

CHAIRPERSON  
JAMES HANCE

VICE CHAIR  
RICHARD WALKER

CARRIE BAKER



BOARD MEMBERS  
JOE BROWN

ANTONIO BELLAMY

CHRISTIANNA ORVIS

JUDY RIERA

## **CRA ADVISORY BOARD MEETING**

**THURSDAY, FEBRUARY 20, 2020 – 4:00 P.M.**

**Lynn Haven Fire Station No.1, 1412 Pennsylvania Ave., Lynn Haven, FL 32444**

### **AGENDA**

1. Call to order
2. Public Commentary
3. Approval of the Meeting Minutes from November 6, 2019
4. Update on the CRA projects for FY 19/20.
5. Update on the Advisory Board bylaws project.
6. Adjourn.

**\*\*IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, THEY WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE THEY 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 BASED. FLORIDA STATE STATUTE 286.0105**

**\*\* IN ACCORDANCE WITH THE AMERICANS DISABILITIES ACT AND 286.26, FLORIDA STATUTES, PERSONS WITH DISABILITIES NEEDING SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE LYNN HAVEN PLANNING DEPARTMENT NO LATER THAN TWO DAYS PRIOR TO THE PROCEEDING AT TELEPHONE 850-265-7316 FOR ASSISTANCE. IF HEARING IMPAIRED, TELEPHONE THE FLORIDA RELAY SERVICE NUMBERS, (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), FOR ASSISTANCE.**



# CRA ADVISORY BOARD

## MEETING MINUTES

**Meeting Date:** November 6, 2019, 3:00 PM

**Location:** Lynn Haven Utilities Dept.  
1111 Ohio Ave.

**TOPIC No.1. Meeting Called to Order by:** James Hance at 3:05 PM

**Present Board Members:** Judy Riera, Richard Walker, Joe Brown, James Hance

**Absent Board Members:** Mariellen Carroll, Carrie Baker, Christianne Orvis

**Staff:** Bernd "Ben" Janke, CRA Director

**Public Audience:** none

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James Hance welcomed everybody in attendance.

**TOPIC No.2: Public Commentary:** none.

**TOPIC No.3: Approval of Meeting Minutes from July 15, 2019:** Judy Riera entertained a motion to approve the meeting minutes as written. Joe Brown second the motion. The Board talked about abstentions. 3 aye, Mr. Walker abstained from voting. Motion carried.

**TOPIC No.4: Update on the CRA projects:** Mr. Janke briefed the Board on the ongoing CRA projects. Storefront Assistance Program; town signage on SR77; Rotary tree project, Residential Incentive Program; Residential Paint Program; drainage improvements project for the CRA; Cain Griffin Park; Hwy 390 commercial property conversion; Ohio Ave. streetlights; restoration support of historic structures.

**TOPIC No.5: CRA Advisory Board bylaws:** Mr. Janke briefed the Board on the City Attorney findings re/ the Advisory bylaws. Mr. Walker, Mrs. Riera, Mr. Hance commented. Mr. Walker's recommendation is for the CRA to write its own bylaws. Mrs. Riera pointed out that it should be the City's / CRA Board's responsibility to update the bylaws, not the Advisory Board. The Board felt that the existing bylaws should be updated to reflect "the governing body", not City Commission. Then the bylaws would be applicable to all City and CRA Boards. Mr. Walker suggested that the Board reads and reviews the 1996 bylaws and the new proposed CRA bylaws. The proposed changes should be discussed at the next Board meeting and draft a recommendation should be forwarded to the CRA Board for consideration. The group agreed.

**TOPIC No.6: Adjourn:** Richard Walker entertained a motion to adjourn. James Hance second the motion. Approved unanimously at 4:35 PM.

## CRA PROJECTS FY 2019/2020 - ORIGINAL BUDGET

**CRA VISION**

*To promote a family-oriented, walkable community with a vibrant small-business friendly downtown area that preserves our local, small-town heritage.*

09/25/19

SECTION	PROJECT	CRA PLAN PAGE	PROF. SERVICES	SUPPLIES OPERATING	GRANTS & AIDS
Town Center	Storefront Assistance Program	47/48			\$ 30,000
Town Center	town signage on SR 77	47/48	\$ 5,000	\$ 40,000	
Town Center	Beautification of ROW	47		\$ 5,000	
Town Center	FDOT landscape grant for Hwy 77 beautification	48			
Housing	Residential Incentive Program	49			\$ 35,000
Housing	Residential Paint Program	49			\$ 20,000
Housing	Drainage Improvement projects in CRA	49	\$ 20,000	\$ 100,000	
Recreation	Cain Griffin Park - historic walk	50		\$ 20,000	
Transportation	Hwy 390 - commercial property reconfiguration	48			
Transportation	Ohio Ave. - update street lights to decorative (2 blocks)	48		\$ 50,000	
Town Center	restoration support for historic structures in the CRA (Mayor)	43			\$ 30,000
<b>TOTAL</b>			<b>\$ 25,000</b>	<b>\$ 215,000</b>	<b>\$115,000</b>

ROBERT A. GARDNER  
MAYOR

RICKY A. HORST  
CITY MANAGER

LARRY A. BODIFORD  
CITY ATTORNEY



COMMISSIONERS  
HAROLD CONRAD  
HAROLD HAYNES  
WALTER T. KELLEY  
ROB TEER

## APPLICATION FOR ADVISORY BOARDS/COMMITTEES

Please complete the attached application and return it to:

Office of the City Manager  
Attention: Deputy City Clerk  
825 Ohio Avenue  
Lynn Haven, Florida 32444

OR Fax: (904) 265-8931

### PLEASE NOTE:

Applications will be submitted to the City Commission for consideration of appointment to the current vacancy only. If not selected, application will be resubmitted if a vacancy occurs. Applications are effective and will be kept on file for two years from the date of completion. If you have any questions, please contact the City Manager's Office at (904) 265-2121.

Applicant may update application or add additional boards/committees by contacting the Deputy City Clerk.

A financial disclosure form may be required in some cases.

A resume, letters or other pertinent information may be attached to this application, and all information will be forwarded to the members of the City Commission.

Commission operation policies, appointment procedures, and other questions which may arise. The Deputy City Clerk will serve as the depository for all official meeting minutes, and other records as required. Minutes of all board meetings, upon review and approval of the City Manager, will be distributed to each City of Lynn Haven Commission member within a reasonable period of time. A directory of elected and appointed officials and members of all Boards are also maintained by the Deputy City Clerk and will be on file in said office.

d. Staff Liaison: As appointed by the City Manager, Staff Liaison will assist their assigned Board in the following ways:

- \* Assists in the development of the meeting agenda
- \* Informs the members of items of special interest
- \* Ensures that the Board's work complements community goals
- \* Provides information as required
- \* Researches and provides background information and analysis on issues under consideration by the Board
- \* Drafts letters, memorandums, and other items of communication as requested by the Board
- \* Provides for technical assistance

e. Chairperson: The Chairperson is appointed to a one-year term as elected at-large by the members of said Board. Special duties and responsibilities of the Chairperson include but are not limited to:

- \* Leads meetings; ensures meetings begin and end on time. Boards should follow Robert's Rules, some more formally than others.
- \* Plans meeting agenda in cooperation with the Staff Liaison
- \* Encourages full participation by all Board members
- \* Serves as the Board's primary contact
- \* Makes recommendations and gives reports to the City Commission for appointments and reappointments to the Board
- \* Makes Board presentations to the City Commission at designated meetings

f. Citizen: In fulfillment of the need for citizen involvement and to utilize the talents, expertise, and the vitality of the people of Lynn Haven.

6. **DEFINITIONS**: The following terms and definitions apply:

a. Board: To mean any board, committee or task force assigned to assist the City where its members are appointed by the City Commission on either a formal or informal basis.

b. Term: Will mean the duration of the appointment as determined by ordinance, resolution or City Commission action.

## 7. PROCEDURES:

a. Each Board member will be appointed by the City Commission in accordance with the ordinances or written policies of the City. In each case each individual member of the City Commission will bear responsibility for the appointment of one member to serve on each designated Board. In those cases where there exists a requirement for more than five (5) members for service, the balance of members to serve will be appointed by a majority decision of the City Commission.

b. Each Commissioner appointment will be made with the advice and consent of a majority of the City Commission.

c. It will be the responsibility of the City Commission to monitor Board progress, recruit service members and make timely appointments to said Boards.

d. The Office of the City Manager will coordinate all staff activities for the Boards. The City Manager may serve or designate a Staff member to serve as liaison who will be responsible to the City Manager through the appropriate Department Head.

e. The Deputy City Clerk will coordinate member activities and communications; will maintain a directory of elected and appointed officials and members of all Boards; and will monitor their participation record and make known to the City Commission when member appointments are due to expire. Additionally, the Clerk will maintain the Advisory Board Membership and Information Guidebook and initiate efforts to solicit applications for Board membership. Additionally, the Deputy City Clerk will maintain custody of all Board meeting minutes and appropriate official records.

f. By appointment of the City, a Staff Liaison will serve to assist the Board in providing support and technical assistance.

g. The City will maintain on file for a period of two years applications for Board service for review of the City Commission at any time. The City will, through the publication of the Advisory Board Membership and Information guide and by other means, communicate to the general citizenry with regard to the need for citizen participation on our Boards.

h. It will be appropriate for members of the City Commission to recruit and ask to serve selected citizens whose talents, expertise and willingness to serve, will best serve the interest of the City.

i. It will be appropriate to appoint on occasion members to serve on Ad Hoc Committees which will serve an immediate purpose on an interim basis.

j. It would not be appropriate for one citizen to serve on more than one Board at a time, unless that Board should be considered to fall under the description of an interim Board as described in Item (i) above.

k. Each Board will hold meetings as required by ordinance, resolution or City Commission action and at such times as deemed necessary by the Chairperson.

l. Fifty-one percent of the voting membership will constitute a quorum. A quorum will be necessary to act on any agenda item.

m. Each Board will be governed by a set of by-laws as adopted by the City Commission by ordinance, resolution or City Commission action.

n. The parliamentary authority for each Board is Robert's Rules of Order, except where superseded by said by-laws or local, state, or federal law. A degree of informality is granted based on the nature of the Board.

o. Board vacancies will be filled in the same manner as the original appointment.

p. Appointments will be for a term of two years except as superseded by said by-laws or local, state, or federal law.

q. Upon failure of any member to attend three consecutive meetings, the Board and/or Staff Liaison may recommend that the governing body terminate that appointment and declare the position vacant.

r. All Board service members will be legal residents of the City except as superseded by said by-laws or local, state, or federal law.

s. Annual Financial Disclosure statements as required by Law will be required by Board service members except as declared exempt by said law.

t. The elected Chair will not serve more than two years before rotation of chair service to another member except as superseded by said by-laws or local, state, or federal law.

u. The officers of any Board will consist of a Chair and Vice Chair who will be elected by the membership and who will serve at the pleasure of the membership for one-term. Officers may be elected no more than twice without giving up the Chair position for at least one year. This element may be superseded by said by-laws or local, state, or federal law.

v. The Chair will have general supervisory and directional powers over the Board. The Chair will preside at all Board meetings and set committee agendas. The Chair will also be the sole spokesperson for the Board unless delegated in writing.

w. The Vice Chair will execute all powers of the Chair in the absence of the Chair.

x. Board service members will serve on a volunteer basis without compensation except as superseded by by-laws or local, state, or federal law.

## **ADDENDUM TO POLICY 96-EX5**

The following addendum should be incorporated into Section 5, paragraph (c):

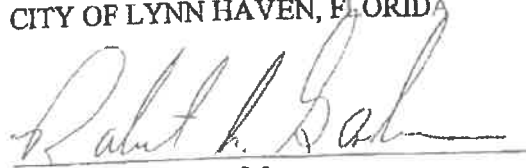
**Minutes of all boards meetings upon review and approval of the City Manager will be distributed to each City of Lynn Haven Commission member within a reasonable period of time.**



y. All Board meetings are subject to the "Open Meetings" law as governed by the Florida Sunshine Law.

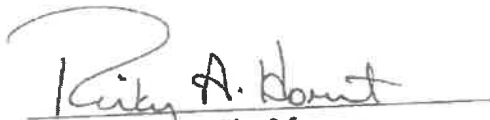
ADOPTED BY THE CITY OF LYNN HAVEN CITY COMMISSION IN REGULAR SESSION  
ON APRIL 9, 1996.

CITY OF LYNN HAVEN, FLORIDA



Robert A. Gardner, Mayor

ATTEST:



Ricky A. Horst, City Manager

ROBERT A. GARDNER  
MAYOR

RICKY A. HORST  
CITY MANAGER

LARRY A. BODIFORD  
CITY ATTORNEY



COMMISSIONERS  
HAROLD CONRAD  
HAROLD HAYNES  
WALTER T. KELLEY  
BOB TEER

## Policy 96-EX5

1. **TITLE:** Procedural guide for the recruitment and appointment of citizens to serve on City Advisory Boards.

2. **PURPOSE:** To provide written procedures detailing the purpose of said Boards, providing a description of duties, establishing minimum requirements for service and setting the term for service. Provide for the procedure by which citizens may make application for service. Establish the method by which the City Commission may make assessment of applicant qualifications and to establish method for making appointments to said Boards.

3. **SCOPE:** This policy is applicable to all who have been delegated responsibility in support of City Boards.

4. **AUTHORITY:** Established by ordinance, resolution and/or City Commission action.

5. **RESPONSIBILITY:** The following entities prescribe responsibility and participate in the process.

a. **City Commission:** The City Commission of the City of Lynn Haven hereby establishes Boards to be governed by the provisions set forth by ordinance, resolution, and/or City Commission action. It shall be the responsibility of the City Commission to appoint qualified persons to Board service. All Boards shall serve at the pleasure of the City Commission. Commission interaction with Boards shall be channeled through staff or at Commission meetings only.

b. **City Manager:** The City Manager's Office will coordinate all staff activities for the Boards. The City Manager is represented at all Boards by a Staff Liaison who will be appointed by and responsible to the City Manager, through the appropriate Department Head.

c. **Deputy City Clerk:** The Deputy City Clerk coordinates member activities, communications to and from the Mayor and Commission, and citizens, as well as Board appointments. The Deputy City Clerk will provide information and interpretations on the role of Board members, City

f. All invoices for professional services shall be reviewed by the Grant Administrator to ensure compliance with specific grant regulations. No grant related invoices shall be paid without the written approval of the GA. The Accounting Technician shall forward a copy of all invoices and checks to the GA upon payment.

g. In order to create a checks and balance procedure, the Finance Department shall track quarterly report due dates. The Grant Administrator shall be notified by Finance via written memorandum 30 days prior to each report due date.

ADOPTED BY THE CITY OF LYNN HAVEN CITY COMMISSION IN REGULAR SESSION  
ON MAY 14, 1996.

AMENDED BY THE CITY OF LYNN HAVEN CITY COMMISSION IN REGULAR SESSION  
ON JULY 23, 1996.

CITY OF LYNN HAVEN

BY

  
Robert A. Gardner, Mayor

ATTEST

  
Ricky A. Horst, City Manager

## BY-LAWS

### OF

## LYNN HAVEN COMMUNITY REDEVELOPMENT AGENCY ADVISORY BOARD

### Article I – Purpose

The purpose of the Lynn Haven Community Redevelopment Agency (CRA) Advisory Board is to draft, rank, and recommend a list of CRA specific projects for each fiscal year to the Lynn Haven CRA Board, along with any other tasks that the Board may assign from time to time. The Board's recommendation shall comply with the Lynn Haven CRA's mission:

*“To promote a family-oriented, walkable community with a vibrant, small-business friendly, downtown area that preserves our local, small town heritage”.*

### Article II – Board Members

1. *Board Members.* Lynn Haven CRA Advisory Board Members shall draft, rank, and recommend a list of CRA specific projects for each fiscal year to the Lynn Haven CRA Board, along with any other tasks that the CRA Board may assign from time to time. The Members by majority vote of its number shall promptly nominate a Chairperson and a Vice Chairperson whenever a vacancy shall exist. A term is defined as two years. Each chair- or vice-chair person term shall not exceed two consecutive terms.

2. *Appointment of Board Members.* Members of the Advisory Board shall be appointed by the Lynn Haven CRA Board. The term of office of each Board Member shall be two years, no Board Member shall serve more than two consecutive terms unless the CRA Board approves otherwise. Board Members shall not be compensated for the performance of their duties as Board Members.

3. *Number of Board Members.* The Lynn Haven CRA Advisory Board shall have at least five (5), but no more than seven (7) Board Members. Each Board Member shall reside in the City of Lynn Haven, Florida, or be a business owner

within the Lynn Haven CRA area, or be a representative of an organization that is located within the CRA area.

4. *Chairperson of the Board.* The Chairperson of the Board shall preside at all meetings of the Board and shall have the general supervision of the affairs of the Board. In the absence of the Chairperson, the Vice-Chairperson shall act in the place and stead of the Chairperson.

5. *Vice-Chairperson.* In the absence of a Chairperson, the Vice-Chairperson shall act in his/her place and stead.

6. *Removal or resignation of Board Members.* Any Board Member shall serve at the pleasure of the Lynn Haven CRA Board and may be removed by the Board, with or without cause. A Board Member may resign by delivery of a written notice of resignation to the Chairman. If a Board Member misses three consecutive Board meetings unexcused, the removal of such Board Member will be recommended to the CRA Board.

### **Article III – Board Meetings**

1. *Meeting Rules.* All meetings shall follow Roberts Rules of Order.

2. *Regular Meetings.* Regular meetings of the Board Members shall be held at least quarterly (typically January, April, July, and October), or as needed by the Board.

3. *Quorum.* A quorum at any meeting shall consist of a majority of the Board. A majority of all Board Members present shall decide any questions that may come before the meeting. An absent Board Member may participate via phone or similar means of communication with the approval of the Board Members present. Proxies are prohibited.

### **Article IV - Amendments**

The Lynn Haven CRA Advisory Board by vote of a majority of its members may propose an amendment to these bylaws, but such amendment shall not be effective until approved by the Lynn Haven CRA Board.

THE ABOVE By-Laws were adopted and approved by the Lynn Haven CRA Board on the \_\_\_\_\_ day of August, 2019.

\_\_\_\_\_  
Margo Deal Anderson, Chairperson

ATTEST:

\_\_\_\_\_  
Vickie Gainer, Acting City Manager