

Town of Melbourne Beach

CHARTER REVIEW COMMITTEE MONDAY, APRIL 28, 2025, 6:00 P.M. COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Board Members Present:

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 6:13 p.m.

2. Roll Call with Determination of Quorum

Town Clerk Amber Brown conducted roll call

Board Members Present

Chairman James Simmons
Member Charles Leps Jr
Member Jessica Martinez

Staff Members Present

Town Attorney Ryan Knight – Via Zoom
Town Clerk Amber Brown

Board Members Absent

Vice Chairman Bruce Larson
Member Kathy Ivers-Osthus

3. Approval of minutes

A. April 23, 2025 minutes

Tabled

4. Public Comment

None

5. New Business

- A. Review the revised report that will be presented to the Town Commission on Monday May 5th

Chairman James Simmons went through the revisions made since the last meeting. Under Introduction, where it says the following amendments were assigned a lower priority as they do not impact Town operations, and concern about the amount of ballot proposals. Suggested adding the words due to before concern about the amount of ballot proposals.

Member Charles Leps Jr suggested starting a new sentence after operations. To add additionally, the committee was also concerned about the amount of ballot proposals. The Board agreed.

Chairman James Simmons suggested making a page break, so the whole last paragraph in the introduction goes to the last page.

Chairman James Simmons said in Section 3.01, says this charter amendment will remove the Town Commission's authority to appoint, suspend, or remove the Town Clerk. Suggests adding, this amendment is required in order to be consistent with charter amendments adopted on 11/17/2017, which moved the Town Clerk organizationally from the Town Commission to the Town Manager. This is just to make it clear that this change is to be consistent.

Chairman James Simmons said for 3.05, suggests a page breakdown before D, financial analysis, because the text is on the next page. For 3.04, spoke about adding the same sentence he added for 3.01 about the Town Clerk. The Board agreed.

Town Attorney Ryan Knight spoke about increasing the font size for the matrix, but it might stop it from fitting on one page. The Board said they were fine with the font size the way it is.

Town Attorney Ryan Knight suggested that before the workshop, there could be a brief meeting to approve the minutes. Suggested one language change to the first page, where it says draft final report, to remove the word draft.

The Board agreed to meet 5 minutes before the workshop to approve the minutes.

Member Charles Leps Jr made a motion to approve the report as revised; Member Jessica Martinez seconded; Motion carried 3-0.

6. Adjournment

Member Jessica Martinez made a motion to adjourn; Member Charles Leps Jr seconded; Motion carried 3-0.

Meeting adjourned at 6:28 pm.

ATTEST:



James Simmons
Chairman


Rachel Pembroke (May 3, 2025 14:32 EDT)

Rachel Pembroke
Transcriptionist