



Main Street Milton
Board of Directors' Meeting
May 22, 2019, 5:30 p.m.

MINUTES

The Main Street Milton, Inc. Board of Directors meeting was called to order at 5:30 P.M. on May 22, 2019. Present at the meeting were City Councilman George Jordan, Ex-Officio member, Mrs. Amber Leek, Mrs. Jennifer Micklos, Ms. Cassandra Sharp, President, Mr. Kevin Smith, Vice-President and Mrs. Andrea Sutrick. Also present was Mr. Edward Spears, MSM Executive Director. These minutes are a synopsis of the actions taken at the meeting and are not intended as verbatim minutes.

- I. The meeting was called to order by Ms. Sharp at 5:30 p.m. and welcomed those in attendance. She noted that a quorum was present. Ms. Sharp asked Mr. Spears to confirm that the meeting was properly noticed. He advised that it was.
- II. Mrs. Micklos made a motion to approve the agenda as presented. Mr. Smith seconded the motion. The motion passed unanimously.
- III. Mrs. Sutrick made a motion to approve the minutes from the March 13, 2019 regular meeting with one correction – Section VII, last sentence, the word “passed” is misspelled. Mr. Spears noted the correction. Mrs. Leek seconded the motion. The motion passed unanimously.
- IV. Mr. Spears presented the financial report. Mrs. Micklos made a motion to accept the report as presented. Mr. Smith seconded the motion. The motion passed unanimously.
- V. Mr. Spears gave a presentation on the Business Improvement Program Grant/Loan 2019, Cycle 2. He advised that seven (7) applications from six (6) different businesses were received by the deadline. He advised that there were minor errors of omission in the various applications, but none that would exclude any application. He advised that he was working with each applicant to ensure all required information was presented. The Board reviewed each application in turn.
 1. Spencer's Second Hand Shop – requesting \$668.89. Project is within the City's Stewart Street Area. Mr. Smith made a motion to refer to City Council and recommend full funding. Mrs. Leek seconded the motion. The motion passed unanimously.
 2. Wacked Out Weiner – requesting \$5,000. Project is within the City's Stewart Street Area. Mrs. Sutrick made a motion to refer to City Council and recommend full funding. Mr. Smith seconded the motion. The motion passed unanimously.

3. Blackwater Bistro – requesting \$2,500.
4. Brooks & Warrick, P.A. – requesting \$5,500 via two applications.
5. Boomerang Pizza – requesting \$5,000.
6. Beardless Brewhaus – requesting \$5,000. President Sharp advised that she is the owner of the building this applicant is located in and therefore will abstain from voting on this item. It was stressed that this application was for business equipment to allow the business to grow and expand and was not an improvement of any kind to the building.

Mr. Spears advised that the Board has available in 2019 funds \$13,430.18. The Applications total \$23,668.89. The referral to the City of the two projects located on Stewart Street represents \$5,668.89. That leaves an unfunded balance of \$4,569.82. Mr. Spears advised the Board that the timeline for the Brooks and Warrick project would put it into the October timeframe. He advised that if they were willing to hold the project until that time, the 2020 allocation of commercial façade funding would be available. Discussion followed. Mrs. Sutrick made a motion to fund 100% of each grant with the Brooks & Warrick funding to be awarded with the new 2020 budget. Mr. Smith seconded the motion. The motion passed 4-0-1 with Ms. Sharp abstaining.

- VI. Mr. Spears gave an overview of the 2019 proposed MSM budget. Ms. Sharp reminded the Board that a proposed budget is due to the City annually by June. Mrs. Micklos made a motion to approve the draft budget as presented. Mrs. Sutrick seconded the motion. The motion passed unanimously.
 - VII. Mr. Spears gave an update on the Imogene Theatre management opportunity. He detailed the partnerships that they have been able to forge and those still developing. He advised that at each “moment of truth” decision point, everyone participating advised to keep going forward. President Sharp advised the Board that she also serves on the Santa Rosa Historical Society Board and would not be participating in this discussion. Mr. Spears advised that the SRHS Board voted to begin contract negotiations with MSM to provide management services. He advised that a draft agreement would be sent to the Board in the very near future.
 - VIII. President Sharp gave an overview of the Old Courthouse Adaptive Re-Use concept. She requested staff to bring discussions with Jenny Cook, City Planner, about possible re-uses and what the City desires to see happen with that property once the county court functions relocate.
 - IX. Executive Director’s Report – Mr. Spears advised that the State Main Street Conference would be held in Orlando July 24-26. He advised that MSM has been selected to receive awards at that event and the Board may wish to attend. He asked that the Board advise him of their desires by the June meeting so that reservations can be made. He advised the Board that he would be out of office June 15-19.
- the float was sold and funds deposited in the MSM operating account. He also advised that that the bank was ready for the new officers to sign new bank authorization cards.
- X. Old Business – President Sharp recognized Mr. Spears for his 1-year anniversary with MSM, which was May 18.

XI. New Business – None

XII. The Board agreed that the next Board meeting would be held on June 26, 2019 at 5:30 p.m.

XIII. With no further business to transact, the meeting was adjourned at 7:00 p.m.

Respectfully submitted, Mr. Edward E. Spears, Executive Director