

# Town of Melbourne Beach

## CHARTER REVIEW COMMITTEE WEDNESDAY, APRIL 23, 2025, 7:00 P.M. COMMUNITY CENTER – 509 OCEAN AVENUE

### MINUTES

#### Board Members:

Chairman James Simmons  
Vice Chairman Bruce Larson  
Member Kathy Ivers-Osthus  
Member Charles Leps Jr  
Member Jessica Martinez

#### Staff Members:

Town Manager Elizabeth Mascaro  
Town Clerk Amber Brown  
Town Attorney Ryan Knight

#### 1. Call to Order

Chairman James Simmons called the meeting to order at 7:00 p.m.

#### 2. Roll Call with Determination of Quorum

Town Clerk Amber Brown conducted roll call

#### Board Members Present

Chairman James Simmons  
Vice Chairman Bruce Larson - Late  
Member Kathy Ivers-Osthus  
Member Charles Leps Jr  
Member Jessica Martinez

#### Staff Members Present

Town Attorney Ryan Knight  
Town Clerk Amber Brown

#### 3. Approval of minutes

- A. March 24, 2025 minutes
- B. March 31, 2025 minutes
- C. April 14, 2025 minutes

Member Jessica Martinez made a motion to approve the three sets of minutes; Member Charles Leps Jr seconded; Motion carried 4-0.

#### 4. Public Comment

None

#### 5. New Business

A. Review the report that will be presented to the Town Commission

Town Attorney Ryan Knight sent the Board the draft of the final report. Said this is their report, this is language he put in there, but they are welcome to change it. There were some changes to the ballot proposal, those were made because it had to be less than 15 words. Changes can be made tonight. Said there is a separate ballot proposal for the he/she language, if it is not being applied to the document as a whole, would the Board want it included in the individual sections?

Chairman James Simmons said they decided last week that if they are making changes to a section anyway, update the language for he/him.

First Page: Town of Melbourne Beach 2025 Charter Review Committee Draft Final Report

Chairman James Simmons said he would like to change his name from Jim to James. Also said that where it reads prohibiting Commission members from interference except through the Town Manager, would like to add words that say unless authorized by a majority of the Commission.

Member Kathy Ivers-Osthus said she would like to change Kathy to Kathryn.

Vice Chairman Bruce Larson came in at 7:05 pm.

Table of Contents - 6:50

Member Charles Leps Jr said on Amendment 1, change hers to her.

Cover Letter -7:16

Chairman James Simmons said to change Jim to James and Kathy to Kathryn.

Vice Chairman Bruce Larson said for the cover letter add the amendment number for the paragraph describing the amendment.

Chairman James Simmons and Member Kathy Ivers-Osthus said they did not think that was necessary.

Vice Chairman Bruce Laron spoke about moving on.

Chairman James Simmons said to change the names in the signature blocks on page 1, and Member Charles Leps Jr pointed it out on page 2 as well.

Chairman James Simmons said the Cover Letter does not include Sections 3.03, 3.04, 3.05.

Town Attorney Ryan Knight spoke about how the Cover Letter is an overview and does not need to include everything, to which the Board agreed. Section II lays out the high and low priority amendments.

Chairman James Simmons said to change the type of meeting from a special meeting to a workshop.

Introduction page - 14:55

Member Charles Leps Jr said to change Jim to James and Kathy to Kathryn.

Chairman James Simmons suggested adding an explanation why some items are considered a low priority, and Member Jessica Martinez agreed.

Member Charles Leps Jr spoke about using language that if there are too many ballot items.

Town Clerk Amber Brown said there would be a cost depending on how many pages it is.

Chairman James Simmons gave some examples for explaining why the items are lower priority, such as the Code of Ethics (covered by State law). Asked if they could group the high-priority items together and the low-priority items together, rather than have them in numerical order.

The Board agreed to group the high-priority items together and low-priority items separately.

Town Attorney Ryan Knight asked what language the Board would like to add to the Cover Letter to explain why the items were listed as low-priority.

The Board agreed to add the language – The following amendments were assigned a lower priority as they do not impact Town operations, and the concern about the amount of ballot proposals.

Recommended Amendments Section III - 24:28

Proposed Amendment 1 – Recognition of Both Genders

Member Jessica Martinez asked about the financial analysis and impact section.

Town Attorney Ryan Knight said for most of these, there will be no budgetary impact.

Chairman James Simmons asked about the table of contents being updated with the first high-priority number and adding the amendment number to the proposed amendment page.

Member Charles Leps Jr spoke about how right now the amendment order is very clearly laid out by the first one being global, and then by number, and the amendment number might change when it goes to the Commission anyway. Proposed keeping the order, but at the top of each page, add high-priority or low-priority.

The Board agreed to keep the order the same, but add high-priority or low-priority to the top of each page.

Section 2.02, Section 2.03, Section 2.04, Section 2.09, Section 2.12, Section 3.01, Section 3.03, Section 3.04, Section 3.05, and Section 3.11 – No changes

Matrix - 30:56

Vice Chairman Bruce Larson spoke about adding a column for high-priority or low-priority.

General Questions/Info - 31:45

Member Jessica Martinez asked if there is a financial impact, when will that be addressed?

Town Attorney Ryan Knight spoke about how prior to writing the ordinance, it would be presented to the Commission.

Chairman James Simmons asked if the cost impact needs to be on the ballot.

Town Attorney Ryan Knight said it would be included, but he does not believe there will be a financial impact. Said he would verify that with finance to be 100% sure. Suggested to the Board that he could make the changes, send them out, and then have one last meeting.

Chairman James Simmons said they could each review the changes online and give feedback to him so he would not have to make a trip.

Town Attorney Ryan Knight said they could pick a day he would already be in Town, and the Board could have a quick 20-minute meeting to discuss the revisions. Any members not present can email him their changes/suggestions, and he can go over those at the meeting.

The Board tentatively scheduled a meeting for 4/30/2025 at 6:00 pm to approve the report.

Chairman James Simmons asked about setting up a workshop with the Commission.

Town Clerk Amber Brown said she would reach out to the Commission to see if/when they would be interested in setting up a workshop.

## 6. Adjournment

**Vice Chairman Bruce Larson made a motion to adjourn; Member Kathy Ivers-Osthus seconded; Motion carried 5-0.**

Meeting adjourned at 7:39 pm.

  
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**James Simmons**  
Chairman

ATTEST:

  
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Rachel Pembroke (May 4, 2025 14:06 EDT)  
**Rachel Pembroke**  
Transcriptionist