

# **Town of Melbourne Beach**

## **REGULAR TOWN COMMISSION MEETING JANUARY 18, 2023 at 6:00 p.m. COMMUNITY CENTER – 509 OCEAN AVENUE**

### **MINUTES**

#### **Commission Members:**

Mayor Wyatt Hoover  
Vice Mayor Joyce Barton  
Commissioner Sherri Quarrie  
Commissioner Corey Runte  
Commissioner Marivi Walker

#### **Staff Members:**

Town Manager Elizabeth Mascaro  
Town Attorney Cliff Repperger  
Finance Manager Jennifer Kerr  
Building Official Robert Bitgood  
Fire Chief Gavin Brown  
Police Chief Melanie Griswold  
Public Works Director Tom Davis  
Town Clerk Amber Brown

## **1. Call to Order**

Mayor Wyatt Hoover called the meeting to order at 6:01 p.m.

## **2. Roll Call**

Town Clerk Amber Brown conducted a roll call

### **Commission Members Present**

Mayor Wyatt Hoover  
Vice Mayor Joyce Barton  
Commissioner Sherri Quarrie  
Commissioner Corey Runte  
Commissioner Marivi Walker

### **Staff Members Present**

Town Manager Elizabeth Mascaro  
Building Official Robert Bitgood  
Public Works Director Tom Davis  
Town Clerk Amber Brown

### **Commission Members Absent**

## **3. Pledge of Allegiance and Moment of Silence**

Mayor Wyatt Hoover led the Pledge of Allegiance

## **4. Presentations**

### **A. Rapid flashing beacons on A1A – Resident**

John Mauzer who resides at 1708 Atlantic Street spoke about how dangerous it is to cross A1A and what he has done to try to get the rapid flashing beacons installed in Melbourne Beach.

Further discussion ensued

## **5. Public Comments**

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda.

***Walter Hardman  
320 Sixth Ave***

*Walter Hardman spoke about his concern regarding access to the dunes being addressed by the Town, so he wanted to say thank you.*

***Travis Wood  
Melbourne Beach Volunteer Firefighters Association***

*Travis Wood spoke about presenting the Fire Department with a check in the amount of \$3,529.00 for the purchase of traffic cones.*

**Frank Hunt**  
**1205 Atlantic St**

*Mayor Wyatt Hoover read a letter from Frank Hunt regarding a zoning request.*

Further discussion ensued

This discussion was tabled until the Town Attorney arrives later in the meeting.

## **6. Approval of the Agenda**

**Vice Mayor Joyce Barton made a motion to approve the agenda as presented; Commissioner Sherri Quarrie seconded; Motion carried 5-0.**

## **7. Consent Agenda**

- A. Approval of the Regular Town Commission Meeting Minutes December 21, 2022
- B. Approval of the Town Commission Workshop Meeting Minutes January 4, 2023
- C. Approval of the Special Town Commission Meeting Minutes January 4, 2023
- D. Approval of the site plan for 517 Avenue A – Pergola
- E. Reappointment of Board Members
  - Reappointment of members of the History Center Board
    - 1. Laurie Simmons

**Vice Mayor Joyce Barton moved to approve the Consent Agenda as presented; Commissioner Sherri Quarrie seconded; Motion carried 5-0.**

## **8. Old Business**

- A. Consideration of service fee adjustments for James Moore for FY2023

Town Manager Elizabeth Mascaro spoke about the additional data and reasons why there is a service fee adjustment for James Moore

Further discussion ensued

**Vice Mayor Joyce Barton made a motion to approve the \$7,000.00 increase in service fee adjustments for James Moore for FY2023; Commissioner Marivi Walker seconded; Motion carried 5-0.**

- B. Consideration of cost to repair the collapsing stormwater pipe on Cherry and Rosewood

Town Manager Elizabeth Mascaro spoke about the additional information and pictures provided related to the issue.

Further discussion ensued

***Chuck Cain***  
***309 Surf Rd***

*Chuck Cain spoke about two manholes in the road in that area on Oak St. Could these be related and are they being addressed?*

Public Works Director Tom Davis spoke about those might be Brevard County sanitation lines, so we would have to contact them about any repairs.

**Commissioner Corey Runte made a motion to waive the requirement for three bids due to the emergency nature of the project; Commissioner Sherri Quarrie seconded; Motion carried 5-0.**

**Vice Mayor Joyce Barton made a motion to approve Brewer Paving for the reconstruction of the underground pipe at Cherry and Rosewood in the amount of \$141,825.00; Commissioner Marivi Walker seconded; Motion carried 5-0.**

C. Discussion on creating a monthly newsletter for residents – Commissioner Runte

Commissioner Corey Runte spoke about putting this on the agenda to look into the options for a digital and/or printed newsletter being sent to the residents.

Further discussion ensued

**NEW ACTION ITEM** – Get costs for formatting single page or bifold, potential content, schedule, and production options - February

D. Consideration of changes to Chapter 1 Procurement Procedure to reflect the bank's services agreement regarding multiple signatures required for a withdrawal

Town Manager Elizabeth Mascaro spoke about the Finance Manager bringing this forward as requested by the auditors and the bank because they do not require two signatures.

Further discussion ensued

**Vice Mayor Joyce Barton made a motion to approve the updates to the Chapter 1 Procurement Procedure 1.03 Town Check Disbursements to reflect the bank services agreement; Commissioner Marivi Walker seconded; Motion carried 5-0.**

E. Consideration of changes to Chapter 16 Expense Reimbursement to reflect the current U.S. General Services Administration pricing guide for Brevard County regarding meal allowances

Town Manager Elizabeth Mascaro spoke about a guide from the GSA for this area on expense reimbursement just like for mileage reimbursement. There was an updated

copy of Chapter 16 that was handed out the only change was it does not have a specified dollar amount.

Commissioner Sherri Quarrie asked about this reflecting the amount for where the person is going, not our local amounts.

Mayor Wyatt Hoover spoke about removing Brevard County and replacing it with "destination"

**Vice Mayor Joyce Barton made a motion to approve the updates to Chapter 16 Town of Melbourne Beach Meal Reimbursement Allowances to reflect the current U.S. General Services Administration pricing guide for the destination; Commissioner Marivi Walker seconded; Motion carried 5-0.**

F. Consideration of a public records solution company

Town Clerk Amber Brown spoke about updates she got on all three companies. GovQA's quote of \$6,000.00 only provides 500GB of storage which under normal circumstances would be sufficient because the retention period is one year, but that might not work for us. Additional storage is \$1,200.00 for 1 TB, and if we wanted the option to export PST files which are emails it would cost roughly an additional \$2,400.00. For the JustFOIA's quote, I removed the costs for the payment portal and after speaking with them they removed the one-time setup fee of \$750.00 bringing the new quote amount to \$6,187.50. JustFOIA's quote includes the export of PST files and 3 TB of storage. Next Request is significantly more expensive at \$12,576.00 per year and has offered the remainder of this fiscal year for the cost of one month at \$1,048.00. For those reasons Amber recommended JustFOIA.

***Dan Brunger  
Sixth Ave***

*Dan Brunger asked how this computerized system will affect individuals that do not have access or want to use a computer.*

Mayor Wyatt Hoover spoke about this software would not affect them because they would still be able to make requests in person or over the phone, and then Town employees would enter the request into the software for tracking purposes.

**Vice Mayor Joyce Barton made a motion to approve the proposal by JustFoia in the amount of \$6,187.50; Commissioner Marivi Walker seconded; Motion carried 5-0.**

**9. New Business**

A. Discussion and possible action regarding mangrove planting

Town Manager Elizabeth Mascaro spoke about the provided possible alternative sites for the mangrove planting.

Commissioner Sherri Quarrie spoke about wanting to accomplish shoreline attenuation but maybe there are other options to do that which will not interfere with people's view and access to the river.

Commissioner Corey Runte spoke about this being part of the sustainability plan.

Further discussion ensued

Vice Mayor Joyce Barton spoke about needing to be careful about how the mangroves would affect the Town since they would be permanent.

Mayor Wyatt Hoover spoke about wanting more information and research related to the BioHaven product such as have they been implemented in any saltwater areas, and what height of wave action can they take.

**Kim Collins**  
**402 Sunset Blvd**

*Kim Collins spoke about agreeing with everyone. Is there a way to find a balance to protect our lagoon and the view of the river?*

**Crystal Cain**  
**309 Surf Rd**

*Crystal Cain spoke about EAB going to all of the river access points and picked Avenue A, B, and Sunset. The EAB has started looking into the floating devices and found that they are typically placed in areas that are more protected than our area and encourages the Commission to have the EAB do the research on things. There is a balance as a barrier island to protect our shoreline.*

Commissioner Marivi Walker spoke about needing to protect the barrier island and also thinks it would be doing a disservice to people who live in the area and go there to see sunsets. The residents bought in that area for a reason.

Mayor Wyatt Hoover spoke about including, as part of the motion, the Public Works Department creating a maintenance plan to make sure the mangroves stay below six feet.

**Commissioner Corey Runte made a motion to table the conversation to the next meeting for additional research, a maintenance plan, look into the plastic attenuation device, and work closely with the EAB;**

**Motion fails for lack of a second**

**Commissioner Sherri Quarrie made a motion deny the request to plant the mangroves at the three river access points as presented; Vice Mayor Joyce Barton seconded; Motion carried 3-2 with Commissioner Corey Runte and Mayor Wyatt Hoover dissenting.**

Vice Mayor Joyce Barton spoke about the motion being related to the specified locations, but the option to look into other locations should still be considered.

During public comment, Mayor Wyatt Hoover read a letter from Frank Hunt regarding a zoning request. The discussion was tabled until the Town Attorney arrived later in the meeting.

Town Attorney Clifford Repperger spoke about the Town currently having a restriction and if the Town decides to relinquish that restriction it is entirely up to the Commission. Once that is done you cannot undo it because the restriction is grandfathered in as it predates the States preemption. If the Commission touches the restriction the Town will probably lose the restriction.

Further discussion ensued

Mayor Wyatt Hoover spoke about not wanting to explore this zoning request further.

Commissioner Marivi Walker left at 8:30 pm

## **10. Staff Reports**

### **A. Town Attorney Report**

Town Attorney Clifford Repperger spoke about bringing the second kitchen, and the landscape ordinance next month, and about the option to get an outside planning consultant to work on the outdoor seating ordinance.

Town Manager Elizabeth Mascaro spoke about her discussion with the outside planning consultant and new ideas that were not thought about before, and the consultant will be presented to the Commission.

### **B. Town Manager Report**

No additions

### **C. Town Clerk Report**

No additions

### **D. Departmental Reports**

#### **1. Building Department**

No additions

#### **2. Code Enforcement**

Building Official Robert Bitgood spoke about working on educating and enforcing the sight visibility triangles.

### 3. Public Works Department

Public Works Director Tom Davis spoke about being almost finished with the boards on the pier and going through and getting the entire irrigation system back up and working. He found out who carved the dolphins and contacted him to see if he would recondition them. As of this afternoon, there are several new cameras in the Town parks.

### 4. Police Department

No additions

### 5. Fire Department

No additions

### 6. Finance Department

No additions

**Vice Mayor Joyce Barton made a motion to approve the finance report at presented; Commissioner Sherri Quarrie seconded; Motion carried 4-0.**

## 11. Town Commission Comments

### A. Review of Commission Action Item List

#### **New Action Items**

- **Town Newsletter** – Get costs for the format of a single page or bifold, potential content, schedule, and production options - February

#### **Updated**

- **Research potential 140-year celebration events:** Town Manager Elizabeth Mascaro spoke about adding more things to current events but waiting for a bigger year to do new events. Commissioner Corey Runte spoke about being happy with this action item – Action Item Closed
- **Sixth Ave Boat Ramp:** Public Works Director Tom Davis spoke about putting the geogrid down and painting the wall blue, might consider installing a kayak rack. Commissioner Corey Runte spoke about keeping this action item to come up with future vision plans, see about getting concept drawings/proposals, beautify it, and address parking – February
- **S.E.A Project:** Town Manager Elizabeth Mascaro spoke about waiting to receive the concept drawings from Bowman. Does the Commission want to expand the blue street sign installation up Riverside some - March



- **Research Dog Park Options:** Commissioner Corey Runte spoke about the option of asking Brevard County to put one in at Flutie Field - Close this action item
- **Second Kitchens:** Coming next month – February
- **Isolate Dunes:** Install wood snow fence – February
- **Live Streaming Options:** Town Clerk Amber Brown spoke about reaching out to several companies and the responses were not interested, cannot get any products, or no response. The next step is contacting local individuals that use audio-visual equipment to see if they can help – March
- **Tree Lighting:** Tree lighting only along the sidewalk and use colors seasonally, hold off on everything else until the S.E.A Project concept designs come back – Action Item Closed

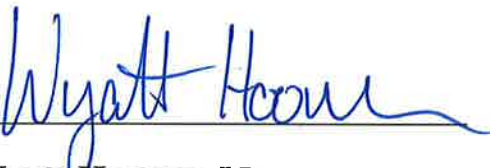
B. General Comments

**12. Adjournment**

**Commissioner Corey Runte moved to adjourn; Vice Mayor Joyce Barton seconded; Motion carried 4-0.**

Meeting adjourned at 9:26 p.m.

**ATTEST:**



**Wyatt Hoover, Mayor**



**Amber Brown, Town Clerk**

