

Town of Melbourne Beach

TOWN COMMISSION WORKSHOP

January 7, 2026 at 6:00 p.m.

COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members:

Interim Town Manager Lisa Frazier
Town Clerk Amber Brown

1. Call to Order

Mayor Alison Dennington called the meeting to order at 6:01 p.m.

2. Roll Call

Town Clerk Amber Brown conducted roll call.

Commission Members Present

Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members Present

Interim Town Manager Lisa Frazier
Finance Manager Jennifer Kerr
Police Chief Tim Zander
Fire Chief Gavin Brown
Public Works Director Tom Davis
Town Clerk Amber Brown

3. Pledge of Allegiance, Moment of Silence, and Civility Pledge

Mayor Alison Dennington led the Pledge of Allegiance, a moment of silence, and read the Civility Pledge.

4. Public Comments

5. New Business

A. Discussion on the budget – Interim Town Manager Lisa Frazier

Interim Town Manager Lisa Frazier presented a budget calendar, overview, and considerations, and the Commission discussed the information presented.

Town of Melbourne Beach, Florida
Minutes - Town Commission Workshop
January 7, 2026

- B. Discussion on priorities, strategic plan, and timelines – Interim Town Manager Lisa Frazier – 48:12
Interim Town Manager Lisa Frazier presented the Project/Program Strategic Plan.

The Commission discussed the Project/Program Strategic Plan.

Mayor Alison Dennington spoke about grants and hiring grant consultants for stormwater.

The Commission discussed getting FDOT to install a crosswalk at Cherry and Oak.

Commissioner Tim Reed spoke about adding line-item numbers to each line, adding a road improvement plan, and adding an aggressive pursuit to get our reimbursement from FEMA.

Mayor Alison Dennington spoke about breaking the inventory of assets into categories such as technology, roads, and contracts.

Vice Mayor Terry Cronin asked if there is a list of when the roads will be redone.

Public Works Director Tom Davis spoke about having a list grading current road conditions.

Interim Town Manager Lisa Frazier spoke about one of the engineering companies that can do a formal survey for roads; however, that is costly, but it could be part of the next budget.

- C. Discussion on the proposed Town Policy and Procedure regarding grant applications –
Commissioner Tim Reed – 1:32:46

Commissioner Tim Reed spoke about previously bringing this agenda item up to require grants with matching funds be approved by the Town Commission prior to applying, then the Town Attorney created a draft policy. Currently, the Commission only gets involved at the end when the grant is awarded, and the Commission is asked to accept it or not. Agrees with most of the changes but questioned the \$25,000 threshold. The Commission should approve the application if there are any matching funds.

Mayor Alison Dennington spoke about getting on board if there are any matching amounts or a minimal amount of matching funds, or if it will require so many staff hours.

Interim Town Manager Lisa Frazier spoke about the \$25,000 threshold as a starting number. Some grants are quick and small, and we would not want to burden the Commission with a special meeting for a \$5,000 grant. Need to find common ground where the Commission is comfortable, but it is not too inhibitive.

Police Chief Tim Zander spoke about there are JAG grants that have come up with a quick turnaround time, where there wouldn't be time to bring it to the Commission.

Commissioner Tim Reed spoke about only addressing grants that have matching funds.

Mayor Alison Dennington spoke about being concerned with spending a lot of staff time applying for a grant if the Commission does not want it. Recommended having language for a threshold for matching funds, and language about grants taking x number of hours. If the grant is below both of those numbers, then they can apply without Commission approval.

Town of Melbourne Beach, Florida
Minutes - Town Commission Workshop
January 7, 2026

Fire Chief Gavin Brown spoke about how the Fire Department applies for a lot of grants. Tomorrow, a grant is going to open, and they only accept the first 600 applicants, so it would be hard to call a meeting in time, and you do not know what the questions are until it opens, so there is a very fast turnaround time. Another situation is a FEMA grant with matching funds that the department applies for. You do not know what the matching is until the grant opens. That one typically is open for a couple of weeks. If the Fire Department applies for a grant that is not budgeted, it should go to the Commission. However, if 2 sets of bunker gear are budgeted, and a grant has matching funds that would be covered by the budget, but instead you get 10 sets of bunker gear through the grant, does that need to come to the Commission when the funds are already in the budget?

Commissioner Sherri Quarrie spoke about the Fire Department being well-equipped to apply for grants. Provided the Commission with a handout. The parts requiring Department Heads prepare a grant is not achievable because they do not have time to do this. Thinks the Finance Department and Town Manager should be the ones applying for the grants. The designated person should be the Town Manager, not the Mayor. Making a department head bring it to the Commission prior to, would be a hindrance, and we should not require that.

Mayor Alison Dennington spoke about how the Town Manager should be responsible for grants, and the Mayor should not be the designated person. Would not expect Department Heads to do grants. Would like to know how many grants are applied for, how much time is put into them, and add a matching fund cutoff.

Commissioner Sherri Quarrie spoke about not wanting to burden staff to get that data.

Vice Mayor Terry Cronin spoke about how the original problem was simple, but the outcome is a large policy of bureaucracy.

Commissioner Tim Reed spoke about changing the \$25,000 threshold to \$10,000.

Mayor Alison Dennington spoke about the threshold being between \$10,000-15,000.

Commissioner Sherri Quarrie spoke about being fine with \$10,000.

Commissioner Anna Butler spoke about not having a frame of reference in order to answer.

6. Adjournment

Commissioner Sherri Quarrie moved to adjourn; Commissioner Anna Butler seconded; Motion carried 5-0.

Meeting adjourned at 8:01 pm.



Alison Dennington
Mayor

ATTEST:


Amber Brown, CMC
Town Clerk

