



Town of Melbourne Beach

TOWN COMMISSION WORKSHOP

MONDAY, APRIL 3, 2017

5:30 p.m.

MASNY ROOM – 507 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

The Town Commission conducted a
Town Commission Workshop
at 5:30 p.m. on April 3, 2017
in the Masny Room – 507 Ocean Avenue

I. Call to Order – Led by Mayor Simmons

Mayor Simmons called the meeting to order at 5:30 p.m.

II. Roll Call

Town Clerk Wilson led the roll call:

Commissioners Present:

Mayor Jim Simmons

Commissioner Steve Walters

Commissioner Wyatt Hoover

Commissioners Absent:

Vice Mayor Tom Davis

Commission Sherri Quarrie

Staff Present:

Town Manager Timothy Day

Town Clerk Nancy Wilson

Finance Manager Elizabeth Mascaro

Building Clerk Beth Crowell

III. Pledge of Allegiance and Moment of Silence led by Mayor Simmons

IV. New Business

A. Discussion about digitizing Town records (00:00:01)

A paperless system was discussed and while it is true that we have our minutes and agenda packages stored digitally, that is not the case in the Finance or Building Departments. Finance Manager Mascaro discussed electronic records with the Town's auditor who reported that he has no clients who are fully paperless. He added that it would be quite an undertaking to digitize our old financial records. Mayor Simmons wanted clarification about whether we are talking about digitally preserving historical records or records going forward to which the Town Clerk responded that would be a Commission decision. Commissioner Hoover suggested it be an internal project done by employees. Scanning the documents in house would work for the more standard sized papers but not for smaller (permits) or larger (building plans) documents. Scanners that would accommodate building plans are expensive, also, our financial software isn't compatible with a paperless system which would be another expense. Town Manager Day recalls that Commissioner Quarrie's concern was with all the paper generated and stored in the Finance Department. Commissioner Walters questioned how the auditor felt about a paperless system and Mr. Day responded that he is not in favor of it. Commissioner Walters would rather have staff focus on streamlining the website than

digitizing records; he feels that it's difficult to find information on our site. Commissioner Hoover feels that we should also work on the website and that digitizing the finance and building departments may not be something a municipality our size should worry about. The **consensus (3-0)** was to perform records retention like we have in the past and not worry about digitizing records at this time.

B. Discussion regarding transcribing meeting minutes to be in an Action format (00:19:22)

Mayor Simmons said that while discussing some issues, there are points that need to be made clearer in order to fully capture what was discussed at the meeting. This is the reason the minutes are reviewed. Commissioner Walters feels if something is said in a meeting and a Commissioner wants it in the minutes, it should be added. The Mayor said that the only time there should be a problem with something being added/changed in the minutes is if it didn't happen. Commissioner Hoover agrees that our more detailed minutes are working. He added that maybe consensus/dissensus viewpoints should be included. Commissioner Walters also likes the way the minutes are currently being transcribed. He does have an issue with the volume of the audio minutes being too low to hear so more detailed minutes are necessary so that residents can pick up written minutes and find out what happened at a meeting. There was **consensus (3-0)** that we should continue performing our minutes as they are currently being conducted and the Town Clerk is fine with the process as long as the Commission reviews the minutes and submits any changes to her.

C. Discussion regarding adopting Rosenberg's Rules of Order (00:41:19)

The **consensus (3-0)** was to leave well enough alone and keep operating under Robert's Rules of Order. Commissioner Hoover said our Policies & Procedures manual is clear enough regarding our Rules of Order. Commissioner Walters added that we've altered Robert's Rules of Order to suit the needs of the Commission.

D. Discussion about plant selection for the Ocean Park walkway planting project (00:42:50)

Mayor Simmons, Commissioner Walters and Commissioner Hoover liked the layout and choice of plants. Commissioner Hoover asked about irrigation in that area. Town Manager Day responded that irrigation is present and he discussed any potential problems with Scott Hunter from

Scott Hunter Landscaping. Commissioner Hoover then asked if the Buttonwoods would be made into a hedge or allowed to grow naturally to provide shade, his preference is that the Buttonwoods be allowed to grow into trees. Mayor Simmons discussed with Scott Hunter that he thought the Buttonwood trees are being planted too close together. Mr. Hunter said that the proximity to salt and wind would keep them smaller and added that he could plant fewer, larger trees, farther apart at the same cost. There was **consensus (3-0)** to have the Town Manager work with Mr. Hunter on a plan that would be reasonable to maintain.

Commissioner Hoover brought up the work that was done by volunteers on Sunset. He suggested that we ask the Environmental Advisory Board to come up with a landscaping plan outlining what can be planted and how to maintain it; this could avoid any disagreements in the future. Mayor Simmons said that he helped with that project and doesn't know why there were complaints about the cleanup performed. Apparently some residents had preferred that the ornamental grasses not have been trimmed but that it's impossible to make everybody happy, . He added that appropriate plants weren't selected in the first place which is why EEL (Brevard County Environmentally Endangered Lands) and Surfrider Foundation will help EAB with plant selection going forward.

E. Discussion about 911 addressing (00:55:35)

Town Manager Day said that before the Regular Town Commission Meeting on April 19th, all vacant lots will have addresses. We can't give addresses to properties that could possibly be divided. There are properties in town that currently don't have 911 addresses and that's being fixed. Corner lots also won't be given a 911 address since it's not known what the frontage will be on a new house. Building Clerk Crowell said we have 20+ lots that need to be addressed. The Town Manager's question is if we want to opt out of the program by the end of April or pay an annual cost of approximately \$900/yr. Commissioner Walters said that addresses don't need to go in sequence so changing the addresses of other properties when a new address is assigned isn't necessary. He questioned why when most people are going to cell phones and shutting off their land lines, what purpose will 911 have. Mayor Simmons said we should continue this discussion and make the final decision at the meeting on April 19th. He added that this was a service that had been provided for free but the County Commission's budget is such that they are now charging for this service. Building Clerk Crowell said that when an address is assigned, 911 coordinates with a lot of other entities, so there's more to the process than filling out a piece of paper. Now, there is a dedicated department in Brevard County that will be

coordinating 911 addressing and will be ensuring that the addressing is being performed correctly. Commissioner Walters maintained his position that spending money on these services is a waste of money when the Town could easily provide the service. Town Manager Day said opting in the program is an insurance policy for the Town.

There was **consensus (3-0)** to continue this conversation and vote on whether or not to opt out of the 911 addressing service at the April 19, 2017 Regular Town Commission meeting.

This subject was thoroughly addressed at the February 17, 2016 regular Town Commission meeting (audio beginning at 2 hours 28 minutes) and at the March 29, 2016 Special Meeting.

Mayor Simmons brought up the plastic bag resolution we passed about a year ago supporting Home Rule; Melbourne just passed one too. Commissioner Hoover mentioned Surfrider's pilot programs allowing coastal municipalities to regulate single use plastic bags. Mayor Simmons added that this applies to communities with a population less than 100,000.

There was further discussion regarding Home Rule.

V. Public Comment

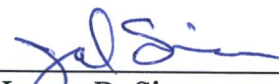
There wasn't anybody present to speak.

VI. Adjournment

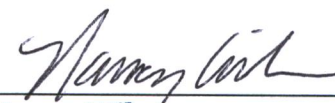
Commissioner Walters moved to adjourn; seconded by Commissioner Hoover. Motion carried 3-0.

Meeting adjourned at 6:50 p.m.

ATTEST:



James D. Simmons
Mayor



Nancy Wilson
Town Clerk