

**TOWN OF MELBOURNE VILLAGE**  
**MINUTES**  
**Regular Commission Meeting/Budget Hearing**  
**Tuesday, August 31, 2021**  
**6:30 PM – Town Office + ZOOM**

- I. Call to Order by Mayor Niemann at 6:31 pm
- II. Pledge of Allegiance Led by Mayor
- III. Roll Call Mayor Niemann, Vice Mayor Calenda, Commr's: Anderson, Ingram, Jones, McCharles, Murphy. Also present: Town Clerk Collen, Attorney Richardson, Accountant Heather Roberts.
- IV. Mayor's Report
  - \*Attended joint commission/finance budget workshop in August.
  - \*Finance recommended to keep millage rate the same at 9.8103.
  - \*Town has a need to build reserves per finance committee recommendation.
  - \*Town received Rescue Act paperwork and Clerk will be filling out.
  - \*Employee Evaluations completed and encouraged all commissioners to review the Eval folder created. (I really can't remember now which meeting it was talked about...you pulled them all together right before you left for vacation which is why I thought it was the Sept 7 meeting)
  - \*South and Dayton intersection reviewed via FDOT specification for large vehicles.
  - \*Town Superintendent and Police working together to improve intersections.
  - \*Election 2021 has four seats available on the Commission.
- V. Additions/Deletions and Re-ordering
  - Attorney Richardson 2<sup>nd</sup> reading of *Town's Sign Ordinance 2021-02*. **Motion by Vice Mayor Calenda** to approve the ordinance as read. **2<sup>nd</sup> Motion by Commr. Jones**. The **motion carried** by all commissioners voting yes to approve as read.
  - Attorney Richardson fielded questions from Commission on how to best handle COVID outbreaks amongst employees.
- VI. Business Tax Receipt Applications/Appearances/Presentations

Note: Mr. Jonathan Cronkhite applied for a Business Tax but will speak at September's meeting.
- VII. Public Forum
  - \*Mr. Richard Bryant voiced concern that Mr. Cronkhite was operating a "air bed and breakfast" in Town for several months without a license. Ms. Cronkhite was present and advised she and Mr. Cronkhite received information from the Town that a license was not needed but, will be speaking at the next meeting as to it. Attorney Richardson spoke to this

topic and explained that the Cronkhite's were not in any violation since the approval was not necessary via Town Charter.

\*Mike Smith Commended Superintendent Ward for his help in assisting AHF to remove the footbridge they were working on.

\*Ms. Mary Jane Moon Reminded Commission that she was concerned about tobacco smoking around public buildings and has brought this forward for several months with no action. Attorney Richardson stated the Town could informally place no smoking signs on the building. Ms. Moon concerned for Town safety as she has witnessed Town vehicles do not use turn signals when commencing turns into roadways.

\*Ms. Suzan Bryant Voiced disfavor in the Dayton/South intersection FDOT approval and cited the "Village's character" is to have more gentle roads. Ms. Bryant advised she felt it would be difficult for large trucks to negotiate the corner when it is squared.

\*Ms. Sandy Dix (online) Advised she too was concerned about large trucks and did not feel the drivers would be able to negotiate a squared corner at the intersection.

\*Ms. Carol Dobson Promoted the need for the Town to square off the intersection because drivers cannot already see connecting roads clearly.

#### VIII. Correspondence

- A) Richard Jones Mr. Jones requested the Commission to review his "2021-2022 Millage Rate" slide presentation (Attached in packet). Mr. Jones stated he would not formally address the presentation due to health concerns and felt the commission would not listen to him as displayed in the previous workshop he attended.
- B) Space Coast League of Cities Meeting Invitation Commissioners invited to dinner on September 13, 2021 in Satellite Beach.

#### IX. Commission & Verbal Committee Reports

None listed.

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

- \*Sign Ordinance read by Attorney Richardson.
- \*Public Works getting quote on termite infestation at the HWCH.
- \*Police/Public Works doing ad-hoc on-intersection improvement.
- \*HWCH in Resolution phase for new fees.
- \*Town Speed Limit. Chief will report at next meeting.
- \*Charter Review Committee first meeting in September. Mr. Richardson will be present.
- \*Ongoing issues-personal manual changes and permit fees.

## XI. Department Reports

### A) Police Department Chief Loos.

- \*2021 has been an improved year for traffic ticket issuance.
- \*Sgt Veina who has education in FDOT standards provided a diagram of the South/Dayton intersection (attached in agenda). Lengthy discussion regarding proposed intersection changes, including review of 4 hour observation.
- \*Reserve Officer Steve Smith who has extensive experience is now putting in volunteer hours at the PD.
- \*Chief updated policy and procedures, as well as job descriptions (attached in agenda).
- \*Attended Zoom meeting with Brevard EOC.
- \*All Officers up to date on monthly training requirements.
- \*Attended "Crisis Track" zoom meeting.

### B) Public Works Town Superintendent Ward

- \*Installed new street signs.
- \*Maintain ditch lines for drainage.
- \*Repaired various tools.
- \*Getting two quotes on road line paint.
- \*Advised he can rent a saw for \$89. A day for Dayton/South intersection.

### C) Administration Town Clerk/Treasurer Collen

- \*Election Resolution sent to County.
- \*Election Report sent to SOE.
- \*Making "How to List" for Town admin.
- \*Met with Brevard EOC.
- \*Rapid COVID test available to employees.

### D) Treasurers' Report Town Clerk/Treasurer Collen

- \*Filled paperwork for Rescue Act-Town has 348,0000 to help with various expenses. Awaiting clarification on allowable uses for funds.
- \*State Received Audit Report.
- \*Attended Budget Workshop.
- \*HWCH continues to be sold out with new rates.
- \*Attending M.I.T. online Finance Theory one
- \*Met with West Melbourne City Manager to get guidance on Town operations.

### E) Building Department Town Clerk/Treasurer Collen

- \*Report attached in Agenda. Permits up overall form last year.
- \* Working on Building Surcharge Reports not completed since 2017.

## XII. Consent Agenda

- 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) Special Commission Meeting – July 2, 2021
    - (b) Regular Commission Meeting – July 27, 2021
    - (c) Joint Commission/Finance Budget Workshop – August 9, 2021
    - (d) Special Commission/Election Certification – August 19, 2021
  - 2) Acceptance of Financial Statements subject to Audit – July
  - 3) Approval of Reports
    - (a) Department Reports: Public Works, Police Department, Building Department
    - (b) Finance Committee – July 26, 2021, August 23, 2021
    - (c) Beautification Committee – June 14, 2021  
*No Meetings this month* – Board of Adjustment, Code Enforcement, Permit & Inspection Committee, Town Beautification Committee, Traffic Committee, Charter Review, Town Review Board
  - 4) Appointments & Resignations – Suzan Bryant, Resignation from Finance Committee
  - 5) Proclamations/Resolutions – None

## XIII. Unfinished Business

A) Millage Rate and Town Budget The Town Clerk presented a budget worksheet with millage rates from the past various meetings. Public Comment was afforded to ask questions and make recommendations to the Commission. There were no comments other than Mr. Jones's Millage report attached in agenda. **Vice Mayor Calenda motioned** to approve the current millage rate of 9.8103 as recommend by the finance committee. **Commr. McCharles 2<sup>nd</sup> the motion.** The public was afforded opportunity again to comment, there were no additional comments. The motion passed unanimously b y all commissioners voting yes.

B) Town Budget for 2022 Public Comment was afforded to ask questions and make recommendations to the Commission. After an extensive discussion by the commission to set aside reserve money and create reserves funds **Vice Mayor Calenda motioned** to accept the current Towns budget as presented with changes as discussed. **Commr. Anderson 2<sup>nd</sup> the motion.** Additional public comment was afforded with no additional comments relayed. The motion passed unanimously by all commissioners voting yes.

XIV. New Business

None

XV. Review of Newly Assigned Action Items

\*Clerk will make arrangements to see if AHF is available again post COVID for Town meetings.

\*Attorney Richardson will email COVID policy outlining employee time off to the Town.

\*Attorney Richardson will look into obtaining a possible truck ordinance for the town in the future.

\*Chief Loos will consult with the Fire Department to make sure their trucks can operate on all Town roads if upgraded.

\*Employee Eval Folder to be ready for commissioners review in the future.

XVI. Approval for Payment

**Motion by Commr. Jones** to approve a \$17,145.00 quarterly payment to FMIT Town Insurance for the 21/22 Fund Year. **2<sup>nd</sup> by Commr. Anderson.** After brief discussion the motion passed unanimously by all commissioners voting yes.

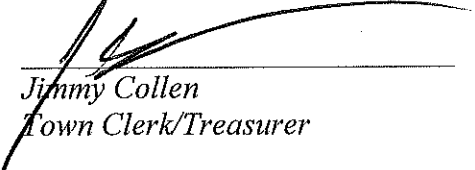
XVII. Adjournment 10:57pm

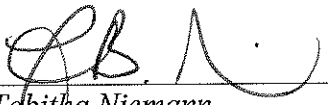
Next Meeting will be September 7, 2021

Please note: *Minutes are not a verbatim transcript and those wishing to have a transcript may request a copy of the recorded discussion.*

*If an individual decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, a record and transcript of the proceedings will be required and the individual will need to ensure that a verbatim record and transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based and will be acceptable in a court of law (FS286.0105). Such person must provide a method for recording and transcribing the proceedings verbatim as the Town does not provide such a record or transcript. In accordance with the Americans Disabilities Act and Section 286.26, Florida Statutes, persons needing special accommodations for this meeting shall, within a reasonable time prior to the meeting contact the Office of the Town Clerk (321) 723-8300.*

ATTEST:

  
Jimmy Collen  
Town Clerk/Treasurer

  
Tabitha Niemann  
Mayor