



**Community Improvement Board
Regular Meeting Agenda**

March 3, 2022
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. March 2022 Minutes

CIB March 2022 Minutes



City of Milton

Community Improvement Board Meeting

March 3, 2022, 5:30 p.m.

MINUTES

The City of Milton Community Improvement Board meeting was called to order at 5:30 P.M. on March 3, 2022. Present at the meeting were Board Members Ms. Brandi Bates, Ms. Deb Becker, Ms. Laura Coleman, Ms. Cassandra Sharp, and Mr. Kaiden Spurlock. City Staff present included Mr. Edward Spears, Mr. Tim Milstead and Mrs. Melissa Short. These minutes are a synopsis of the actions taken at the meeting and are not intended as verbatim minutes.

- I. The meeting was called to order by Mr. Spears at 5:30 p.m. He welcomed those in attendance and introduced City Staff. Mr. Spears called the roll and noted that a quorum was present. Mr. Spears noted that until a chairperson was elected later in the meeting, he would serve in the capacity of chairman. He confirmed the meeting was properly noticed and open to the public. He also noted that due to technical audio/visual equipment issues in the City Council Chambers, staff was forced to relocate the meeting to the Conference Room at City Hall. He apologized for any inconvenience.
- II. Mr. Spears called for any additions, deletions, or changes to the meeting agenda. Ms. Sharp made a motion to approve the agenda as presented. Mr. Spurlock seconded the motions. The motion passed unanimously.
- III. Mr. Spears introduced the need for the Board to elect a chairperson and vice-chairperson. He opened the floor for nominations. Ms. Bates nominated Ms. Sharp for chairwoman. Ms. Sharp accepted the nomination on the condition that Ms. Bates serve as the vice-chair. Ms. Bates agreed. Mr. Spears called for any additional nominations for either position. He closed nominations and called for a motion from the Board. Ms. Bates made a motion to appoint Ms. Sharp Chairwoman of the Community Improvement Board and herself as the Vice-Chair. Ms. Becker seconded the motion. Mr. Spears called for discussion. No discussion was had. Mr. Spears called for any input from the members of the public present at the meeting. No input was offered. The motion passed unanimously. Mr. Spears congratulated Ms. Sharp and passed the gavel to the newly appointed chair.
- IV. Chairwoman Sharp called on Mr. Spears to give an overview of Robert's Rules of Order and review the handout provided to the Board that details the basic tenants of that decision making process. Mr. Spurlock made a motion to adopt Robert's Rules of Order as the official decision-making process and rules for the Community Improvement Board. Ms. Bates seconded the motion. The motion passed unanimously.

- V. Chairwoman Sharp called on Mrs. Short to review possible meeting dates. Mrs. Short detailed the current schedule of other City Boards and Commissions and that of City Council. She advised that currently, there are no other meetings on the first Thursday of each month and that date would put the CIB meetings in advance of City Council meetings so that feedback can be provided in a timely manner. Members reviewed their schedules and discussed the options. Ms. Bates made a motion to hold the CIB meetings on the first Thursday of each month without objection. No objection was noted. Mr. Spears advised that special meetings, if needed can always be called if circumstances warrant. Ms. Short advised that the next meeting would be held at 5:30 p.m. on April 7, 2022.
- VI. Chairwoman Sharp called on Mr. Spears to review the CIB Charter and Ordinance. Mr. Spears noted that a copy of each was provided to the members in their meeting materials. He reviewed the membership categories and the duties of the Board, as approved by City Council. No action was required.
- VII. Chairwoman Sharp called on Mr. Spears to give an overview of the Florida Sunshine Law, Public Records Law, Ethics and Gifts requirements. Mr. Spears presented the major aspects of each aspect. The Board members asked questions and discussion followed. No action was required.
- VIII. Chairwoman Sharp called on Mr. Spears to review the upcoming topics for future meetings. These include an overview of CRA's and TIF's, the 2022 CRA Plan Update, and the 2022 Residential Façade Program. Discussion followed. Chairwoman Sharp asked that the CRA map, the Historic District map the Tourism District Map, and the Alcohol Overlay map be provided to members of the Board. She asked that during the TIF discussion, the financial aspect of how much of your taxes go to the CRA be provided.
- IX. No speakers presented in Open Forum.
- X. With no further business to transact, the meeting was adjourned at 6:48 p.m.

Respectfully submitted, Mr. Edward E. Spears, Economic Development Director