

# **Town of Melbourne Beach**

## **REGULAR TOWN COMMISSION MEETING**

**MONDAY, DECEMBER 16, 2020, 6:30 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 Attorney Cliff Repperger  
Town Clerk Jennifer Torres

**1. Call to Order**

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

**2. Roll Call**

Commissioners Present:

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

Staff Present:

Town Manager Elizabeth Mascaro  
Town Attorney Cliff Repperger  
Town Clerk Jennifer Torres  
Public Works Director Tom Davis  
Fire Chief Gavin Brown

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

Led by Mayor Hoover

**1. Presentations**

**2. Boards and Committees**

A. Review of (1) volunteer application to fill Board vacancy – Town Clerk Torres

**Commissioner Quarrie moved to approve the Board Application of James D. Simmons as submitted and appoint him as a member of the Board of Adjustment; Commissioner Runte seconded; Motion carried 5-0.**

**3. Public Comments**

*Bruce Morgan  
501 Sunset Blvd.*

Mr. Morgan shared information about the upcoming New Year's Day History Walk.

**4. Approval of the Agenda**

**Commissioner Quarrie moved to approve the Agenda; Commissioner Runte seconded; Motion carried 5-0.**

**5. Consent Agenda**

- A. Approval of Sept. 16, 2020 RTCM Minutes – Town Clerk Torres
- B. Approval of Oct. 7 2020 TCW Minutes – Town Clerk Torres
- C. Approval of Oct. 21, 2020 RTCM Minutes – Town Clerk Torres
- D. Approval of Nov. 18, 2020 RTCM Minutes – Town Clerk Torres

Commissioner Walters referred to the November 18, 2020 draft minutes related to a walk-on item brought forward by Public Works Director Tom Davis who presented a request to have electrical power in Ryckman Park.

Commissioner Walters addressed the motion - which he said needed to be reworded to reflect the fact that the bids the Town receives must come before the Commission for a vote before final approval is granted.

The Town Clerk agreed to make the change.

**Commissioner Runte moved to approve the items in the Consent Agenda as amended by Commissioner Walters; Commissioner Quarrie seconded; Motion carried 5-0.**

**6. Public Hearings**

**7. Old Business**

- A. Consideration of modifying the requirements for utility sheds on corner lots—  
Town Manager Mascaro

Town Manager Mascaro said a resident requested the Commission consider modifying the requirements for sheds on corner lots to allow sheds on the side building line abutting the street as long as the shed meets all other requirements including screening.

The Commission referred the matter to Planning and Zoning for review and recommendations. During the November 10, 2020 PNZ Meeting, the Board unanimously agreed to recommend no change in the requirements for sheds on corner lots.

Mayor Hoover said he was not in favor of changing the LDC for one individual, however he was open to allowing a type of shielding/screening. Town Attorney Repperger said the code already covers shielding/screening.

No further action taken.

- B. Consideration of upgrade to Exterior FPL Lighting - Parks & Ocean Ave—  
Town Manager Mascaro

Public Works Director Davis and Town Manager Mascaro previously discussed conducting an assessment of the lights in Ryckman Park for beautification purposes. But recent incidents - one involving a light that fell in the tennis area - and another involving a youth who was able to knock down a light pole in Ryckman Park because it was so corroded – have shown the immediate and urgent need for replacement of the 13 light poles in Ryckman Park and the Tennis Court area due to safety concerns.



Town Manager Mascaro said she would prefer not to call an emergency meeting to get approval of the cost for the lights but she currently has no idea how much this replacement will cost. Further discussion ensued about costs, design, and options – such as renting the poles from FPL – or purchasing them outright. All downed poles have been removed.

Mayor Hoover asked the Town Manager to bring back per-pole price quotes for Ryckman Park and the Tennis Courts – and to also include pricing for solar options.

### **What about their choice of light fixtures?**

## **8. New Business**

- A. Review and consideration of Resolution 2020-15 - related to an updated local mitigation strategy for FEMA – Town Manager Mascaro

Town Manager Mascaro explained that every few years, the Local Mitigation Strategy must be updated and submitted to the Federal Emergency Management Agency for review and approval. In this cycle, that review and approval process was delegated from FEMA to the Florida Division of Emergency Management (FDEM). FDEM has determined that Brevard County has developed and submitted all the necessary plan revisions, is compliant with federal standards, and is ready for formal community adoption. In addition to the County, each participating jurisdiction must pass a resolution and the LMS.

An approved and adopted LMS is a requirement for state and local governments, in order to receive Hazard Mitigation Grant Program funding following a Presidential Disaster Declaration, per the Robert T. Stafford Disaster Relief Act and the Code of Federal Regulations.

### **Commissioner Quarrie moved to approve Resolution 2020-15 as presented; Commissioner Runte seconded; Motion carried 5-0.**

- B. Consideration of mural/artwork for the Ocean Avenue bathrooms and display board on the Pier– Town Manager Mascaro

Town Manager Mascaro explained that Leslie Maloney from the EAB contacted The Odyssey Charter School's Art Department, to see if they would be interested in painting our bathrooms in Ocean Park and the display board on the pier. The students submitted an example of the mural they would like to paint. The students also submitted a copy of what they would like to paint on the front of the display board.

Some discussion took place among the Commission about various options related to artwork and it was decided they will not go forward with the submitted artwork – but will continue to explore options.

## **Public Comment**

*Frank Thomas*

Mr. Thomas wanted to clarify what building was being considered for artwork. Vice Mayor Barton confirmed it was the restroom area. He went on to say he is happy the present Commission is focusing on the beautification of the Town. He also shared his concerns about vandalism at the Pier.

Mayor Hoover suggested the Town add a section to the Town website that informs people how they can report security issues, who to contact, etc.

### **C. Consideration of temporary increase to Community Center Rental Fees – Town Manager Mascaro**

Town Manager Mascaro said the Town has received phone calls from people asking to rent the Community Center. Staff has discussed reducing the number of occupants to 50 people, charging a \$100 COVID cleaning fee, and increasing the hourly rate for non-residents to \$65 per hour. The Volunteer Fire Department can have volunteers clean the Center between events. She further explained that the COVID fee is not meant to be a money maker for the Town, instead she would like to pass the (COVID) cleaning fee to the individual(s) who actually clean the room - less the cost of supplies. She added that the COVID fee can be discontinued when the Pandemic ends.

Some members of the Commission suggested having people sign an updated waiver and adding additional signage.

Commissioner Runte said \$65 was a very low price and he suggested keeping the \$100 cleaning fee in place permanently for both residents and non-residents. He suggested charging \$65 for residents and \$100 for non-residents, plus the cleaning fee.

Commissioner Quarrie said she is not in favor of renting the Community Center during the height of the Pandemic. She favors renting the outdoor areas like the Pavilion.

Commissioner Runte said the cleaning fee should not be named after COVID – and instead simply referred to as a cleaning fee.

Further discussion ensued.

Commissioner Walters suggested we should change the rate now and suspend rentals until the Pandemic is better under control.



Commissioner Runte said the Town Manager should look at the whole rate schedule related to facilities and special events and they can revisit the issue at the January RTCM meeting.

**Commissioner Runte moved to approve suspending any future new rentals of any indoor spaces in the Town and to direct the Town Manager to revisit the fee schedule related to rental of Town facilities and special events; Commissioner Quarrie seconded; Motion carried 5-0.**

- D. Consideration of a paid subscription to enhance the quality of the Town Newsletter and improve resident access – Town Clerk Torres

Town Clerk Torres reviewed the Town's subscription options for a newsletter update.

**Commissioner Quarrie moved to approve the annual Platinum Membership for the Beachcomber in order to update the newsletter platform; Commissioner Runte seconded; Motion carried 5-0.**

## **12. Staff Reports**

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

The Town Attorney gave the Commission an update on the Code Enforcement Magistrate agreement which will be brought before the Commission in January 2021.

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

The Town Manager shared some thoughts about signage for the kiosk/parking and said if any member of the Commission has suggestions for a character etc. for the signs, to please share them. The Commission felt that instead of characters, the sign should be kept clean and classic using the town logo and consistent, uniform colors. Commissioner Walters asked if people coming to Town Hall on business have to pay a parking fee – and the Town Manager said they do not. The Town Manager stated employees will begin to park in the back of the public works building, leaving the front of Town Hall available for people doing business with Town Hall. Commissioner Walters wanted to know if signs would be put up stating Town Business Only. The Town Manager agreed to have the signs installed.

Vice Mayor Barton asked if the sign by the gas station could be repainted in a more consistent color. Public Works Director Davis said he could repaint it.

Mayor Hoover shared that he has decided to participate in the Health First Mayor's Fitness Challenge with Town Clerk Torres as the Team Captain.

Commissioner Walters asked if the Town Manager could purchase new microphones for the Commission meetings. He suggested wireless microphones. Town Manager Mascaro said she would research costs/types.

Add this as an action item.

C. **Town Clerk Report** - No report

D. Departmental Reports

1. **Building Department:** Commissioner Runte asked about a dollar amount on a chart that appeared to be missing.
2. **Public Works Department:** Public Work Director Davis shared the fact that after his team was quarantined for COVID testing – Town Manager Mascaro went above and beyond to take on decorating Ryckman Park on her own. He also acknowledged how proud he is of his own team for all their hard work and all the compliments they receive from the residents. Commissioner Quarrie also mentioned that Town Manager Mascaro drove the Christmas parade float.
3. **Code Enforcement:** None
4. **Police Department:** None
5. **Fire Department:** None
6. **Finance Department**

**Commissioner Quarrie moved to approve the November Finance Report; Commissioner Runte seconded; Motion carried 5-0.**

**13. Town Commission Comments**

- A. General Comments
- B. Review of Commission Action List

Added items

- **New microphones** for Commission meetings possibly wireless (along with dual timers)

Closed Items

- **Sheds on Corner Lots**

Updates

- **Crossover assessment:** Town Manager Mascaro said she will be sending a drawing to DEP and reminded the Commission that no work can occur during turtle season. Update at January 2021 RTCM. The Commission confirmed that the crossovers B and 6<sup>th</sup> would be the first to be updated.
- **Create Contract between Town and Avenue MB HOA:** Town Attorney Repperger said he will bring the draft contract to the January 2021 RTCM meeting.
- **Charging Stations:** Town Manager Mascaro said there is a lot to understand about these charging stations that effect cost and what's included. She needs more time to assess the options and to conduct further research before making a final recommendation to the Commission. Update again at January 2021 RTCM.  
**Bike Trail Options:** Public Works Director Davis said there may have been miscommunication because he thought this item had a hold put on it. Commissioner Quarrie suggested they review the minutes to clarify. Some discussion ensued Mayor Hoover asked PWD Davis to test it out on Orange first



and then come back to the Commission with results. Town Manager Mascaro thought there may be some grant money available. PWD will report back at Feb 2021 TCW.

Town Manager Mascaro handed out a copy of a 2007 Town of Melbourne Beach Vision Plan at the start of the meeting. Commissioner Quarrie asked her if she wanted to discuss it now.

The Town Manager explained that the plan contained a lot of similar ideas as were brought up by the Commission at the last Workshop. She went on to say the Town received a lot of calls inquiring about purchasing 309 Ocean.

Town Attorney Repperger said he received inquiries as well – but they were only interested in mixed-use zoning. TA Repperger went on to explain a bit about zoning, changing classification, etc.

Town Manager Mascaro said the Commission members can send her questions for the Town Planner and she will get answers for them.


The Commission agreed not to hold a January 2021 Workshop.

#### **14. Adjournment**


**Commissioner Runte moved to adjourn the meeting; Vice Mayor Barton seconded; Motion carried 5-0.**

Meeting adjourned at 8:31 p.m.

**ATTEST:**

  
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**Wyatt Hoover, Mayor**

  
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**Jennifer Torres, Town Clerk**