

TOWN OF MELBOURNE VILLAGE
MINUTES
REGULAR COMMISSION MEETING
Tuesday, October 26, 2021
6:30 PM – AHF Town Hall + ZOOM
Note: Zoom ended at 9:25 P.M. due to tech issues.

- I. Call to Order at 6:33 pm by Mayor Niemann
- II. Pledge of Allegiance led by Mayor Niemann
- III. Roll Call Present were Commr Anderson, Ingram, McCharles (Zoom), Murphy, Vice Mayor Calenda, Mayor Niemann. Commr Jones. Town Clerk/Treasurer, Jimmy Collen also in attendance and Attorney Richardson.
- IV. Mayor's Report (attached n packet)
 - A) Attorney Richardson is helping with Charter Powers.
 - B) Town will be trimming trees November through January.
 - C) Mayor encouraged all to vote on November 2, 2021.
 - D) Town still has a need for committee volunteers.
 - E) Canal Rd. Project from West Melbourne on schedule until February.
- V. Additions/Deletions and Re-ordering
 - VI(B) Agenda item is removed as Mr. Merry is satisfied.
- VI. Business Tax Receipt Applications/Appearances/Presentations
 - A) Town Review Board Request to approve a variance to increase the footprint of a building located at 262 Jeannie Dr. by 35 SQ. FT. **Motion by Vice Mayor Calenda** to approve the modification. **2nd by Commr. Anderson.** After discussion Mr. Morris commented the increase was so small it did not require a public hearing. The motion was approved unanimously.
 - B)-Removed
 - C) Terri Maxner asked Town for insight on how to best clear out a ditch alongside her home so it will drain accordingly. **Motion Vice Mayor Calenda** to authorize culvert work prior to obtaining a permit. **Commr. Jones 2nd.** The motion carried unanimously.
 - D-E) Building Official Daryl Munroe presented again the need for the Town to set money aside to make a building department reserve. Mr. Munroe advised the Town has not covered him with building insurance, has no contract to perform work, and has acted as a "1099." Mr. Munroe would like to be a part time employee by January 1st. After discussion it was directed the Town Clerk would research building official salaries and perform analysis on the Towns current building permit system.

VII. Public Forum. Mr. Grayson Dix. The commission discussed permitting Mr. Dix to utilize the Hester Wagner House at a special rate for persons healing from cancer. It was decided a special rate would not be available at this time.

VIII. Correspondence

Ms. Deborah Altenhof encouraging commission not to place restriction on "AirBnB" as the Town was founded on persons being self-sufficient.

IX. Commission and Verbal Committee Reports

A) Commr. McCharles stressed the need for the Town to look into its permissiveness of "AirBnB Rentals." Discussion: Mr. Richardson advised the Town could not vet person who utilized the rental service. After extensive discussion between commission and audience it was highlighted that "Airbnb" uses their own background style check platform to "flag" possible problem renters.

X. Review of Previously Assigned Action Items

- *Items discussed within Department Reports.
- *Vice Mayor Calenda is open to serve as liaison for "TRB."
- *Commr. Ingram is open to serve as liaison for Finance Committee.
- *Commr. Jones will be resuming the Town website update process.

XI. Department Reports

A) Police Department – Chief Loos (attached in original packet)

- *Chief has not been able to reach Google to get Town of GPS route.
- *Police car has been approved and two new cars will be delivered within four months.
- *Ofc. Mangrum resigned as full-time but will stay on as reserve officer.
- *Chief was not aware of the Sheriff's Office using the "green" as a training area.
- *Chief asked for Officer Steve Smith to start at \$17.00 an hour due to his extra certifications and ability to sign off on high-liability police training for the Town.

Motion by Commr. Anderson to approve Smith at 17.00 an hour. **Commr. Murphy 2nd** after discussion the motion passed (5/2) with Commr.'s: Anderson, Ingram, McCharles, Murphy, and Vice Mayor Calenda voting yes. The no votes were Mayor Niemann and Commr. Jones. The Town Clerk received instruction from the commission to take \$2,000 out of the police vehicle maintenance line item and place it into police salary to afford the pay increase.

B) Public Works – Town Superintendent, Bradley Ward (attached in original packet)

- *Several areas of Town have been trimmed to make passage safer.
- *Community House has active termites and will require a tenting process.

Motion by Vice Mayor Calenda to direct Public Works to hire Terminix and get the community house tented as soon as possible, but not to exceed \$3,000.00 from Community House funds. **Commr. Anderson 2nd**. The Motion carried by all commissioners voting yes.

*Public Works received concern of road potholes and stripping and will get pricing in November.

- C) Administration – Town Clerk/Treasurer, Jimmy Collen (Attached in Original Packet)
 *Election Machines will be received week of October 25, 2021 to the AHF Hall.
 *Deputy Clerk Susan Downey was recognized for her dedication and work to the Town Office.
 *Cardinal was sent out to all residents.
- D) Treasurers’ Report – Town Clerk/Treasurer, Jimmy Collen
- 1) Rescue Plan Update.
 Town Clerk was directed to move 173,796.00 to the “SBA” to collect interest.
 Town Clerk attended a Rescue Act Meeting with other officials and further definition will be given on how to best use the money legally. This will come by Mid-November.
 - 2) Continue meetings with accountant.
 - 3) Budget Amendment are due and Finance Committee will recommend at next meeting.
 - 4) Hester Wagner Community House continues to be sold out and doubled the income.
 - 5) Town is in Audit Season and will be done by February.
 - 6) All quarterly reports submitted.
- E) Building Department – Town Clerk/Treasurer, Jimmy Collen
- 1) Assistance is needed.
 - 2) New Building Projects continue to rise, and Town spends about twenty-five hours a week processing new permits.

XII. Consent Agenda

- A) Opportunity for Audience input regarding Consent Agenda
- B) Opportunity for Commission to Remove Items from Consent Agenda
- C) Recommended Actions:
 - 1) Approval of Minutes: For Filing
 - (a) Regular Commission – September 28, 2021
 - 2) Acceptance of Financial Statements – September - SUBJECT TO AUDIT
 - 3) Approval of Reports:
 - (a) Department Reports: Public Works, Police Department, Building Department.
 - (b) Finance Committee – October 25, 2021 (At Table).
 - (c) Beautification Committee – October 25, 2021.
 - (d) Charter Review – October 20, 2021.
 - (e) TRB/P&Z- September 30, 2021, October 13, 2021 (At Table).
No meetings this month – Board of Adjustment, Code Enforcement, Traffic Committee
 - 4) Appointments & Resignations – None
 - 5) Proclamations/Resolutions – None

Motion by Vice Mayor Calenda to approve the Consent Agenda, **2nd by Commr Anderson.**
 Motion Approved unanimously.

XIII. Unfinished Business

- A) Attorney Richardson read the second reading of Ordinance No. 2021-03 to adopt the final levying of ad valorem taxes for Fiscal Year 2021-2022. **Motion by Vice Mayor Calenda** to accept Ordinance No. 2021-03 as read, **2nd by Commr Ingram.** Motion Approved Unanimously.
- B) Attorney Richardson read the second reading of Ordinance No. 2021-04 to ratify, approve and adopt the final annual budget or budget estimates of revenues and expenditures for Fiscal Year 2021-2022. **Motion by Vice Mayor Calenda** to accept the Ordinance No. 2021-04 as read, **2nd by Commr. Jones** Motion Approved Unanimously.

XIV. New Business

- A) Mayor Niemann reminded Town Commission of a “Trunk or Treat” on October 30, 2021 open to all Town persons.

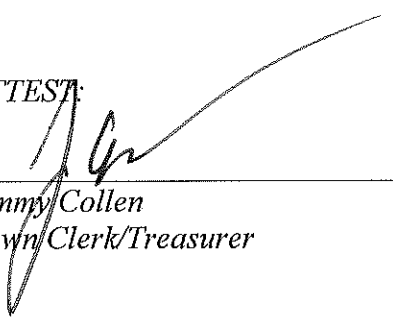
XV. Review of Newly Assigned Action Items

- *Chief to contact Mapping Co. to see how Town can be removed from Trucking GPS.
- *Town Superintendent will prioritize road projects and email Traffic Committee. Update on HWCH termites.
- *Town Clerk will update monthly on Rescue Act and produce a preliminary building permit report.
- *Commr. Jones will look more into Town website options.

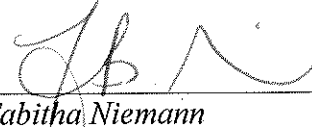
XVI. Approval for Payment – None

XVII. Adjournment – 10:26 pm

ATTEST:



Jimmy Collen
Town Clerk/Treasurer



Tabitha Niemann
Mayor

Note: Town Minutes are not a verbatim transcript of discussions and those interested may request the recorded “Zoom” meeting.