

TOWN OF MELBOURNE VILLAGE

MINUTES

Regular Commission Meeting

Tuesday June 28, 2022

6:30 PM – Town Office

I. Call to Order at 6:32 pm by Mayor Niemann

II. Pledge of Allegiance led by Mayor Niemann

III. Roll Call - Present were Commissioners Anderson, Ditty, Ingram, Jones, Murphy, Vic-Mayor Calenda, Mayor Niemann. Also present was incoming Deputy Clerk, Chanda Kelley

IV. Mayor's Report- Mayor Niemann

- Weekly Special Commission meetings are being held to help alleviate some of the many tasks at hand. These meetings will be a time to meet and discuss current issues, their priorities, progress being made on action items, and new items requiring the Commission's attention.
- The administrative office currently has 2 vacancies – Town Clerk/Treasurer and Office Assistant. Listings are posted on various job boards and with the Florida League of cities CAPS program.
- Budget season is here and there will be workshops scheduled that will give opportunities for residents to work with the Town, provide input, and share concerns.
- Thank you to all the commissioners and volunteers who have been stepping up.

V. Additions/Deletions and Re-ordering

- The consent agenda will be addressed before the Audit presentation.

VI. Consent Agenda

- A) Opportunity for Audience Input Regarding Consent Agenda – None
- B) Opportunity for Commission to Remove Items from Consent Agenda - None
- C) Recommended Actions: Mayor Niemann stated that item G required a separate motion.
- D) Approval of Minutes: *For Filing*
 - (a) Beautification – June 20, 2022
 - (b) Special Commission Meeting – June 2, 2022
 - (c) Special Commission Meeting – June 17, 2022
 - (d) Special Commission Meeting – June 23, 2022 (At Table)
 - (e) Finance Committee – June 28, 2022 (At Table)

No Meetings this month – Board of Adjustment, Code Enforcement, Town Review Board

E) Acceptance of Financial Statements – APRIL – SUBJECT TO AUDIT

F) Approval of Reports: *FOR FILING ONLY*

- (a) Department Reports: Police Department, Public Works (Administration, Treasurer's Report, Building Department – N/A)

- **MOTION** by Vice Mayor Calenda and seconded by Commissioner Anderson “to approve the Consent Agenda as presented and Remove Item G(a).” **Motion Approved** unanimously.

G) Proclamations/Resolutions
(a) Resolution 2022-01 Speed Limit

- **MOTION** by Commissioner Anderson and seconded by Commissioner Jones “to accept Resolution 2022-01 as presented.” **Roll call vote:** Anderson-Yes; Ditty-Yes; Ingram- Yes; Jones-Yes; Murphy-Absent (arrived after this vote); Vice Mayor Calenda-Yes; Mayor Niemann- Yes. **Motion Passed.**

VII. Correspondence, Appearances, Presentations

A) Fiscal Year 2020/2021 Audit Presentation – Linda Crawford, Auditor, Crawford CPA, Inc. – documents AT TABLE

- The Town passed with an “unqualified” audit rating which is the highest remark it can be awarded. Ms. Crawford provided a few key remarks.
- Documentation was far better and cleaner than previous year due to help from accounting consultant.
- Expenses exceeded revenues by nearly \$30,000 primarily from increases in storm water fees and property taxes and decreases in investment income, capital grants/contributions and operating grants/contributions.
- The increase in collection of the Storm Water Utility Fund has helped to better cover expenditures.
- Our investment fund has decreased considerably. Recommends we research and find a good fund to invest in.
- The Town is fiscally “on the way up”. It is grant numbers that have skewed our liabilities.
- The Town is already resolving some newly found issues from FY 20-21 that are being put into practice ahead of the FY 21-22 audit.
- Per the Auditors recommendations, the Town:
 - Develop a Master Schedule of vital deadlines
 - Create procedures for reconciling building permits
 - Fix the accounting software to automatically reflect accurate vacation and sick leave
 - Review and revise purchasing policy and ensure that documentation is compiled prior to data entry
 - Must start a new investment policy and get training- 8 hrs. CPE required annually
- Commissioner Jones asked if she had any insight that she may be willing to share on investment options. Ms. Crawford said there are some safe corporate bonds out there. She suggests that we refer back to our investment funds of 2007 and 2008.
- Ms. Crawford thanked the Mayor, Commissioners, Finance Committee and accounting consultant for their help during this and the past 15 years of her service to the town.
- Note that Ryan Pylman, Public Works employee, interrupted Ms. Crawford’s presentation, walking in and handing the Mayor a piece of paper. (It was later announced that this was his resignation.)
- The audit report is available for review in the Town office and will be posted to the Auditor Generals’ website soon.

VIII. Public Forum

- **Kim Lauer** spoke on behalf of Barbara Harpold whose husband, Bob, recently passed away. Mrs. Harpold would like to donate a bench made by her husband to be installed on the triangle at the intersection of Live Oak Ave and Platt Circle. Commissioner Calenda

recommended and all agreed that the issue be forwarded to the Beautification Committee to determine placement.

- **Commissioner Anderson** thanked the full house audience for being present at tonight's meeting.
- **Norton Muzzone** stated that the condition of Hall road is horrible. A discussion ensued: The road is property of the AHF. The AHF offered to deed it to the town, but it would have to be paved in order to meet the state requirements for a road. The Town does not have the assets at this time. Sandra Dix stated that the AHF is waiting for the culvert to be replaced (by the Town) before the road will be repaired. The cost for this is usually split between the AHF and the Town. The repair/repaving will be added to the Reminder section of the Action Items list for Superintendent Ward to get cost estimates on marl and other appropriate materials.
- **Commissioner Jones** asked if there is an agreement for the utility company that has been installing new poles to repair damaged roadways. **Superintendent Ward** said they will come on or before Friday July 8 to repair the areas with cold patch. He has a list of 6 areas on Norman Drive and 1 on West Pine Rd.
- **Sandra Smith** would like to make sure that all debris, removed cut-up utility poles and related materials be picked up. **Superintendent Ward** will talk to the utility company.

IX. Department Reports

A) Police Department – Chief Gary Loos

- The 2 officer vacancies will be posted at the Police Academy's site for newly trained officers and the Police Chief's website. He has not yet received any applications and said that that the wage we are offering is an issue.
- The decoy police car program is successful.
- The new unmarked vehicle is now fully equipped but the new marked patrol car is not. The Crown Vic and Ford Fusion will be sold in about 2 weeks after accessories are stripped and installed into the new marked vehicle.
- Chief Loos believes insurances are all current. **Mayor Niemann** will verify.
- Checks for new vehicles will be sent out tomorrow. Chief Loos can submit for reimbursement as soon as we can verify the checks have been cancelled.
- No rebates are available for the new vehicles. They were contracted as a state bid.

B) Public Works – Superintendent Bradley Ward – Note: Several item discussed at this time have been moved to XI. Action Item Review

- Commissioner Ditty asked why she wasn't cc'd on Storm Water Plan submission as requested. Bradley said he cc'd the mayor and thought it sufficient.
- Commissioner Ditty asked about the status of the annual Planning calendar. (see XI. Action Item Review)
- Commissioner Calenda requested more detail on monthly Department report. (see XI. Action Item Review)
- The water line on Live Oak is still leaking – The City of Melbourne is working on it.
- Sandra Dix thanked Public Works for fixing the culvert at Erna Nixon Hammock entrance.
- Commissioner Jones asked what the average cost for culvert replacement would be. The mayor said that the latest cost for replacing the Hall Road culvert, which is deep and wide is \$46,000. There are 5 culverts in town that are problematic and will soon need replacement.

- Commissioner Anderson asked about Permit status for lot 416, 735 Acacia. (see XI. Action Item Review)
- Commissioner Jones thanked Public Works for their hard work and progress on ditch maintenance.

C) Administration – Town Clerk/Treasurer – N/A

D) Treasurers’ Report – Town Clerk/Treasurer – N/A

E) Building Department – Town Clerk/Treasurer – N/A

X. Commission & Verbal Committee Reports None

XI. Action Item Review

- Mayor Niemann
 - Confirm that new police cars are insured.
 - Ask Attorney about what action town can take, re: unpermitted work at lot 416, 735 Acacia. Lien?
 - Ask Attorney if Building Surcharge must be added to Fee Schedule.
 - Looking for individual to update website. Resident Kevin Foster volunteered.
 - Building Official Job Description review and approval.
 - **MOTION** by Commissioner Ditty and seconded by Commissioner Calenda to “Accept the job description for a Building Official dated June 28, 2020.”
Motion passed unanimously.
- Superintendent Ward
 - Annual Work Calendar/Priority/Planning calendar draft to be presented at next Commission Meeting in July (date TBD). Commissioner Jones offered to help Superintendent Ward in developing an initial plan.
 - Tree Contractor - Secure 3 quotes to have on retainer prior to hurricane season. Present at next Commission meeting in July (date TBD). (Include current license, insurance and worker comp documents.)
 - 20-year Stormwater Plan - Add pdf. to office common drive and print copy for scanning. Send copies to Town Clerk and all commissioners.
 - DOT: If no response from DOT by July 8 re: maintenance responsibility of drainage area on Blue Heron Road next to lot 28, send second letter via certified mail. Include “please confirm receipt via email.”
 - Town Dump: Place Sign to the effect of Keep Out, Public Works Use Only.
 - Update ditch and swale maintenance schedule.
 - Add more detail to monthly report, including but not limited to:
 - A detail of accomplishments from the previous month
 - Number of work orders are submitted and completed
 - Ditch and swale maintenance performed by street/area
 - Update on Action Item List status
 - Re: shed built without a permit on Sheridan. Follow up with the property owner re status
 - Reconfigure kitchen area to accommodate office assistant workspace.

- Get cost estimates from Melbourne, re: the materials they use on their unpaved roads for Hall Road resurfacing. (will this go into FY 22/23 budget?)
- Verify status of building permit for lot 416, 735 Acacia Ave.
- Building Department
 - What can be done at 755 Cajepu/Lot 421 that failed to get permits before starting work and are living in the house? Place a Lien?
 - Town Attorney Richardson to clarify requirement/RFP need for Town Engineer.
- Finance
 - The Commission would like to see monthly or semi-annual report of income and expenditures for the Community House.
- Admin
 - Send Public Works and Police Department a list of weekend Community House rentals Including date, time, estimated attendance and type of event.
- Other
 - Update monthly calendars/post meetings. Leslie Fay volunteered.
 - Verification of Scanning of new Documents. Leslie Fay volunteered to look at scanning software files to see if OCR is an automatic setting.
 - Commissioner Ditty working on getting a bulk mailing permit.
 - Commissioner Ditty to summarize Building Surcharge charges and remittance.
 - Rethink use of town office spaces.
 - Schedule joint Commission/Finance Budget workshops.
 - Commissioner Ditty to research how Building Permit Surcharge fee is calculated/filed.

XII. New Business

A) Contract for Susan Downey

- **MOTION** by Commissioner Calenda and Seconded by Commissioner Anderson to “Authorize the mayor to set a schedule with Susan Downey to support the new Deputy Clerk at a rate of \$30/hr not to exceed \$1,500.” **Roll call vote:** Anderson-Yes; Ditty-Yes; Ingram- Yes; Jones-Yes; Murphy-Yes; Vice Mayor Calenda-Yes; Mayor Niemann- Yes. **Motion Passed.**

B) No Soliciting Guidance – this item moved to July 28 Meeting Agenda.

C) Confirm New Deputy Clerk

- **MOTION** by Commissioner Calenda and Seconded by Commissioner Murphy to “Approve hiring of the new Deputy Clerk, Chanda Kelley, at a rate of \$16/hr.” **Roll call vote:** Anderson-Yes; Ditty-Yes; Ingram- Yes; Jones-Yes; Murphy-Yes; Vice Mayor Calenda-Yes; Mayor Niemann- Yes. **Motion Passed.**

D) FY 2022-2023 Preliminary Budget Overview - Sandra Smith, Finance Committee

- Asked for the Commissions response to Old Business items in the Finance Committee Minutes:
 - Tracking of hours
 - Include full compensation package at next employee reviews
 - Grants
- Noted that the first run at the budget has been accomplished.
- Ms. Smith said that the committee could not support the Police or Public Works Department requests, as there was not enough justification included.
- Commissioner Ditty would like to see good fiscal responsibility from department heads moving forward and that we cultivate a mindset that the budget is not a “Use or Lose” event. Requests that policy be developed to require accountability for budget expenditures and repercussions if not followed.

E) Approval of Office Assistant Job Description

- **MOTION** by Commissioner Jones and Seconded by Commissioner Calenda to “Accept the Office Assistant Job Description as written.” **Motion passed** unanimously.

F) Other New Business

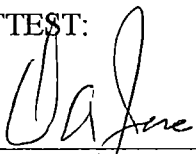
- Commissioner Jones will oversee that a new email address is added for the Office Assistant
- Commissioners brainstormed about improvements in the Town Office workspaces
- Commissioner Jones will work on revising the Community House Deposit Fee / Cancellation Agreement policy.
- A joint Commission/Finance Committee Workshop must be held before July 15. Mayor Niemann will reach out to Commission and Finance Committee Members to secure a date. Tentative date is July 7 or 12
- Public Works employee Ryan Pylman submitted a two-week notice of resignation.

XIII. Approval for Payment-none


XIV. Adjournment The meeting adjourned at 9:52 pm

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:



David Jones, Commissioner



Tabitha Niemann, Mayor