

TOWN OF MELBOURNE VILLAGE
MINUTES
Regular Commission Meeting
Tuesday, February 22, 2022
6:30 PM - Town Office + Zoom

- I. Call to Order at 6:32 pm by Acting Mayor Calenda
- II. Pledge of Allegiance led by Acting Mayor Calenda
- III. Roll Call Present were Commr Anderson, Ditty, Ingram, Jones, Murphy, Acting Mayor Calenda
- IV. Mayor's Report (at Table) With the Town Clerk/Treasurer's absence the rest of the staff is working to cover. We appreciate Susan Downey for keeping things moving. Ryan Pylman has been cross training to cover some other office work. Heather Roberts has agreed to work with our Auditor to keep that moving forward.

As the Town is in its 75th year, we have a Charter Review committee rewriting our original Town Charter with the support of our Town attorney. When completed the new Charter will be put on the ballot to be voted on by Town residents.

The Commission is rewriting the Town personnel manual which outlines procedures to protect the town and its employees. We want to attract and retain the best we can by defining everything from the workplace expectations to employee benefits.

We are also working with the Town building official to bring him on as a town employee providing more stability for him and our residents. We are also streamlining our permit fee structure and process. In addition, we are having a presentation tonight showing a way to back up our current building inspector.

Commr Jones is investigating the best way to update and upgrade our IT infrastructure which is not working efficiently.

There will be two workshops in March: Personnel Manual on March 3 and Speed Limit proposal on March 5.

- V. Additions/Deletions and Re-ordering – None
- VI. Business Tax Receipt Applications/Appearances/Presentations – Robin Verse and John Stone, SAFEbuilt representatives' presentation reviewed their building department and professional services. (Presentation included in Commission packet.) An overview of a proposed contract was presented including rates and staffing structure to backup current building official. Commission to reach out to SAFEbuilt after next Building Official Workshop.

VII. Public Forum – None

VIII. Correspondence – Commr Jones, cut-through traffic – Traffic continues not to follow signs and speed limits. We need special details to set up an action plan. Workshop is scheduled for Saturday, March 5 at 10 am.

IX. Commission & Verbal Committee Reports – Kathryn Merry, Beautification landscape design: Florida Wildflower Foundation/VIVA Grant application approved by Commission January 25, 2022. Pre-survey submitted on January 26, 2022; grant application received on January 27, 2022. Pushing two-day installation to later this summer. Committee proposed a March installation of a native pollinator garden in the island median at the south end of Acacia Ave. Looking for assistance from Public Works and approval from the Commission to spend \$425. **Motion** by Commr Anderson to spend up to \$400 on the Acacia Ave project. 2nd by Commr Jones. **Motion approved unanimously.** Committee agreed to landscape the Hester Wagner Community House (HWCH) with funding from the HWCH budget. Committee proposed the Town property at the NE corner of intersection at Printshop Crossing & Hammock Rd be under the oversight of the Beautification Committee. Commission agreed.

Commr Ditty, RAISE grants: Joined Florida League of Cities and receives emails weekly on training, grants, financial investment, and legislative activities. Identified grant opportunities to be used for roads and infrastructure among other things. (Report in Commission packet.) Proposals due mid-April for the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program. Commr Ditty and resident Joan Taddie to proceed with writing grant proposals.

Commr Jones, IT infrastructure requirements: Two companies, Total Care IT and Computer Experts have been identified to quote on upgrading router, server, desktops, workstations, etc. **Motion** by Commr Jones to engage a qualified, well-referenced, local IT provider to implement a re-vamped IT infrastructure for the Town, asking the Commission to approve \$12,000 for IT service, hardware, and software to address our current FY22 needs. 2nd by Commr Ditty. **Motion approved unanimously.**

X. Review of Previously Assigned Action Items

State of Road Repairs: **Motion** by Commr Ditty to approve the spending of \$5,000.00 to repair seven potholes. 2nd by Commr Ingram. **Motion approved unanimously.**

Building Official Status: **Motion** by Commr Jones to schedule another Special Commission meeting with Mr. Munroe in attendance to finalize his status, job description and permit fee calculations. Acting Mayor will arrange the meeting. 2nd by Commr Murphy. **Motion approved unanimously.**

South Drive Crosswalk: Previously approved expense not to exceed \$500.00.

Speed Limit Workshop: Rescheduled for Saturday, March 5, 2022, at 10 am.

Founders' Day: To be organized by Mayor Niemann. Mary Jane Moon, in attendance, offered to notify the AHF of our request to reserve the AHF Hall for Sunday, April 24. Deputy Clerk to follow up with a letter asking for same and \$150.00 annual donation.

XI. Department Reports

A) Police Department – Chief Loos

New Vehicle Up-Dated Incidental Costs. After lengthy discussion, **Motion** by Commr Ditty to sell two vehicles and with that money purchase extended warranties for the two new vehicles. 2nd by Commr Anderson. **Roll call vote:** Voting Yes were Commr Anderson, Ditty, Jones, and Acting Mayor Calenda. Voting No were Commr Ingram, and Murphy. **Motion approved.**

Motion by Commr Ditty to purchase decals for the new vehicles not to exceed \$1,500.00 and to come out of vehicle maintenance budget. 2nd by Commr Anderson. **Motion approved unanimously.**

The following reports will be included in the upcoming Special Commission Meeting on Saturday, March 5, 2022.

B) Public Works – Town Superintendent, Bradley Ward

C) Administration – Town Clerk/Treasurer, Jimmy Collen

Town Clerk/Treasurer, Jimmy Collen received CPE credit for attending Public Funds Investment Training.

D) Treasurers' Report – Town Clerk/Treasurer, Jimmy Collen

E) Building Department – Town Clerk/Treasurer, Jimmy Collen

XII. Consent Agenda

(All items appearing on the CONSENT AGENDA are listed as recommended actions and are considered to be routine and will be acted upon in one motion. SPECIFIC ITEMS may be removed for separate consideration, any Item so removed will be considered under new business).

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 Meeting – January 25, 2022

2) Acceptance of Financial Statements – JANUARY - SUBJECT TO AUDIT

3) Approval of Reports: FOR FILING ONLY

(a) Department Reports: Police Department, Public Works, Building Department

(b) Town Review Board – January 27, 2022

(c) Beautification Committee – February 14, 2022

(d) Finance Committee – February 21, 2022 (at Table)

No Meetings this month – Board of Adjustments, Code Enforcement, Traffic Committee

4) Appointments & Resignations – None

5) Proclamations/Resolutions – None

XIII. Unfinished Business

XIV. New Business – None

XV. Review of Newly Assigned Action Items –


Grant writing: recruit volunteers; Commr Ditty and resident Joan Taddie will lead this item.

XVI. Approval for Payment – None

XVII. Adjournment – 10:06 pm

ATTEST:

Jimmy Collen
Town Clerk/Treasurer



Tabitha Niemann
Mayor