

**City of Palm Bay, Florida**  
**BUSINESS IMPROVEMENT DISTRICT**

**Regular Meeting 2020-01**

Held on Tuesday, the 1<sup>st</sup> day of September 2020, at City Hall Council Chambers, 120 Malabar Road SE, Palm Bay, Florida.

This meeting was properly noticed pursuant to law; the minutes are on file in the Community and Economic Development Department, City Hall Annex, Palm Bay, Florida.

The meeting was called to order by Mrs. Junkala-Brown at approximately 5:35 p.m.

**ROLL CALL:**

<b>CHAIRPERSON:</b>	Jeanette Comerford	Present
<b>VICE-CHAIRPERSON:</b>	Ira Murray	Present
<b>MEMBER:</b>	Jessica Moore	Present
<b>MEMBER:</b>	Crysti Rife-Fafard	Absent
<b>MEMBER:</b>	Robert Salonen	Present
<b>MEMBER:</b>	Beverley Squire-Wiggins	Present (Late)
<b>MEMBER:</b>	Bank or Financial Institution	Vacant
<b>BOARD ATTORNEY:</b>	Rodney Edwards	Present

**STAFF MEMBERS:**

Joan Junkala-Brown, Community and Economic Development Director; Rodney Edwards, Assistant City Attorney; Danielle Crotts, Board Secretary

**PUBLIC COMMENTS (NON-AGENDA ITEMS):**

There were no Public Comments.

## **PRESENTATIONS:**

### **1. Board training on Sunshine Law and Ethics; City Attorney's Office.**

Ms. Squire-Wiggins entered the meeting at this time.

Mr. Edwards gave a presentation to the Board on the Florida Sunshine Law, covering public meeting law requirements and exemptions; meeting notices and minutes; location and participation; quasi-judicial proceedings; public records requests, retention and disposal.

Mr. Edwards gave a presentation to the Board on Ethics as it related to appointed members of boards and committees of a local government body and acceptable behavior while serving in such a capacity.

## **NEW BUSINESS:**

### **1. By-laws of the Business Improvement District.**

Mrs. Junkala-Brown discussed the draft by-laws with the Board. A map of the district's jurisdictional boundaries was displayed for the Board's review.

Motion by Mr. Murray, seconded by Ms. Moore, to approve the By-laws as presented. Motion carried unanimously.

### **2. Elect a Chairperson and Vice-Chairperson.**

Mrs. Junkala-Brown provided a brief overview of the roles and responsibilities of a Chairperson and Vice-Chairperson, per the By-laws. Ms. Comerford volunteered to serve as Chairperson. Motion by Ms. Moore, seconded by Mr. Salonen, for Jeanette Comerford to serve as Board Chairperson. Motion carried unanimously.

Mr. Murray volunteered to serve as Vice-Chairperson. Motion by Mr. Salonen, seconded by Ms. Squire-Wiggins, for Ira Murray to serve as Board Vice-Chairperson. Motion carried unanimously.

Mrs. Junkala-Brown introduced herself, Mr. Edwards and Ms. Crotts to the Board, and discussed their roles and responsibilities.

Ms. Crotts would poll the Board via email for a December meeting.

**ADJOURNMENT:**

The meeting was adjourned at approximately 6:19 PM.

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Jeanette Comerford, CHAIRPERSON

ATTEST:

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Danielle Crotts, BOARD SECRETARY