



# TOWN OF MELBOURNE VILLAGE

555 Hammock Road • Melbourne Village • Brevard County • Florida 32904-2513

Telephone: (321) 723-8300 • Fax (321) 984-7219

Email: [townclerk@melbournevillage.org](mailto:townclerk@melbournevillage.org)

## REGULAR COMMISSION MEETING

### Agenda

Tuesday December 17, 2024

6:30 PM

AHF Hall

- I. Call to Order:
- II. Pledge of Allegiance:
- III. Roll Call:
- IV. Mayor's Report: (at table)
- V. Additions/Deletions and Re-ordering:
- VI. Correspondence, Appearances, Presentations:
- VII. Public Forum (3-minute limit each)
- VIII. Department Reports
  - A) Public Safety – Sheriff's Department Lt. Gish
  - B) Public Works– Jeff Conklin, Public Works Supervisor
  - C) Code Enforcement – Camille Moore, Code Enforcement Official
  - D) Administration/Treasurer's Report – Heather Roberts, Town Clerk (at table)
  - E) Building Department – Heather Roberts, Town Clerk (in Finance Packet)
  - F) ARPA Report – Heather Roberts, Town Clerk (in Finance Packet)
- IX. 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 – November 26, 2024 (at table)
      - (b) Finance Committee Meeting – November 19, 2024
      - (c) Code Enforcement Board Meeting with Special Magistrate – November 11, 2024

- 2) Acceptance of Financial Statements – November
- 3) Approval of Reports: *FOR FILING ONLY*
  - (a) Department Reports: Public Safety, Public Works, Code Enforcement, Administration/Treasurer’s Report, Building Department
- 4) Appointments & Resignations:
- 5) Proclamations/Resolution:
- X. New Business:
  - A) Annual Raises
  - B) HVAC Maintenance Contract
  - C) Roof Maintenance Contract
  - D) New Generator & Maintenance Contract (if we replace)
  - E) Consider biennial Property Inspection
  - F) HWCH Heat Study
- XI. Unfinished Business
  - A) Tree Quotes
- XII. Commission & Verbal Committee Reports:
  - A) SCLOC Dinner- December 9, 2024, Hosted by the City of Cocoa
  - B) SCLOC Holiday Dinner – January 13, 2025, Hosted by the City of Palm Bay
  - C) Summary of SCLOC Dinner from November 11, 2024
- XIII. Action Item Review:
- XIV. Adjournment:

*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.*