



M Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING

WEDNESDAY, APRIL 19, 2017

6:30 p.m.

COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Mayor Jim Simmons
Vice Mayor Tom Davis
Commissioner Wyatt Hoover
Commissioner Sherri Quarrie
Commissioner Steve Walters

Town Manager Tim Day
Town Clerk Nancy Wilson
Finance Manager Elizabeth Mascaro
Town Attorney Clifford Repperger, Jr.

The Town Commission conducted a
Regular Town Commission Meeting
at 6:30 p.m. on Wednesday, May 17, 2017
at the Community Center – 509 Ocean Avenue

I. Call to Order – Led by Mayor Simmons

Mayor Simmons called the meeting to order at 6:30 p.m.

II. Roll Call

Town Clerk Wilson led the roll call:

Commissioners Present:

Mayor Jim Simmons

Vice Mayor Tom Davis

Commissioner Sherri Quarrie

Commissioner Steve Walters

Commissioner Wyatt Hoover arrived at 7:10 pm

Staff Present:

Town Manager Timothy Day

Town Attorney Clifford Repperger, Jr.

Town Clerk Nancy Wilson

III. Pledge of Allegiance and Moment of Silence

Led by Mayor Simmons

IV. Special Presentation (00:00:37)

A. Proclamation designating April as Water Conservation Month

Mayor Simmons read the Proclamation and presented it to Abby Johnson, Intergovernmental Coordinator, St. Johns River Water Management District.

Abby Johnson introduced herself and thanked the Commission for presenting her with the Proclamation.

V. Boards and Committees (00:03:15)

A. Board & Committee Reports

1. Police Pension Fund Board of Trustees

Town Manager Day reported that the Pension Fund is up 6.94% year to date. The Experience Valuation is available annually in December.

B. Appointments and Reappointments

- 1. Reappointment of Betsy Baird to the History Board for a term of two years, ending April 19, 2019**
- 2. Reappointment of Charles Cain to the Board of Adjustment for a term of three years, ending April 19, 2020**
- 3. Appointment of Lisa Jackson to the Historical Preservation and Awareness Board for a term of two years, ending April 19, 2019**

Commissioner Walters moved to reappoint Betsy Baird to the History Board for a term of two years, Charles Cain to the Board of Adjustment for a term of three years and Lisa Jackson to the Historical Preservation and Awareness Board for a term of two years; seconded by Vice Mayor Davis . Motion carried 4-0. (Commissioner Hoover had not yet arrived.)

VI. Public Comments (00:05:10)

*Jean Marshall
410 6th Avenue*

Ms. Marshall asked that the Town establish a policy that someone from the Commission should attend funeral services/memorials of previous Commission members who have passed away.

*Frank Thomas
606 Atlantic Street*

Mr. Thomas agreed with Ms. Marshall and added that it is just common courtesy to attend those funeral services.

This topic was to be discussed further under *Town Commission Comments*.

VII. Approval of the Agenda (00:08:15)

Commissioner Walters requested that Board appointments and reappointments fall under the *Consent Agenda* section in order to streamline the agenda.

The Town Commission agreed by consensus to move Board appointments and reappointments to the Consent Agenda on future agendas.

Commissioner Walters moved to approve the agenda as presented; seconded by Commissioner Quarrie. Motion carried 4-0. (Commissioner Hoover had not yet arrived.)

VIII. Consent Agenda (00:09:55)

- A. March 31, 2017 Special Town Commission Meeting Draft Minutes
- B. Site Plan Review – 404 Riverside Drive

Commissioner Walters moved to approve the Consent Agenda as presented; seconded by Commissioner Quarrie. Motion carried 4-0. (Commissioner Hoover had not yet arrived.)

IX. Old Business (00:10:15)

A. Consideration of Brevard County Interlocal Agreement to Provide a Centralized Addressing Authority

Town Manager Day gave some history on this subject stating that Brevard County implemented a fee in 2016 for conducting 911 addressing services to local municipalities. The cost of the service is approximately \$900 per month. The Town can opt out of the contract with six months' notice so the Commission needed to make a decision that night since the contract expires in October. Management feels that opting out of this contract could expose the Town to liability claims. Mr. Day said that within 30-45 days, Regina Mahaney from Brevard County, will have addresses assigned to the 24 vacant lots. He added that Ms. Mahaney found 49 properties that weren't listed in their system. In closing, Mr. Day said that cell phones are not yet capable of precisely locating addresses.

Commissioner Walters presented staff and the Commission with a handout illustrating the individual address assignment procedure. He had a meeting with County employees who are in charge of the 911 addressing process and doesn't see how the Town could be liable for anything since all we do is assign an address and if it is incorrect, it is identified as such from the onset. The other entities who receive new addressing information aren't as crucial as the 911 service and for that service, only one sheet of paper needs to be completed. He added that the Town is rife with situations where we could be held liable for injury. His thought was that we'd get as many properties addressed this year at which point we'd have very few properties remaining that needed addressing. Commissioner Walters used 321 Ocean Avenue as an example. It consists of 16 offices but it's not a big deal because all the information is the same except for the suite numbers. All we'd need to do in this case is add the suite numbers. He suggested, because of the resistance to assuming this responsibility, that we opt out now and have the County assign as many addresses as possible between now and October when the contract expires. For the remaining lots, he said we could give the form to the homeowner and have it be their responsibility explaining that we no longer offer the service. The form could also be added to the building permit application indicating what you need to do if you are going to have a landline. He's worried that if the Town signs the contract, it will be stuck in a drawer, forgotten, and we will never opt out. He has an argument with the County taking from municipalities' budgets to enhance theirs in order to perform a service we are already paying for with the 911 impact fees. He concluded by saying that there's nothing from stopping the County from doubling the price down the road.

Vice Mayor Davis said that Commissioner Walters made a good case in favor of opting out of the contract. He was going to argue that our residents' safety needs

should be the primary concern but he feels from an economic standpoint that Brevard County shouldn't be dumping debt on municipalities. In light of Commissioner Walters' presentation, he wants to rethink his position. He added that Brevard County is receiving funding from EMS services which includes 911 addressing and, also, that if we don't address any houses next year, we'd still be liable for the \$900 expense.

Commissioner Quarrie asked if a single piece of property is going to have four units built on it, how would they be addressed? Commissioner Walters answered that if four townhomes are put on that property, four individual forms would need to be filled out. They would have even or odd numbered addresses, depending on which side of the street they are on. Mayor Simmons added that the Town assigns addresses and that assignment is what starts the process. If we opt out of this contract, we would be responsible for filling out the form and sending it to all the other entities who then make sure their databases are updated. Commissioner Quarrie said that if we are assigning the number ourselves, she doesn't see where there's liability. Mayor Simmons said liability would exist if the numbers in the address are transposed. He is worried about EMTs not showing up at the correct address when they could have saved somebody. He added that he wants to ensure that notification is sent to all entities that need to be notified of a new address. Commissioner Walters said that all of the people to whom the new address notification is going do not provide emergency services. After more discussion, Mayor Simmons said that he and Commissioner Walters were getting conflicting information from County employees regarding 911 addressing.

In response to a question posed by the Mayor, Town Manager Day said that if we opt out then we change our minds before October 1st, we could continue the service. Mayor Simmons said we want to address properties that could conceivably be broken into two or more buildable lots, any addresses that could be changed and corner lots; those are our risk factors. Commissioner Walters said that even if that does happen, it will only result in just a little more work. He thinks that with the few vacant lots (24) we have, this service isn't worth the money; the expense makes sense in other communities where they have a lot of empty lots.

Mayor Simmons suggested that we make addressing part of the permitting process.

Town Manager Day said you can argue both ways but what bothers him is that there were ten occupied properties that were not assigned and it was not caught. Ms. Mahaney said that if we opt out, the County will not be available as a crutch. Even when houses are numbered, addresses are sometimes changed and other situations arise.

Public Comments

Jean Marshall

410 6th Avenue

Ms. Marshall said that sitting in the audience, it's like this issue has never been discussed before. She said that she doesn't think a property owner gets a Certificate of Occupancy until they have an address, this removes all liability from the Town. She said you can't just change an address because they go in sequence. She thinks a mountain is being made out of a molehill and that there won't be any liability on new structures.

Joe Tracey

615 Citrus Court

He gave an example of a house across from him that is out of sequence. He asked about the use of GPS to which the Mayor responded that it is only used for cell phones.

Commissioner Quarrie asked if a procedure will be written regarding this new responsibility. Mayor Simmons said that's not what they are voting on; that would be a function of the Town Manager.

Commissioner Walters made a motion that we notify Brevard County that we are opting out of the contract for next year and that between now and October 1st, we address as many properties as possible.

Commissioner Hoover asked if it would be all right to opt out depending on feedback from the Town Manager. His concern is that we have limited staff and he doesn't want to overload the Town Manager with additional duties. He also wants to ensure that there is continuity with the process.

Mayor Simmons suggested amending the motion to say that we opt out of the contract with Brevard County and direct the Town Manager to make addressing part of the permitting process handled by the builder or developer.

Town Manager Day said he's not sure if the addressing responsibility can be legally relinquished by the Town but he will let the Commission know after he calls the County to opt out. We've looked at a lot of options but that wasn't one of them.

Commissioner Walters made a motion that we opt out of the 911 process effective October 1, 2017 and direct the Town Manager to establish a process to include the required forms in the building permit package and we will continue, between now and October 1st, to address as many properties as possible; Commissioner Quarrie seconded.

In response to a question by the Mayor, Town Manager Day said that Brevard County has already audited our addresses.

Motion carried 5-0.

X. New Business (00:01:01)

- A. March 15, 2017 Town Commission Regular Meeting Draft Minutes – Town Clerk Wilson

Commissioner Walters moved to approve the March 15, 2017 Town Commission Meeting Draft Minutes as amended; seconded by Vice Mayor Davis. Motion carried 5-0.

- B. April 3, 2017 Town Commission Workshop Meeting Draft Minutes – Town Clerk Wilson

Commissioner Walters moved to approve the April 3, 2017 Town Commission Workshop Draft Minutes as amended; seconded by Vice Mayor Davis. Motion carried 5-0.

- C. Discussion regarding staffing in the Public Works Department – Town Manager Day (01:02:45)

Town Manager Day said that he would like to eliminate the Public Works Director position and create a Public Works Lead Maintenance position. He added that there have been three Public Works positions over the past six years and he's not sure if a Director position can be justified. If approved, one maintenance worker position will be abolished. The salary for the new position would be \$32,828 annually with a cost savings to the Town being \$52,923 annually. Certain responsibilities of the former Director would fall under the Town Manager. He added that he gets daily logs from Public Works and it's working out well and he doesn't see the need to hire another employee in that department.

Commissioner Hoover agreed with the Town Manager's assessment. Commissioner Walters said he thinks the Town Manager is doing a great job and the Town has never looked better. He suggested adding to the job description "other duties as assigned". Commissioner Walters is somewhat concerned about having only two bodies but said we can always budget for another position. The Town Manager said he doesn't plan on hiring anybody now, all is going well and he wants to be the person dealing with reports and state agencies.

Mayor Simmons said we based staffing on winter time and the workload is likely to increase in the summer months. As an aside, he feels we should go back to

manual weeding and eliminate the use of Round Up. He agrees with the new lead position and keeping the director position open but he feels there will be too much work for two employees. He wants to create another maintenance worker position and hire another body. The Mayor also said that the Town looks better than it's ever looked.

Commissioner Hoover suggested using a seasonal employee during the summer months. Mayor Simmons said he would be OK with a seasonal employee.

Town Manager Day said he was trying to cut costs but the savings would still be about \$21,000 annually if we did hire another worker. If we hired a part-time employee, that person wouldn't be able to use our equipment. Commissioner Walters said whatever the Town Manager wants to try is fine with him. Commissioner Hoover said that Town Manager Day is saving the Town a lot of money so he didn't want him to hesitate to bring another body on board if he thinks we need additional manpower.

Mayor Simmons said his fear is that we'll forget that we at one time had three employees in Public Works. He said we can authorize the Town Manager to hire another person but that doesn't obligate him to do so.

Public Comments

Joyce Barton
322 3rd Avenue

Ms. Barton, President of the Melbourne Beach Garden Club, said that because members in the Club are getting older, it's getting harder and harder to maintain Bicentennial Park and she appreciates what the Town has done and she encourages us to have enough staff to facilitate the needs of that Park.

The Town Manager said that he plans to take responsibility for Bicentennial Park.

Jean Marshall
410 6th Avenue

She said that whatever we do, we need to make sure its maintenance free because of how awful Sunset Avenue turned out after spending \$65,000

Joe Tracy
615 Citrus Court

Mr. Tracy recommended hiring extra help especially with summer coming around.

Mayor Simmons said that Public Works is doing a great job but we are addressing more and more landscaping issues.

Commissioner Walters made a motion to approve the Public Works Lead Maintenance Worker position and job description at \$32,828; Commissioner Quarrie seconded. Motion carried 5-0.

Commissioner Walters made a motion to authorize the Town Manager to hire a third Public Works employee as he deems necessary; Vice Mayor Davis seconded. Motion carried 5-0.

D. Consideration of bids for the road resurfacing project – Town Manager Day (01:23:57)

Town Manager Day said that three bids were submitted from three qualified companies. All three bids exceeded the \$500,000 cap set by the Commission.

Commissioner Walters said we've been satisfied with V.A. Paving's work and they are the lowest bidder so he is OK with the \$525,000 bid. Vice Mayor Davis agreed and added that we have had no problems with the quality of products they have used or their work.

The Town Manager said there was some question about material. V.A. Paving uses the #1 FDOT recommendation for residential roadways because it contains granite. On page 112 of the agenda packet, the square yardage number for Surf Road is incorrect and that value has been corrected. The owner of V.A. Paving said that if we need more millings over the one inch specified in their bid, they will go to 1.5 inches without charge.

Commissioner Quarrie asked if the type of material used can be put in the contract to which the Town Manager responded in the affirmative. The start date should be around the first week of July. Mayor Simmons said V.A. Paving's plan includes more square yardage than the other two bidders. We are back on plan to pave one mile of roadway per year.

Public Comment

*Jean Marshall
410 6th Avenue*

Ms. Marshall asked if the blacktop is being removed. The answer was no. She also asked where the money was coming from. Mr. Day said we are using money from the bond. Commissioner Walters confirmed that this is legal and that the bond money is being used appropriately.

Commissioner Walters moved to accept the bid from V.A. Paving not to exceed \$530,000; seconded by Commissioner Quarrie. Motion carried 5-0.

E. Discussion and possible action regarding the administrative direction and control of the Town Clerk – Commissioner Walters (01:34:20)

Commissioner Walters said that the majority of municipalities have a Town Manager who directs the Town Clerk rather than having the Clerk report to the Mayor. The Town Attorney would provide an ordinance saying that the Town Manager would be the Town Clerk's day to day supervisor but the Commission would have hiring and firing control of him/her. This would require a charter change which would have to go to a vote of the people. Vice Mayor Davis said he's always been in favor of having the Town Clerk report to the Town Manager.

Commissioner Walters said he'd like to see more cross training and if the Town Manager is responsible for the Town Clerk he might be able to make better use of her. Mayor Simmons said if the position is directed by the Town Manager, he should also be able to hire and fire him/her. Commissioner Walters said by Charter, the Commission can't direct any member of staff so if the Clerk is under control of the Town Manager a Commissioner can't call her directly if they need something. That's his only issue as it relates to the Town Manager having hiring and firing capability of the Town Clerk; he wants her to be able to respond to Commission requests directly.

Conversation ensued about how requests should be handled and to whom they should be directed.

Public Comments

Jean Marshall
410 6th Avenue

Ms. Marshall said she was the one who got it on the ballot to have a Town Manager form of government. She said the Commission at the time didn't want to "give up everything", so they wanted the Charter to read that the Town Clerk reports to the Commission for checks and balances. She now wants the Town Clerk to report to the Town Manager and to have a Charter change placed on the ballot.

Frank Thomas
606 Atlantic Street

Mr. Thomas brought a file on the background on the actions on the Town Commission for the last 30+ years. He said micromanagement has always come up as an issue regarding a particular Commissioner.

Joe Tracy
615 citrus Court

Mr. Tracy agreed that the Town Clerk should report to the Town Manager.

Vice Mayor Davis attempted to make a motion but his wording wasn't adequate. Commissioner Walters had this item put on the agenda so he wanted to make the motion.

Commissioner Walters made a motion to direct the Town Attorney to prepare an ordinance for a Charter amendment placing the direction, control and hiring/firing of the Town Clerk under the control of the Town Manager;

Town Attorney Repperger said he'll ensure that the change only needs to be made to Section 3.04 in the Charter. This special election referendum will be placed on the November ballot.

Commissioner Quarrie seconded. Motion carried 5-0.

- F. Discussion and possible action on changes to the Land Development Code as it relates to individual residents requesting changes through the application process – Commissioner Walters (01:59:25)

Commissioner Walters said that we have spent a lot of money on bills from the Town Attorney and Town Planner to investigate requests to change the Land Development Code only to have the ordinance denied by the Commission. He said a change needs to be made to the LDC to disallow this practice. The applicant would first have to go before the Commission who would decide if the request was to be forwarded to Planning & Zoning for further consideration. If Planning & Zoning had no issues with the changes requested, the applicant would go back before the Town Commission who would direct the Town Attorney to draft an ordinance. Commissioner Walters said it is in our code and application process to allow this so he is not blaming anyone.

Town Manager Day said that in his experience, an applicant for such changes would have to be sponsored by a Commissioner.

Mayor Simmons said under 1A-5, *Procedure to Amend Land Development Code* it says that proposals to change the LDC go to the Town Manager first then the Planning & Zoning Board. He questioned what would need to be changed under Section 1A-5.

Town Attorney Repperger said it was suggested that the Town Commission be used as a first step clearing house when an application is received. Two suggestions were that an applicant would try to find one Commissioner to champion his proposed change or the applicant would go to the Town Manager who would bring the proposal to the Commission.

Vice Mayor Davis said there could be a problem with having an applicant appeal to a Commissioner because that applicant could “shop” the Commission. He would like the application to go to the Town Manager first, then to the Commission.

The application fee to start the procedure to amend the LDC is \$1,000. The Town Attorney said that amount may be referenced in the fee schedule stating that the applicant pays all costs. Commissioner Quarrie suggested that costs be clearly stated on the application so applicants would know all costs associated with their proposed change is their responsibility.

Mayor Simmons said that if the Bed & Breakfast applicant had come to the Commission first, we would have had the same questions without the benefit of legal advice. He’s not going to make a zoning decision without hearing from Planning & Zoning, the Town Attorney and the Town Planner.

Commissioner Walters said he doesn’t want the residents saddled with unnecessary expenses and added that we could just tell the applicant that whatever it costs the Town, they pay for it. Commissioner Quarrie was OK with that because we would then have due process.

Town Attorney Repperger said that rather than rejecting a proposed change outright, you should let it play out to determine the merits and give the applicant due process. So, if this is a resident driven application, the applicant is going to have to pay all associated costs. You can have benchmarks for payment of costs as they are incurred. Mayor Simmons added that if the resident didn’t want to do that, they could appeal to a Commissioner to raise the issue which means the resident could potentially avoid thousands in expenses.

The Town Attorney said it’s a matter of looking at a fee schedule so the applicant knows that they are responsible for any costs. Our Code currently allows residents to bring code changes forward. He said it’s up to the Commission, as a legislative body, if they want to allow residents to bring forward applications for zoning changes. What you have been talking about is more of a gatekeeper concept where you aren’t going to let those initiatives move forward unless they have a sponsor or unless the Commission drives it. There’s a legislative process and then there is cost. If you change the fee schedule and advise the applicant up front about the costs that will be their responsibility and you enforce that then it may not matter to you who brings the change forward.

As far as recouping the expenses incurred with any given application, the Town Attorney suggested requiring a \$5,000 deposit.

The Mayor suggested updating the fee schedule to require a \$5,000 surety bond stating that all costs incurred for this effort will be billed to the applicant and any underruns will be returned. Town Attorney Repperger suggested that a resolution be adopted in order to amend the fee schedule. This resolution will be brought back to the Commission. Our application will also need updating. Add to Action List.

No motion necessary

G. Discussion and possible action regarding vacancies on the Town Commission – Commissioner Walters (02:33:20)

Commissioner Waters said that Section 2.04 of the Town of Melbourne Beach Town Charter specifies that a vacancy occurs on the Town Commission upon the death, resignation, removal from office (other than by recall) as authorized by law or forfeiture of office of a Commission member. He said he is happy with that language. He can read it and understand it but he brought it up in case anybody on the dais wasn't all right with it or wants to change the language.

No Comments were offered and no motion was made.

H. Consideration of expense for Town Planner to Review the Land Development Code and perform an analysis – Town Manager Day (02:34:10)

Town Manager Day said that the Town has been working on an update to the LDC for several years. The Town Attorney has indicated that the Town Planner needs to form an analysis prior to him drafting the final ordinance to implement the changes. The approximate cost would be \$3,960

Commissioner Walters isn't sure what the Town Planner is going to do that he hasn't already done when he's been at all the Board meetings.

Commissioner Quarrie said this is the culmination of all the meetings and workshops. She said it's the most important document that our Town has and we should pay the price to get it completed properly. The finished product needs the blessing of the professionals. We've been working on this document for six years so let's get it done and let's get it done correctly. She added that the Town Attorney and the Town Planner didn't attend the workshops.

Town Manager Day said that if approved, Corey O'Gorman said he will get the review done quickly

Commissioner Quarrie made a motion approve the Town Planner expense to review the Land Development Code and perform an analysis.

Commissioner Walters amended the motion to approve the Town Planner expense to review the Land Development Code and perform an analysis for a cost not to exceed \$4,000 but if it does exceed \$4,000, the matter must come back to the Commission; Commissioner Quarrie seconded. Motion carried 5-0.

- I. Discussion about research performed on 1005 Atlantic – Town Manager Day (02:39:43)

Town Manager Day reported that the Town Planner researched 1005 Atlantic Street to determine if the buildings comply with the definition in the Land Development Code for a Bed and Breakfast Inn. He received the memorandum from the Town Planner which stated that “research found no evidence that the existing buildings, subject of the Bed and Breakfast Inn Special Exception application, were designed and used as single-family detached dwellings.” This means the burden to prove otherwise is being shifted to the applicant.

Town Attorney Repperger said the research provided by the Town Planner is for informational purposes to show what his findings were; the applicant will now have to address those findings. The ordinance will be brought back before the Town Commission at the next regular meeting. We can’t meet the current definition of Bed and Breakfast based on the findings. The reason the issue was tabled was not that the Commission was adverse to the idea of the Bed and Breakfast at that location but the proposed language was not palatable. If the applicant can’t meet the residential component, and it doesn’t look like they can, is there alternate language in the ordinance that the Commission would find more palatable.

Commissioner Walters asked if they are abandoning their liquor license, the Town Attorney didn’t have the answer.

The Town Planner’s report said that the findings were inconclusive but there is no evidence that the property was ever used for residential purposes.

No motion necessary

- J. Discussion and possible action regarding responses to the RFQ for Engineering Services – Town Manager Day (02:45:15)

Town Manager Day said that the Town does not have an engineering firm to call on when services are needed. In response to an RFQ, two proposals were received. Both firms are highly qualified with the only difference being a slight difference in fees.

Commissioner Walters made a motion to qualify both BSE Consultants and Bowman Consulting as qualified professional engineers for the Town of Melbourne Beach with the Town Manager choosing either; seconded by Vice Mayor Davis.

The Town Attorney asked for a 5 minute recess to research the Consultants Competitive Negotiation Act (CCNA) documentation so he could provide direction to the Commission.

Roll was taken and the meeting resumed at 9:23 p.m. (02:53:18)

Town Attorney Repperger said that what the Commission is effectively doing, under CCNA, is awarding the ability to enter into continuing contracts for professional services, because there is no current project. He read the definition of “continuing contract” to the Commission. Firms providing services under a continuing contract should not have to bid against each other, one or the other is chosen.

Motion carried 5-0

XI. Reports (02:58:19)

A. Town Attorney Report – no report

B. Town Manager / Public Works Report

Mr. Day said his report is self-explanatory. He said more crushed rock will be placed at the 6th avenue ramp along with a picnic table and bench. Also, more mulch will be spread throughout Bicentennial Park.

C. Town Clerk Report – no report

D. Departmental Reports:

1. Building Department

Town Manager Day said the new arrangement of having a Building Inspector in-house 2 days a week is working and people have gotten used to the new schedule. He works non-stop on his days here.

2. Code Enforcement

Town Manager Day said he has one ongoing non-compliance issue.

3. Police Department – no report
4. Fire Department – no report
5. Finance Department – no report

XII. Town Commission Comments (03:04:24)

A. General Comments

Mayor Simmons announced that he'd be on vacation from April 23 – May 3.

Commissioner Walters said he'd like to combine the meetings so we would just meet once a month.

Mayor Simmons said if he is told about the death of a previous Commission member he will attend the memorial/funeral. If he is unavailable, he will coordinate with someone else to attend. He is going to write a letter to Bill Stacey's widow.

B. Review of Commission Action List

The Commission reviewed and updated the Action List.

- Seven items were closed
- One item, regarding resident requests to change the LDC, was added
- Six items are to be addressed at future meetings.

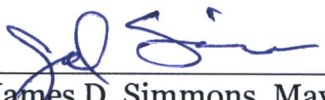
A joint meeting with the Planning & Zoning Board to discuss LDC issues is to be scheduled for June 7th.

XIII. Adjournment

Commissioner Walters made a motion to adjourn; seconded by Commissioner Hoover. Motion carried 5-0.

Meeting adjourned at 9:53 p.m.

ATTEST:



James D. Simmons, Mayor



Nancy Wilson, City Clerk