

Town of Melbourne Beach

TOWN COMMISSION WORKSHOP

**MONDAY, DECEMBER 2, 2020, 6:00 p.m.
COMMUNITY CENTER, 509 OCEAN AVENUE**

MINUTES

Commission Members:

Mayor Wyatt Hoover

Vice Mayor Joyce D. Barton

Commissioner Steve Walters

Commissioner Sherrie Quarrie

Commissioner Corey Runte

Staff Members:

Town Manager Elizabeth Mascaro

Town Clerk Jennifer Torres

1. Call to Order

Mayor Hoover called the meeting to order at 6:05 p.m.

2. Roll Call

Town Clerk Torres conducted Roll Call:

Commissioners Present:

Mayor Wyatt Hoover
Vice Mayor Joyce D. Barton
Commissioner Sherrie Quarrie
Commissioner Corey Runte

Staff Present:

Town Manager Elizabeth Mascaro
Town Clerk Jennifer Torres

Commissioners Absent:

Commissioner Steve Walters

3. Pledge of Allegiance and Moment of Silence

Led by Mayor Hoover

4. Public Comments

5. New Business

A. Discussion of Town Manager Performance Review and Suggested Actions – Mayor Hoover

Mayor Hoover said that among the Town Manager reviews, he found some good ideas and wanted to discuss them with the Commission to help set priorities for the coming year. This is something he would like to do annually in order to look over the reviews and make some new action items.

Commissioner Quarrie asked if the Mayor was proposing having a discussion on all the items – and he clarified that he just wanted to facilitate an open conversation for anything in the reviews that anyone wanted to discuss.

For example, Mayor Hoover said he wants to work on helping businesses this year with COVID but he doesn't know exactly what they need. He suggested the Commission schedule two workshops where local businesses are invited to come and discuss how the Town can help them.

Commissioner Quarrie asked about resident input previously received on main street beautification.

The Commission discussed various ideas including outdoor seating, parking, and the effect on the Town Code of specific changes like allowing businesses

to incorporate parking spots at Ocean Park as part of their parking-related requirements.

Mayor Hoover suggested they do the necessary research and reach out to landlords and business owners, starting with the area east of the traffic light on both sides of the road north and south – and then meet again to discuss in February.

Commissioner Runte mentioned façade improvement grants.

Town Manager Mascaro said she would want to do some research in advance - and know exactly what we want - before we approach the business owners.

Mayor Hoover requested that **Ocean Avenue Beautification - focused on the businesses on Ocean Avenue** is added to the Action Item List. He also suggested they seek input from the Planning and Zoning Board.

Commissioner Quarrie said she wanted to also add another action item: **Research adding kiosk metered parking to all commercial establishments from the River to the Ocean** – because many properties are not conformant right now. Commissioner Runte queried if she meant a shared parking agreement – and she said she did.

Some conversation ensued related to signage, façade upgrades and achieving unity with roadside signs.

Town Manager Mascaro reminded the Commission to keep in mind that many of the items they discussed would require Ordinance changes (changes to the Town Code.)

Mayor Hoover said they will get more specific details from Town Planner Corey O’Gorman and the Town Attorney. He asked the Town Manager to speak with local business owners for their input. Then, he said, the Commission can meet again in the near future to discuss the issues further.

Mayor Hoover said the next item he wanted to discuss is documenting processes. His concern is that while the Town has core pieces in place, if somebody is sick or moves or leaves, then there is a learning gap for whoever is new. He suggested the Town work on beginning to create documents of processes and calendars for how things are done and when things are done – including timelines for weekly and monthly duties - so when we face changes in staff - we can move through them with minimal adversity.

Town Manager Mascaro explained that this was already a process in place and offered to send Mayor Hoover the documentation.

B. Discussion of Town resident communications – Mayor Hoover

There was brief discussion of the Town website. Mayor Hoover suggested the use of banners and an email list to share Town news including upcoming meetings and that meetings should have a more visible (robust) presence on the website.

He suggested creating Facebook events for upcoming meetings and events and including all Town events on the Town calendar. He also suggested that we ask the Police and Fire Departments to share links to the Town website on their page.

Mayor Hoover asked that the Town keep the Commission updated on their communication efforts.

C. Discussion of Robert's Rules of Order – Mayor Hoover

Mayor Hoover discussed some of the main points of importance documented in Roberts Rules as they relate to Commission meetings – including the fact that members have to make sure everyone has an opportunity to speak before a motion is made.


Mayor Hoover requested that Town Hall purchase a second clock timer for the meetings so that people making public comment can view the time count down as well.


6. **Adjournment**

Commissioner Runte moved to adjourn the meeting; Commissioner Quarrie seconded; Motion carried 4-0.

Meeting adjourned at 8:07 p.m.

ATTEST:


Wyatt Hoover, Mayor


Jennifer Torres, Town Clerk