

**COMMUNITY REDEVELOPMENT AGENCY
AGENDA
TUESDAY, OCTOBER 11, 2016
4:45 P.M.**

1. Approval of September Minutes (*Requires vote*)
2. Approval of October Financial Report (*Requires vote*)

3. Item 16 Riverwalk Piling Caps

Description

Vinyl piling caps are an option for mitigation and prevention of top surface rot on the pilings.

Recommendation

Required Action Vote Required

Agency requested that Staff look into the cost for black and white pointed vinyl piling caps for the Riverwalk

Cost \$1,500.00

Item 23 Liability Insurance for Events Downtown

Description

The city and the CRA require anyone proposing to hold an event in the CRA to have a \$1,000,000 liability insurance policy. Most organized groups have this kind of policy but if individuals or a group want to hold an event these single event policies can be expensive.

Recommendation

Required Action Vote Required

Staff recommends using Florida League of Cities for the Liability Insurance for Events Downtown

Cost \$0.00

Item 24 Two appointments to the RRT. Melissa Odom to fill vacant Owner/Operator vacancy and Bree Richard to fill Members At-Large vacancy

Description

Recommendation **Required Action** **Vote Required**

Staff recommends appointment of Melissa Odom to the RRT to fill vacant Owner/Operator position and appointment of Bree Richard to fill vacant Members At-Large position

Cost \$0.00

4. Other Business

5. Adjourn

COMMUNITY REDEVELOPMENT AGENCY

September 13, 2016

The Community Redevelopment Agency of the City of Milton met Tuesday September 13, 2016 at 4:50 p.m. CST. The following members were:

PRESENT:

Wesley Meiss, Mayor
Grady Hester
Lloyd Hinote
RL Lewis
Mary Ellen Johnson
Alan Lowery
Pat Lunsford
Jimmy Messick

ABSENT:

Ashley Lay

Brian Watkins, City Manager
Dewitt Nobles, City Clerk
Heather Lindsey, City Attorney
Pam Haddan, Executive Assistant

OTHERS IN ATTENDANCE:

Deb Becker, George Jordan, Al Brewton, Marilyn Farrow, David Farrow, Kevin Donnelly, Jeffrey Snow, and Cara Schepper

Call to Order: Mayor Meiss called the meeting to order at 4:50 p.m.

1) Approval of Minutes from the August 9, 2016 meeting (*Requires vote*)

**Motion was made by Mr. Messick to approve Minutes from the August 9, 2016 meeting; seconded by Mr. Lewis. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Mr. Lewis, aye; Ms. Johnson, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried.

2) Approval of September Financial Report (*Requires vote*)

**Motion was made by Mr. Messick to accept September Financial report; seconded by Ms. Johnson. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Mr. Lewis, aye; Ms. Johnson, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried.

3) Agenda Items

Item 15 Banner Arms for Downtown Decorative Street Lights

Description A review of the proposal to provide banner arms for all downtown decorative light poles shows the costs will be approximately \$10,000 for banner arms, not including the banners

Recommendation

Required Action

Discussion

Staff recommends that the CRA establish guidelines on the display of banners downtown and review budget for availability of funds

Cost \$10,000.00

George Jordan, 5585 Polaris Drive – Asked that staff look into buying locally

**Motion was made by Mr. Messick to approve purchasing the banner arms for Caroline Street from the CRA Contingency Fund; seconded by Mr. Hester. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Mr. Lewis, aye; Ms. Lay, aye; Ms. Johnson, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried

Item 16 Riverwalk Piling Caps

Description Vinyl piling caps are an option for mitigation and prevention of top surface rot on the pilings

Recommendation Required Action Vote Required

Two black vinyl caps are installed on the north end of the Riverwalk. Black was selected as it best matches railings along the shore of the Riverwalk. Staff asks that Council look at the installation and approve installation of same along the rest of the Riverwalk.

Cost \$1,500.00

**Motion was made by Mr. Messick to table until staff can provide a price for the white or black pointed vinyl caps; seconded by Ms. Johnson. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Mr. Lewis, aye; Ms. Johnson, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried

Item 17 Sponsorship for Pumpkin Fest

Description Request for sponsorship of Pumpkin Fest to be held on Saturday, October 29th, on North Willing Street

Recommendation Required Action Vote Required

For Discussion

Cost \$1400.00

**Motion was made by Mr. Hester to approve \$1400 sponsorship for Pumpkin Fest; seconded by Mr. Lowery. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Mr. Lewis, aye; Ms. Johnson, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried

Item 18 CRA/City of Milton Interlocal Agreement

Description An Interlocal agreement is provided to clearly define the operating relationship between the City of Milton and the Community Redevelopment Agency

Recommendation Required Action Vote Required

Approve Interlocal Agreement with City of Milton on use of city services and property.

Cost \$0.00

**Motion was made by Mr. Messick to approve CRA/City of Milton Interlocal Agreement; seconded by Mr. Hinote. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Mr. Lewis, aye; Ms. Johnson, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried

Item 19 Landscape Improvements to the event area
Description With the property acquisition to expand the event area, Staff is recommending we regrade and re-sod the entire area, remove the large pecan tree, and add irrigation

Recommendation	Required Action	Vote Required
Staff recommends approval of the landscape improvements to the event area		
Cost	\$16,000.00	

**Motion was made by Mr. Hester to approve landscape improvements to the event area; seconded by Mr. Messick. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Mr. Lewis, aye; Ms. Johnson, aye; Mr. Lowery, nay; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried

Item 20 Location of Bike Racks in Downtown Milton

Description Select locations for bike racks in the CRA

Recommendation	Required Action	Vote Required
For Discussion		
Cost	\$0.00	

Plan is to have three bike racks with locations on the Northside, Southside, and Willing Street

**Motion was made by Mr. Hester to location of Bike Racks in Downtown Milton; seconded by Mr. Messick. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Mr. Lewis, aye; Ms. Johnson, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried

Item 21 Carpenter's Park Vision

Description The city is looking to develop a long range plan for the development of Carpenters Park. This would include looking at upgraded facilities, a splash pad, and ADA compatibility for example

Recommendation	Required Action	Vote Required
Staff recommends referring to the RRT		
Cost	\$0.00	

**Motion was made by Mr. Messick to refer to the RRT; seconded by Ms. Johnson. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Mr. Lewis, aye; Ms. Johnson, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried

Item 22 Community Redevelopment Areas I, II, III Budgets for FY 2017

Description Staff has developed a proposed budget for CRA's I, II, and III

Recommendation	Required Action	Vote Required
Approval of FY 2017 Budget		
Cost	\$0.00	

**Motion was made by Mr. Hester to approve FY CRA Budget; seconded by Ms. Johnson. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Mr. Lewis, aye; Ms. Johnson, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried

Item 23 Liability Insurance for Events Downtown

Description The City and the CRA require anyone proposing to hold an event in the CRA to have a \$1,000,000 liability insurance policy. Most organized groups have this kind of policy but if individuals or a group want to hold an event these single event policies can be expensive. Would the CRA Board like the staff to look into finding a policy for the CRA to cover supported events downtown?

Recommendation **Required Action** *Vote Required*

For Discussion

Cost \$0.00

**Motion was made by Mr. Messick to have staff look into finding a Liability Insurance policy for events downtown; seconded by Ms. Johnson. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Mr. Lewis, aye; Ms. Johnson, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried

4) Other Business

a) RRT Board Member applicant: Barrie Bamberg

**Motion was made by Mr. Messick appoint Barrie Bamberg to the RRT; seconded by Ms. Johnson. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Mr. Lewis, aye; Ms. Johnson, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried

Meeting Adjourned at 5:30 p.m.

DOWNTOWN TRUST FUND
FY 2016
(Fund 102)

as of 10/05/2016

acct. #			FY 2016	FY 2016		
REVENUES			BUDGET	YTD	Balance	Description
	338-10-00	O/S Rev from Local Units (SRC contrib)	\$	39,666	\$ 39,665	\$ 1
338-10-01	O/S Rev from Local Units (CITY contrib)	\$	21,067	\$ 21,067	\$ -	Estimated tax billing
347-xx-xx	Promotional	\$	34,800	\$ 22,584	\$ 12,216	Promotional Revenue
361-10-00	Interest Income	\$	-	\$ 34	\$ -	Interest
366-10-00	Misc. Donations	\$	-	\$ -	\$ -	Misc. Donations
381-01-00	Transfer from General Fund	\$	2,505	\$ 2,505	\$ -	Demo Pine St & Elmira St (from Planning Demo Line)
389-90-01	Funds Forward FY 2015 Balance	\$	77,470	\$ 4,990	\$ 72,480	FY15 EOY (\$7,767est + BA \$69,703=\$77,470)
REVENUE TOTALS			\$ 175,508	\$ 90,845	\$ 84,697	

Dept. 552

EXPENDITURES	5 K Race					
48-01	Promo-5K	\$	17,000	\$ 5,406	\$ 11,594	Promo-5K
TOTAL 5 K			\$ 17,000	\$ 5,406	\$ 11,594	
BANDS ON THE BLACKWATER						
48-02	Promo-Bands on Blackwater	\$	24,000	\$ 23,004	\$ 996	Promo-Bands on Blackwater (14 Concerts)
TOTAL BANDS			\$ 24,000	\$ 23,004	\$ 996	
MOVIE NIGHT						
48-03	Promo-Movie Night	\$	2,350	\$ 2,041	\$ 309	Promo-Movie Night
TOTAL MOVIE NIGHT			\$ 2,350	\$ 2,041	\$ 309	
SCRATCH ANKLE						
48-04	Promo-Scratch Ankle	\$	2,000	\$ 1,103	\$ 897	Promo-Scratch Ankle
TOTAL SCRATCH ANKLE			\$ 2,000	\$ 1,103	\$ 897	
OTHER EVENTS						
48-06	Promo-Other Events	\$	3,500	\$ 3,500	\$ -	Promo-Other (Tough Mudder)
TOTAL OTHER EVENTS			\$ 3,500	\$ 3,500	\$ -	
PROMO EXPENSE TOTALS			\$ 48,850	\$ 35,054	\$ 13,796	
OTHER EXPENSES						
34-00	Other Contractual Services	\$	23,000	\$ 17,298	\$ 5,702	Misc. \$1,500; Arborist \$2,000; Demo \$10,000
43-00	Utility Services	\$	4,000	\$ 3,161	\$ 839	Gulf Power / Willing St. power poles
46-00	Repair & Maintenance	\$	22,000	\$ 8,650	\$ 13,350	R&M
48-00	Promotional	\$	2,500	\$ 2,487	\$ 13	Advertisement
49-00	Misc. Expense	\$	10,500	\$ 9,799	\$ 701	Christmas lighting maintenance/Electrical Repair
49-19	Tax Rebate Incentive Prog	\$	201	\$ 200	\$ 1	Tax Rebate Incentive Program
52-00	Operating Supplies	\$	500	\$ 175	\$ 325	Misc.
54-00	Dues & Subscriptions	\$	370	\$ 370	\$ -	Dues & Subscriptions
61-02	Easement-Sidewalk	\$	1,200	\$ 1,200	\$ -	Easement-Sidewalk
64-07	Misc. Equipment	\$	9,500	\$ 9,495	\$ 5	1/2 cost of Movie Screen
64-27	Downtown Project Expense	\$	4,500	\$ -	\$ 4,500	Relandscaping of South Riverwalk
82-09	Misc. Grants in Aid	\$	4,000	\$ 1,500	\$ 2,500	Support for Special Events (SR Arts/Etc.)
91-01	Transf to General Fund	\$	1,456	\$ 1,456	\$ -	Kiosk at Russell Harbor Boat Ramp
99-99	Contingencies (FY2016 Expenses)	\$	42,931	\$ -	\$ 42,931	(\$77,470 FY15 actual)
OTHER EXPENSE TOTALS			\$ 126,658	\$ 55,791	\$ 70,867	
EXPENSE TOTALS			\$ 175,508	\$ 90,845	\$ 84,663	

ITEM # 24 ✓

CITY OF MILTON

BOARD APPOINTMENT SURVEY/INFORMATION

NAME: Melissa Odom

DATE: 9-6-16

EMAIL ADDRESS: Odoms@peoplepc.com

PHONE: 850 626-0043

ADDRESS: 5216 Willing St City Ward: _____

EDUCATION: AA General Court Reporting

WORK EXPERIENCE: 30 years Self-employed Associated Court Reporters

COMMUNITY SERVICE: Support Local Events (E. Milton youth football, Travel Basketball), Financial Support, SRACF, NCFA Chief Test Administration

AWARDS: Legal Services Pro Bono, NCRA Mentor

HOBBIES, TRAVEL, ETC:

Other comments that would be helpful in determining appropriate appointment: Own self-funded renovated historic building with 30 year Building in Downtown Milton along the River.

Please check the Boards that you are interested in:

____ Milton Housing Authority

____ Milton Planning Board

____ Historic Preservation Board

xx Riverfront Redevelopment Team

____ Civil Service Board

____ Milton Benevolent Cemetary Board

____ Board of Adjustments

____ General Employees Pension Board

____ Police Pension Board

____ Firefighters Pension Board



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CITY OF MILTON
BOARD APPOINTMENT SURVEY/INFORMATION

Name Bree Richard Date: 3/19/15
Phone (hm) 850-910-3505

E-mail address brimon.richard@gmail.com Phone (wk/cell) same

Address 5203 Canal Street City Ward 1
Milton Fl. 32570

Education College

Work Experience: 8 1/2 years teaching parenting & Social
Work Childrens Home Society of FL; Business Owner

Community Service Volunteer Work

Awards _____

Hobbies, Travel, etc Playing guitar & drums, travel, camping

Other comments that would be helpful in determining appropriate appointment _____

We own 2 properties that are within the city limits

Please check the Boards that you are interested in.

Milton Housing Authority

Milton Planning Board

Historic Preservation Board

RRT
Downtown Redevelopment Advisory Board

Civil Service Board

Milton Benevolent Cemetery Board

Board of Adjustments

General Employees Pension Board

Police Pension Board

Firefighters Pension Board