

TOWN OF MELBOURNE VILLAGE
MINUTES
Special Commission Meeting
Thursday, June 2, 2022

- I. Call to Order – 6:30 pm
- II. Pledge of Allegiance
- III. Roll Call: Mayor Niemann, Vice Mayor Calenda, Commissioners Anderson, Ditty, Ingram, Jones, and Murphy
- IV. Hester Wagner Community House Fee Schedule
 - The Commission agreed to raise the Deposit to \$200, Daily use fees of \$130 Monday – Thursday and \$250 Friday, Saturday and Sunday.
 - The Draft Cancellation Agreement was discussed, and Commissioner Jones provided the modified version.
 - Are there 99 chairs available since capacity is 99? Info states 65.
 - Fee Changes and Cancellation Agreement will be sent to the Town Attorney for review.
- V. Building Permit Fee Schedule
 - The Commission approved the fee schedule presented with a minor change – Change/Combine the two Re-Inspection lines to 1 line that reads: “Re-Inspection Due to Failure/Corrections: \$75.00”
 - Final copy will be sent to the Town Attorney for review.
 - The Commission agreed that the fee calculation spreadsheet presented by Commissioner Ingram had correct formulas and the format will be modified slightly to fit vertically on a printed page.
- VI. Approval for Payment - Two New Police Cars
 - Still waiting to hear from the Chief as to whether a Rebate can be obtained
 - Discussion ensued regarding the Commission’s preference that the Chief utilize the older Taurus and allow the patrolling officers use of the two new vehicles.
 - Commissioner Ditty asked if the use of the new cars – one as a patrol vehicle and one as the Chief’s commuter vehicle without being fully equipped meet the usage expectations/requirements of the Grant.

- MOTION by Commissioner Calenda and Seconded by Commissioner Anderson to “Approve paying for two new police cars from the SBA Fund, not to exceed \$41,822.74 EACH, to be reimbursed at a later time from the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. “ The motion passed Unanimously.

VII. Approval for Hiring Temporary Employee

- There is a current temporary employee shortage with the departure of the deputy clerk. The commission discussed how to best ensure office coverage until the deputy clerk position is filled and the new person gets some training.
- Commissioners discussed that it would be most cost effective to hire a temporary laborer for Public Works and bring Ryan Pylman into the office as needed, not necessarily for his whole work shift, since he has some experience regarding office procedures.
- Commissioner Ingram requested that Public Works Superintendent Ward create a rolling 12-month Public Works calendar of projects and priorities to provide a written plan and schedule of department work. This calendar will also provide the Commission with insight into department activities, workload and priorities. (It was noted that this request was made during a previous meeting and added to Action Items.)
- Commissioner Ditty requested to see the current Job Description for the Deputy Clerk position for Commission Approval.
- MOTION by Commissioner Calenda and Seconded by Commissioner Ditty to “Authorize the Mayor to hire a Temporary Employee to fill in the temporary shortage as she sees fit.” The Motion passed Unanimously.

VIII. Employee Hours

- Discussion ensued that all full-time employees be expected to follow an 8.5 hour/day schedule that includes a 30-minute lunch break (or 9-hour day with a 1-hour lunch break). It was discussed that this is common practice in Government and other workplaces. Salaried employees will be expected to also attend meetings as required in addition to their regular workday.
- MOTION by Commissioner Calenda, Seconded by Commissioner Jones that “The Commission supports the Mayor in drafting policy addressing Employee work hours based on guidance from the Town Attorney and on full time Government Employee best practices.” The motion passed Unanimously.

IX. Hurricane Preparedness Discussion due to Cyclone 1 approaching Central Florida

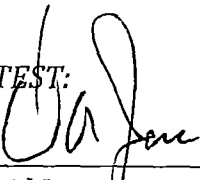
- Discussion ensued regarding whether sand and sand bag distribution will be available tomorrow and throughout the coming weekend in light of the possibility of a heavy rain event/Tropical Storm. Public Works

Superintendent Ward said that sand was “not delivered today”, but “should be here tomorrow.”

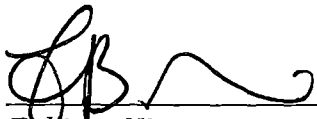
- It was discussed that Town Hurricane-preparedness should begin NLT March 1, and be completed before June 1st.
- Commissioner Ditty gave an update on the status of the Street Caption program and said that most areas of the village have coverage with the exception of Cajeput Circle.

Meeting Adjourned: 8:26 pm

ATTEST:



David Jones
Commissioner



Tabitha Niemann
Mayor