



M Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING MONDAY AUGUST 28, 2017

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
Town Attorney Clifford Repperger, Jr.

PUBLIC NOTICE

The Town Commission conducted a Special Town Commission Meeting on Monday, August 28, 2017 in the Masny Room to address the items below

I. Call to Order

Mayor Simmons called the meeting to order at 6:00 p.m.

II. Roll Call

Town Clerk Wilson led the roll call.

Commissioners Present:

Mayor Jim Simmons
Commission Wyatt Hoover
Commissioner Sherri Quarrie

Staff Present:

Town Clerk Nancy Wilson

Staff Absent:

Interim Town Manager Elizabeth Mascaro

Commissioner Absent:

Vice Mayor Tom Davis
Commissioner Steve Walters

III. Pledge of Allegiance and Moment of Silence

Led by Mayor Simmons

IV. Public Comments

Nobody asked to speak.

V. Old Business

A. Consideration of Town Manager recruitment material provided by FCCMA Senior Advisor Oel Wingo

The Commission discussed the Town Manager profile, job description and advertisement. Changes made to the profile were: changing the number of Public Works employees from two to three, removing Code Enforcement responsibilities from the Police Department to the Public Works Department and other minor housekeeping changes. Changes to the job description and advertisement were made not requiring FCCMA or ICMA membership but making membership a "preferred" qualification.

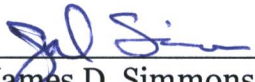
Regarding the process, all applications will be forwarded to Senior Advisor Oel Wingo and the Commission members as they are received.

Commissioner Hoover made a motion to approve the Town Manager profile, job description and advertisement as amended at August 28th's Special Town Commission meeting and authorize Town staff to update the Town website with the job posting and to post the ad in selected media; Commissioner Quarrie seconded. Motion carried 3-0.

VI. Adjournment

Meeting adjourned at 6:22p.m.

ATTEST:



James D. Simmons, Mayor



Nancy Wilson, Town Clerk