



**CITY COUNCIL**  
**Regular Meeting Agenda**

January 10, 2023  
5:30 PM  
6738 Dixon Street  
Milton, FL 32570

- 1. Open Meeting**
- 2. Invocation**  
Pastor Nicole Jackson,  
Bearing Fruit Community Church
- 3. Pledge of Allegiance**
- 4. Approval of Minutes**  
Item # 2022-1109  
Approval of Minutes from December 13, 2022
- 5. Approval of Agenda**  
Recommendation for additional items from Staff  
Recommendation for additional items from Council
- 6. Recognitions, Proclamations & Awards**  
Dr. Martin Luther King Jr. Proclamation
- 7. Invited Speakers**  
Timothy Parson and Jennifer Green,  
Liberty Partners of Tallahassee, LLC
- 8. Persons to Appear**
- 9. General Consent Agenda**  
General Consent Agenda  
Item # 2022-1056  
2023 Meeting & Holiday Schedule  
Item # 2022-1117  
Florida Trail Town Application
- 10. Ordinances & Resolutions**  
Item # 2023-1132  
Resolution 1561-23  
Item # 2022-1122  
Resolution 1562-23
- 11. Agenda Items**
- 12. Finance, Planning Board**  
Councilman Michael Cusack
- 13. Administration, Emerald Coast Regional Council**  
Councilwoman Marilyn Farrow

City of Milton Board Vacancies

**14. Parks & Recreation, Community Improvement Board**

Councilman Gavin Hawthorne

**15. LEAP**

Councilman Jason Vance

**16. Board of Adjustments**

Councilman Matthew Jarrett

**17. Historic Preservation Board, Transportation Planning Organization**

Councilwoman Roxanne Meiss

**18. Growth, Development & Annexation, Tourist Development Council**

Councilman Jeff Snow

**19. Public Works**

Councilman Casey Powell

**20. Mayor Report: Public Safety, Ordinance Committee**

Mayor Heather Lindsay

Letter to County Commissioners dtd January 11, 2023

**21. City Attorney's Report**

**22. City Manager's Report**

**23. Public Input**

**24. Adjourn**

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 December 13, 2022

| MEETING DATE     | PREPARED BY                                 |
|------------------|---------------------------------------------|
| January 10, 2023 | Clerk's Office<br>Dawn Molinero, City Clerk |



**CITY COUNCIL**  
**Regular Meeting Minutes**

December 13, 2022  
5:30 PM  
6738 Dixon Street  
Milton, FL 32570

**1. Open Meeting**

The meeting was called to order at 5:30 PM.

**Members Present:**

Mayor Heather Lindsay  
Council Member Ward I, Seat I Vernon Compton (outgoing)  
Council Member Ward I, Seat I Mike Cusack (incoming)  
Council Member Ward I, Seat II Matt Jarrett  
Council Member Ward II, Seat I Shannon Rice (outgoing)  
Council Member Ward II, Seat I Marilynn Farrow (incoming)  
Council Member Ward II, Seat II Roxanne Meiss  
Council Member Ward III, Seat I Gavin Hawthorne (incoming)  
Council Member Ward III, Seat II Jeff Snow  
Council Member Ward IV, Seat I Shari Sebastiao (outgoing)  
Council Member Ward IV, Seat I Jason Vance (incoming)  
Council Member Ward IV, Seat II Casey Powell

**Members Absent:**

Council Member Ward III, Seat I Robert Leek

**Members of the Public in Attendance**

Sherry Chapman, Jerry Couey, Tom Powers, Maureen Garrigus, Gregory Garrigus, JT Guth, Jon Gayton, Ray Eddington, Gwen Sachar, Major Bonham, Joann Vance, Vera Cooper, Joy Powers, Jerry Mitchell, Pam Mitchell, Christie Culpepper, Angela Carter, Debra Harsche, Jimmy Messick, Marilynn Farrow, David Farrow, Sharon Hawthorne, Cassandra Sharp, Marie Sowell, Carol Jordan, George Jordan, Eric Grant, Donny West, Anita Johnmeyer, Denise Beckham, Irene Knowles, Nancy Foster, Denise McDonald, Kyle Holley, Gavin Hawthorne, Lyza Hawthorne, Blake Bear, Diane Zieyentus, Nancy Foster, Vince Nguyen, Weslee Vann, Isabelle Gampher, Claude Dunn, Aubrey Johnson, Al Brewton, Wesley Meiss, Christy Briones, RL Lewis, Randy Krill

**Staff in Attendance**

City Manager, Randy Jorgenson  
City Clerk, Dawn Molinero  
IT Systems Analyst, Hunter Green  
IT Systems Analyst, Ashley Johnston  
Public Information Officer, Jay Conrad  
Planning Director, Tim Milstead  
Director of Economic Development, Ed Spears

Public Works Director, Joe Cook  
Budget Manager, Heidi Sroka  
Public Works Admin Assistant, Christie Haarman  
Executive Assistant, Kevin Boyer  
Chief of Police, Tony Tindell

**2. Invocation**

The Honorable Shannon Rice

**3. Pledge of Allegiance**

**4. Approval of Minutes**

Item # 2022-1044

Approval of Minutes for November 7, 2022

**ACTION:** Motion to Approve by Jeff Snow; second by  
Shari Sebastiao;

Motion passed - 7:0

**YEAS:** Vernon Compton, Matt Jarrett, Shannon  
Rice, Roxanne Meiss, Jeff Snow, Shari  
Sebastiao, Casey Powell

**NAYS:** None

**ABSTAIN:** None

**5. Honoring of Outgoing Elected Officials**

The City Manager, Randy Jorgenson, thanked the former council members Shari Sebastiao, Shannon Rice and Vernon Compton and presented them with a plaque recognizing their service to the city.

**6. Swearing-In Ceremony**

The City Clerk, Dawn Molinero, presided over the swearing in of Mayor Heather Lindsay and the new council members Councilman Mike Cusack, Councilwoman Marilynn Farrow, Councilman Gavin Hawthorne and Councilman Jason Vance.

**7. Approval of Agenda**

**ACTION:** Motion to Approve by Marilynn Farrow; second by Casey  
Powell;

Motion passed - 8:0

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

**NAYS:** None

**ABSTAIN:** None

**8. Recognitions, Proclamations & Awards**

Milton High School JROTC

The Public Works Administrative Assistant, Christie Haarman, honored the Milton High School JROTC students with a Certificate of Appreciation signed by Mayor Heather Lindsay.

**9. Persons to Appear**

Persons to Appear was provided by: Jerry Couey, Al Brewton, Randy Krill Councilman Jeff Snow and Councilwoman Roxanne Meiss reported to the Council.

**10. General Consent Agenda**

**ACTION:** Motion to Approve by Casey Powell; second by Roxanne Meiss;

Motion passed - 8:0

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

**NAYS:** None

**ABSTAIN:** None

General Consent Agenda

Item # 2022-969

2022.12 Wastewater Treatment Plant Project Manager Solicitation

Item # 2022-970

2021.08 CDBG Admin Services Clyde Gracey Community Center Expansion

Item # 2022-971

2021.09 CDBG Engineering Services Clyde Gracey Community Center Expansion

Item # 2022-997

Bid for Purchase of Self Contained Breathing Apparatus (SCBA) for Fire Department

Item # 2022-1031

Bid for 2022.13 Carpenters Park Boardwalk

Item # 2022-483  
Business Improvement Program FY 2023 Cycle 2

Item # 2022-986  
Police Pension Board Application

Item # 2022-995  
Community Improvement Board Application

## 11. Mayoral Appointments

Item # 2022-1053  
Mayoral Appointments

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

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

**NAYS:** None

**ABSTAIN:** None

The motion and vote is to approve the Mayoral Appointments with one change; Councilwoman Roxanne Meiss will be the liaison for the Transportation Planning Organization.

Mayor Heather Lindsay reported to the Council.

Councilman Jeff Snow, Councilman Casey Powell, Councilwoman Marilyn Farrow and Councilwoman Roxanne Meiss reported to the Council.

Item # 2022-1054  
Selection of Mayor Pro Tempore

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

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

**NAYS:** None

**ABSTAIN:** None

The motion and vote is for Councilman Casey Powell to continue as the Mayor Pro Tempore.

## 12. Ordinances, Resolutions & Proclamations

Item # 2022-1049  
Resolution NO. 1559-22

**ACTION:** Motion to Approve by Jeff Snow; second by  
Matt Jarrett;

Motion passed - 8:0

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

**NAYS:** None

**ABSTAIN:** None

Item # 2022-1050  
Resolution NO. 1560-22

**ACTION:** Motion to Approve by Matt Jarrett; second by  
Casey Powell;

Motion passed - 8:0

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

**NAYS:** None

**ABSTAIN:** None

Item # 2022-1055  
Draft Resolution

Mayor Heather Lindsay reported to the Council. Each Council member provided their input regarding this item; this item will move forward to the Executive Committee Meeting, January 3, 2023 for further discussion.

## 13. Administration

Board Vacancies

Mayor Heather Lindsay reported to the Council.

**14. Council Reports**

Councilwoman Roxanne Meiss reported to the Council, the Historic Preservation Board met on December 8th. The board has chosen the Historic Excellence sign, the GIS historic walking tour is now on the city's website and Nathan Sutrick will be stepping down as the chair of the board but will remain a member of the board; they will be looking for a new chairman.

Councilman Jeff Snow reported to the Council. Regarding Tourist Development, new businesses are opening, Publix has been a success, Domino's and Great Clips are now open. Skate World, the 200 meter track progress is moving along.

Councilman Casey Powell reported to the Council

Councilman Gavin Hawthorne reported to the Council.

Councilwoman Marilynn Farrow reported to the Council.

Councilman Mike Cusack reported to the Council.

**15. Mayor Report: Heather Lindsay**

Mayor Heather Lindsay reported to the Council.

**16. City Attorney's Report**

No report.

**17. City Manager's Report**

The City Manager, Randy Joregenson, reported to the Council.

**18. Public Input**

No public input.

**19. Adjourn/Recess**

The meeting adjourned at 7:16 PM.



# Recommendation for additional items from Staff Recommendation for additional items from Council

## MEETING DATE

January 10, 2023

## PREPARED BY

Clerk's Office  
Dawn Molinero, City Clerk



## Dr. Martin Luther King Jr. Proclamation

| MEETING DATE     | PREPARED BY                                 |
|------------------|---------------------------------------------|
| January 10, 2023 | Clerk's Office<br>Dawn Molinero, City Clerk |

# Proclamation

Whereas Reverend Doctor Martin Luther King, Jr., was born January 15, 1929, and at age 25, he accepted the call of Dexter Avenue Baptist Church in Montgomery, Alabama, and was pastor from September 1954 to November 1959, when he resigned to move to Atlanta to lead the Southern Christian Leadership Conference;

Whereas Dr. King led the Montgomery, Alabama, bus boycott for 381 days to protest the arrest of Rosa Parks and the segregation of the bus system of Montgomery, during which time Dr. King was arrested and the home of Dr. King was bombed;

Whereas, on December 13, 1956, the Supreme Court declared laws requiring segregation on buses unconstitutional;

Whereas, between 1957 and 1968, Dr. King traveled more than 6,000,000 miles, spoke more than 2,500 times, and wrote 5 books and numerous articles supporting efforts around the country to end injustice and bring about social change and desegregation;

Whereas, on August 28, 1963, Dr. King led the March on Washington, DC, the largest rally of the civil rights movement, during which, from the steps of the Lincoln Memorial and before a crowd of more than 200,000 people, Dr. King delivered his famous I Have a Dream speech, one of the classic orations in American history;

Whereas Dr. King was a champion of nonviolence, fervently advocated nonviolent resistance as the strategy to end segregation and racial discrimination in America, and in 1964, at age 35, became the youngest man to be awarded the Nobel Peace Prize in recognition for his efforts;

Whereas through his work and reliance on nonviolent protest, Dr. King was instrumental in the passage of the Civil Rights Act of 1964 and the Voting Rights Act of 1965;

Whereas the work of Dr. King created a basis of understanding and respect and helped communities, and the United States as a whole, to act cooperatively and courageously to restore tolerance, justice, and equality among all people;

Whereas, on the evening of April 4, 1968, Dr. King was assassinated while standing on the balcony of his motel room in Memphis, Tennessee, where he was to lead sanitation workers in protest against low wages and intolerable working conditions;

Whereas Dr. King awakened the conscience and consciousness of the United States and used his message of hope to bring people together to build the Beloved Community, a community of justice, at peace with itself:

*NOW, THEREFORE, I, HEATHER LINDSAY, Mayor of the City of Milton, do hereby proclaim January 16, 2023 as Dr. Martin Luther King, Jr. Day, and encourage all Miltonians to remember the message of Dr. King and rededicate themselves to Dr. King's goal of a free and just United States.*

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Dawn Molinero, City Clerk

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Heather Lindsay, Mayor



Timothy Parson and Jennifer Green,  
Liberty Partners of Tallahassee, LLC

| MEETING DATE     | PREPARED BY                                 |
|------------------|---------------------------------------------|
| January 10, 2023 | Clerk's Office<br>Dawn Molinero, City Clerk |



Agenda Item # 2022-1056

## 2023 Meeting & Holiday Schedule

### MEETING DATE

January 10, 2023

### PREPARED BY

Dawn Molinero, City Clerk

### BACKGROUND

Each year there are meetings and boards that fall on holidays or on days that require rescheduling. The budget meetings will be added at a later date. Attached is the previously approved 2023 holiday schedule along with the proposed 2023 meeting and board schedule.

### SUMMARY

This item requires the council's approval.

### RECOMMENDATION

Council approval.

### ATTACHMENTS

1. Holiday Schedule 2023
2. MEETING & HOLIDAY DATES FOR 2023



# 2023

## CITY OBSERVED HOLIDAY SCHEDULE

All City Facilities and  
Offices will be closed  
on these dates.

### CITY OBSERVED **HOLIDAYS**

 **850-983-5400**

- **NEW YEAR'S DAY - MONDAY, JANUARY 2**
- **MARTIN LUTHER KING JR. - MONDAY, JANUARY 16**
- **MEMORIAL DAY - MONDAY, MAY 29**
- **JUNETEENTH - MONDAY, JUNE 19**
- **INDEPENDENCE DAY - TUESDAY, JULY 4**
- **LABOR DAY - MONDAY, SEPTEMBER 4**
- **VETERANS DAY - FRIDAY, NOVEMBER 10**
- **THANKSGIVING DAY - THURSDAY, NOVEMBER 23**
- **THANKSGIVING EXT. - FRIDAY, NOVEMBER 24**
- **CHRISTMAS EVE - FRIDAY, DECEMBER 22**
- **CHRISTMAS DAY - MONDAY, DECEMBER 25**

*"Where Good Living Flows"*

## **MEETING/HOLIDAY DATES FOR 2023**

### **JANUARY**

New Year's Day – Monday, January 2, 2023

Sundial and Executive Committee – Tuesday, January 3, 2023

FY 23 Budget Meeting – Thursday, January 5, 2023

CRA and Council – Tuesday, January 10, 2023

Historic Preservation Board – Thursday, January 12, 2023

Martin Luther King Jr. Day – Monday, January 16, 2023

Milton Planning Board – Tuesday, January 17, 2023

Committee of the Whole – Thursday, January 19, 2023

Community Improvement Board - Tuesday, January 24, 2023

Government Mission and Milton's Vision Meeting – Monday, January 30, 2023

### **FEBRUARY**

Sundial and Executive Committee – Monday, February 6, 2023

Historic Preservation Board – Thursday, February 9, 2023

CRA and Council – Tuesday, February 14, 2023

Milton Planning Board – Tuesday, February 21, 2023

Committee of the Whole – Thursday, February 23, 2023

Community Improvement Board - Tuesday, February 28, 2023

### **MARCH**

Sundial and Executive Committee – Monday, March 6, 2023

Historic Preservation Board – Thursday, March 9, 2023

CRA and Council – Tuesday, March 14, 2023

Milton Planning Board - Tuesday, March 21, 2023

Committee of the Whole – Thursday, March 23, 2023

Community Improvement Board - Tuesday, March 28, 2023

### **APRIL**

Sundial and Executive Committee – Monday, April 3, 2023

CRA and Council – Tuesday, April 11, 2023

Historic Preservation Board – Thursday, April 13, 2023

Milton Planning Board - Tuesday, April 18, 2023

Committee of the Whole – Thursday, April 20, 2023

Community Improvement Board - Tuesday, April 25, 2023

### **MAY**

Sundial and Executive Committee – Monday, May 1, 2023

CRA and Council – Tuesday, May 9, 2023

Historic Preservation Board – Thursday, May 11, 2023

Milton Planning Board - Tuesday, May 16, 2023

Committee of the Whole – Thursday, May 18, 2023  
Community Improvement Board - Tuesday, May 23, 2023  
[Memorial Day – Monday, May 29, 2023](#)

## **JUNE**

Sundial and Executive Committee – Monday, June 5, 2023  
Historic Preservation Board – Thursday, June 8, 2023  
CRA and Council – Tuesday, June 13, 2023  
[Juneteenth – Monday, June 19, 2023](#)  
Milton Planning Board - Tuesday, June 20, 2023  
[Committee of the Whole – Thursday, June 22, 2023](#)  
Community Improvement Board - Tuesday, June 27, 2023

## **JULY**

Sundial and Executive Committee – Monday, July 3, 2023  
[Independence Day - Tuesday, July 4, 2023](#)  
CRA and Council Meeting – Tuesday, July 11, 2023  
Historic Preservation Board – Thursday, July 13, 2023  
Milton Planning Board - Tuesday, July 18, 2023  
Committee of the Whole – Thursday, July 20, 2023  
Community Improvement Board - Tuesday, July 25, 2023

## **AUGUST**

[Sundial and Executive Committee – Monday, July 31, 2023](#)  
CRA and Council – Tuesday, August 8, 2023  
Historic Preservation Board – Thursday, August 10, 2023  
Milton Planning Board - Tuesday, August 15, 2023  
Committee of the Whole – Thursday, August 17, 2023  
Community Improvement Board - Tuesday, August 22, 2023

## **SEPTEMBER**

[Labor Day – Monday, September 4, 2023](#)  
[Sundial and Executive Committee – Tuesday, September 5, 2023](#)  
CRA and Council – Tuesday, September 12, 2023  
Historic Preservation Board – Thursday, September 14, 2023  
Milton Planning Board - Tuesday, September 19, 2023  
Committee of the Whole – Thursday, September 21, 2023  
[Community Improvement Board - Tuesday, September 26, 2023 \(Pending a rescheduling\)](#)  
[Budget Workshop \(Date to be determined\)](#)

## **OCTOBER**

Sundial and Executive Committee – Monday, October 2, 2023  
CRA and Council – Tuesday, October 10, 2023

Historic Preservation Board, Thursday, October 12, 2022  
Milton Planning Board, Tuesday, October 17, 2022  
Committee of the Whole – Thursday, October 19, 2023  
Community Improvement Board - Tuesday, October 24, 2023

## **NOVEMBER**

Sundial and Executive Committee – Monday, October 30, 2023  
CRA and Council – Tuesday, November 7, 2023  
Historic Preservation Board – Thursday, November 9, 2023  
Veterans Day – Friday, November 10, 2023  
Committee of the Whole – Thursday, November 16, 2023  
Milton Planning Board - Tuesday, November 21, 2023  
Thanksgiving Holiday – Thursday and Friday, November 24-25, 2023  
Community Improvement Board – Tuesday, November 28, 2023

## **DECEMBER**

Sundial and Executive Committee – Monday, December 4, 2023  
CRA and Council – Tuesday, December 12, 2023  
Historic Preservation Board – Thursday, December 14, 2023  
Milton Planning Board - Tuesday, December 19, 2023  
Committee of the Whole – Thursday, December 21, 2023 (This meeting is cancelled)  
Christmas Holiday – Friday through Monday, December 22-25, 2023  
Community Improvement Board – Tuesday, December 26, 2023 (Pending a rescheduling)



Agenda Item # 2022-1117

## Florida Trail Town Application

### MEETING DATE

January 10, 2023

### PREPARED BY

Lyndsey Benton, Current  
Planner/Zoning Officer

### BACKGROUND

City Staff have been tasked with researching and completing of the Trail Town Assessment. The submission of the attached assessment would be submitted to the Florida Department of Environmental Protection's Trail Town Program. The program promotes tourism and recognition for Florida towns and cities with excellent trails and trail amenities.

### SUMMARY

The Trail Town Program can be viewed at the following link, <https://floridadep.gov/parks/ogt/content/trail-town-program>. This program promotes and incentivizes trail tourism, events, recreation, and multi-modal transportation. City staff have met with representatives of the Trail Town Program who feel the City of Milton would be a great fit for the program and recommended application. The designation may provide increased opportunities for grants and trail improvements in the long term.

### RECOMMENDATION

The Executive Committee voted unanimously to forward the application to FDEP. Staff recommends Council discussion and vote regarding submission of this application.

### ATTACHMENTS

1. Trail Town Assessment Final - 12\_28\_22



# TRAIL TOWNS

## GUIDELINES AND SELF-ASSESSMENT

# Contents

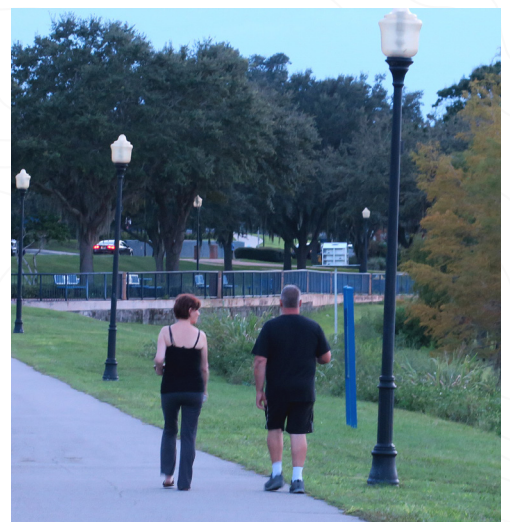
## *What is a Trail Town?*

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## *Why Should Your Community Become a Trail Town?*

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## *Is Your Town a Trail Town?*

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## *Trail Town Questionnaire*

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Department of Environmental Protection  
[www.FloridaGreenwaysAndTrails.com](http://www.FloridaGreenwaysAndTrails.com)

Office of Greenways and Trails  
3900 Commonwealth Blvd. MS-795  
Tallahassee, FL 32399-3000  
(850) 245-2052

## What is a Trail Town?

A Trail Town in Florida is a community located along or in proximity to one or more long-distance non-motorized recreational trails. Whether on a paved or unpaved multi-use trail, paddling, equestrian or hiking trail, recreational users can venture off the main path to enjoy the services and unique heritage of the nearby community. The town is a safe place where both town residents and trail users can walk, bike, jog etc., find the goods and services they need, and easily access both the trail and the town. In such a town, the trail is an integral and important part of the community.

A Trail Town is a vibrant destination where people come together. A Trail Town is a friendly place that encourages trail users to visit and welcomes them with warm hospitality. It may have outdoor equipment shops, restaurants, a grocery store, local shops and lodging. It has wide sidewalks, clean streets, bike racks and benches at convenient locations. The trail meets the needs of both the recreational users and the town's residents. Residents use the trail to access work, schools, parks and shops.

Trail Towns are not stand-alone communities; they are linked by a long-distance trail corridor. Trail users may be passing through a town on a day trip or longer journey, or may park and access other trails, such as a paddling trail. Trail users want to explore interesting and vibrant places in their travels and will need services that the town provides. Basic characteristics of a successful Trail Town include:

- Incentives to get trail users off the trail to explore the town
- Clear and safe connections between the town and trail
- Readily available information about the town
- Businesses that offer goods and services to meet the needs of trail users
- Festivals and events are held that draw people to the trail who may not normally be trail users
- Safe connections to work, schools, parks and shopping for residents
- Successful relationships with neighboring communities that promote the entire long-distance trail as a tourist destination

## Why Should Your Community Become a Trail Town

Imagine a town where trail based tourism is a driving economic force that shapes and sustains the surrounding communities. A place where trail users have every type of facility and comfort they could need to have an unforgettable experience. A place where the economy thrives because of the trail community, and the trail thrives because of the town's residents and businesses embrace it. A place where trails connect people to nature, citizens to their communities and towns to neighboring towns. This is the vision of a Trail Town.

Any trail, long or short, can be an economic asset to a community. Trails provide free recreation for people of all ages and fitness levels and offer opportunities to enjoy nature or local history. The Trail Town program, within the Office of Greenways and Trails recognizes towns that connect to long-distance destination trails. Trails that attract travelers from outside the local community and are not used solely by nearby residents. Studies show that the longer a trail is, the farther people will travel to visit it, the longer they will stay, and the more money they will spend. Studies show that a day-user on a trail will spend four times the amount of a local user, and is likely to make a return trip to the Trail Town. An overnight visitor may spend twice the amount of a day-user.

This manual is intended to guide you as you walk through a self-assessment process and to help you identify what your town needs to become a Trail Town. It will also provide guidance on how to work with or create a local group focused on downtown revitalization and give you the tools and ideas as you start this process. This guide is designed to assist managers and local leaders in these communities make the most of the economic opportunities that arise from trail users coming into and passing through their towns. The goal is to bring forth ideas that will help you transform your community into an unforgettable tourist destination, and at the same time, make your town a place where local businesses and residents thrive.

As you take this journey, remember that your town has its own personality and one size doesn't fit all. This guide is meant to offer suggestions to get you started. Adjust and modify these ideas in ways that best work for your town.



*“Our downtown merchants are excited and beginning to see the increase in their businesses by those trail users who eat, shop and enjoy our unique offerings.” Titusville Mayor Walt Johnson*

*“Our downtown has thrived around the trail and attracted folks of all ages and abilities. We like to think of the trail as the main artery of our community.” Dunedin Mayor Julie Ward Bujalski*

# Is Your Town a Trail Town?

## Self-Assessment

This self-assessment will assist your community in understanding the basic characteristics of a successful Trail Town and help you complete the application to become recognized as a Trail Town through the Office of Greenways and Trails.

## Trail

### Multi-use, non-motorized long-distance trail or a connecting trail into the larger system:

- What types of trail(s) are within two miles of your town? Unpaved - hiking, biking, paddling, equestrian Paved - shared use non-motorized This is important because you can effectively cater to the specific needs of your trail users.
- How long are the trails?
- Are they a part of a regional or state trail system?
- Do trails close to your town provide connections into a larger system? How long are the trails?
- Is there more than one trail or type of trail that passes through your town?
- Are the trail users likely to be day travelers?
- Are the trail users likely to be long-distance or overnight travelers?
- Will the trail users need:
  - Bike rentals or bike shops?
  - Kayak rentals or paddling equipment?
  - Lodging?
  - Restaurants?
  - Other supplies before they continue?

### Neighboring trails:

- What other types of trails are within five miles of your community?
- Distance of other trails to the central downtown area?

### Excellent and well-maintained trail conditions:

The trail(s) should be easy to use, safe and well-maintained. Maintenance is important if you want trail users to return to your town and if you want to attract more visitors. A trail user's visit should be enjoyable, safe and scenic.

- Is the trail in good condition?
- Who manages the trail(s)?
- Do you have a good working relationship with the trail manager(s)?

## Accessibility

A successful Trail Town has a trail near enough to the central downtown to be readily accessible by trail users. If the trail does not run directly through downtown, there should be a clearly identified path with distance information that leads trail users into town. Businesses and residents should welcome trail users and provide trail friendly services.

### Trail traverses the central downtown or is within two miles:

Depending on the type, a trail can be further removed from your downtown and still be accessible. With a biking trail, for example, a two-mile side trip to your town is not out-of-the-way. However, a hiking or paddling trail which is two miles away can be taxing.

- How far away from downtown is each trail type?
- If your town is a larger urban area, how far are essential services from the trail?

### Clearly mark the paths and distances from the trail to the central downtown area:

It should be clear to trail users that your town is located nearby. The farther removed the trail is, the more important directional signage will be. Wayfinding signs should describe the distance to your town and provide clear directions.

- Is there a path connecting the trail to your downtown?
- Is there directional signage guiding trail users to the town center?



*"The Trail Town designation confirmed our planning efforts and brought credibility to Inverness as a welcoming community. Our goal is to be the hub of activity on the Trail and be inviting to cyclists." Inverness City Manager Frank DiGiovanni*

*"We are a bicycle / walkable community with kayak and canoe rentals and guided tours. Having the Florida Trail Town designation will only enhance our efforts to provide the best possible experience for our visitors." Everglades City Mayor Howie Grimm*

- Is more wayfinding signage needed on the trail?

### **Facilities and amenities are convenient to trail users:**

Visible businesses benefit economically from trail users. Ideally, goods and services are located at or near the trail's entrance into the town. Trail users desire goods and services which are readily available.

- Where and what kind of trail-friendly goods and services are in town?
- What distance are each service provider from the trail?

### **Business owners and citizens are friendly and welcoming to trail users:**

Trail users may stay longer, make a return trip and contribute to tourism and the town's economy when they feel welcomed and well informed. It is beneficial when both business owners and citizens are well informed about the trail, the town, and the various businesses offerings and amenities.

- Do businesses offer incentives to trail users?
- Do businesses have maps and information available?
- Can business owners and citizens answer questions about the town and the trail?

## **Town Participation**

A common denominator of a successful Trail Town is a champion. The champion could be a town citizen, group of citizens, local government or non-profit organization or some combination. Upon receiving a Trail Town designation, the champion(s) can coordinate information with the participating businesses and citizen support groups; network with neighboring towns; and, facilitate trail events and marketing.

### **Community Support Organization or local trail advocacy groups:**

The champion(s) can help to assess the town's potential to become a Trail Town.

- Does your town have a champion?
- Is there someone who can coordinate and organize a Trail Town assessment?
- Is there an advocacy group that can create a Trail Town strategy?

### **Annual trail festivals or events:**

Events which take place on or near the trail (a race, a fundraiser, etc.), can be a draw to people who may not normally be trail users. Events boost the overall Trail Town economy via purchases from trail users and new visitors.

- What events are held on or near the trail?
- What is the estimated attendance?
- How many different types of events are held?
- How often do events occur?

### **Trail Town plan or local development plan which includes trails:**

A written plan with attainable goals is recommended for a Trail Town. A specific Trail Town Plan is not a requirement, although it is encouraged as a best practice.

- Are trails included in some type of a local development plan for the town?
- What type of plan involving trails is currently available?
- Do you have a specific *Trail Town Plan* or strategy?

### **Coordinate with neighboring communities:**

As a Trail Town, proximity to a long-distance trail or connecting your town into a larger trail system is important. Coordinating with your neighboring communities can bring greater economic benefits by bringing in more trail tourism. Your neighbors can help organize and promote events.

- How are you working with your neighboring communities to promote the trail(s)?

- Are you working with others in your region to promote trails and trail events?

## Businesses

Trails have the potential to provide a significant economic boost to local businesses. Becoming a Trail Town provides a unique opportunity to take full advantage of the economic opportunities offered to your town through trails. After evaluating the types of trail users coming into your town, determine if your town offers the necessary goods and services they need.

### **Provide necessary and specific goods and services to trail users:**

Partner with your local chamber of commerce, economic development council, county/city commissioner's office or other relevant entities to discuss how to provide goods and services to trail users.

- What are the current businesses in your town which serve trail users?
- Are there gaps in the goods and services offered?
- How will those gaps be filled?
- Is the chamber of commerce or another group involved in developing a Trail Town economic strategy?

### **Coalition of local businesses that continue to grow and support the trail:**

Include businesses in the group that are advocating for the trail or create a central organization of businesses to assist with the development of the Trail Town economy. This group can formulate a plan for economic growth and expansion, agree on incentives and discounts to offer trail users, organize business participation in events, and coordinate with trail advocates, neighboring towns and other businesses.

- Does your Trail Town have a central business organization?
- Can you identify existing business partners with the potential to participate in developing the Trail Town?

### **Marketing to and discount for trail users as an**

### **incentive to come into town:**

Give trail users a reason to come to your town by offering them incentives at local businesses. Kiosks on the trail can include advertisements for local businesses, special offers for trail users or coupons for participating businesses. A small discount (10%-20%) can motivate trail users to visit or stay in your town.

- What incentives do businesses offer to trail users for goods and services?

## Amenities

A Trail Town is a friendly place which encourages trail users to visit and welcomes them with warm hospitality. Trail users want to explore interesting and vibrant places and while they travel, they will need certain goods and services.

### **Bike racks, boat docks and launches, hitching posts, etc.:**

Trail Towns often provide areas for storage of trail user's equipment while they are in town. This makes their stay much easier and enjoyable.

- Are there bike racks conveniently located?
- Is day-use parking available? If not, how will you accommodate trail users?
- Are there kayak launches and ways to secure kayaks, canoes and paddleboards?
- What other trail amenities are offered in your town?

### **Reasonably priced food with local influences:**

Give trail users an affordable taste of your town. Reasonably priced food is necessary and having local influences makes it all the better. Make sure that these restaurants are family friendly. Are restaurants:

- Easily located and accessible?
- Trail-user friendly?
- Family-friendly?
- Affordable?
- Offering local influences?

## **Easily accessible drinking fountains or potable water sources:**

This is crucial to the trail user's health and safety. Water should be available near or on the trail. If there are not water fountains near the trail, consider having water jugs or free bottles of water within businesses for trail users. This is a friendly way to invite trail users into the town and into businesses.

- Are public potable water sources readily available?
- Do businesses offer free water in bottles or access to water?

## **Food that can be purchased and easily packaged for trail use:**

Long-distance trail users require stopping points to refuel.

- Are there trail-friendly stores where trail users can restock?
- Are there stores or restaurants that offer prepared meals for trail users?
- Are food, water and other supplies easily accessible from the trail or town center?

## **Information**

Once your trail users are in town, having signage, maps or flyers available can direct them to businesses. This is a great way to inform trail users about the attractions and events your town has to offer. Make navigating your town easy for trail users.

## **Information available within the central business district:**

Provide information about what your town has to offer within the central business district. This is a great way to encourage trail users to enjoy all that your town offers and it promotes return trips.

- Do businesses keep free informational pamphlets and event flyers in their stores?

## **Safety**

Trail users want to feel safe and protected both on the trail and within your town.

## **Safe and navigable downtown business district and amenities:**

The town is well-lit, has wide sidewalks, protected bike lanes and crosswalks.

- Does your downtown area feel safe?
- Is it easy to navigate around town?
- Is your town family-friendly?
- Has your town reviewed or adopted the Florida Complete Streets guidelines?
- Is safety addressed in your current local development or Trail Town Plan?

## **Law enforcement is familiar with the trail terrain, length, and town:**

If an emergency occurs on the trail, first responders should be familiar with the trail and be able to reach trail users quickly.

- Are responders and law enforcement familiar with where the trails are located?
- Do the trails have access points for emergency vehicles?
- Does your town have law enforcement visible on the trails?

## **Medical services for trail users:**

Depending on what type of trail is near your town, trail users might need specific types of medical services.

- For mountain bike trails, you may need emergency medical services with off-road vehicles.
- For paddling trails, you may need a rescue boat.
- For hiking trails, you may need a golf cart or universal terrain vehicle to pick up injured or stranded hikers.
- What type of medical services and equipment for trail users are available?

# Trail Town Questionnaire

Use the Self-Assessment to assist with completing the questionnaire.

## Trail

What types of trails connect to or are located near your town? (hiking, biking, paddling, shared use non-motorized, multi-use, equestrian, etc.)

The Blackwater Heritage Trail, a multi-use biking and walking trail extends 1.7 miles through the City limits of Milton, and a total length of 9.6 miles.

List any neighboring trails and their proximity to your town.

The trail extends eight miles north to join the U.S. Navy's 1.5-mile Military Heritage Trail, which ends at the Naval Air Station Whiting Field. The Old River Trail, managed by FLWMD, extends 0.5 miles along the Blackwater River from Russell Harbor Park in Milton to the Old Spanish Trail which extends 5.2 miles through East Milton, connected to the Historic Red Brick Road Trail.

Who maintains your trail(s)? Please identify each trail and the manager.

The Blackwater Trail is maintained by Florida Department of Environmental Protection. The Old River Trail is maintained by the Florida Water Management District. Both trails are supported by connections, parks, parking areas, and facilities that are maintained by The City of Milton.



List types of trail users are on the trails (day use, long distance pass through, overnight, etc.) Can trail users refill supplies and repack their bags to continue their journey? Describe how your town accommodates these trail users.

The trail is mainly used by day users who utilize it for recreational walking and biking. The trail is also utilized for pedestrian traffic and provides a safe pedestrian corridor for users who utilize it for transportation from residential neighborhoods to the downtown area. Within the 1.7 miles of trail in the City there are 4 public facilities available for refilling water and using restrooms. There are also multiple restaurants, shops, and stores within the City that are adjacent to the trail to be utilized by the trail users.

## Accessibility

How close is the trail to your town? Is there easy access from the trail into the business district? Please describe.

The trail runs North to South through the center of town adjacent to and crossing two main thoroughfares. The trail provides direct connection from rural areas outside the City, large residential neighborhoods, to the downtown business district.

Can trail users easily recognize that your town is near the trail? Is there direct signage on the trail leading into your town? Please describe.

The trail can be easily recognized as part of the City of Milton as it begins, on its southern portion within the City of Milton limits .

What kinds of amenities are directly at or near the trail entrance into your town?

On the North side there is Trail vistor's center with adjacent parking, a playground, and public library near the town entrance. This area also includes water bottle filling stations, water fountains, a FDEP Ranger shack that is open to visitors to use their bathroom, hydration, tire filling, and resting amenities (benches, picnic tables, covered sitting area, kiosk, etc.). There is also an AED heart start device along the outside wall of the FDEP station as well as all amenities available at the adjacent library.

Are your business owners and citizens aware that there is a trail near your town? Are they well informed about the trail? If not, what steps will you take to accomplish these goals?

There are multiple businesses adjacent to the trail that are utilized by trail users. The City will mail out letters to inform businesses of trail users and recommend trail friendly promotions and incentives.

## Town Participation

Do you have a trail-oriented Community Support Organization or a local trail advocacy group? If so, please identify them. If not, please describe who has expressed interest in supporting the community by becoming a Trail Town.

The City of Milton has held events on and adjacent to the trail in support of becoming a Trail Town.

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Other city staff have worked such events and make use of the trail daily. On June 04, 2022, the City of Milton hosted a trail days event for

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National Trails Day.

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What events take place on or near your trail? Please specify the purpose of the event, local participation, who hosts it, and how often it occurs.

The City of Milton hosts over 50 annual events in total including multiple festivals and events at Jernigan's Landing on the

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Riverfront. Bands on the Blackwater, a weekly concert series, is hosted in the Spring and Fall months. Other events

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include seasonal and holiday events and festivals. Jernigan's Landing is a 0.5 mile (10 minute) walk from the Blackwater Trail.

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Other events include concerts at the Blackwater Heritage Trail State Park, 5K and 50K events, parades, and a weekend outdoor

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market all of which are on the trail or adjacent.

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Do you have a Trail Town plan or a local development plan that includes trails? Please describe.

The City of Milton's sidewalk plan includes adding over 5 miles of sidewalks within the city. This includes multiple new

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connections to the Blackwater Trail to increase accessibility and walk-ability within the city and the downtown area. The City is

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taking inventory to identify additional improvements to the trail, including directional signs and online maps that would

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inform trail users of public facilities, restrooms, and trail friendly businesses that are trail adjacent.

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Describe the citizen initiatives in your town that foster and maintain trail growth and traffic.

Citizens and city officials have utilized the Blackwater Trail both for clean up events and environmental education purposes.

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There are also social media groups, such as the "Blackwater Heritage State Trail" group with 3,000 followers, that regularly post updates concerning

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events, ratings, and volunteer efforts. Santa Rosa County recently provided upgrades outside of City limits through the federal RESTORE program.

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Describe any efforts that have been made to coordinate with neighboring communities for events and trail connectivity.

The Township of Bagdad, part of Santa Rosa County and adjacent to the City of Milton at the southern portion of the city limits, and the City of Milton

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are actively developing a sidewalk connection which would create a continuous trail from the Bagdad Mill Site Park to downtown Milton, The

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Blackwater Riverwalk, and through adjacent sidewalk connections, the Blackwater Heritage Trail. Along this corridor would be various commercial sites, historic sites/museum, an event area, and the newly renovated Butterfly House.

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# Businesses

Do businesses provide goods, services and incentives to trail users? Please list the name of the business, the owner and the goods and services and incentives provided.

Cosse's Corner Shack, Food and Beverages/ rest area; Truly Spokin, Bike shop and bike repairs; McKinley's Sandwich Shop, Food and beverages/ rest area; Whataburger, fast food restaurant service; Taco Town, food and beverages; Mama Lattes, coffee shop and restaurant/ rest area; Circle K, convenience store/ rest area; Subway, fast food restaurant service; Hooked and Flavored, to-go restaurant service. All of the businesses listed above are adjacent to the trail and provide services to trail users. The City will organize a business incentive program to encourage businesses to actively engage with and support users of the trail.

**For each of the following, list the contact person and their telephone number:**

Chamber of Commerce:

Santa Rosa County Chamber of Commerce - (850) 623-2339 - Board Chair - Anna Weaver

Visitor, Tourism or Economic Development Council:

Ed Spears - City of Milton Director of Economic Development - 850-983-5400-Ext 1233

Mayor or City Council or City Commissioner's Office:

Mayor Heather Lindsay - Mayor's Office, (850) 983-5411

Does your town have a coalition of local businesses that support the trail? Please describe. If not, please list which businesses you have contacted to support the Trail Town.

Cossee's Corner Shack, Truly Spokin', McKinley's Sandwich Shop, Taco Town, and Mama Lattes all voiced support for the trail and activities.

What kind of discounts, deals, or special packages are offered to trail users?

All businesses that were able to be reached voiced support regarding possible event discounts, deals, or simply voiced support for the City of Milton becoming a Trail Town and would possibly be willing to work with The City of Milton and Blackwater Heritage trail users in the future. The majority of these discounts came from food and beverage vendors that would offer discounts on items such as discounted drinks, sno cones, grouping discounts on burritos/tacos, and teaming up with the City to provide activities and events with greater incentives for trail users.

Amenities

List any amenities such as bike racks, boat dock and launches, hitching posts, etc. provided in your town. Describe any other planned amenities that will be provided.

Along the eastern portion of the City of Milton is the Blackwater Riverwalk. This site provides numerous parking spaces, a large dock with boat docking available, bike racks, commercial activity, and rest areas. Along the portion of the Blackwater Heritage Trail just north of Hwy 90 and south of Elva St. are amenities specific for trail use such as bike racks, bathrooms, water faucets, and a covered pavilion. Further along the Blackwater Heritage Trail, heading north/northeast, is a FDEP guard station which also has sitting areas, "Fix it" repair stations, bathrooms, an indoor resting area, informational kiosks, water fountains, an adjacent play area/park, and additional parking. Adjacent to the ranger post and along the trail is the Santa Rosa County Library as well which provides numerous uses and facilities. Slightly outside of City limits, but along the trail are more water fountains, bathrooms, covered sitting areas, and benches. A total for all amenities, within the limits of the City of Milton, includes; 37 benches, 4 mile markers, 12 trash cans, 11 various signs covering topics such as rules/available amenities/speed limits/and trail information, 3 bike racks, 6 educational and informational kiosks, 5 water fountains (including one dog fountain), 2 trail cameras, 2 bathroom facilities, 2 "Fix it" repair stations, 2 covered resting areas/pavilions, 1 historic site, 2 equestrian tie-downs and animal clean up stations, 2 outdoor grilling areas, 1 public park, 2 parking lots, 1 medical/emergency device (AED), and 3 government buildings (Library, Ranger Station, City Hall).

List the restaurants near your trail that cater to trail users. Describe types of food, distance from the trail, and incentives offered.

There are no restaurants that specifically cater to trail users as of now, but plans are being made to include more events which would see incentives for trail users during specific events or days. This has yet to be finalized and is in the very early stages of discussion.

List overnight accommodations available to trail users and any plans for expanding these options. Describe the types of accommodations (hotel, campground, bed and breakfast, Air B&B, etc.). Include any special rates or packages offered for trail users.

There are hotels in the City of Milton limits (Regency Inn and Emerald Sands Inn), numerous AirBnB options, and just outside of City of Milton limits are RV Campgrounds and other chain hotels (Holiday Inn and Best Western). As of yet, there are no special discount rates that the City is aware of for trail users. All AirBnBs within the downtown Milton area and historic Milton are within walking distance of the Blackwater Heritage Trail.

List all water fountains/spigots available for trail users and their distance from the trail.

As of 2021, newly installed renovations include a water bottle filling station and two new water fountains. These new additions brings the total amount water fountains and spigots within the City of Milton limits to 5 fountains (including 1 dog fountain) and 1 spigot within the approximately 1.7 mile distance that the trail runs through the City. All fountains are located within the trail boundaries. There are more fountains as the trail moves out of the City's limits and into County property.

Can food be purchased and easily packaged for trail use? Please list all locations and their distance from the trail.

There are several food service businesses adjacent to the Blackwater Heritage Trail within the limits of the City of Milton. These consist of fast-food, to-go, and snack type servings that can easily be carried from the business and onto the trail for consumption.

Cosse's Corner Shack, McKinley's Sandwich Shop, Whataburger, Taco Town, Mama Lattes, Circle K, Subway, Hooked and Flavored, arell directly adjacent and accessible to the Blackwater Heritage Trail.

## Information

Is there clear signage and wayfinding on the trail with information about the town? Please describe.

The trail does not currently contain signage regarding the City of Milton, however at the FDEP Ranger/Guard station there is multiple areas where fliers and informational pamphlets are displayed. Milton City Hall is also directly adjacent to The Blackwater Heritage Trail through the city.

Describe directional signage leading from the trail into town.

Direction signage includes mile markers, crosswalks, kiosks, educational signage concerning local flora, rules and hours signage, road signage, and funding information.

Describe signage in the town with information about amenities.

The FDEP Guard/Ranger station has signage including water fountains, facility hours, bathroom locations within the station, there are active discussions about more signage discussing the trail, and there are current signs along Hwy 90 and other roads which delineate the Blackwater Heritage Trail along intersections and crosswalks. This signage includes, at multiple points, allowable uses and amenities such as bathrooms and fountains, speed limits, directions and stop/start locations, equestrian information/rules, and other pertinent information for trail use.

Describe information or other material that businesses have about what your town offers. Please list participating businesses.

As of now, no businesses are participating in trail related activities. City Hall does contain pamphlets discussing the Blackwater Heritage trail. Hotels within the Milton contain informational pamphlets discussing The Blackwater River State Park, The Milton Blackwater Riverwalk and the Blackwater Heritage Trail.

## Safety

Check the boxes if correct:

- YES ☐ NO ☒ Does your town have wide sidewalks (10-12')?
- YES ☐ NO ☒ Does your town have protected bike lanes?
- YES ☒ NO ☐ Does your town have crosswalks?
- YES ☒ NO ☐ Is your downtown business district well-lit?
- YES ☒ NO ☐ Is your downtown business district safely navigable by foot or bicycle?

Are your law enforcement officers and first responders familiar with the trail location, terrain and length? Please describe the extent of their knowledge and any training they have received in this matter.

Law enforcement and the FDEP guards/rangers are intimately familiar with the trail. The local police station is located no more than 400 feet from the Blackwater Heritage Trail, directly behind City Hall. This allows for quick and easy access. FDEP rangers/guards regularly travel the trail for maintenance, training, observation, and calls. The City of Milton Fire Station is also within 400 feet of the trail. That gives the trail three different entities, within 400 feet of a trail entrance, which can respond to emergencies.

For each of the following, list your contact person and their telephone number.

Fire Department:

Chief Reble - 850-983-5432

Police Department:

Chief Tindell - 850-983-5412

Medical Services:

Fresenius Medical Care at Santa Rosa Medical Center - 850-626-7762 and FDEP Rangers are all CPR Trained, there is AED equipment available, and there are posts with phones which can connect to 911 along the trail.

List all medical services available to trail users, including specialized equipment, specialized training and facilities.

Phone posts which can dial 911, AED equipment, and trained FDEP Rangers which are CPR Certified.

# Statement of Intent

It is the intent of \_\_\_\_\_ (name of community, town, city etc.) to recognize this community as a Trail Town. By execution of this consent, the undersigned confirms the community’s desire to participate in the Office of Greenways and Trails’ Trail Town program.

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

\_\_\_\_\_  
[Signature of community leadership]

Mail or e-mail to:  
Office of Greenways and Trails  
Department of Environmental Protection  
3900 Commonwealth Blvd., Mail Station 795  
Tallahassee, FL 32399-3000  
Officeofgreenwaysandtrails@fldep.gov

# FLORIDA GREENWAYS & TRAILS



DUNEDIN  
Home of Honeymoon Island

Congratulations!  
Florida's First Trail Town



RESTROOMS →



[FloridaGreenwaysAndTrails.com](http://FloridaGreenwaysAndTrails.com)





Agenda Item # 2023-1132

## Resolution 1561-23

### MEETING DATE

January 10, 2023

### PREPARED BY

Heidi Sroka, Budget  
Coordinator, Curtis Krebs, Chief  
Financial Officer

### BACKGROUND

A resolution of the City Council of the City of Milton, Florida, amending the Fiscal Year 2022 budget, changing the estimated total of revenues and expenditures of various funds and providing an effective date.

### SUMMARY

This is a yearly resolution completed following the completion of the previous fiscal year in order to account for the actual pension costs for each pension fund. This is done to comply with Florida Statute requiring all accounts to be budgeted, pensions are budgeted at year end when actual costs are known.

### RECOMMENDATION

Recommend approval.

### ATTACHMENTS

1. Resolution 1561-23

**RESOLUTION NO. # 1561-23**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON,  
FLORIDA, AMENDING THE FISCAL YEAR 2022 BUDGET, CHANGING  
THE ESTIMATED TOTAL REVENUES AND EXPENDITURES  
OF VARIOUS FUNDS  
AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, changes in anticipated revenues and expenditures of the City of Milton, necessitates a revision of the Appropriations for Fiscal Year 2022.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Milton, Florida, in open meeting duly assembled

Section 1. The following funds are revised as specified herein:

| FUND:                                                                                                                                                   |                          | DEPARTMENT:              |                        |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|------------------------|--------------------------|
| EXPENSE BUDGET<br>ACCOUNT NUMBER                                                                                                                        | CURRENT BUDGET<br>AMOUNT | REVISED BUDGET<br>AMOUNT | INC/DECREASE<br>AMOUNT | ACCOUNT DESCRIPTION      |
| 601-0518-518-15-00                                                                                                                                      | -                        | 97,000                   | 97,000                 | Administrative Fee       |
| 601-0518-518-36-00                                                                                                                                      | -                        | 1,253,000                | 1,253,000              | Pension benefit payments |
|                                                                                                                                                         | -                        |                          |                        |                          |
| LINE ITEM TOTAL-----                                                                                                                                    |                          |                          | 1,350,000              |                          |
| REVENUE BUDGET<br>ACCOUNT NUMBER                                                                                                                        | CURRENT BUDGET<br>AMOUNT | REVISED BUDGET<br>AMOUNT | INC/DECREASE<br>AMOUNT | ACCOUNT DESCRIPTION      |
| 601-0000-360-10-00                                                                                                                                      | -                        | 63,500                   | 63,500                 | Other Income             |
| 601-0000-361-20-00                                                                                                                                      | -                        | 199,500                  | 199,500                | Dividends                |
| 601-0000-368-10-00                                                                                                                                      | -                        | 544,000                  | 544,000                | Employer Contributions   |
| 601-0000-368-20-00                                                                                                                                      | -                        | 379,000                  | 379,000                | Employee Contributions   |
| 601-0000-389-90-01                                                                                                                                      | -                        | 164,000                  | 164,000                | Fund Forward             |
| LINE ITEM TOTAL-----                                                                                                                                    |                          |                          | 1,350,000              |                          |
| COMMENTS/EXPLANATION: To comply with Fla. Statute requiring all accounts to be budgeted, pensions are budgeted at year end when actual costs are known. |                          |                          |                        |                          |
| FUND:                                                                                                                                                   |                          | DEPARTMENT:              |                        |                          |
| EXPENSE BUDGET<br>ACCOUNT NUMBER                                                                                                                        | CURRENT BUDGET<br>AMOUNT | REVISED BUDGET<br>AMOUNT | INC/DECREASE<br>AMOUNT | ACCOUNT DESCRIPTION      |
| 602-0518-518-15-00                                                                                                                                      | -                        | 98,000                   | 98,000                 | Administrative Fee       |
| 602-0518-518-36-00                                                                                                                                      | -                        | 453,000                  | 453,000                | Pension benefit payments |
| 602-0518-518-49-00                                                                                                                                      | -                        | 3,000                    | 3,000                  | Other Expenses           |
| LINE ITEM TOTAL-----                                                                                                                                    |                          |                          | 554,000                |                          |
| REVENUE BUDGET<br>ACCOUNT NUMBER                                                                                                                        | CURRENT BUDGET<br>AMOUNT | REVISED BUDGET<br>AMOUNT | INC/DECREASE<br>AMOUNT | ACCOUNT DESCRIPTION      |
| 602-0000-360-10-00                                                                                                                                      | -                        | 31,000                   | 31,000                 | Other Income             |
| 602-0000-361-10-00                                                                                                                                      | -                        | 66,000                   | 66,000                 | Interest                 |
| 602-0000-361-20-00                                                                                                                                      | -                        | 95,000                   | 95,000                 | Dividends                |

|                    |   |         |         |                             |
|--------------------|---|---------|---------|-----------------------------|
| 602-0000-367-00-00 | - | 47,000  | 47,000  | Gain on Sale of Investments |
| 602-0000-368-10-00 | - | 136,000 | 136,000 | Employer Contributions      |
| 602-0000-368-20-00 | - | 74,000  | 74,000  | Employee Contributions      |
| 602-0000-368-30-00 | - | 105,000 | 105,000 | State Contributions         |
|                    | - | 0       | 0       |                             |

**LINE ITEM TOTAL-----**

**554,000**

**COMMENTS/EXPLANATION:** To comply with Fla. Statute requiring all accounts to be budgeted, pensions are budgeted at year end when actual costs are known.

**FUND:**

**DEPARTMENT:**

| <u>EXPENSE BUDGET</u><br>ACCOUNT NUMBER | CURRENT BUDGET<br>AMOUNT | REVISED BUDGET<br>AMOUNT | INC/DECREASE<br>AMOUNT | ACCOUNT DESCRIPTION      |
|-----------------------------------------|--------------------------|--------------------------|------------------------|--------------------------|
| 603-0518-518-15-00                      | -                        | 82,000                   | 82,000                 | Administrative Fee       |
| 603-0518-518-36-00                      | -                        | 488,000                  | 488,000                | Pension benefit payments |
| 603-0518-518-49-00                      | -                        | 4,000                    | 4,000                  | Other Expenses           |

**LINE ITEM TOTAL-----**

**574,000**

| <u>REVENUE BUDGET</u><br>ACCOUNT NUMBER | CURRENT BUDGET<br>AMOUNT | REVISED BUDGET<br>AMOUNT | INC/DECREASE<br>AMOUNT | ACCOUNT DESCRIPTION    |
|-----------------------------------------|--------------------------|--------------------------|------------------------|------------------------|
| 603-0000-361-10-00                      | -                        | 50,000                   | 50,000                 | Interest               |
| 603-0000-361-20-00                      | -                        | 54,000                   | 54,000                 | Dividends              |
| 603-0000-368-10-00                      | -                        | 321,000                  | 321,000                | Employer Contributions |
| 603-0000-368-20-00                      | -                        | 55,000                   | 55,000                 | Employee Contributions |
| 603-0000-368-30-00                      | -                        | 94,000                   | 94,000                 | State Contributions    |

**LINE ITEM TOTAL-----**

**574,000**

**COMMENTS/EXPLANATION:** To comply with Fla. Statute requiring all accounts to be budgeted, pensions are budgeted at year end when actual costs are known.

**FUND:**

**DEPARTMENT:**

| <u>EXPENSE BUDGET</u><br>ACCOUNT NUMBER | CURRENT BUDGET<br>AMOUNT | REVISED BUDGET<br>AMOUNT | INC/DECREASE<br>AMOUNT | ACCOUNT DESCRIPTION     |
|-----------------------------------------|--------------------------|--------------------------|------------------------|-------------------------|
| 604-0518-518-15-00                      | -                        | 41,000                   | 41,000                 | Administrative Fee      |
| 604-0518-518-23-00                      | -                        | 1,000                    | 1,000                  | Life & Health Insurance |
| 604-0518-518-36-00                      | -                        | 8,000                    | 8,000                  | Benefit Payments        |

**LINE ITEM TOTAL-----**

**0**

**LINE ITEM TOTAL-----**

**50,000**

| <u>REVENUE BUDGET</u><br>ACCOUNT NUMBER | CURRENT BUDGET<br>AMOUNT | REVISED BUDGET<br>AMOUNT | INC/DECREASE<br>AMOUNT | ACCOUNT DESCRIPTION    |
|-----------------------------------------|--------------------------|--------------------------|------------------------|------------------------|
| 604-0000-361-10-00                      | -                        | 5,000                    | 5,000                  | Interest               |
| 604-0000-361-20-00                      | -                        | 5,000                    | 5,000                  | Dividends              |
| 604-0000-368-10-00                      | -                        | 40,000                   | 40,000                 | Employer Contributions |

**LINE ITEM TOTAL-----**

**50,000**

**COMMENTS/EXPLANATION:** To comply with Fla. Statute requiring all accounts to be budgeted, pensions are budgeted at year end when actual costs are known.

**Section 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.**

**Section 3. City staff is hereby authorized to implement changes in funds, accounts, transfers and balances as outlined within this resolution.**

**Section 4. This resolution shall take effect immediately upon the adoption by the City Council.**

**Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the Milton City Council of the City of Milton, Florida.**

**By: \_\_\_\_\_**  
**Heather Lindsay, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Dawn Molinero, City Clerk**



Agenda Item # 2022-1122

## Resolution 1562-23

### MEETING DATE

January 10, 2023

### PREPARED BY

Dawn Molinero, City Clerk

### BACKGROUND

A resolution of the City of Milton, Florida regarding the North Santa Rosa Regional Water Reclamation Facility, Rapid Infiltration Basins and Spray Fields.

### SUMMARY

The City of Milton is fully committed to the plans and specifications of the new wastewater reclamation system.

### RECOMMENDATION

Adoption.

### ATTACHMENTS

1. Resolution NO. 1562-23 1

## **RESOLUTION NO. 1562-23**

### **A RESOLUTION OF THE CITY OF MILTON, FLORIDA REGARDING THE NORTH SANTA ROSA REGIONAL WATER RECLAMATION FACILITY, RAPID INFILTRATION BASINS, AND SPRAY FIELD**

WHEREAS, the City of Milton is the provider of sanitary sewer for the central portion of Santa Rosa County, including all of the City, the Berryhill Area, East Milton, NAS Whiting Field and the Munson Highway Area, serving over 67 square miles and over 6,290 customers, and

WHEREAS, the City of Milton has essentially reached permitted capacity at the downtown wastewater treatment plant and is obligated by state law to expand treatment capacity, and

WHEREAS, under the current operating permit from FDEP, the City is subject to an Administrative Order that requires the removal of 100% of the treated effluent from the Blackwater River by December 31, 2025, and

WHEREAS, the City is committed to protecting the Blackwater River, the last pristine, white sand bottom river in the United States by relocating the existing plant out of a flood and hurricane prone area, removing all discharge from any surface waters of the state, improving water quality in the river to protect endangered species, flora and fauna and by facilitating the conversion of septic systems to sanitary sewer, and

WHEREAS, the City owns 24.86 acres of property in the Santa Rosa Industrial Park, acquired in 2009 for the specific purpose of constructing a new wastewater facility, expandable to serve the central part of Santa Rosa County, one of the fastest growing counties in Florida for decades, and

WHEREAS, on February 7, 2022, the Board of County Commissioners unanimously voted to transfer to the City land necessary to construct Rapid Infiltration Basin's (RIB's) on a parcel adjacent to the City's property, memorialized by a Memorandum of Agreement dated June 12, 2022, wherein the County expresses a common desire to facilitate the construction of a new plant, and

WHEREAS, the County understands that increased wastewater capacity is necessary for continued growth in the County and desires to assist the City to increase treatment capacity, and

WHEREAS, the County agreed to transfer the property in exchange for a credit in the form of future wastewater treatment capacity, and

WHEREAS, the City of Milton holds a development order from Santa Rosa County and an FDEP permit to construct the new plant and has submitted a permit application to FDEP for construction of the RIB's, and

WHEREAS, the City has leveraged the necessary funding from external and internal sources to construct the new facility while maintaining a stable rate structure for current customers, and

WHEREAS, the new wastewater system demonstrates City's partnership with the County in helping secure new industry, development, and investment, bringing quality, high-paying jobs,

and securing the military mission of NAS Whiting Field, enhancing their current and future mission capabilities.

NOW, THEREFORE, BE IT RESOLVED that the government of the City of Milton is fully committed to the plans and specifications of the new wastewater reclamation system at the site owned by the City and purchased in the Memorandum of Agreement, based on the permits in hand and applied for, the grants and loans received, and City funds committed to the project, and

BE IT FURTHER RESOLVED that the government of the City of Milton requests that Santa Rosa County fulfills the obligations unanimously agreed to by the Board of County Commissioners and formalized in the Memorandum of Agreement and expedites the transfer of the agreed upon property.

APPROVED AND ADOPTED by the City Council of the City of Milton this 10th day of January 2023.

Attest:

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Dawn Molinero

Clerk of the City of Milton

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Heather Lindsay

Mayor of the City of Milton



Agenda Item # 2023-1124

## City of Milton Board Vacancies

### MEETING DATE

January 10, 2023

### PREPARED BY

Melissa Short, Admin  
Assistant/Permit Clerk/Assistant  
City Clerk

### BACKGROUND

This is an item update that is to be provided monthly to the Council as long as city boards have membership vacancies. Currently, the Community Improvement Board and the Fire Pension Board have one vacancy. The Civil Service Board has two vacancies. It is important to fill these positions so a meeting can be held with a simple majority of the board present.

### SUMMARY

### RECOMMENDATION

Informational item only. The two applications will be presented at the Committee of the Whole Meeting.

### ATTACHMENTS

1. Board Vacancies Updated 1.3.2023

## **CITY OF MILTON BOARD VACANCIES**

### **COMMUNITY IMPROVEMENT BOARD**

The board consists of 7 members. The members shall serve for 2-year terms at the pleasure of City Council and without compensation. No more than three members from any area of expertise shall be appointed and serve on the board at one time. If any member fails to attend, without cause, 50% of all meetings held during any calendar year from the date of appointment by City Council, the member's seat shall be declared vacant. There is currently one vacancy on this board.

At this time, staff has two new applications on file from individuals interested in serving on this board.

### **Description of Duties**

1. Act in an advisory capacity to the City Council in matters related to economic development and business activities in the development of and periodic updates to the city's economic development strategic plan.
2. Perform other duties as requested by the City Council or as considered advisable by the Committee and approved by the City Council. Act in an advisory capacity to the City Council in matters related to economic development and business activities in the development of and periodic updates to the city's economic development strategic plan.
3. Make recommendations on ordinances, policies, short-term action plans, and resources allocated to business and economic development activities and programs of the city.
4. Have such other advisory duties granted by the City Council consistent with the business and economic development needs of the city. Identify actions to promote the economic health of the business community while preserving our unique characteristics as a welcoming riverfront community
5. Promote the hospitality and tourism industry in Milton while fostering businesses that serve and enjoy the loyalty of our local and regional community
6. Identify programs, policies, and activities that can help the business community recover from any economic recession.
7. Pursue new and diversified businesses leveraging our expertise, including the use of special zones, to address issues of concern.

### **CIVIL SERVICE BOARD**

The Civil Service Board is a five-member board that encourages and promotes a proper personnel system for employees of the City of Milton. The board has authority to write and adopt rules that shall cover subject areas such as disciplinary hearings, code and/or standards of conduct for members of classified service, probationary periods, employment eligibility criteria and applicant register procedures. All rules shall be approved by the City Council. There are currently two vacancies on this board, Council Appointed. These positions, when filled, will serve a two-year term.

At this time, staff has no applications on file from individuals interested in serving on this board.

**Appointment and Structure:**

1. All members shall reside within the city limits of the City of Milton.
2. The City Council shall not appoint a current or former city employee to the Board.
3. The City Council shall not appoint a current member of the City Council to the Board. Former City Council members may be appointed provided they have not held elective position in the City for a period of at least one year.
4. No person may serve as a board member if they have a relative in the Civil Service System. Relative means an individual who is related to the Board member as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.
5. The Council shall strive to select members who have previous experience in personnel Administration, management, small business, self-employment, and/or with other outside public employers. In all cases, the City Council shall seek to appoint members with the best expertise and a wide variety of backgrounds to serve the citizens of Milton with regard to the Civil Service System.

**FIRE PENSION BOARD**

The Fire Pension Board 5 voting members – 2 Firefighters – 2 City Residents appointed by the City Council and 1 voted in by the board and then appointed by City Council. The Fire Pension Board meets quarterly, the first Wednesday of the month at 1:30 p.m. There is currently one vacancy on this board, which is voted in by the board and then appointed by City Council. This position when filled, will serve a two-year term (with option of reappointment).

**Governing Document**

- Florida State Statutes 176.061 and Ordinances

At this time, staff has no applications on file from individuals interested in serving on this board.

**Description of Duties**

1. The Milton Fire Pension Board oversees the allocations of funds for the firefighter's pension. Reviews the recommendations of the investment company, attorney, and actuary
2. All minutes of the Fire Pension Board meeting shall be filed with the City Clerk's Office



Agenda Item # 2023-1146

## Letter to County Commissioners dtd January 11, 2023

### MEETING DATE

January 10, 2023

### PREPARED BY

Dawn Molinero, City Clerk

### BACKGROUND

Stewardship of the Blackwater and our Taxpayer Dollars

### SUMMARY

### RECOMMENDATION

Information item.

### ATTACHMENTS

1. Letter to County Commission

January 11, 2023

***Via Hand Delivery***

Honorable Colten Wright, Chairman  
Honorable Sam Parker  
Honorable James Calkins  
Honorable Kerry Smith  
Honorable Ray Eddington  
Board of County Commissioners  
6495 Caroline Street, Ste C  
Milton, Florida 32570

Re: Stewardship of the Blackwater and our Taxpayer Dollars

Dear Gentlemen:

I support Milton's wastewater treatment project because it will improve the river's health; our plan is more fiscally advantageous for ratepayers and taxpayers than those proposed to us that required the use of privately owned land. I write to you to highlight the reasons why Milton merits your unwavering support.

- The City of Milton has been in the wastewater business for more than 75 years and has used tertiary Advanced Wastewater Treatment Re-Use Standards since 2006. A recent independent study confirmed that our current infrastructure removes 80 percent of pharmaceutical waste. The new plant design includes additional filtration by using soils and wetlands to improve treatment; the City's new plan is a vast improvement.
- FDEP has confirmed the plant is permitted to be built on the designated 24 acres (even if we lose the 100 acres for the RIBs). Building the plant on the 24 acres has been the plan for almost 15 years, after former NAS Whiting Field Skipper Brian Watkins (serving as city manager) first secured the permit in 2015. In 2019, the City updated the information required to renew the permit.

- The property is at the intersection of two power transmission easements, vacant county property, the prison, the Sheriff's Annex, and a new FPL power substation. There are no residential uses within 1200 feet of the property. The Highway 87 Connector is planned to come through the area.
- The site is 1500 feet from the river with an elevation average of 75 feet, compared to the current plant at less than 10 feet. The new site being outside of the 500-year flood zone will protect the facility from floodwaters and hurricanes. The RIBs are further outside the zone and at a higher elevation.
- We must have ownership of the 100 acres to secure the effluent disposal permit. The acreage to be provided is expected to support RIBs to process 1.25 MGD of effluent; city staff have been aggressively looking for additional land to create additional disposal capacity. That land will be purchased to bring additional effluent disposal methods online by the 2025 deadline.
- The future facility as planned allows us to place new development in East Milton on sanitary sewer and to convert over 6,000 homes to sewer.
- Our current 6,290 customers, who have already paid the cost to be part of our sewer system, will be facing a rate increase, estimated up to 60 percent, if we must rely on the bond market to fund the project.
- Time is not on our side: We must build a new plant *now* based on Florida Administrative Code 62-600.405 (8) Planning for Wastewater Facilities Expansion. The City has essentially reached capacity at this time and cannot and will not approve new connections outside of our municipal boundaries. The City has made and fulfilled commitments to Santa Rosa County for economic endeavors based on our ability to continue progress to complete this project. One of the critical aspects to achieve that objective is the transfer of this property, an agreement made in good faith and signed by both parties. If that does not occur, we may be forced to reevaluate those commitments to preserve the extremely limited remaining capacity available at this time.
- All currently contemplated residential, commercial, and industrial projects will be forced to utilize septic systems. Septic tanks are the single largest polluter in the state and release chemicals and pharmaceuticals, with little-to-no treatment. The City's project supports a remarkably cleaner river.
- If the County values protecting our environment by getting 100% of the effluent out of the river, then moving the current facility from a location (that is subject to flooding and storm damage) requires us to build *now*.

- If the County values infrastructure before development, we must build *now*.
- If the County values growing our economy, we must build *now*.
- If the County values NAS Whiting Field, which is slated to grow 17% in the next few years to support the military mission, we must build *now*.

For these reasons, you should wholeheartedly support this project.

On a related note, I was disappointed when the County announced construction of its own package plant, instead of assisting to expedite our facility to meet both of our needs. It has been expressed that our site is not adequate to meet future demand, meanwhile you are moving forward with a package plant (and manmade wetlands) that are inadequate to meet your own future demands. The irony is not lost on me.

We have been striving for years to build what Representative Williamson dubbed the region's "silver bullet project," with limited County support and commitment. It bears noting that Milton's design supports the same level of treatment, reusability, and expandability (to include PFAS and pharmaceuticals), as the County's project was lauded for achieving last night. I have come to believe the City's support of the County has put Milton in a very precarious position. Sadly, I feel the City may have to prepare for a moratorium and legal action.

Should you have any questions, our entire team is ready and eager to assist.

Very Truly Yours,

Heather F. Lindsay