

**TOWN OF MELBOURNE VILLAGE**  
~~AGENDA~~ *Minutes*  
**REGULAR COMMISSION MEETING**  
**Tuesday, January 25, 2022**  
**Town Office, 6:30 pm + Zoom**

- I. Call to Order at 6:30 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 – Building Official Workshop was held, and we gathered lots of information. At this time inspections have resumed. Charter Review Committee is doing a great job! Reminder: We would like to end our meeting by 10 pm.
- V. Additions/Deletions and Re-ordering – None
- VI. Business Tax Receipt Applications/Appearances/Presentations – None
- VII. Public Forum – Sandi Dix complimented the Public Works staff for their marking of roads and stop signs.
- VIII. Correspondence
  - A) Commr. Murphy notified the Town that resident William Betts, 6524 Sheridan Rd, would like to serve on the Traffic Committee. Acting Mayor Calenda noted we no longer have a Traffic Committee at this time.
  - B) Richard Jones believes the intersection at Dayton Blvd and South Drive is confusing and suggests returning to the old intersection or add a cross walk. Discussion regarding cross walk. The cost will run \$600-\$700.
- IX. Commission & Verbal Committee Reports
  - A) Kathryn Merry, Beautification Committee – Florida Wildflower Foundation Viva Grant 2022-23. The maximum grant would be \$3,000. The Town would need to match \$1,500. Deadline to submit is March 15, 2022 and could take two months to review requests. They will need approval to work on our property and there will be a one-year obligation to maintain. The funds are only for plants. **Motion** by Commr Ditty to approve going forward with the grant application. 2<sup>nd</sup> by Commr Ingram. **Motion approved unanimously.**
  - B) Commission asked if the Beautification Committee could put some plantings at the HWCH. Kathryn Merry agreed.

X. Review of Previously Assigned Action Items – State of road repairs report to be sent to Commission and discuss at next meeting. Building official part-time status, nail down pay amount. Determine building official’s knowledge and certifications. Back up as needed by SAFEbuilt; will present at Commission meeting. Commr Jones met with account representative regarding Website and Infrastructure. Identified three different providers and determined infrastructure is more important over Website updates. Report will be presented at Commission meeting. Carol Dobson asked about the No Thru Trucks, No Thru Traffic signs. Waze recommended we post the signs.

XI. Department Reports

A) Police Department – Chief Loos – see report

1) Approve Emma Graham’s new-hire hourly rate \$16.75 effective January 8, 2022.

**Motion** by Commr Jones to approve hourly rate of \$16.75. 2<sup>nd</sup> by Commr Anderson.

**Motion approved unanimously.**

Moving stop signs has had positive results. Traffic citations have doubled from 2020.

We would rather educate than give tickets.

B) Public Works – Town Superintendent Bradley Ward – see report

Speed limit signs will be replaced as needed. Report on road repair maintenance, sidewalks with rumble strips, crosswalks, and concrete. Previously reported prices may increase.

C) Administration – Town Clerk/Treasurer Jimmy Collen

D) Treasurers’ Report – Town Clerk/Treasurer Jimmy Collen

1) Supervisor of Elections Municipal Election (November 2, 2021) \$4,133.29. **Motion** by Commr Murphy to approve Municipal Election fee bill of \$4,133.29. 2<sup>nd</sup> by Commr Anderson. **Motion approved unanimously.**

2) WatchGuard Video Services Police Department \$2,210.00. **Motion** by Commr Ditty to approve the WatchGuard bill of \$2,210.00. 2<sup>nd</sup> by Commr Anderson. **Motion approved unanimously.**

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 – December 14, 2021
    - (b) Commission Workshop/Building Official – January 15, 2022 (at-table)
  - 2) Acceptance of Financial Statements – DECEMBER – SUBJECT TO AUDIT
  - 3) Approval of Reports: FOR FILING ONLY
    - (a) Department Reports: Public Works, Police Department, Building Department
    - (b) Town Review Board – December 22, 2021
    - (c) Beautification Committee Meeting – January 18, 2022
    - (d) Charter Review Committee – January 19, 2022

*No Meetings this month* – Beautification, Board of Adjustment, Charter Review, Code Enforcement, Traffic
  - 4) Appointments & Resignations – See Police Department report
  - 5) Proclamations – None

**Motion** by Commr Jones to accept the Consent Agenda. 2<sup>nd</sup> by Commr Ditty. **Motion approved unanimously.**

XIII. Unfinished Business

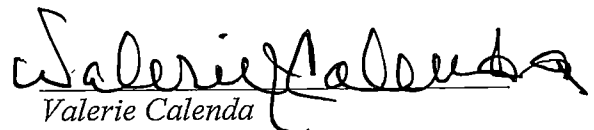
- A) Approve Building Official’s part-time status; approve new job description. Put on Action Item for next meeting.
- B) Revise/approve permit calculation sheet. Action Item for next meeting.

XIV. New Business – Founders’ Day last full weekend in April 22-24, 2022. Vote on holding the celebration. Ice Cream Social Saturday night at Hester Wagner Community House? Request the use of the AHF Hall and surroundings? Commission will attempt to hold event on Sunday, April 24, 2022 with a 30-day back-out period. **Need committee, organizer, and volunteers.** Sandi Dix offered to help and reminded the Commission the AHF usually donates \$150.00 to the event and will allow the Town to use the AHF Hall.

XV. Review of Newly Assigned Action Items – Reminders: Update Commission photos, Plan and organize Founders’ Day.

XVI. Approval for Payment – See Treasurer’s Report

XVII. Adjournment – 8:59 pm

  
 Valerie Calenda  
 Acting Mayor

ATTEST:

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 Jimmy Collen  
 Town Clerk/Treasurer