

TOWN OF MELBOURNE VILLAGE
MINUTES
Special Commission Meeting
Thursday, June 23, 2022

- I. Call to Order – 6:37 pm
- II. Pledge of Allegiance
- III. Roll Call: Mayor Niemann, Vice Mayor Calenda, Commissioners Anderson, Ditty, Ingram, and Murphy. Excused: Commissioner D. Jones
Chief Loos was also present
- IV. Mayors Update and Discussion:
 - Staffing Update
 - Deputy Clerk Position, a Full-Time/40 hour position has been offered to candidate Chanda Kelley, who will begin Tuesday, June 28. She is set to begin training next week on Tuesday.
 - Full-Time positions will allow for the office to be staffed before and during public hours and will allow undisturbed work time.
 - The Town Clerk/Treasurer position is being advertised. Salary range open for discussion.
 - File Clerk position will be renamed “Office Assistant” and advertised soon as a part time/hourly position.
 - Looking for volunteer to update website with job opening and pertinent updates. **Commissioner Ditty** volunteered to find someone.
 - Superintendent Ward and Ryan Plyman have still not signed memo of June 3.
 - Office redesign
 - Plans presented to make the front office – Deputy Clerk and Office Assistant area a more conducive and streamlined workspace for providing customer service. **Commissioner Jones** will work to get a second phone and phone line in place.
 - Audit Update
 - We are on target to meet June 30 Annual Report deadline. Upon request, **Commissioner Ditty** volunteered to be on site this Sunday for printing of copies.
 - Assigned Fund Balances. Auditor found unspent uncategorized funds. Commission discussed options of how to categorize these funds.
 - MOTION by **Commissioner Calenda** and seconded by **Commissioner Ditty** to “Create two Assigned Fund Balances called ‘Storm Water Planning’ and ‘Roads and Streets’”.
The motion passed Unanimously.
 - There are potential ramifications from lack of Medicare paperwork.

V. Action Items

- Town truck in need of new tires. Three quotes presented and discussed by the commission.
- MOTION by **Commissioner Calenda** and seconded by **Commissioner Anderson** to “Authorize the Public Works to replace the truck tires at Discount Tire with All Terrain Tires Not To Exceed \$900. This includes alignment and road hazard coverage.”
The motion passed Unanimously.
- Budget
 - **Commissioner Ingram** is working with Mary Murphy of the Finance Committee to compile annual budget schedule/planning calendar.
- Property Taxes/TRIM
 - **Commissioner Ingram** and Mary Murphy are compiling annual Property Taxes/TRIM schedule/planning calendar.
 - **Commissioner Ingram** will reach out to the Property Appraiser to get the updated process for submitting information on closed building permits.
- Storm Water 20 Year Needs Analysis
 - Due June 30
 - **Commissioner Ditty** walked the commission through the latest draft of the 20 year Storm Water Management Plan and the Commission made changes/edits where appropriate.
 - **Commissioner Ditty** will make final edits and ensure the plan is submitted by the upcoming deadline.
- Meeting Notice Postings
 - **Commissioner Ditty** volunteered to keep meeting postings updated on Dayton Bulleting Board and outside the Town office.
- Front desk staffing
 - Mayor Niemann asked for volunteers to provide phone-answering coverage on Tuesday and Thursday while new Deputy Clerk is in training.
Commissioner Ditty will seek and schedule.
- Fee Schedule
 - The Town attorney is finalizing documentation for the Town Fee Schedule.
 - The Hester Wagner Community House deposit will increase to \$200/event.
- Rescue Act
 - Deadline is June 30, 2022

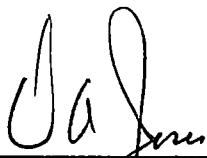
- Building Department
 - **Mayor Niemann** looking for a volunteer to prepare an RFP to fill the requirement of having an engineer and flood plain manager on retainer, if required.
 - She will put in a request to Town Attorney Morrison regarding the statute for a Town Engineer and perhaps a Flood Plains Manager.
 - Universal (our current building official contracting company) will submit an RFP, as this is a service they can provide.
 - Building Permits
 - **Commissioner Ditty** volunteered to research the process and schedule for submitting the State Surcharge that is collected on each building permit.

V. Employee Handbook

- The Commission deferred this topic to the next scheduled Special Commission meeting, date TBD.
- **Chief Loos** added a memo and documents regarding meal breaks for employees. The documents were acknowledged and will be discussed during the employee handbook update sessions.

The next Regular Commission meeting is scheduled for Tuesday, June 28 at 6:30 PM

Meeting Adjourned: 8:35 pm



David Jones, Commissioner



Tabitha Niemann, Mayor