

**TOWN OF MELBOURNE VILLAGE**  
**MINUTES**  
**Regular Commission Meeting**  
**Tuesday March 22, 2022**  
**6:30 PM - Town Office - ZOOM**

- I. Call to Order by Mayor Niemann
- II. Pledge of Allegiance by Mayor Niemann
- III. Roll Call Present were Comm. Anderson, Ingram, Jones, Murphy, Vice Mayor Calenda, Mayor Niemann. Excused was Comm. Ditty.
- IV. Mayor's Report – We will be revising the order of Agenda items beginning in April. Our auditor found more and less inspections than were billed for. We need to develop a procedure to correct this audit issue. Comm. Jones would like to revise the Action Item list to include due dates. Vice Mayor Calenda would also like to help with this. Several key employees have been out on extended leave but are back in the office now. Vice Mayor Calenda did an exemplary job leading the Commission and keeping our town moving forward. I would also like to thank the Commission for their involvement in meetings and workshops. We will be hosting Founders' Day for a great time of eating and fellowship with our neighbors. Regarding the Rescue Act/Dayton Road Bridge Grant, Debbie Mayfield's office will be continuing to investigate if the funds are still available, and I will report back next month.
- V. Additions/Deletions and Re-ordering – We will reorder Agenda items next month.
- VI. Business Tax Receipt Applications/Appearances/Presentations – None
- VII. Public Forum – Kathryn Merry presented a sign that will be posted when the installation is completed.
- VIII. Correspondence – None
- IX. Commission & Verbal Committee Reports
  - A) Computer Experts – Infrastructure workstations, hardware, and software proposal. Comm. Jones reported the decision has been made to hire Computer Experts. Monday, March 28, 2022, upgrades will begin. The cost of the upgrades has already been approved to spend the \$13,000.
  - B) Building code revisions – Our building official declined the offer to continue as a independent contractor; he asked for part-time status. Mayor Niemann reviewed the Universal Engineering Sciences and SAFEbuilt proposals. The Commission asked that Mayor Niemann reach out to

both companies and have them quote on the same thing (apples to apples) specifically the scope of services and minimums.

Impact fees – We have no record of charging Impact Fees. Attorney Richardson will supply an interlocal agreement we can submit to the County. The funds from Transportation/Traffic impact fees can only be used to improve (increase) capacity. TMV wants just the opposite, to reduce traffic.

- C) Space Coast League of Cities – 2022 Meeting Host Calendar, West Melbourne and Melbourne Village Monday, June 13. Nicole will reach out to West Melbourne to assist in planning and execution of the dinner.
- D) Speed Limit Workshop – Vice Mayor attended the workshop and said it was beneficial. Mayor Niemann will ask the Chief to change the police coverage, so we have adequate coverage during rush hours. After a thorough investigation of traffic speeds, Comm. Anderson made a **Motion** to lower our speed limit to 20 mph. throughout the Village. Comm. Jones 2<sup>nd</sup> the motion. **Motion approved unanimously.**
- E) Charter Review – Vice Mayor Calenda reported the committee has decided to review other towns’ charters and develop a new TMV Charter instead of updating our current Charter as they had been doing.

#### X. Review of Previously Assigned Action Items

#### XI. Department Reports

##### A) Police Department – Chief Gary Loos

- 1) Patrol Car #4 Trade-In Decision (moved to Unfinished Business)

The Chief asked for volunteers to move Police cars around the Village. Comm. Anderson volunteered to do so. It was suggested we advertise on the bulletin boards, Cardinal, and TMV website. Chief announced Sergeant Veina was recognized as Officer of the Year 2021.

- B) Public Works – Town Superintendent, Bradley Ward. Potholes have been filled. Quotes for new septic fields and tanks for the town office, the Hester Wagner Community House, and the town’s garage. Each location will cost from \$15,000.00 to \$17, 000.00. Mayor Niemann stated if a resident has an arborist report, they do not need to apply for a tree permit. Superintendent Ward said an application is still needed regardless of an arborist report.
- C) Administration – Town Clerk/Treasurer, Jimmy Collen
- 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) Workshop Building Official – February 4, 2022

(b) Workshop Employee Handbook – February 19, 2022

(c) Regular Commission Meeting – February 22, 2022

(d) Special Commission Meeting, Building Official – March 1, 2022

(e) Workshop Employee Handbook – March 3, 2022

(f) Special Commission Meeting, Building Official – March 5, 2022

(g) Workshop Employee Handbook – March 10, 2022

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

3) Approval of Reports: FOR FILING ONLY

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

(b) Beautification Committee – March 14, 2022 (At table)

(c) Charter Review Committee – March 16, 2022 (At table)

(d) Finance Committee – March 21, 2022 (At table)

(e) Town Review Board – February 28, 2022

*No Meetings this month* – Board of Adjustment, Code Enforcement, Town Review Board, Traffic Committee

4) Proclamations/Resolutions – None

**Motion** by Vice Mayor Calenda to approve the Consent Agenda as shown. 2<sup>nd</sup> by Comm. Anderson.

**Motion approved unanimously.**

XIII. Unfinished Business – Patrol Car #4 Trade-In Decision (moved from Department Reports) Chief Loos asked the Commission to reconsider their decision to sell the Crown Victoria. After some discussion Comm. Murphy made a **Motion** to keep the Crown Victoria as part of the police fleet. There was no 2<sup>nd</sup>. **Motion did not pass.**

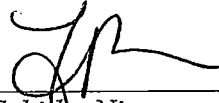
XIV. New Business – Mayor Niemann had a call from a potential buyer of the Circuit City to build a grocery store. Mayor Niemann, along with Attorney Richardson will revise our Ordinance regarding Chapter 23. It will need to be advertised for two readings.

XV. Review of Newly Assigned Action Items – See Updated Action Item List attached.

XVI. Approval for Payment

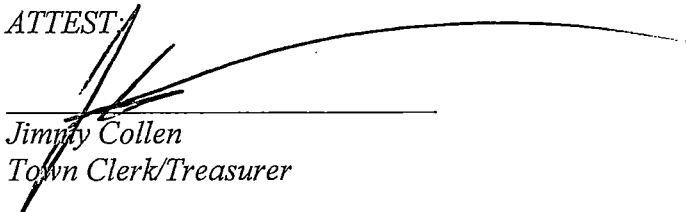
- A) Florida Municipal Insurance Trust (FMIT) – 3rd Installment Billing 2021/2022 - \$17,145.00.  
**Motion** by Vice Mayor Calenda to approve the payment of \$17,145.00 to FMIT. 2<sup>nd</sup> by Comm. Ingram. **Motion approved unanimously.**

XVII. Adjournment at 9:24 pm



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*Tabitha Niemann*  
Mayor

ATTEST:



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*Jimmy Collen*  
Town Clerk/Treasurer

# Action Items Through 03/22/2022

## A. Tasks

Meeting	Issue	Action To Be Taken	By Whom	Follow Up Status	Action	Closed
10/26/21	Building Official Status	Hire a new building official	Mayor/Commission	Mayor to contact Univeral and SAFEbuilt	Request new quotes to compare apples to apples.	
01/15/22	Building Official Job Description	Administration needs copy of updated job description for files	Vice Mayor Calenda	Commission approved changes to job description as made during March 1, 2022 meeting.		
10/26/21	Permit Calculation Sheet	Revise and approve new calculations	Commission	No action taken.		
09/28/21	Town Website	Schedule meeting with Mayor, Attorney and Nicole	Deputy Clerk	Discuss requirements.		
01/25/22	Founders' Day Sunday, April 24, 2022	Plan event. Arrange for community helpers, Waste Pro, Police Cars/Service Dogs, etc.	Mayor/Commission/Nicole	DJ and face painter have been reserved. Letter sent to AHF to reserve Hall for event.		
03/22/22	Police Coverage During Rush Hours	Revise schedules	Chief Loos			
03/22/22	SCLOC CO-Host Dinner on Monday, June 13, 2022	Coordinate with West Melbourne	Nicole			
03/22/22	Finance Committee Expectations	Identify expectations	Mayor/Comm Ingram/Town Clerk/Treasurer Collen			
03/22/22	Circuit City Property Zoning	Potential buyer requesting to put in a grocery store	Attorney Richardson			
03/22/22	Impact Fees	Develop impact fees through the County	Attorney Richardson	Transportation/Traffic impact fees can only be used to improve (increase) capacity		

## B. Ongoing Projects

Start Date	Project	Status	By Whom	Questions From Commission?	Action	Closed
08/31/21	South Drive Crosswalk	Update	Town Super.	Previously approved expense not to exceed \$500.00.		
12/15/20	Personnel Manual	Update	Commission	Workshop scheduled for March 24, 2022.		

## C. Assignments within Projects

Meeting	Related To	Work Needed	By Whom	Report Results To	On Schedule / Agenda	Closed

## D. Reminders

Raised On	Issue	Work Needed	By Whom	For Inclusion In	Closed
11/16/21	HWCH Deposit Amendment		Town Clerk Collen		
01/25/22	Update Commission Photos				