

TOWN OF MELBOURNE VILLAGE
MINUTES
Special Commission Meeting
Saturday, March 5, 2022
10:00 am, Town Office

TML
SCANNED

- I. Call to Order by Acting Mayor Calenda
- II. Pledge of Allegiance led by Acting Mayor Calenda
- III. Roll Call: Present were Commr Anderson, Ditty, Ingram, Jones, and Acting Mayor Calenda. Commr Murphy was excused.

IV. Building Official

Motion by Commr Ditty to increase the Building Official's pay per inspection fee to \$50.00 and pay per review fee to \$20.00 and develop a contract for Daryl Munroe as an Independent Contractor in the position of Building Official, to take effect on the date the contract is signed. 2nd by Commr Anderson. Lengthy discussion followed then **Motion approved unanimously.**

Remaining agenda items are from Regular Commission Meeting on Tuesday, February 22, 2022.

V. Department Reports

- A) Public Works – Town Superintendent, Bradley Ward
- B) Administration – Town Clerk/Treasurer, Jimmy Collen
Town Clerk/Treasurer, Jimmy Collen received CPE credit for attending Public Funds Investment Training.
- C) Treasurers' Report – Town Clerk/Treasurer, Jimmy Collen
- D) Building Department – Town Clerk/Treasurer, Jimmy Collen

VI. 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 – January 25, 2022
 - 2) Acceptance of Financial Statements – JANUARY - SUBJECT TO AUDIT
 - 3) Approval of Reports: FOR FILING ONLY
 - (a) Department Reports: Police Department, Public Works, Building Department
 - (b) Town Review Board – January 27, 2022
 - (c) Beautification Committee – February 14, 2022
 - (d) Finance Committee – February 21, 2022 (at Table)
- No Meetings this month* – Board of Adjustments, Code Enforcement, Traffic Committee

- 4) Appointments & Resignations – None
- 5) Proclamations/Resolutions – None

VII. Unfinished Business – Reschedule Speed Limit Workshop (March 5, 2022)

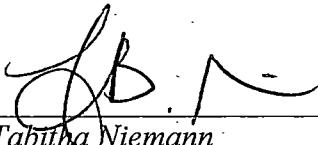
VIII. New Business – None

IX. Review of Newly Assigned Action Items –

- A) Send SAFEbuilt contract to Morris Richardson, Town Attorney for review by Commr Ditty.
- B) Develop contract for Building Official and send to Mr. Richardson to review. The letter should be sent to Mr. Munroe by registered mail with a two-business day response time by Commr Ingram
- C) Determine overhead amount (cost of building operation, paper, supplies, etc.) to add to total cost of building department (building official + town staff + overhead = amount we need to charge) for determining new fee schedule by Acting Mayor Calenda and Town Clerk.
- D) Determine if we should be charging impact fees by current ordinance and if not, should we by Commr Ditty.
- E) Add building code revision to next Commission meeting agenda by Deputy Clerk.
- F) Determine when Chief Loos is available so we can reschedule the Speed Limit Workshop by Acting Mayor Calenda.

X. Approval for Payment – None

XI. Adjournment



Tabitha Niemann
Mayor

ATTEST:

Jimmy Collen
Town Clerk/Treasurer