

TOWN OF MELBOURNE VILLAGE
MINUTES
Special Commission Meeting
Friday, June 17, 2022

- I. Call to Order – 6:35 pm
- II. Pledge of Allegiance
- III. Roll Call: Mayor Niemann, Vice Mayor Calenda, Commissioners Anderson, Ditty, Ingram, Jones, and Murphy
Town Superintendent Ward and Police Chief Loos were also present.
- IV. Message from Mayor re state of the Town and ensuing discussion:
 - Staff Changes:
 - **File Clerk Nicole Carrera** resigned as of June 15.
 - Town **Clerk Nikki Meyer** gave two-week resignation notice on June 10.
 - **Commissioner Jones** commented on the fact that the previous Town Clerks didn't get sufficient overlapping training time and were at a disadvantage from the start of their tenure
 - Retired **Deputy Clerk Susan Downey** offered to help in the office for two days per week during this transition. She will also help to train the incoming Deputy Clerk. Ms. Downey asked the Mayor to consider increasing her compensation since she has agreed to continue working beyond her notice. (The Mayor was authorized by the Commission to discuss this request with Ms. Downey and see if something could be worked out.)
 - The Mayor may also call on Ryan Pylman from Public Works on occasion. She has received mixed messages from Bradley Ward and Ryan about whether or not he (Ryan) wants to provide occasional office coverage. It was noted that there had been feedback from Villagers that Mr. Pylman seemed to be doing an excellent job filling-in, and was very helpful and friendly.
 - **Commissioner Anderson** stated concern with the Police department in light of the recent departure of two of our police officers.
 - Full-Time employee change in working schedule
 - All Full-Time staff received a memo on June 3, 2022 requesting full time staff to work 40 hours a week (5, 8-hour days) with a 30-minute unpaid lunch break. To date, only **Chief Loos** has complied. The Mayor, with backing from the commission, will take disciplinary action to address non-compliant employees as she sees fit.
 - **Commissioner Ditty** met spontaneously with most of the staff last week. She relayed the pertinent points of the discussion with employees regarding the work schedule change among other issues they voiced. She asks that employees be given appropriate guidance on how to respond to harassment and verbal attacks from residents or other employees, especially if chain of command breaks down.

- Clerk and Deputy Clerk search and interim coverage:
 - **Mayor Niemann** interviewed 5 candidates for Deputy Clerk and submitted two prospect resumes in the packet. Her first-choice candidate who was no longer available when she contacted her to discuss an offer.
 - Four commissioners (Calenda, Ingram, Jones and Murphy) attended the League of Cities Dinner on Monday, June 13th at KSC. **Vice Mayor Calenda** attended the Mayors' Executive meeting held beforehand. She discussed with this group the Town's desire to find more appropriate resources for candidates than "Indeed" and connected with several individuals who may be able to assist and/or provide resources. There are "clerk networks" and social groups that we can access, but need more information.
 - We hope to get interim assistance via the Malabar Deputy Clerk, who will spread the word at the statewide Clerk's conference in Tallahassee next week.
 - The Florida League of Cities has a (CAPS) program that will help us find interim help. **Mayor Niemann** is looking into this option.
 - **Mayor Niemann** will hold a training session from 10-11 AM on Monday, June 20. Town residents and Commissioners wishing to volunteer to monitor the front desk periodically during this time of transition are invited to attend. **Commissioners Ditty** and **Jones** expressed interest to train/volunteer.

- Audit Update:
 - Contrary to reports from the **Town Clerk**, we are behind schedule with meeting audit deadlines. **Auditor Linda Crawford** will be spending considerable time this weekend getting caught up.

- Police Department Coverage
 - **Mayor Niemann** requested Chief Loos get cost estimates on nighttime coverage from the Sheriffs' Department. The Chief is pursuing a quote(s) but stated he has not yet received feedback from the Sheriff after having recently met with him.
 - The Sheriff's department is currently covering from 2:00- 6:00 AM Monday - Saturday and from Midnight - 6:00 AM Sunday while the chief pursues replacements for two departed officers. He stated that at this time, to date he has no candidates.
 - Current Police Department staffing has been adjusted to provide double coverage during afternoon rush from 4-6 pm.

IV. Review and update of Action Item List

- Budget
 - **Mayor Niemann** is looking for volunteers to review prior year minutes to find the proper budget schedule of Budget deadlines and TRIM notice dates. **Commissioner Ingram** and Leslie Fay volunteered.

- Departmental budgets for the coming fiscal year were due on June 1. To date the Police Department and Administration Budgets have been submitted. **Superintendent Ward** has not yet submitted a budget for the Public Works department.
 - **Commissioner Jones** highlighted the importance of our employee leadership team (**Clerk, Town Superintendent, and Police Chief**) working together and with the Commission within the guidelines of the Town's approved annual budget. He expressed his concern that if this isn't done, the Town likely won't be able to continue function as is, within its current structure.
 - The Commission also discussed the importance of the Town staff operating at optimal efficiency. The Commission has recently been examining each department to identify improvement opportunities to help meet this objective. (Note, the Town's millage rate is the highest in the county and has been a source of Commission discussion this past year; and will continue during the upcoming 2022/2023 budget cycle.)
- Election
 - **Mayor Niemann** requested volunteers to print and staple the packet for candidates willing to run for election. **Commissioner Ditty** volunteered.
- Public Works 20-year Stormwater Needs Analysis
 - Per the Florida Senate 2020 Legislation passed by the Committee on governmental Oversight and Accountability – CS/CS/CS/HB53 – Public Works states that by June 30, 2022, and every five years thereafter, the Public Works department is required to develop a needs analysis for the Town over the subsequent 20 years. The analysis must be compiled and submitted to the Office of Economic & Demographic Research (EDR), which must evaluate the compiled documents for the purpose of developing a statewide analysis for inclusion in the annual assessment (by the EDR) due on January 1, 2023
 - **Superintendent Ward** was tasked with this project in late 2021/early 2022. He stated that he completed a substantial portion of the analysis and documentation and emailed it to the Mayor. However, he stated that he is now not able to find the documents in his email or computer database. The **Mayor** could not find any record of the completed spreadsheets in her email nor was the document found in Mr. Ward's MS Excel recent documents listing.
 - **Superintendent Ward** will recreate the data spreadsheet and contact **Commissioner Jones** by Close of Business Monday, June 20, to schedule a meeting to review the documents for submittal. **Commissioner Ditty** said that she was also available to help if needed.
 - **Mayor Niemann** to send the **Commissioners** and **Superintendent Ward** the Malabar Stormwater Template.
- Future mailings

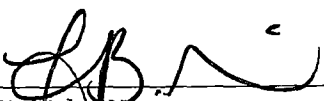
- **Commissioner Ditty** will research viability of presort mail as a possible lower cost method of mass mailings.
- Employee Handbook update
 - **Commissioner Calenda** asked that this task be resumed as soon as feasible. She suggested that the last 30 minutes of each upcoming Special Weekly Commission meeting be set aside to work on this project.
- Hester Wagner Community House
 - **Commissioner Ingram** noted that the Gutters at the Community House are full of debris and need to be cleaned out. The **Mayor** will send email to **Superintendent Ward** requesting the work be completed.
 - **Commissioner Ingram** also requested that **Superintendent Ward** produce a copy of or create a list of regular tasks performed at the Community House and repeated his request for a Public Works schedule/task list for the next 12 months.
- Commission Liaisons
 - A discussion ensued regarding the possibility of having a **Commissioner** liaison with the Police Department, to open avenues of communication. The Chief said that he is open to this relationship. **Commissioner Anderson** volunteered for this task if it is feasible. **Mayor Niemann** will check with the Town's attorney, Mr. Richardson, to see if there is any potential problem/concern in setting up this relationship.
 - It was also discussed that if viable, per Town's attorney, we should consider liaisons for all Town departments. **Commissioner Jones** volunteered to be the liaison with Public Works if such relationships are viable.
- Future Commission Meetings
 - The Commissioners all agreed to meet on a weekly basis for the foreseeable future, as the regular monthly meeting is not frequent enough to address immediate issues and priorities. A Special Commission Meeting will be held **every Thursday at 6:30 PM beginning June 23.**
 - **Commissioner Ditty** will see that proper meeting notices are posted.

Meeting Adjourned: 8:30 pm

ATTEST:



 David Jones
 Commissioner



 Tabitha Niemann
 Mayor