

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING May 17, 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
Public Works Director Tom Davis
Town Clerk Amber Brown

1. Call to Order

Mayor Wyatt Hoover called the meeting to order at 6:00 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 Marivi Walker

Commission Members Absent

Commission Corey Runte

Staff Members Present

Town Manager Elizabeth Mascaro

Town Attorney Clifford Repperger

Finance Manager Jennifer Kerr

Building Official Robert Bitgood

Public Works Director Tom Davis

Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Mayor Wyatt Hoover led the Pledge of Allegiance

4. Proclamations and Awards

Mayor Wyatt Hoover presented a proclamation recognizing May 15th, 2023 as Police Memorial Day and May 14th through May 20th as Police Memorial Week.

5. Presentations by Special Guests

A. Fiscal Year 2022 Financial Audit presented by James Moore

Zach Chalifour, a partner of James Moore, reviewed the Town Audit and explained the four reports of the audit. The first report is an unmodified independent auditors' report on the financial statements. The second report is on internal control and compliance. The third report is a catch-all that goes over everything else that needs to be included in the audit. The last report is looking at the Town's compliance with state statutes regarding investment activity and policies. Zach spoke about the ARPA funds and a change in the audit standards where they have to state how they approach their testing to identify risks. Zach reviewed some of the financial statements.

Further discussion ensued

6. Boards and Committees

A. Presentation by the History Center Board

Laurie Simmons, Chair of the History Center Board, spoke about the history of the Old Town Hall Building. July of 2026 is when the lease on the building would need to be renewed. There are ten docents, and two open the building every Saturday from 11 am to 3 pm. So far this year there have been 289 people that have come through. Laurie spoke about events the Board has and read a few letters from people who have been impacted by the History Center. She spoke about needed maintenance that includes the insulation in the attic which is falling, sagging soffit, tree trimming, some rotten siding, and the building could use a new coat of paint.

Crystal Cain, a member of the History Center Board, spoke about the native plant garden. They received a grant for the garden. To date, they have accumulated almost 400 volunteer hours. Had a plant sale in April. In 1994 there was a permanent building prohibition on that land.

B. Presentation by the Historical Preservation and Awareness Board

Dayle Hinman Farrell, a member of the Historical Preservation and Awareness Board, spoke about the history of the Ryckman House, what the Board has been working on, the items in the house, and the early residents of the Town. She provided a copy of a draft list of all of the items in the Ryckman House.

7. Public Comments

Carlton Ray
518 Andrews Dr

Carlton Ray spoke about the Pineapple Man Triathlon and being on the Melbourne Beach Rotary Club. They would like to have amplified music starting at 7 am and instructions during the Triathlon near the pier or in the pavilions.

Town Manager Elizabeth Mascaro spoke about several years ago the Town stopped allowing amplified noise in the park, so the Commission would have to be the ones to allow it.

Mayor Wyatt Hoover spoke about putting the speaker by the Ryckman House to be further from the home on the other side of the brick wall.

The other Commissioners agreed.

Betsy Baird
River Rd

Betsy Baird spoke about the fitness class instructor should be paid. A neighbor told her the four-way stop at Ocean and Pine is unnecessary and there is too much money being spent on signs.

Chuck Cain
309 Surf Rd

Chuck Cain asked if the Commission is aware that the County's Comprehensive Plan does not allow high density, but several people have tried to get that restriction lifted.

Mayor Wyatt Hoover spoke about knowing about the situation and being open to making some effort to provide opposition to any changes.

The Commission discussed sending a letter of opposition to the Brevard County Commissioners

Town Attorney Clifford Repperger spoke about the previous conversation about changing high density was for one specific address.

Cindy Lagrassa
412 First Ave

Cindy LaGrassa, Vice President of the Melbourne Beach Garden Club, spoke about the history and activities of the club. The club is disbanding and would like to donate \$1,500.00 towards a waterfall installation at Bicentennial Park.

Commissioner Sherri Quarrie read a public comment she received via email from Lou Ann Apple. The email was regarding the rumble strips at Ocean and Pine. The noise from the rumble strips is disturbing people and animals. It might not seem loud during the day, but at night it is consistent and very loud.

Commissioner Sherri Quarrie spoke about finding alternative ideas to solve the issue such as speed bumps.

Town Manager Elizabeth Mascaro spoke about how dangerous that intersection is. For whatever reason people continue to run that stop sign.

The Commission decided to remove the rumble strips and try speed bumps.

Frank Thomas
606 Atlantic St

Frank Thomas spoke about Tom Davis being a tremendous employee for the Town. The Old Post Office and Beaujean house look good. He spoke about potential Town mottos such as history matters, the Town that remembers its past, or the Town with tradition. Many years ago the Beaujean house was in bad shape so he put together a group of people to raise money to fix up the house.

8. Approval of the Agenda

Vice Mayor Joyce Barton made a motion to approve the agenda as presented; Commissioner Marivi Walker seconded; Motion carried 4-0.

9. Consent Agenda

- A. Approval of the Regular Town Commission meeting minutes April 19, 2023
- B. Approval of the site plan for 415 Sixth Ave – New home
- C. Clarification on the motion that was made during the May 19, 2023, Regular Town Commission meeting regarding the proposed Bowman contract for a conceptual site plan for the boat ramp
- D. Appointment and reappointment of Board Members
 - Reappointment to the Historical Preservation and Awareness Board
 - 1. Jo Solley-Hansen
 - 2. Dayle Hinman Farrell
 - 3. Diana Beacham
 - 4. Gail Gowdy
 - Reappointment to the Environmental Advisory Board
 - 1. Karen Fenaughty
 - Appointment to the Environmental Advisory Board
 - 1. Brent Washburn

Town Clerk Amber Brown asked for verbal verification regarding item C. The motion was to review and consider the proposed contract, but it did not include approving the money.

Mayor Wyatt Hoover spoke about the motion should be to approve the contract and the spending of \$850.00.

The other Commissioners agreed with Mayor Hoover.

Vice Mayor Joyce Barton moved to approve the Consent Agenda as presented with the addition of the verbal approval; Commissioner Marivi Walker seconded; Motion carried 4-0.

10. Public Hearing

11. Old Business

- A. Consideration of Resolution 2023-01 – Historical Preservation and Awareness Board

Town Clerk Amber Brown spoke about the Historical Preservation and Awareness Board operating under a 2-year extension to the Resolution for the Board. After the 2-year extension, the Commission was to review the status of the Board and then decide whether to make the Board permanent or not. At the February 15, 2023, Regular Town Commission Meeting a copy of the draft resolution was presented for discussion to officially establish the Board. The following items were discussed and changed to what was in the packet tonight. Changed the name to include Ryckman House, term limits changed from 2 years to 3 years, and increased the number of members to 7 plus 2 alternates. The draft resolution was presented to the Historical Preservation and Awareness Board in March, and the Board did not have any opposition to the resolution.

Vice Mayor Joyce Barton asked why the name of the Board changed and asked for input from the Historical Preservation and Awareness Board.

Mayor Wyatt Hoover spoke about it being mildly confusing having 2 history boards.

Town Manager Elizabeth Mascaro spoke about including preservation and awareness in the name as well.

Dayle Hinman Farrell, a member of the Historical Preservation and Awareness Board, spoke about not being concerned about the name but focusing on being able to be of service and the preservation of history.

Mayor Wyatt Hoover spoke about changing the name to Ryckman House Historical Preservation and Awareness Board.

The other Commissioners agreed with changing the name to Ryckman House Historical Preservation and Awareness Board.

Vice Mayor Joyce Barton moved to approve Resolution 2023-01 to change the name to Ryckman House Historical Preservation and Awareness Board; Commissioner Marivi Walker seconded; Motion carried 4-0.

B. Consideration of Resolution 2023-02 – Amendments to Town Commission Rules and Procedures (Order of Meeting Agenda)

Mayor Wyatt Hoover spoke about the background of this item.

Town Attorney Clifford Repperger spoke about the updates to the resolution being the order of the agenda and then the Town Clerk sent an email out that included some technical updates.

Mayor Wyatt Hoover spoke about the technical updates including the numbering of the bullets, using the word he or his, and capitalization of Town Commission. He spoke about changing he or his to they, them, or their.

Town Clerk spoke about the additional updates including Robert's Rules of Order is on the 12th edition from 2020, the paragraph about the order of the seating for the Commissioners, and it references action items which was renamed to the task list.

The Commission approved the technical updates.

Mayor Wyatt Hoover spoke about the major changes to this resolution are moving staff reports toward the beginning of the meeting so staff can leave earlier.

Frank Thomas
606 Atlantic St

Frank Thomas spoke about there used to be a police report which was the highlight of the meeting.

Chuck Cain
309 Surf Rd

Chuck Cain asked about public comment being right before adjournment.

Vice Mayor Joyce Barton spoke about public comment still being towards the beginning of the meeting, but there is an additional opportunity for public comment that was added right before adjournment.

Mayor Wyatt Hoover spoke about each voting item will still have public comment.

Vice Mayor Joyce Barton made a motion to approve 2023-02 amendments to the Town Commission rules and procedures, and order of meeting agenda with the discussed changes; Commissioner Marivi Walker seconded; Motion carried 4-0.

12. New Business

- A. Consideration of the fiscal year 2023-2024 Law Enforcement Dispatch Services Agreement

Town Manager Elizabeth Mascaro spoke about this being the yearly agreement for our police dispatch. It increased by \$549.56.

Vice Mayor Joyce Barton moved to approve the FY2023-2024 Law Enforcement Dispatch Services Agreement at the cost of \$18,868.11, an increase of \$549.56 over the current agreement; Commissioner Marivi Walker seconded; Motion carried 4-0.

- B. Consideration of the contract for document management software and document scanning services

Town Attorney Clifford Repperger spoke about him being involved in this to review the agreements. There were funds already budgeted of \$26,000.00 for document management and \$24,000.00 for scanning services. This contractor, MCCi, was awarded a contract under the National Cooperative Purchasing Alliance and is used by numerous other municipalities in the State of Florida. Under addendum 1 there is a one-time implementation fee of \$15,750.70 and an annual support/subscription fee of \$7,709.50 for a total cost for document management of \$23,460.20. Addendum 2 is for scanning services in the amount of \$22,002.04.

Town Clerk Amber Brown spoke about the Town's old documents starting to disintegrate, so she spoke with other clerks who mentioned using MCCi for document management and document scanning. This is a two-part agreement, addendum 1 is for document management and storage of documents. Addendum 2 is for the scanning of our historical records.

Further discussion ensued.

Town Attorney Clifford Repperger spoke about a few edits that he will propose to MCCi.

Vice Mayor Joyce Barton moved to approve the Master Service Agreement, Addendum 1 and 2 subject to edits but not to include changing the price of the implementation fee of \$15,750.70, recurring annual support/subscription fee of \$7,709.50, and also changes made by the Town Attorney and approval from MCCi; Commissioner Marivi Walker seconded; Motion carried 4-0.

C. Approve/appoint Code Enforcement Magistrate, Paul Gougelman

Town Attorney Clifford Repperger spoke about Paul Gougelman who used to be the Town of Melbourne Beach Attorney which makes him uniquely qualified to be the Special Magistrate. The rate increased to \$275.00 per hour and \$125.00 per hour for paralegals.

Further discussion ensued

Vice Mayor Joyce Barton moved to approve and appoint Code Enforcement Magistrate Paul Gougelman; Commissioner Marivi Walker seconded; Motion carried 4-0.

13. Staff Reports

A. Town Attorney Report

No additions

B. Town Manager Report

Town Manager Elizabeth Mascaro thanked Commissioner Sherri Quarrie and Robin Davis for the ribbon cutting of the Free Little Library and thanked Finance Manager Jennifer Kerr for her hard work on the audit. Next month the Ocean Ave update and boat ramp should be ready.

C. Departmental Reports

1. Building Department

Building Official Robert Bitgood spoke about the legislative bill that would drastically change the building department did not pass.

2. Code Enforcement

No additions

3. Public Works Department

Public Works Director Tom Davis spoke about the tractor should be coming in next week, the pavilions at Ocean Park are now a solid color, most of the palm trees in Ryckman Park have been trimmed, and the boardwalk along Ocean Park will be starting at the end of this month.

Mayor Wyatt Hoover asked Public Works Director Tom Davis to get with the History Center Board regarding the maintenance of the History Center.

4. Police Department

No additions

5. Fire Department

No additions

6. Finance Department

Vice Mayor Joyce Barton made a motion to accept the finance report as presented; Commissioner Marivi Walker seconded; Motion carried 4-0.

7. Town Clerk

No additions

D. Town Commissioners

14. Action Items

Updated

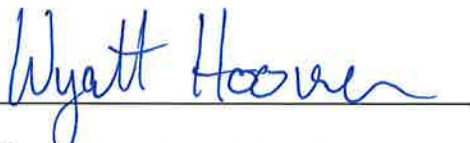
- **Lifeguard Coverage** – Town Manager Elizabeth Mascaro spoke about Fire Chief Gavin Brown being the liaison for this and the Brevard County Commissioners are looking into different options - June
- **Live Streaming** – Town Clerk Amber Brown spoke about being in contact with a company that assists with RFPs and finding companies that do the work – July
- **Street Ends** – Public Works Director Tom Davis provided photos and spoke about the street ends of First through Sixth which has large coquina rocks. Fifth Ave is the best option. – June

15. Adjournment

Commission Marivi Walker moved to adjourn; Vice Mayor Joyce Barton seconded; Motion carried 4-0.

Meeting adjourned at 8:57 p.m.

ATTEST:



Wyatt Hoover, Mayor



Amber Brown, Town Clerk



