VETERAN AND VETERAN FAMILY ADVISORY COMMITTEE

REGULAR MEETING AGENDA

THURSDAY, APRIL 10, 2025 - 5:30 PM

CITY HALL - COMMISSION CHAMBERS

1126 EAST STATE ROAD 434, WINTER SPRINGS, FLORIDA

CALL TO ORDER

Roll Call
Invocation
Pledge of Allegiance
Agenda Changes

REGULAR AGENDA - PART I

500. Election for Chairperson of the Veteran and Veteran Family Advisory Committee for the calendar year 2025.

501. Election for Vice-Chairperson of the Veteran and Veteran Family Advisory Committee for the calendar year 2025.

AWARDS AND PRESENTATIONS

100. Committee Training
Florida_Sunshine_Law_Training.pdf

INFORMATIONAL AGENDA

200. Not Used

PUBLIC INPUT

Anyone who wishes to speak during Public Input on any Agenda Item or subject matter will need to fill out a "Public Input" form. Individuals will limit their comments to three (3) minutes, and representatives of groups or homeowners' associations shall limit their comments to five (5) minutes, unless otherwise determined by the City Commission.

CONSENT AGENDA

300. Approval of the Thursday, July 11, 2024 Veteran and Veteran Family Advisory Committee Regular Meeting Minutes
2024 07 11 Veteran and Veteran Family Regular Meeting Minutes.pdf

PUBLIC HEARINGS AGENDA

400. Not Used

REGULAR AGENDA - PART II

502. Discussion on Proposed Resolution 2025-05: Amending and Restating the Purpose and Function of the Veteran and Veteran Family Advisory Committee
DRAFT Resolution 2025-05 Amending the Veterans Committee

REPORTS

PUBLIC INPUT

Anyone who wishes to speak during Public Input on any Agenda Item or subject matter will need to fill out a "Public Input" form. Individuals will limit their comments to three (3) minutes, and representatives of groups or homeowners' associations shall limit their comments to five (5) minutes, unless otherwise determined by the City Commission.

ADJOURNMENT

PUBLIC NOTICE

This is a Public Meeting, and the public is invited to attend and this Agenda is subject to change. Please be advised that one (1) or more Members of any of the City's Advisory Boards and Committees may be in attendance at this Meeting, and may participate in discussions.

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City of Winter Springs at (407) 327-1800 "at least 48 hours prior to meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26 *Florida Statutes*.

"If a 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" - per Section 286.0105 Florida Statutes.

REGULAR AGENDA - PART I ITEM 500

VETERAN AND VETERAN FAMILY ADVISORY COMMITTEE AGENDA | APRIL 10, 2025 REGULAR MEETING

TITLE

Election for Chairperson of the Veteran and Veteran Family Advisory Committee for the calendar year 2025.

SUMMARY

FUNDING SOURCE

RECOMMENDATION

Staff recommends the Veteran and Veteran Family Advisory Committee discuss and elect a Chairperson for calendar year 2025.

REGULAR AGENDA - PART I ITEM 501

VETERAN AND VETERAN FAMILY ADVISORY COMMITTEE AGENDA | APRIL 10, 2025 REGULAR MEETING

TITLE

Election for Vice-Chairperson of the Veteran and Veteran Family Advisory Committee for the calendar year 2025.

SUMMARY

FUNDING SOURCE

RECOMMENDATION

Staff recommends the Veteran and Veteran Family Advisory Committee discuss and elect a Vice-Chairperson for calendar year 2025.

AWARDS AND PRESENTATIONS ITEM 100

VETERAN AND VETERAN FAMILY ADVISORY COMMITTEE AGENDA | APRIL 10, 2025 REGULAR MEETING

TITLE

Committee Training

SUMMARY

This training will cover the Sunshine Law, Public Records, and the Code of Ethics.

FUNDING SOURCE

RECOMMENDATION

Florida Sunshine Law & Public Meetings

The Sunshine Law

1. Meetings must be open to the public

2. Reasonable notice must be provided

3. Meeting minutes must be recorded

Ensures government transparency

Applies to state/local agencies, including advisory boards

F.S. 286.011 in Brief

- ANY COMMUNICATION BETWEEN TWO MEMBERS OF THE SAME BOARD ON ANY MATTER WHICH MAY REASONABLY OR FORESEEABLY COME BEFORE THE BOARD MUST TAKE PLACE AT A TIME AND PLACE OF WHICH THE PUBLIC HAS REASONABLE NOTICE AND LOCATION WHERE THE PUBLIC HAS REASONABLE ACCESS.



What is a Public Meeting?



ANY DISCUSSION BETWEEN TWO OR MORE BOARD MEMBERS



INCLUDES FORMAL AND INFORMAL DISCUSSIONS



APPLIES TO IN-PERSON, PHONE, EMAIL, AND SOCIAL GATHERINGS

Notice and Accessibility Requirements



MEETINGS MUST BE PROPERLY NOTICED



NOTICE SHOULD BE PUBLIC AT LEAST 24 HOURS IN ADVANCE



MEETINGS MUST BE HELD IN ACCESSIBLE LOCATIONS

Public Participation and Records

- Public has the right to attend and observe
- In many cases, public can participate
- Meeting minutes must be recorded and available

Avoiding Violations – What to Watch For

- Do not talk about matters during recesses
- Do not talk about matters to come before the board/committee before or after meetings
- Do not talk about such matters between meetings (even at City Hall)
- Do not pass notes or whisper to other members during a meeting
- Do not talk about board/committee business in social settings
- Do not talk about votes, hearings, or actions after the public meeting as the matter may come back before the body in a different context.
- Avoid emails, texts, or calls on board matters
- No serial communications through intermediaries

Consequences of Violating the Sunshine Law

- Civil penalties: Fines up to $500 per violation
- Removal from office
- Criminal penalties: Misdemeanor charges for intentional violations
- Legal challenges: Actions taken may be voided

Best Practices for Advisory Board Members

- Conduct discussions only in noticed meetings
- Be cautious with electronic communications
- Ensure meeting notices and minutes are properly handled
- Consult the City Clerks Office when in doubt

Public Records

- "Public Records" means all documents papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission , made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. (Section 119.011(1), F.S.).

- 'Every person who has custody of a public record shall permit the record to be inspected and copied by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public records.' (Section 119.07(1)(a), F.S.)

Code of Ethics

Chapter 112, Florida Statutes

- Board Members are considered "public officers" – includes elected and appointed officials.
- Cannot solicit or accept anything of value, such as a gift, loan, favor, or service given for the purpose of influencing votes or actions.
- Cannot do business with one's own agency, i.e., sell, lease or rent property, goods or services to the City.
- Cannot use position to secure a special privilege or benefit.
- Cannot hold conflicting employment or contractual relationship, i.e, cannot have contractual relationship or be employed by an agency or business entity that does business with the City and cannot have contractual relationship or employment that will create a continuing or frequently occurring conflict of interest.
- Cannot misuse privileged information.
- Cannot appoint, employ, promote, or advance relatives.
- Cannot vote on any measure which would inure to the special private gain or loss. (Form 8B)
- Must disclose personal interests, financial interests, clients represented, contributions and honoraria.
- Penalties include removal from office, censure, restitution and civil penalty up to $10,000.

SUMMARY

Sunshine Law ensures transparency and public trust

Compliance is a legal and ethical duty

QUESTIONS? Ask the Clerks

CONSENT AGENDA ITEM 300

VETERAN AND VETERAN FAMILY ADVISORY COMMITTEE AGENDA | APRIL 10, 2025 REGULAR MEETING

TITLE

Approval of the Thursday, July 11, 2024 Veteran and Veteran Family Advisory Committee Regular Meeting Minutes

SUMMARY

FUNDING SOURCE

RECOMMENDATION

Staff recommends the Committee review and approve the minutes as presented from the July 11, 2024 Veteran and Veteran Family Advisory Committee Regular Meeting.

CITY OF WINTER SPRINGS, FLORIDA
MINUTES
VETERAN AND VETERAN FAMILY ADVISORY COMMITTEE
REGULAR MEETING
JULY 11, 2024

CALL TO ORDER

Chair Scott Sims called to order the Thursday, July 11, 2024 Regular Meeting of the Veteran and Veteran Family Advisory Committee at 5:30 p.m. in the Commission Chambers of the Municipal Building (City Hall, 1126 East State Road 434, Winter Springs, Florida 32708).

Roll Call:
Chair Scott Sims, present
Vice-Chair Laurel Ross, present
Committee Member Robert Miller, present
Committee Member Wayne Douglas, present
Committee Member TiAnna Hale, absent
Committee Member Michael Segura, present
Committee Member Kim Bean, present
City Clerk Christian Gowan, present

Also present:
Ms. Hannah Kirsch, Recreation and Events Manager, Parks and Recreation Department

A moment of silence was followed by the Pledge of Allegiance.
No changes were made to the agenda.

AWARDS AND PRESENTATIONS

100. Not Used

INFORMATIONAL AGENDA

200. Not Used

PUBLIC INPUT

Chairperson Sims opened Public Input.
No one addressed the Committee.
Chairperson Sims closed Public Input.

CONSENT AGENDA

300) Approval of the Thursday, April 11, 2024 Veteran and Veteran Family Advisory Committee Regular Meeting Minutes.

I MAKE A MOTION TO ACCEPT THE APRIL 11, 2024 MEETING MINUTES. MOTION BY COMMITTEE MEMBER MILLER. SECONDED BY COMMITTEE MEMBER DOUGLAS. DISCUSSION.

MOTION PASSED WITH UNANIMOUS CONSENT.

UNAPPROVED

PUBLIC HEARINGS AGENDA

400. Not Used

REGULAR AGENDA

500) 2024 Hometown Hero Nominations

Brief discussion on the nomination and selection process. Committee Member Douglas then noted he would like to nominate Paul Henry Dillman, Commander of VFW Post 5405 and read a statement. Vice-Chair Ross proposed nominating Committee Member Segura and listed several of his accomplishments and involvement in the community.

Ms. Kirsch noted that multiple nominations had been accepted and awarded Hometown Hero in the past.

No further nominations were made.

"I MAKE A MOTION THAT WE ACCEPT PAUL [DILLMAN] AND MIKE [SEGURA] AS [2024] VETERANS OF THE YEAR." MOTION BY BOARD MEMBER BEAN. SECONDED BY BOARD MEMBER DOUGLAS. DISCUSSION.

MOTION PASSED WITH UNANIMOUS CONSENT.

Ms. Kirsch asked that formal write-ups be provided by July 31, 2024.

501) Banner Proposal

Vice-Chair Ross presented an idea to hang banners honoring local veterans along Blumberg Boulevard. Discussion followed with Committee members in favor of the idea and discussing next steps.

"I MAKE A MOTION THAT LAUREL [ROSS] REPRESENT US TO THE CITY COMMISSION TO PRESENT OUR BANNER PROPOSAL." MOTION BY CHAIR SIMS. SECONDED BY COMMITTEE MEMBER BEAN. DISCUSSION.

MOTION PASSED WITH UNANIMOUS CONSENT.

Ms. Kirsch briefly discussed next steps and the departments that would be involved in the process.

REPORTS

Discussion on the possibility of a Veterans Day Parade and participation in the Celebration of Freedom event.

PUBLIC INPUT

Chairperson Sims opened Public Input.
No one addressed the Committee.
Chairperson Sims closed Public Input.

ADJOURNMENT

Chairperson Sims adjourned the Regular Meeting at 6:20 p.m.

UNAPPROVED

RESPECTFULLY SUBMITTED:

_____
CHRISTIAN D. GOWAN, MPA
CITY CLERK

UNAPPROVED

NOTE: These Minutes were approved at the *April 10, 2025* Veteran and Veteran Family Advisory Committee.

REGULAR AGENDA - PART II ITEM 502

VETERAN AND VETERAN FAMILY ADVISORY COMMITTEE AGENDA | APRIL 10, 2025 REGULAR MEETING

TITLE

Discussion on Proposed Resolution 2025-05: Amending and Restating the Purpose and Function of the Veteran and Veteran Family Advisory Committee

SUMMARY

The City Commission recently undertook a comprehensive review of advisory boards and committees throughout the city. With regard to the Veteran and Veteran Family Advisory Committee, the Commission requested that the Mayor meet with stakeholders and discuss a vision for the committee to provide clarity and structure. Staff met to review the recommendations and has incorporated them into the proposed resolution.

Resolution 2025-05 proposes the following:

- Clarify the mission stated in Section 2. It is proposed that the committee will make recommendations for items to be included in the newsletter, recommend veterans to the Commission for various awards/recognitions throughout the county, help to develop and recommend a process for the Hometown Hero selection, and continue to promote involvement in city events, specifically the Celebration of Freedom (July 4th event), 9/11 memorial, and Veterans Day. The restated mission allows this variety of activities to occur.
- Set number of members at 5 rather than the current ambiguous "no more than seven." This will make establishing a quorum easier .
- In Section 5 language has been added providing that committee members can submit items for the agenda no later than ten working days prior to the meeting. Any committee member submitting an agenda item is responsible for providing any and all background information to be presented to the committee. Language has also been added to designate the chairperson as a liaison with veteran organizations.
- A proposed amendment to Section 6 is adminstrative in nature and removes the reference to a specific staff member/title, instead stating that a liaison would be appointed by the City Manager.

Based on the discussion and recommendation of the committee, staff intends to bring the resolution to the City Commission at the April 28, 2025 Regular Meeting for consideration.

FUNDING SOURCE

RECOMMENDATION

Staff requests the Committee discuss and ultimately recommend approval of the proposed Resolution 2025-05 to the City Commission.

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RESOLUTION NO. 2025-05

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WINTER SPRINGS, FLORIDA, AMENDING AND RESTATING THE PURPOSE AND FUNCTION OF THE CITY OF WINTER SPRINGS VETERAN AND VETERAN FAMILY ADVISORY COMMITTEE; PROVIDING FOR REPEAL OF PRIOR INCONSISTENT RESOLUTIONS INCLUDING RESOLUTION NO. 2020-22; SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the City is granted the authority, under Section 2(b), Article VIII, of the State Constitution, to exercise any power for municipal purposes, except when expressly prohibited by law; and

WHEREAS, the City Commission desires to encourage and facilitate the involvement of veterans and their families in the Winter Springs community and city events, and in pursuit of this goal established the ad-hoc City of Winter Springs Veteran and Veteran Family Advisory Committee via Resolution No. 2020-22 to obtain input in matters of special interest to veterans and to encourage meaningful veteran participation in city events; and

WHEREAS, the City Commission desires to revise the purpose and function of the Veteran and Veteran Family Advisory Committee by repealing Resolution No. 2020-22 and replacing it with this Resolution, to ensure that the Committee functions efficiently and provides the maximum benefit to veterans, their families, and the City; and

WHEREAS, the City Commission of the City of Winter Springs finds that this Resolution is in the best interests of the public health, safety, and welfare of the citizens of Winter Springs.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WINTER SPRINGS, SEMINOLE COUNTY, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are deemed true and correct and are hereby fully incorporated herein by this reference.

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Section 2. Repeal of Resolution No. 2020-22. All prior inconsistent resolutions adopted by the City Commission, or parts of prior resolutions in conflict herewith, including Resolution No. 2020-22, are hereby repealed to the extent of the conflict.

Section 3. Creation of the Winter Springs Veteran and Veteran Family Advisory Committee. The City Commission hereby creates an ad-hoc Winter Springs Veteran and Veteran Family Advisory Committee for the purpose of advising and making appropriate recommendations to the City Commission regarding matters affecting local veterans and their families. The Winter Springs Veteran and Veteran Family Advisory Committee shall be an advisory committee only and shall not have any final decision-making authority.

The Veteran and Veteran Family Advisory Committee shall perform the following duties:

a. Advise and make recommendations to the City Commission on matters affecting veterans and their families, including but not limited to assistance available to veterans and their families, ways the City can provide meaningful recognition to veterans and their families, and proper observance of military protocols.

b. Advise and make recommendations to the City Commission concerning items, information, and/or articles to be included in the City Newsletter related to the purpose of the Committee.

c. Recommend veterans to the City Commission for various available awards and recognitions.

d. Assist the City Commission in developing a recommended process for selection of individuals to be included in the City's Hometown Hero program.

e. Promote involvement in City events, including but not limited to the Celebration of Freedom Fourth of July event, 9/11 memorial celebrations, and Veterans' Day events.

Section 3. Composition of the Winter Springs Veteran and Veteran Family Advisory Committee. The Winter Springs Veteran and Veteran Family Advisory Committee shall consist of five (5) members, who shall be residents of the City as defined in Section 2-41 of the City Code. In addition, each member must be either: (1) a veteran of the U.S. military who was discharged or released therefrom under conditions other than dishonorable; (2) an immediate family member of a veteran or deceased veteran; or (3) an officer or leader of a veteran organization based in Winter Springs.

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Section 4. Appointment and Term of Members. The Committee shall have five (5) members and membership on the Committee shall be in accordance with Section 2-41 of this Code, except as expressly provided in this Section. Each City Commissioner shall, by seat, appoint one (1) member to the Committee. The term of each committee member assigned by seat number shall be retroactively staggered to run concurrently with the same corresponding city commissioner seat, except that the committee member term shall expire on February 1 immediately following the expiration of the term of the corresponding city commissioner seat. Thereafter, all appointments shall remain staggered and shall be made for a term of four (4) years. Alternates shall not be appointed for this Committee. Prior to appointment, all applicants shall be required to complete an application in a form approved by the City Commission, City Manager, or designee.

Committee members shall serve at the pleasure of the City Commission and may be summarily removed at any time with or without cause. Each member of the Winter Springs Veteran and Veteran Family Advisory Committee shall serve without compensation.

Section 5. Winter Springs Veteran and Veteran Family Advisory Committee Meetings. Meetings of the Winter Springs Veteran and Veteran Family Advisory Committee shall be duly noticed public meetings which shall be open to the public. The Winter Springs Veteran and Veteran Family Advisory Committee shall meet quarterly, unless there is no relevant business for the Committee to discuss or attend to, in which case the Committee shall not be required to hold its quarterly meeting. The Committee may conduct additional special meetings as may be necessary to properly perform its duties and functions. Meetings shall be coordinated and scheduled through the City Manager or his or her designee so as not to conflict with other City meetings or overburden limited City resources. Committee members may provide agenda items for inclusion on the agenda provided they are submitted no later than ten (10) working days prior to the scheduled meeting. A portion of each meeting will be reserved for taking public input relevant to issues being considered during the meeting or matters of special interest to Winter Springs veterans. The agendas, minutes and a record of the proceedings and recommendations of the Winter Springs Veteran and Veteran Family Advisory Committee shall be kept and filed with the City Clerk in the same manner as those kept and filed for the City Commission.

The Winter Springs Veteran and Veteran Family Advisory Committee shall elect a chairperson and deputy chairperson. The chairperson shall be responsible for running the meetings, which may be conducted informally, and will also serve as a liaison between the committee and local veteran and veteran support organizations. In the absence of the

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chairperson, the deputy chairperson shall run the meetings. A majority of the members of the Winter Springs Veteran and Veteran Family Advisory Committee shall constitute a quorum. The Winter Springs Veteran and Veteran Family Advisory Committee shall act by consensus to the extent possible, but if consensus cannot be reasonably reached, then the Committee may act by majority vote. The Winter Springs Veteran and Veteran Family Advisory Committee may reference and explain minority opinions/positions which obtained the vote of at least two (2) members of the Committee in any recommendation made to the City Commission.

Section 6. Staff Resources. A staff liaison to the Winter Springs Veteran and Veteran Family Advisory Committee shall be appointed by the City Manager. The City Clerk's office shall provide administrative assistance to the Winter Springs Veteran and Veteran Family Advisory Committee and shall be responsible for noticing meetings, preparing minutes, and archiving public records.

Section 7. Severability. If any section, subsection, sentence, clause, phrase, word or provision of this resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, whether for substantive, procedural, or any other reason, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of this resolution.

Section 8. Effective date. This Resolution shall take effect upon adoption by the City Commission.

RESOLVED by the City Commission of the City of Winter Springs, in a regular meeting assembled on the ____ day of _____, 2025.

_____
KEVIN MCCANN, MAYOR

ATTEST:

_____
CHRISTIAN D. GOWAN, City Clerk

Approved as to legal form and sufficiency for the City of Winter Springs only:

_____
ANTHONY A. GARGANESE, City Attorney