transparent Bulb (3-Pack)	Translucent fiberglass bulbs with programmable RGB light engine	\$6,500.00
Total Estimate (Phase 1)		\$65,192.32

The City looks to the Council to break down these costs and look to spend **no more than \$25,000 in Phase 1.**

These new display elements would create an immediate visual impact and establish the foundation for future holiday enhancements.

Future Phases

Phase 2 (2026): Replace the city's **aging Christmas tree** with a new, large-capacity commercial tree designed for longevity and low maintenance.

Phase 3 (2027): Add **supplemental decorations** for downtown storefronts and public gathering spaces.

Phase 4 (2028 and beyond): Replace **streetlight pole fixtures** and expand decorative lighting throughout the Downtown Community Redevelopment Area (DCRA).

CRA Alignment

This project supports multiple objectives in the 2023 CRA Plan, including:

- Improving the appearance and attractiveness of the Downtown CRA.
- Creating a vibrant, compact downtown district that draws residents and visitors year-round.
- Making the downtown riverfront an image of civic pride and beauty.
- Encouraging a vital and healthy downtown economy through tourism and community events like Light Up Milton.

By investing in long-lasting, visually stunning decorations, the City of Milton reinforces the CRA's mission to promote community pride, economic vitality, and the beautification of the city's public spaces.

RECOMMENDATION

A phased approach to replacing Milton's holiday décor is both fiscally responsible and strategically aligned with the city's long-term goals for downtown development. Staff looks to the council for its recommendation.

ATTACHMENTS

1. Estimate 2822 (2)
2. Estimate_2822_from_Jubilee_Decor

ESTIMATE

Jubilee Decor
224 E Three Notch St
Andalusia, AL 36420-3123

admin@jubileedecor.com
+1 (334) 679-6682
www.jubileedecor.com



City of Milton, FL:City of Milton, FL 2025

Bill to

City of Milton, FL
6738 Dixon Street
Milton, FL 32572

Ship to

City of Milton, FL
6738 Dixon Street
Milton, FL 32572

Estimate details

Estimate no.: 2822
Estimate date: 09/30/2025

Payment Terms: NET30

#	Product or service	Description	Qty	Rate	Amount
1.	WTO-16	16' Walk-through Ornament. Aluminum powder coated frame. 5mm LED, 3-Channel and Rope Lights. Controllers, power supply and weatherproof box included.	1	\$25,846.15	\$25,846.15
2.	Walk In Ornament-12	12' Walk In Ornament, aluminum powder-coated frame with 5mm LED lights	1	\$13,692.31	\$13,692.31
3.	Tree of Lights - 8'	8' Tree of C7 LED Lights with 2' 2D LED Tree Topper (8' is TOTAL height with topper)	1	\$1,400.00	\$1,400.00
4.	Tree of Lights - 10'	10' Tree of C7 LED Lights with 2' 2D LED Tree Topper (10' is the TOTAL height of tree with topper)	1	\$1,615.39	\$1,615.39
5.	FOS-4-42	4 Ball Stack of 42" Fiberglass Ornaments, includes caps, stack framework, and bases for bottom ornaments.	1	\$5,523.08	\$5,523.08
6.	C7 Transparent	5 - 6' Translucent Fiberglass C7 Bulb with a programable RGB Light Engine to include starter and expansion packs.	1	\$10,615.39	\$10,615.39
7.	C7 Transparent	3 - 6' Translucent Fiberglass C7 Bulb with a programable RGB Light Engine to include starter and expansion packs.	1	\$6,500.00	\$6,500.00
8.	Freight	Shipping charges will be added to final invoice.	1	\$0.00	\$0.00

Total

\$65,192.32

Note to customer

Please review the estimate below. When you are ready to proceed with the order, please use the review and approve button below.

Accepted date

Accepted by

ESTIMATE

Jubilee Decor
224 E Three Notch St
Andalusia, AL 36420-3123

admin@jubileedecor.com
+1 (334) 679-6682
www.jubileedecor.com



City of Milton, FL:City of Milton, FL 2025

Bill to
City of Milton, FL
6738 Dixon Street
Milton, FL 32572

Ship to
City of Milton, FL
6738 Dixon Street
Milton, FL 32572

Estimate details
Estimate no.: 2822
Estimate date: 09/30/2025

Payment Terms: NET30

#	Product or service	Description	Qty	Rate	Amount
1.	Walk In Ornament-12	12' Walk In Ornament, aluminum powder-coated frame with 5mm LED lights	1	\$13,692.31	\$13,692.31
2.	Tree of Lights - 8'	8' Tree of C7 LED Lights with 2' 2D LED Tree Topper (8' is TOTAL height with topper)	3	\$1,400.00	\$4,200.00
3.	Tree of Lights - 10'	10' Tree of C7 LED Lights with 2' 2D LED Tree Topper (10' is the TOTAL height of tree with topper)	1	\$1,615.39	\$1,615.39
4.	FOS-4-42	4 Ball Stack of 42" Fiberglass Ornaments, includes caps, stack framework, and bases for bottom ornaments.	1	\$5,523.08	\$5,523.08
5.	LOGO-FG	Personalized Logo for Fiberglass Ornament	1	\$150.00	\$150.00
6.	Freight	Shipping charges will be added to final invoice.	1	\$0.00	\$0.00

Total \$25,180.78

Note to customer

Please review the estimate below. When you are ready to proceed with the order, please use the review and approve button below.

Accepted date

Accepted by

