



Rizzetta & Company

Pier Park Community Development District

**Board of Supervisors
November 20, 2024**

**District Office:
120 Richard Jackson Blvd, Suite 220
Panama City Beach, Florida 32407
850-334-9055**

www.pierparkcdd.org

PIER PARK COMMUNITY DEVELOPMENT DISTRICT

City of Panama City Beach City Hall
17007 Panama City Beach Parkway, Panama City Beach, Florida 32413

| | | |
|--------------------------------------|--|--|
| District Board of Supervisors | Chris Tilley, Sr. Marek Bakun Chris Tilley, Jr. Lee Ann Leonard Martin Horak | Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary |
| District Manager | Holly Bailey | Rizzetta & Company, Inc. |
| District Counsel | Joseph Brown | Kutak Rock LLP |
| District Engineer | Robert Carroll | McNeil Carroll Engineering, Inc. |

All cellular phones must be placed on mute while in the meeting room.

The Public Comment portion of the agenda is where individuals may make comments on any matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (850) 334-9055. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

PIER PARK COMMUNITY DEVELOPMENT DISTRICT

District Office • 120 Richard Jackson Blvd, Suite 220, Panama City Beach, FL 32407

Mailing Address • 3434 Colwell Avenue, Suite 200, Tampa, FL 33614

www.PierParkCDD.org

**Board of Supervisors
Pier Park Community
Development District**

November 13, 2024

FINAL AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of the Pier Park Community Development District will be held on **Wednesday, November 20, 2024, at 10:00 a.m. (CT)** at the City of Panama City Beach City Hall, located at 17007 Panama City Beach Parkway, Panama City Beach, FL 32413. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors Meeting Held on July 30, 2024 Tab 1
 - B. Ratification of Operations and Maintenance Expenditures from the General Fund for the Months of July – September 2024 Tab 2
- 4. BUSINESS ITEMS**
 - A. Discussion and Consideration of Resolution 2025-01 Redesignating a Public Depository for Funds..... Tab 3
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Property Manager
 - D. District Manager
 1. Presentation of District Manager Report
- 6. SUPERVISOR REQUESTS AND COMMENTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at 850-334-9055.

Very truly yours,
Holly Bailey
Holly Bailey

Tab 1

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**PIER PARK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors for Pier Park Community Development District was held on **Tuesday, July 30, 2024, at 10:00 a.m. (CT)** at The Panama City Beach City Hall located at 17007 Panama City Beach Parkway, Panama City Beach, FL 32413.

Present:

| | |
|------------------|--|
| Chris Tilley Sr. | Board Supervisor, Chairman |
| Marek Bakun | Board Supervisor, Vice Chairman |
| Chris Tilley Jr. | Board Supervisor, Assistant Secretary |
| Lee Ann Leonard | Board Supervisor, Assistant Secretary |
| Martin Horak | Board Supervisor, Assistant Secretary |

Also present were:

| | |
|------------------|---|
| Scott Brizendine | District Manager, Rizzetta & Company, Inc. (via phone) |
| Holly Bailey | District Manager, Rizzetta & Company, Inc. |
| Tucker Mackie | District Counsel, Kutak Rock, LLP (via phone) |
| James Snowdan | District Property Manager |
| Audience | Present |

FIRST ORDER OF BUSINESS

Call to Order

Ms. Bailey called the meeting to order at 10:05 a.m. (CDT) and conducted roll call, confirming a quorum for the meeting.

SECOND ORDER OF BUSINESS

Audience Comments

Audience comments - None

THIRD ORDER OF BUSINESS

Discussion of HB 7013 - District Goals & Objectives

Ms. Mackie discussed goals & objectives. Mr. Bakun led discussion about liability concerns with district assets. Discussion ensued with board members

PIER PARK COMMUNITY DEVELOPMENT DISTRICT

July 30, 2024 - Minutes of Meeting

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On a Motion to Adopt by Mr. Chris Tilley, Sr., seconded by Ms. Lee Ann Leonard, with all in favor, the Board approved the HB 7013 – District Goals & Objectives, for Pier Park Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of Minutes of the Board of Supervisors Meeting Held on May 21, 2024

On a Motion by Mr. Marek Bakun, seconded by Mr. Chris Tilley, Sr., with all in favor, the Board approved the Minutes for the Meeting held on May 21, 2024, for Pier Park Community Development District.

FIFTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures from the General Fund for the Months of May - June 2024

Upon a Motion by Mr. Chris Tilley, Sr. and seconded by Mr. Marek Bakun, with all in favor, the Board ratified Operation and Maintenance Expenditures from the General fund for May 2024 in the amount of \$24,953.21, and June 2024 in the amount of \$29,263.03, for Pier Park Community Development District.

SIXTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures from OLTR Fund for the Months of May - June 2024

On a Motion by Mr. Marek Bakun, seconded by Ms. Lee Ann Leonard, with all in favor, the Board ratified Operation and Maintenance Expenditures from the OLTR Fund for May 2024 in the amount of \$11,116.99, and June 2024 in the amount of \$2,782.79, for Pier Park Community Development District.

SEVENTH ORDER OF BUSINESS

Public Hearing on Fiscal Year 2024/2025 Final Budget

On a Motion by Mr. Chris Tilley Sr., seconded by Ms. Lee Ann Leonard, with all in favor, the Board carried motion to open the Public Hearing, for Pier Park Community Development District.

On a Motion by Mr. Chris Tilley Sr., seconded by Ms. Lee Ann Leonard, with all in favor, the Board carried motion to open the Public Comments, for Pier Park Community Development District.

No comments.

PIER PARK COMMUNITY DEVELOPMENT DISTRICT

July 30, 2024 - Minutes of Meeting

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On a Motion by Mr. Chris Tilley Sr., seconded by Ms. Lee Ann Leonard, with all in favor, the Board carried motion to close the Public Comments, for Pier Park Community Development District.

On a Motion by Mr. Chris Tilley, Sr., seconded by Mr. Marek Bakun, with all in favor, the Board adopted Resolution 2024-05, Adopting FY 24/25 Final Budget, for Pier Park Community Development District.

On a Motion by Mr. Chris Tilley Sr., seconded by Ms. Lee Ann Leonard, with all in favor, the Board carried motion to close the Public Hearing, for Pier Park Community Development District.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2024-05,
Adopting FY 24/25 Final Budget**

On a Motion by Mr. Chris Tilley Sr., seconded by Ms. Lee Ann Leonard, with all in favor, the Board carried motion to open the Public Hearing, for Pier Park Community Development District.

On a Motion by Mr. Chris Tilley Sr., seconded by Ms. Lee Ann Leonard, with all in favor, the Board carried motion to open the Public Comments, for Pier Park Community Development District.

No comments.

On a Motion by Mr. Chris Tilley Sr., seconded by Ms. Lee Ann Leonard, with all in favor, the Board carried motion to close the Public Comments, for Pier Park Community Development District.

On a Motion by Mr. Chris Tilley, Sr., seconded by Mr. Marek Bakun, with all in favor, the Board adopted Resolution 2024-05, Adopting FY 24/25 Final Budget, for Pier Park Community Development District.

On a Motion by Mr. Chris Tilley Sr., seconded by Ms. Lee Ann Leonard, with all in favor, the Board carried motion to close the Public Hearing, for Pier Park Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Resolution 2024-06,
Imposing Special Assessments**

PIER PARK COMMUNITY DEVELOPMENT DISTRICT

July 30, 2024 - Minutes of Meeting

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On a Motion by Mr. Chris Tilley, Sr., seconded by Mr. Marek Bakun, with all in favor, the Board adopted Resolution 2024-06, Imposing Special Assessments, for Pier Park Community Development District.

TENTH ORDER OF BUSINESS

**Public Hearing on Fiscal Year 2024/2025
Imposing Special Assessments**

On a Motion by Mr. Marek Bakun, seconded by Mr. Chris Tilley, Sr., with all in favor, the Board carried motion to close floor, for Pier Park Community Development District.

ELEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2024-07,
Adopting FY 24/25 Meeting Schedule**

The meetings were scheduled for:
November 19, 2024, at 10:00 a.m. (CT)
February 11, 2025, at 10:00 a.m. (CT)
May 10, 2025, at 10:00 a.m. (CT)
July 29, 2025, at 10:00 a.m. (CT)

On a Motion by Ms. Lee Ann Leonard, seconded by Mr. Chris Tilley Sr., with all in favor, the Board adopted FY 24/25 Meeting Schedule, for Pier Park Community Development District.

TWELTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

No report.

B. District Engineer

Not present

C. Property Manager

No report.

D. District Manager

Ms. Holly Bailey presented District Manager report.

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests and Comments

The meeting scheduled for November 12, 2024, at 10:00 a.m. (CT) was changed to November 19, 2024, at 10:00 a.m. (CT)

FOURTEENTH ORDER OF BUSINESS Adjournment

On a Motion by Mr. Tilley Sr., seconded by Ms. Leonard, with all in favor, the Board adjourned the Meeting at 10:27 a.m. Central Time, for Pier Park Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 2

Pier Park Community Development District

DISTRICT OFFICE · PANAMA CITY BEACH, FL 32407

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

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Operation and Maintenance Expenditures For Board Approval July 2024

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2024 through July 31, 2024. This does not include expenditures previously approved by the Board.

The total items being presented: **\$27,426.58**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Pier Park Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2024 Through July 31, 2024

| Vendor Name | Check Number | Invoice Number | Invoice Description | Invoice Amount |
|-------------------------------|--------------|--------------------------|--|----------------|
| AMTEC | 100277 | 4888-06-24 | Capital Improvement Revenue Refunding Bonds, Series 2014 | \$ 450.00 |
| City of Panama City Beach | 20240730-1 | Monthly Summary 07/24 | Water Services 07/24 | \$ 507.89 |
| City of Panama City Beach | 20240730-1 | Monthly Summary-B 07/24 | Water Services 07/24 | \$ 242.87 |
| Classic Touch, LLC | 100286 | 7654 | Pressure Washing Services 07/24 | \$ 4,080.00 |
| Dumpster Services, LLC | 100287 | 11943-B | Street Sweeping Services 06/24 | \$ 767.52 |
| Dumpster Services, LLC | 100288 | 11943 | Street Sweeping Services 06/24 | \$ 831.48 |
| Florida Power & Light Company | 100278 | Monthly Summary 06/24 | Electric Services 06/24 | \$ 604.04 |
| Florida Power & Light Company | 100279 | Monthly Summary 06/24 BF | Electric Services 06/24 | \$ 1,636.62 |
| Gannett Florida LocaliQ | 100284 | 0006522461 | Account #523224 Legal Advertising 06/24 | \$ 270.24 |
| GreenEarth Southeast, LLC | 100276 | 93578-B | Landscape Maintenance 06/24 | \$ 5,171.28 |
| IPFS Corporation | 100289 | GAA-D40529 PYMT 10 of 11 | Insurance Installments Pmt#10 07/24 | \$ 958.90 |
| Rizzetta & Company, Inc. | 100274 | INV0000091050-B | District Management Fees 07/24 | \$ 948.08 |
| Rizzetta & Company, Inc. | 100275 | INV0000091050 | District Management Fees 07/24 | \$ 5,429.66 |

Pier Park Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2024 Through July 31, 2024

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|-------------------------|---------------------|-----------------------|--|----------------------------|
| The Lake Doctors, Inc. | 100280 | 1913978-B | Monthly Lake Maintenance 06/24 | \$ 200.40 |
| The Lake Doctors, Inc. | 100281 | 1913978 | Monthly Lake Maintenance 06/24 | \$ 467.60 |
| U.S. Bank | 100285 | 7372621 | Trustee Fees Series 2014 06/01/24-05/31/25 | \$ 4,040.63 |
| VGlobal Tech | 100290 | 6336 | ADA Website Maintenance 07/24 | \$ 220.00 |
| Waste Pro - Panama City | 100282 | 0001453322 | Waste Disposal Services 06/24 | \$ 297.04 |
| Waste Pro - Panama City | 100283 | 0001443795 | Waste Disposal Services 05/24 | <u>\$ 302.33</u> |
| Report Total | | | | <u>\$ 27,426.58</u> |

Pier Park Community Development District

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MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

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Operation and Maintenance Expenditures For Board Approval August 2024

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2024 through August 31, 2024. This does not include expenditures previously approved by the Board.

The total items being presented: **\$27,601.12**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Pier Park Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2024 Through August 31, 2024

| Vendor Name | Check Number | Invoice Number | Invoice Description | Invoice Amount |
|----------------------------------|--------------|--------------------------|---------------------------------------|----------------|
| Chris Tilley II | 100295 | CTJ052124 | Board of Supervisors Meeting 05/21/24 | \$ 200.00 |
| Chris Tilley II | 100295 | CTJ073024 | Board of Supervisors Meeting 07/30/24 | \$ 200.00 |
| Christopher Von Tilley | 100296 | CTS052124 | Board of Supervisors Meeting 05/21/24 | \$ 200.00 |
| Christopher Von Tilley | 100296 | CTS073024 | Board of Supervisors Meeting 07/30/24 | \$ 200.00 |
| City of Panama City Beach | 20240819-1 | Monthly Summary 08/24 | Water Services 08/24 | \$ 568.84 |
| City of Panama City Beach | 20240819-1 | Monthly Summary-B 08/24 | Water Services 08/24 | \$ 272.01 |
| Classic Touch, LLC | 100297 | 7660 | Pressure Washing Services 07/24 | \$ 4,080.00 |
| Coastal Electric PC LLC | 100298 | 1903 | Electrical Services 07/24 | \$ 1,890.00 |
| Eddie's Irrigation Services, LLC | 100299 | 066273 | Irrigation Repair 07/24 | \$ 2,686.72 |
| Florida Power & Light Company | 100293 | Monthly Summary 07/24 | Electric Services 07/24 | \$ 452.27 |
| Florida Power & Light Company | 100293 | Monthly Summary 07/24 BF | Electric Services 07/24 | \$ 876.19 |
| Florida Power & Light Company | 100305 | Monthly Summary 08/24 | Electric Services 08/24 | \$ 463.07 |
| Florida Power & Light Company | 100305 | Monthly Summary 08/24 BF | Electric Services 08/24 | \$ 884.62 |

Pier Park Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2024 Through August 31, 2024

| Vendor Name | Check Number | Invoice Number | Invoice Description | Invoice Amount |
|----------------------------|--------------|-----------------------------|---|----------------|
| Gannett Florida LocaliQ | 100304 | 0006582647 | Account #523224 Legal Advertising 07/24 | \$ 159.21 |
| IPFS Corporation | 100303 | GAA-D40529 Payment 11 of 11 | Insurance Installments Pmt#11 08/24 | \$ 958.90 |
| Kutak Rock, LLP | 100306 | 3435107 | Legal Services 06/24 | \$ 1,565.00 |
| Lee Ann Leonard | 100300 | LAL052124 | Board of Supervisors Meeting 05/21/24 | \$ 200.00 |
| Lee Ann Leonard | 100300 | LAL073024 | Board of Supervisors Meeting 07/30/24 | \$ 200.00 |
| Martin Horak | 100301 | MH073024 | Board of Supervisors Meeting 07/30/24 | \$ 200.00 |
| Rizzetta & Company, Inc. | 100291 | INV0000092366 | District Management Fees 08/24 | \$ 5,429.66 |
| Rizzetta & Company, Inc. | 100292 | INV0000092366-B | District Management Fees 08/24 | \$ 948.08 |
| Simon Property Group, Inc. | 100307 | 201178 | Management Services 08/24 | \$ 964.35 |
| Simon Property Group, Inc. | 100307 | 201178-B | Management Services 08/24 | \$ 2,146.45 |
| The Lake Doctors, Inc. | 100302 | 1922567 | Monthly Lake Maintenance 07/24 | \$ 467.60 |
| The Lake Doctors, Inc. | 100302 | 1922567-B | Monthly Lake Maintenance 07/24 | \$ 200.40 |
| The Lake Doctors, Inc. | 100308 | 1933478 | Monthly Lake Maintenance 08/24 | \$ 467.60 |

Pier Park Community Development District

Paid Operation & Maintenance Expenditures

August 1, 2024 Through August 31, 2024

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|-------------------------|---------------------|-----------------------|--------------------------------|----------------------------|
| The Lake Doctors, Inc. | 100308 | 1933478-B | Monthly Lake Maintenance 08/24 | \$ 200.40 |
| VGlobal Tech | 100309 | 6413 | ADA Website Maintenance 08/24 | \$ 220.00 |
| Waste Pro - Panama City | 100294 | 0001466406 | Waste Disposal Services 07/24 | <u>\$ 299.75</u> |
| Report Total | | | | <u>\$ 27,601.12</u> |

Pier Park Community Development District

DISTRICT OFFICE · PANAMA CITY BEACH, FL 32407

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

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Operation and Maintenance Expenditures For Board Approval September 2024

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2024 through September 30, 2024. This does not include expenditures previously approved by the Board.

The total items being presented: **\$9,309.25**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Pier Park Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2024 Through September 30, 2024

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|---------------------------|---------------------|-----------------------|--------------------------------|---------------------------|
| City of Panama City Beach | 20240920-1 | Monthly Summary 09/24 | Water Services 09/24 | \$ 2,634.30 |
| Rizzetta & Company, Inc. | 100310 | INV0000093043-B | District Management Fees 09/24 | \$ 948.08 |
| Rizzetta & Company, Inc. | 100311 | INV0000093043 | District Management Fees 09/24 | \$ 5,429.66 |
| Waste Pro - Panama City | 100312 | 0001472449 | Waste Disposal Services 08/24 | <u>\$ 297.21</u> |
| Report Total | | | | <u>\$ 9,309.25</u> |

Tab 3

RESOLUTION 2025-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF PIER PARK COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING A PUBLIC DEPOSITORY FOR FUNDS OF THE DISTRICT; AUTHORIZING CERTAIN OFFICERS OF THE DISTRICT TO EXECUTE AND DELIVER ANY AND ALL FINANCIAL REPORTS REQUIRED BY RULE, STATUTE, LAW, ORDINANCE OR REGULATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Pier Park Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Bay County, Florida; and

WHEREAS, the Board of Supervisors of the District (the “Board”) is statutorily authorized to select a depository as defined in Section 280.02, *Florida Statutes*, which meets all the requirements of Chapter 280, *Florida Statutes*, and has been designated by the State Chief Financial Officer as a qualified public depository; and

WHEREAS, the District has furnished to the Chief Financial Officer its official name, address, federal employer identification number, and the name of the person or persons responsible for establishing accounts; and

WHEREAS, the Board, having organized by appointing a Treasurer and other officers, is now in a position to select a new public depository and to comply with the requirements for public depositories; and

WHEREAS, the Board wishes to redesignate a public depository for District funds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF
Pier Park **COMMUNITY DEVELOPMENT DISTRICT:**

SECTION 1. _____, is hereby designated as the public depository for funds of the District.

SECTION 2. In accordance with Section 280.17(2), *Florida Statutes*, the District’s Secretary is hereby directed to take the following steps:

- A.** Ensure that the name of the District is on the account or certificate or other form provided to the District by the qualified public depository in a manner sufficient to identify that the account is a Florida public deposit.
- B.** Execute the form prescribed by the Chief Financial Officer for identification of each public deposit account and obtain acknowledgement of receipt on the form from the qualified public depository at the time of opening the account.
- C.** Maintain the current public deposit identification and acknowledgement form as a valuable record.

SECTION 3. The District’s Treasurer, upon assuming responsibility for handling the funds of the District, is directed to furnish the Chief Financial Officer annually, not later than November 30 of each year,

the information required in accordance with Section 280.17(6), *Florida Statutes*, and otherwise take the necessary steps to ensure that all other requirements of Section 280.17, *Florida Statutes*, have been met.

SECTION 4. The District Manager, Treasurer, and/or Assistant Treasurer are hereby authorized on behalf of the District to execute and deliver any and all other financial reports required by any other rule, statute, law, ordinance or regulation.

SECTION 5. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 20th day of Nov. 2024.

ATTEST:

Pier Park
COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

Chairperson/Vice Chairperson