

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING February 19, 2025 at 6:00 p.m. COMMUNITY CENTER - 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Alison Dennington
Vice Mayor Dawn Barlow
Commissioner Robert Baldwin
Commissioner Anna Butler
Commissioner Tim Reed

Staff Members:

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

1. Call to Order

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

2. Roll Call

Town Clerk Amber Brown conducted a roll call.

Commission Members Present

Mayor Alison Dennington
Vice Mayor Dawn Barlow
Commissioner Robert Baldwin
Commissioner Anna Butler
Commissioner Tim Reed

Staff Members Present

Town Manager Elizabeth Mascaro
Town Attorney Ryan Knight
Building Official Robert Bitgood
Fire Chief Gavin Brown
Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

4. Meeting Agenda – Additions/Deletions/Changes – 2:05

Commissioner Tim Reed pulled Consent Agenda Item 5 E to the end of section 12 New Business. Discussed moving Agenda Items 12 D and G to have more time to discuss them. Mentioned moving 12 F to New Business to move that to a fiscal year '26 budget specific planning meeting, and suggested moving Item 11 D from Unfinished Business to the Task List.

Mayor Alison Dennington said the Commission could move them to the end and discuss at that point what to do with those items, whether to table them to the next meeting or have a workshop, etc.

Commissioner Tim Reed made a motion to table 12 D, F and G and to set up a special meeting or meetings as necessary to address them; Commissioner Robert Baldwin seconded; Motion carried 4-1 with Vice Mayor Dawn Barlow dissenting.

Vice Mayor Barlow made a motion that we table the discussion on 12 H Town's personnel policies; Commissioner Anna Butler seconded; Motion carried 5-0.

Mayor Alison Dennington pulled Consent Agenda Items A and B, said she has not had time to finish them. Also wants to table E because she wants to call a special meeting on that issue. She then passed the gavel to make a motion.

Mayor Alison Dennington made a motion to table discussion of the BSE which is Item 12 E because I plan to call a special meeting on that; Motion failed for a lack of second

Town Clerk Amber Brown spoke about documents not included in the packet. The first two things handed out were letters tasked to the Fire Department, and there is a document from the History Center report they would like added to their current report. There are also emails from a resident that wanted the emails to be provided to the Commission, and two additional emails the Mayor requested be provided to the Commission.

5. Consent Agenda

- ~~A. Approval of the Regular Town Commission Meeting minutes January 15, 2025~~
- ~~B. Approval of the Special Town Commission Meeting minutes January 27, 2025~~
- C. Approval of the Special Town Commission Meeting minutes February 5, 2025
- D. Approval of the Town Commission Workshop minutes February 5, 2025
- ~~E. Appointment of Marivi Walker as an alternate board member on the Board of Adjustment~~
- F. Appointment of Barbara Struttman as a board member on the History Center Board

Mayor Alison Dennington asked if there were any objections to approving C, D and F from the consent agenda. There were no objections so those were approved. - 15:25

6. Proclamations/Presentations/Awards - 15:45

- A. Proclamation recognizing July 24, 2025 as Space Coast Day.

Mayor Alison Dennington read the proclamation, then mentioned the changed agenda had not been voted on and asked the Town Clerk to review the changes.

Town Clerk Amber Brown said Items 12 D, F, G and H have been tabled. Item 11 D was moved to the task list.

Mayor Alison Dennington said that 5 A, B and E were moved down.

Commissioner Tim Reed made a motion to approve the agenda as articulated and changed; Commissioner Robert Baldwin seconded; Motion carried 5-0.

7. Finance/Budget Report – 20:42

Commissioner Tim Reed said there was a budget resolution done to move the remaining street sign funding, approximately \$29,000 back to fund 175 under a new line item named contingency. If that was voted on and approved, why has this not happened?

Town Manager Elizabeth Mascaro said her understanding was that there would need to be a resolution, and Vice Mayor Dawn Barlow asked what it would take to finish that project, so she said they were waiting until they could address her request.

Vice Mayor Dawn Barlow said she had some residents reach out about the signs, so she wanted to get data around what the remainder of the beautification of the Town entailed.

Mayor Alison Dennington asked the Town Manager to notify the Finance Manager to prepare the resolution. Spoke to the Town Attorney about some original short term rental changes that had not been made. Said he had mentioned he was going to reduce his bill for the extra time, but it looked like it had not been done. Expressed her concern that it was more than 2.8 hours.

Town Attorney Ryan Knight said the billing software does not show reductions, but he did send an email explaining the reduction, which was about 2.8 hours.

Commissioner Robert Baldwin made a motion to end discussion on the Town Attorney's bill; Commissioner Anna Butler seconded; Motion carried 5-0

Commissioner Robert Baldwin made a motion to accept the Finance Department Report; Commissioner Anna Butler seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

8. Department and Board/Committee Reports

A. History Center Board – 33:18

Laurie Simmons, Chairperson of the History Center Board, spoke about how the Board is very active and requests the Commission to approve a new roof.

Mayor Alison Dennington suggested a grant program that might be helpful that she would go into further detail about later on.

B. Ryckman House Historical Preservation and Awareness Board Report – 35:55

Mayor Alison Dennington said she was very impressed with this report in the packet.

C. Building Department – 36:40

Building Official Robert Bitgood spoke about doing a cover sheet to keep the Commission in the loop. The Building Department did a little over 2 million dollars in value construction in January. Had some stop work orders for condos on the beach and the person responsible will be going to the Magistrate.

Mayor Alison Dennington congratulated Building Official Robert Bitgood on being appointed to the State Board.

Commissioner Robert Baldwin asked Building Official Robert Bitgood to speak about what being a part of that committee means.

Building Official Robert Bitgood said it is called the Building Officials Association of Florida and that Building Officials across the state get together and meet with state legislators to address bills that are coming up, talk about the benefits, drawbacks and safety concerns. Said it is also beneficial for the Town because he is informed and can bring information back about new bills and how they will affect the Town.

Mayor Alison Dennington asked about partnering with other Towns.

Building Official Robert Bitgood mentioned speaking with Satellite Beach, in case he needs to be gone for things related to BOAF, someone could be there for Melbourne Beach in his absence. He said he is able to do some work from his computer. Also spoke a bit about getting reports filed and repairs started for buildings that meet certain criteria, specifically related to their relation to the coast and when the building was built.

Commissioner Anna Butler said she had the opportunity to do a ride along with Building Official Robert Bitgood and it was informative and nice to see interaction between the Building Official and people that live and work in the Town. Vice Mayor Dawn Barlow and Commissioner Robert Baldwin said they did as well.

D. Public Works Department – 46:05

Mayor Alison Dennington spoke about a loose door.

Building Official Robert Bitgood said he could look at that tomorrow.

Town Manager Elizabeth Mascaro said the doors need to be replaced.

Mayor Alison Dennington said some residents had asked about a crosswalk at Cherry.

Town Manager Elizabeth Mascaro said she just got some plans in this week and Cherry does not show a crosswalk, so she is reaching back out to them about that.

Commissioner Robert Baldwin asked about a well and if that would be in the budget.

Town Manager Elizabeth Mascaro said that would be in the budget, this specific well he is referring to is 50 years old, they sealed it with concrete and the new well should be installed in a couple of weeks.

E. Code Enforcement – 50:20

Town Manager Elizabeth Mascaro said the new Code Enforcement officer has been sending out notice of violations. He was dealing with violations about signs, lighting, trash, etc and is now moving to STRs. Software contract has been executed and training is scheduled with them in the next week or two.

Mayor Alison Dennington said people got notices regarding having signs in their yard violating the code but there's a Supreme Court case saying you cannot do that. Said she sent the Town Attorney the case. Specifically referred to signs saying homes not hotels.

Town Attorney Ryan Knight said these things would be on a case by case basis.

Town Manager Elizabeth Mascaro said they would look into it, but says the Town's code is specific about what signage they allow.

Commissioner Tim Reed said he found it difficult to ascertain the total number of STRs the Town thinks there are. Wants an improvement in the report so that it's clear going forward.

Vice Mayor Dawn Barlow said if they have data they are sending Deckard, that would be helpful for the Commission to see as well.

F. Fire Department – 58:00

Fire Chief Gavin Brown spoke about two form letters. With critical infractions, it tells them effective immediately the property is not permitted to be listed for short term rental nor may it be occupied at any time by short term renters. With minor infractions, it gives them five business days to correct the minor infraction. If it is not re-inspected within 10 business days, it would fall into the other category and can no longer be listed for short term rental. To not let these things linger for months, if they fail their inspection and have not successfully corrected violations within 30 days, they would lose their certification status and would have to reapply from scratch and pay the fees again. They can apply for extension if there have been proven efforts made to correct violations.

Mayor Alison Dennington spoke about using the language minor vs major for the letters so they are easier to search when pulling records.

The Commission agreed to the time periods provided. The Commission also agreed to update the Task List to remove STR inspection letters for minor and major violations from the Task List.

Fire Chief Gavin Brown said the second item on the Task List was to create a policy for owner occupied short term rental inspections. Had not created a policy yet because he wanted more guidance. Said one option is to meet all of the requirements as the other short term rentals, another option is to have the owner meet with the Fire Inspector to go over all of the requirements, then have the owner do a signed affidavit that they are in compliance.

Commissioner Robert Baldwin asked other than a smoke detector, what would they be looking for.

Fire Chief Gavin Brown said things like extension cords being used improperly and mentioned there is a list on the Town's website. Said smoke detectors have to be tied together, so they would have to check throughout, even if only renting one bedroom.

Mayor Alison Dennington asked the Town Attorney about liability.

Town Attorney Ryan Knight said it wouldn't cause a liability issue because they could rely on the affidavit.

Commissioner Tim Reed asked for a fire code, but because that did not have a simple answer, he decided to meet with the Building Official later to get the information he needed.

Vice Mayor Dawn Barlow made a motion that Chief Brown drafts a policy for Owner Occupied short term rentals to meet with the Fire Inspector for the inspection and the Town Attorney draft a resolution; Commissioner Anna Butler seconded; Motion carried 5-0.

Fire Chief Gavin Brown said the grant success rate is 56%, the average professional grant writers success rate is 15%.

G. Police Department – 1:19:55

Commissioner Robert Baldwin noted that there were no short term rental complaints.

Vice Mayor Dawn Barlow said Jeff Piggott had stepped down leading the volunteer team and she wanted to thank him for all his efforts and to welcome Peter to the role.

Mayor Alison Dennington said the Chief and Officers are doing a great job with speed compliance. Had a question about fraud investigation, if it was minor or major.

Town Manager Elizabeth Mascaro said she does not know.

H. Town Clerk – 1:22:15

Mayor Alison Dennington congratulated Town Clerk Amber Brown on being voted to be the president of the Brevard County City Clerk's Association.

Town Clerk Amber Brown said the new audio visual equipment, there is no additional cost to the Town. Nothing will appear different to the Commission or the public, but hopefully there will not be issues going forward.

9. Public Comment (Non-Agenda Items) – 1:24:25

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda.

Lauren Hardman – 320 Sixth Ave – Spoke about how the Sixth Ave boat ramp is dangerous, you slide in and out, and it is packed with contractors from the house next door. Her boat cannot be put on pebbles. Requested an outdoor rug or something so it is safe and not slick.

Mayor Alison Dennington said the resolution is the Town Manager will look into it.

Marivi Walker – 511 Riverside Dr - Said she was confused where the consent agenda item moved for the application for the Board of Adjustment, is concerned about time.

Commissioner Tim Reed said it moved to the end of New Business.

Mayor Alison Dennington spoke about speaking out of turn.

Commissioner Anna Butler made a motion to move Consent Agenda Item E that was pulled and put on New Business to be addressed right now; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

Consent Agenda Item E – Moved to New Business – Moved to be addressed immediately – Appointment of Marivi Walker as an alternate board member on the Board of Adjustment

Commissioner Tim Reed made a motion to allow the applicant to present their application and qualifications and then the Commission has an opportunity to ask questions and then public comment before voting; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

Marivi Walker introduced herself, said she was applying for the alternate positions for the Board of Adjustment and stated her qualifications which include being on Town Commission for 3 years and wants to stay involved in the Town.

Vice Mayor Dawn Barlow and Commissioner Anna Butler thanked Marivi Walker for her continued interest in the Town.

Commissioner Tim Reed read what members should make up the Board of Adjustments. Asked which role Marivi Walker saw herself filling. Asked if she has attended BOA meetings. Asked if she felt she could act impartially when items come up about individuals she knows personally.

Marivi Walker said she would be the member at large in the community. She said she had not attended BOA meetings, said there has not been a meeting in months. Said 100% she could act impartially and believes that is the most important part of the BOA.

Mayor Alison Dennington thanked her and said she was reasonable when she was on the Commission. Said her only concern is objectivity, told her not to be influenced by others. Asked about how long the position has been open.

Town Clerk Amber Brown said it was open for a couple years, then Commissioner Reed was in that position and when he was elected to the Commission he had to step down. Confirmed it was publicly available to apply and there are no other applications.

Joyce Barton – 322 Third Ave – Spoke about supporting Marivi Walker in this position. Says it is a small Town and everyone knows each other but she does believe Marivi would make an independent decision.

Vice Mayor Dawn Barlow made a motion that we appoint Marivi Walker as the alternate board member to the Board of Adjustments; Commissioner Anna Butler seconded; Motion carried 4-1 with Commissioner Tim Reed dissenting.

10. Public Hearings/Special Orders

A. Ordinance 2024-05 Chapter 74 Vacation Rentals – Second reading – 1:43:45

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, AMENDING CHAPTER 74, "VACATION RENTALS"; AMENDING REGISTRATION REQUIREMENTS; PROVIDING ADVERTISING REQUIREMENTS FOR VACATION RENTALS; AMENDING PARKING REQUIREMENTS TO LIMIT AMOUNT OF VEHICLES AT VACATION RENTALS AND ADVERTISING REQUIREMENTS; AMENDING MAXIMUM OCCUPANCY CAPACITY AND ADVERTISING REQUIREMENTS; PROVIDING FOR BACKGROUND CHECKS OF OCCUPANTS OVER EIGHTEEN YEARS OLD; PROVIDING FOR NOISE REGULATIONS AND PENALTIES; PROVIDING FOR REGISTRATION SUSPENSION; REMOVING THE EXEMPTION FOR OWNER-OCCUPIED VACATION RENTALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney Ryan Knight spoke about a change on Section 74-22, page 126 changing the word registration to certificate in two places. Said the next step would be a motion to adopt the changes that were just explained regarding changing registration to certificate.

Commissioner Tim Reed said he would like the opportunity to speak after the vote.

Mayor Alison Dennington asked if anyone had any questions or clarifications before going to public comment. Seeing none, opened public comment.

Mark McBride - 310 Second Ave – Spoke about some typos/grammatical errors.

Joyce Baron – 322 Third Ave – Spoke about a discrepancy in fees for short term rental owners compared to other businesses. Requested the Commission reconsider the fees.

Mark Emerson – 512 Ocean Ave – Spoke about how the issue is irresponsible hosts, have the host be onsite at time of check in. Another issue is having to collect every photo ID. You can run a background check with a name and address.

Bruce Larson - 1507 Pine St- Thanked the staff and Commission for addressing these issues.

Commissioner Robert Baldwin made a motion to have 10 minutes of informal discussion; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

Mayor Alison Dennington - responded to Mr. Emerson about hosts needing to be at the door for check in, there is only one Code Enforcement Official so that would be very difficult to enforce. Also touched on the issue of keeping the driver's licenses and she believes this is the best way to have a mechanism to make sure there is accountability. - 2:00:00

Commissioner Robert Baldwin said with anything like keeping the driver's licenses, there can be unintended consequences, but this is a good start. Said he is sympathetic to the owner occupied STRs and will continue to look for ways to make it easier for them.

Vice Mayor Dawn Barlow said one thing that might be helpful is if there is an opportunity where we can capture something in the monthly report of any information that might be coming from owners so the Commission can evaluate it in case things need to be changed in the future.

Commissioner Anna Butler spoke about owners needing to be present, said she read an article that Italy is implementing that. Does not know how they are policing it, but said it could be the registration requirements which makes a statement about expectations. Expressed her concern about owner occupied rentals operating while the owner is not there.

Town Attorney Ryan Knight spoke about three scrivener's errors Page 119 Section (c) the within is struck through and should not be, page 125 Section 74-20 (b) mid way through says the annual inspection shall be set, there needs to be a space between the words be and set, page 135 Section 74-50(a) remove the s on vacation. Two additional changes include changing registration to certification.

Commissioner Robert Baldwin made a motion that we accept Ordinance 2024-05 Chapter 74 the Vacation Rental Chapter as we've amended here tonight to correct for the scrivener's errors; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

Commissioner Tim Reed made a motion to take a vote to have the meeting record formally show that the approval of the second reading and subsequent adoption of the Ordinance regarding vacation rentals does not preclude the Town from pursuing the claim that the LDC did preclude them in at least in 1RS, 2RS, and 3RS residential districts; Mayor Alison Dennington passed the gavel; Mayor Alison Dennington seconded;

Ken Lebrato – 213 Cherry Drive - said he could help with clarification. Believes what is trying to be done is preserving the right of the Town to argue that we are grandfathered in prior to 2011 because our Land Development Code precludes short term rentals in zones 1, 2 and 3. Even if you would argue it does not preclude it, the only way you can do a short

term rental is if it is for a week or more. Disagrees with the Town Attorney that doing this would do nothing.

Commissioner Robert Baldwin asked for a point of clarification on the motion.

Mayor Alison Dennington proposed an amendment to the motion to add to the end of the motion if the Town Commission chooses to pursue.

Commissioner Tim Reed made a motion to have a vote for the meeting record formally to show that the approval of the second reading and subsequent adoption of this Ordinance is not the intent to preclude the claim that the LDC does preclude STR in 1RS, 2RS, and 3RS if the Town Commission chooses to pursue; Mayor Alison Dennington seconded; Motion carried 3-2 with Vice Mayor Dawn Barlow and Commissioner Anna Butler dissenting.

Town Attorney Ryan Knight spoke about giving an update at the next meeting about what he has reviewed, what he thinks he would need to review, and request for any additional documents or recordings.

Commissioner Robert Baldwin made a motion that we ask the Town Attorney to provide an update as part of his written report at the next meeting and any successive meetings thereafter as to the status of researching this Land Development Code history and question and that you work expeditiously with the Town Clerk to keep us updated; Vice Mayor Dawn Barlow; Motion carried 5-0.

B. Ordinance 2024-06 Chapter 48 Noise Control – Second reading – 2:35:25

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, AMENDING CHAPTER 48, "NOISE CONTROL," RELATING TO NOISE REGULATIONS; AMENDING REGULATIONS, DEFINITIONS, AND TESTING PROTOCOLS RELATED TO NOISE RESTRICTIONS; PROVIDING MAXIMUM PERMISSIBLE SOUND LEVELS IN RESIDENTIAL USE CATEGORY; PROVIDING FOR EXEMPTIONS; PROVIDING FOR SPECIAL PERMITS AND LICENSE; PROVIDING FOR PENALTIES; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

Town Attorney Ryan Knight said this is the same Ordinance that was presented during the first reading that was approved, no changes were made.

Recess 8:37pm-8:49pm.

Town Clerk Amber Brown conducted a roll call.

Commission Members Present

Mayor Alison Dennington
Vice Mayor Dawn Barlow
Commissioner Robert Baldwin
Commissioner Anna Butler
Commissioner Tim Reed

Staff Members Present

Town Manager Elizabeth Mascaro
Town Attorney Ryan Knight
Building Official Robert Bitgood
Town Clerk Amber Brown

Commissioner Tim Reed made a motion to approve Ordinance 2024-06 on second reading; Commissioner Anna Butler seconded; Motion carried 5-0.

11. Unfinished Business

A. Approval of the Regular Town Commission Meeting minutes December 18, 2024 – 2:51:40

Mayor Alison Dennington spoke about making changes to the minutes today and asked Town Clerk Amber Brown to print them for the other Commissioners but the Town Clerk wanted to speak on the record.

Town Attorney Ryan Knight said this was not a couple small revisions, it was multiple revisions that were redlined, and recommended table this in order to get it to the Commissioners to review.

Town Clerk Amber Brown said that she wanted to be on the record because the other Commissioners could hear her and she did not want to violate Sunshine Law.

Vice Mayor Dawn Barlow made a motion to table this Unfinished Business Item A. Approval of the Regular Town Commission Meeting minutes December 18th 2024; Commissioner Robert Baldwin seconded; Motion carried 5-0.

B. Resolution 2025-01 Supporting the 2025 Florida League of Cities Legislative Platform – 2:56:28

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, URGING MEMBERS OF THE FLORIDA LEGISLATURE TO SUPPORT THE 2025 FLORIDA LEAGUE OF CITIES' LEGISLATIVE PLATFORM.

Town Clerk Amber Brown said there was a vote to proceed, but there was no resolution drafted at the time, so the vote from last month was to proceed with drafting a resolution and that resolution is what is before the Commission to vote on now.

Vice Mayor Dawn Barlow made a motion that we approve the Resolution 2025-01 supporting the 2025 Florida League of Cities Legislative Platform; Commissioner Anna Butler seconded; Motion carried 5-0.

C. Resolution 2025-03 Town Commission Rules and Procedures – 2:57:38

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH BREVARD COUNTY, FLORIDA MODIFYING AND RESTATING TOWN COMMISSION RULES AND PROCEDURES; MAKING FINDINGS; ESTABLISHING MEETING RULES OF PROCEDURE; ESTABLISHING THE SEATING ARRANGEMENTS AT MEETINGS; SETTING THE AGENDA; PROVIDING FOR ACTION BY CONSENT; SETTING THE TYPES OF MEETINGS; PUBLIC NOTICE OF MEETINGS; SETTING FORTH RULES TO ADDRESS THE TOWN COMMISSION AND PROCEDURES TO ADDRESS LAND DEVELOPMENT AND QUASI-JUDICIAL MATTERS; PROVIDING FOR COMMISSION AND STAFF RESPONSE TO PUBLIC COMMENTS; SETTING RULES OF DEBATE; SETTING A TIME FOR ADJOURNMENT OF MEETINGS; PROCEDURES FOR MINUTES OF TOWN COMMISSION MEETINGS; PROVIDING PROCEDURES FOR AMENDING OF THE RULES; REPEALING PRIOR RULES OF PROCEDURE; PROVIDING THE METHODOLOGY FOR REQUESTS BY A

COMMISSION FOR ACTION BY THE TOWN MANAGER, TOWN CLERK, OR TOWN STAFF; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Alison Dennington was dealing with a major headache, so she passed the gavel.

Vice Mayor Dawn Barlow said this was presented by Commissioner Anna Butler and was discussed at the last workshop. Commission meetings were excessive in length, those in attendance discussed edits to the format, deadlines, and discussion times for each Commissioner, matching the public's 3 minutes and a one minute rebuttal.

Mayor Alison Dennington took the gavel back.

Commissioner Anna Butler said in an effort to make meetings more effective and efficient, she wanted to come up with some ideas that would place guidelines on time and repetitiveness.

Vice Mayor Dawn Barlow made a motion that we have informal discussion with a max of 10 minutes across the board; Commissioner Anna Butler seconded; Motion carried 5-0.

Steve Walters – 416 Sixth Ave – Spoke about the sentence that said nothing can be provided to the Commission 48 hours before the meeting. This prevented any walk-on items that the Commission did not have time to look over. Said if that is being crossed out, they might want to still set some standard, 24 hours, etc. - 3:05:27

Town Attorney Ryan Knight said a walk-on would be by staff and would normally be something that was time pressing. The Commission can always say they would like to discuss the walk-on item at another meeting, does not need to be voted on then and there.

Mayor Alison Dennington spoke about making it a requirement that whatever comes in, they also print a copy for the public table.

Commissioner Robert Baldwin said he likes the idea of allowing things last minute, it gives the Commission the opportunity to see the item but does not require they vote.

Town Attorney Ryan Knight said best practice would be to have a way for the public to access the information, but there is no specific rule that says if something is walked on, the information must be supplied to the public at the same time.

Mayor Alison Dennington said her experience was when walk-ons came on, there was not a clear practice for having documentation, so she started making sure the Town Clerk had the documents at the beginning of the meetings. Spoke about adding a provision to require that the documents be provided to the Town Clerk to provide a copy to the Commissioners and the public.

Town Clerk Amber Browns spoke about not wanting a hard deadline for walk-ons, and as long as she has time she will print it prior to the meeting.

Commissioner Robert Baldwin spoke about how in no event shall items be added to a Town Commission Regular Meeting agenda unless copies are provided to the public at the meeting. Added, and eventually finds its way to the record through the Town Clerk.

Vice Mayor Dawn Barlow made a motion that we accept the Resolution 2025-03 Town Commission Rules and Procedures with the adoption of the language in no event shall items be added to the Town Commission Regular Meeting agenda without a copy of the agenda item being provided to the public at the meeting and inserted into the record by the Town Clerk; Commissioner Anna Butler seconded; Motion carried 5-0.

D. ~~Update on the consideration to institute paid parking at the 6th Ave boat ramp – Town Manager Elizabeth Mascaro~~ – Moved to Task List.

E. Consideration on the Old Town Hall roof – Town Manager Elizabeth Mascaro – 3:18:16

Town Manager Elizabeth Mascaro said she reached out to the County regarding the Old Town Hall. The Parks and Rec Director told her the lease has an automatic 5 year renewal, they could ask for a 25 year renewal but that would go in front of the County Board of Commissioners to make that determination. Said it still needs a roof.

Commissioner Robert Baldwin asked about the time period to notify about renewal.

Commissioner Tim Reed said at least 90 days prior and approval of the renewal is at the discretion of the County.

Vice Mayor Dawn Barlow made a motion that we do informal discussion and max it at 5 minutes total; Commissioner Anna Butler seconded; Motion carried 5-0.

Mayor Alison Dennington spoke about wanting to do the 5 year lease. This would allow for a new roof to be put on without wasting money. Also spoke about a grant program called Elevate Florida.

Commissioner Tim Reed spoke about the renewal being done in increments of 5 years and suggests doing no less than 10 years. Does not think the Town should spend money on the roof until they have requested to extend the lease and gotten the County's approval. Read the section about renewal.

Building Official Robert Bitgood said any work done to that building requires a permit through the County so they would have a record of improvements being done.

Mayor Alison Dennington said they need to notify them that we want to extend it before a certain period and get a response, notify them that we plan to do some work on the building and we need approval, and start the process for a permit through the County.

Vice Mayor Dawn Barlow made a motion that we approve the roof replacement contingent on the notification for the intent to have a 5 year extension with the approval of the improvements

notification by the County; Commissioner Robert Baldwin seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

12. New Business

A. Ordinance 2025-01 Building Elevation – First Reading – 3:31:20

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY FLORIDA, AMENDING APPENDIX “A” OF THE TOWN CODE OF ORDINANCES, THE LAND DEVELOPMENT CODE; AMENDING SECTION 7A-55, “BUILDING CONSTRUCTION”; ESTABLISHING MAXIMUM HEIGHT MEASUREMENTS FOR LOWEST FLOOR LEVEL AT EXISTING GRADE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney Ryan Knight said this Ordinance was reviewed by the P&Z Board, it resulted from a conference with Mr. Bitgood and the Town Planned regarding maximum height levels and establishing those. This would establish the maximum height which would be measured from 36 inches above the crown of the street.

Building Official Robert Bitgood said this is something that would be understandable to the average person and architects or design professionals, and it would be easy to implement.

Commissioner Tim Reed said he had a question about what existing grade is that was answered by the Town Attorney. He also asked about the term, of the street on which the property abuts, and how that would apply if it is a corner property and sits on two streets.

Building Official Robert Bitgood said it would be from the highest point of either road.

Mayor Alison Dennington spoke about the definitions for streets, roads, alleys, etc.

Town Attorney Ryan Knight said street and alley are both defined in the code, but there is no definition for road.

Vice Mayor Dawn Barlow made a motion to have informal debate to max out at 3 minutes per Commissioner; Commissioner Robert Baldwin seconded; Motion carried 5-0.

Commissioner Tim Reed suggested making a clarification about the corner property case, saying he just wants it to be clear so no one can interpret it differently.

Commissioner Robert Baldwin asked the Town Attorney what is the definition of street. Confirmed with the Building Official that he was not aware of any property in Melbourne Beach that does not have, on at least one side, one paved street. In that case, said he believes it makes sense as written.

Town Attorney Ryan Knight said the definition of street is a public or private right of way set aside for vehicular travel which is 30 ft or more in width either improved or unimproved. Alley is defined as any public or private right of way set aside for secondary public travel. Said the main difference is a street is defined as being 30 ft or more in width, so an alley would be less than that.

Building Official Robert Bitgood said the parking Ordinance is in effect too because you have to have a street to have a house to be able to have parking.

Mayor Alison Dennington spoke about another unique housing situation and said she was confused about the stem wall and asked if that was resolved. Some streets in Town are long, asked if it is the highest point of the entire street or the Town's jurisdiction. Asked about dramatic differences in height along a street.

Building Official Robert Bitgood said it was resolved, there would be nothing larger than a max of 31 from the crown of the road. Said it is only the height within your property line.

Charles Leps Jr – 212 Cherry Dr – Spoke about how the added statement uses the word will. It should be shall.

Building Official Robert Bitgood read the statement he was referring to, the measurement of the building height will be measured from 36 inches above the crown of the street.

Steve Walters – 416 Sixth Ave – Spoke about how there was a referendum on this and it might have included language 18 inches above the crown of the road. If that is the case, this Ordinance cannot override a referendum. - 3:50:10

Town Attorney Ryan Knight said he would look into the Town history of the referendum, but does not believe there would be any authority to say just because a provision was adopted by referendum it would not be subsequently amended.

Mayor Alison Dennington said there is a Statute that says anything passed by referendum can only be changed by referendum.

Bruce Larson – 1507 Pine St – Spoke about rather than using the word street or road you could use public right of way. Spoke about houses that are not corner lots that still touch two streets.

Building Official Robert Bitgood said the ambiguity with clarifying which street is that you can change the address, you can swap from one side to the other. He also said that before someone can get a permit, they have to submit an application for P&Z which will have a current survey of elevations from the road. People can end up hurting themselves and forcing a one story house.

The Commission discussed language options they thought would be less ambiguous.

Vice Mayor Dawn Barlow asked the Town Attorney if they could pass this knowing there would be a few edits for the second reading.

Town Attorney Ryan Knight said it could pass with a few edits needed and that the section they are amending was not adopted by a referendum.

Vice Mayor Dawn Barlow made a motion that we approve Ordinance 2025-01 Building Elevation first reading knowing that we will have 2 identified edits, change will to shall and add street, alley, primary means of transportation ways referenced for the second reading; Commissioner Anna Butler seconded; Motion carried 5-0.

- B. Resolution 2025-02 Public Records Exemption for Municipal Clerks and Employees who Perform Municipal Elections – Town Clerk Amber Brown – 4:06:30

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, URGING THE FLORIDA STATE LEGISLATURE TO ENACT LEGISLATION TO PROVIDE A PUBLIC RECORDS EXEMPTION FOR MUNICIPAL CLERKS AND EMPLOYEES WHO PERFORM MUNICIPAL ELECTIONS WORK OR HAVE ANY PART IN CODE ENFORCEMENT FUNCTIONS OF A CITY AND PROVIDING FOR AN EFFECTIVE DATE.

Town Clerk Amber Brown said by State Statute, several types of positions or information are exempt from public record, but Town Clerk information is not. Spoke about how there have been some issues with leaked information regarding elections, addresses and phone numbers being released to the public and people being targeted. Said she wanted to support the Florida League of Cities going to legislation to get an exemption for Clerks that have work related to elections.

Mayor Alison Dennington said she was in support of this. Asked what would be included, address, phone number, what else.

Town Clerk Amber Brown said home address, phone number, spouse, children, daycare, and schools of children, and there might be a couple more.

Steve Walters – 416 Sixth Ave – Spoke about how the wording is very broad.

Mayor Alison Dennington spoke about a couple of changes to the language, striking out employees, and adding against disclosure of personal information, including but not limited to address, etc.

Town Attorney Ryan Knight said there is a specific statute that can be referenced, 119.071. Listed home addresses, telephone numbers, dates of birth, photographs of current or former nonsworn investigative personnel.

Commissioner Robert Baldwin made a motion that we accept Resolution 2025-02 Public Records Exemption for Municipal Clerks and Employees who perform Municipal Elections with the noted amendment of adding to section 2 the Statute that lists the items that are excluded from public records requests and that the Attorney will add it to the final resolution; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

- C. Consideration of the Planning and Zoning Board recommendations for accessory structures – Building Official Robert Bitgood – 4:17:00

Building Official Robert Bitgood spoke about limiting accessory structures, it currently says it cannot be bigger than the primary. They are proposing capping the size limit at 300

square feet. There is a bill being introduced this year with accessory dwelling units. Said if the Commission is in agreement on it, they can start working on the verbiage and with the Town Attorney as to what it would look like.

Bruce Larson – 1507 Pine St – Asked if this would include a detached garage. 300 feet is really small.

Building Official Robert Bitgood said it would include accessory structures, anything accessory to the primary. Said 400 feet might be a better number. Suggested saying bringing current structure into conformance to Town Code would be the exception.

Vice Mayor Dawn Barlow confirmed with the Building Official that outside of garages, nothing really falls into the conforming house category.

D. Consideration on hiring a Deputy Town Clerk – Town Manager Elizabeth Mascaro – 4:29:25

This agenda item was originally tabled.

Commissioner Robert Baldwin made a motion that we bring that back, Item D Consideration on hiring a Deputy Town Clerk; Vice Mayor Dawn Barlow seconded; Motion carried 4-1 with Commissioner Tim Reed dissenting.

Commissioner Robert Baldwin made a motion to have an informal discussion limited to 3 minutes per Commissioner; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

Commissioner Robert Baldwin said he wanted to hear why Commissioner Tim Reed wanted to table this.

Commissioner Tim Reed said his rationale to table this was that he does not believe we should be creating a new staff position and staffing it during this budget cycle. Believes it should be discussed as part of fiscal year '26 planning. Was happy to have a larger discussion in a workshop rather than in this meeting.

Commissioner Anna Butler said she wants the Town Clerk to have help, it appears that so much of the extra work is transcription of long meetings and an abundance of record requests. Asked if the Commission could do anything to help first before hiring someone.

Town Clerk Amber Brown said she would not want to persuade a Commissioner not to contact her, but having 4 new Commissioners at once, there are naturally a lot of questions which takes time. Also mentioned the number of meetings have gone up. Public records requests have increased. Every aspect of the job has increased, so one thing would not reduce it enough.

Mayor Alison Dennington said she would vote for this. Has known Town Clerk Amber Brown needed help ever since she got on the Commission. Agrees with Commissioner Tim Reed for the most part except when it comes to this specific item.

Vice Mayor Dawn Barlow asked the Town Manager about the budget. Also asked the Town Attorney about public records.

Town Manager Elizabeth Mascaro said there is \$16,570 available for the transcriptionist and then the remaining balance of \$17,352 will come out of Ryckman Park.

Town Attorney Ryan Knight said normally if there is an inquiry from a Commissioner member, the Town Clerk would respond to that, but if there is an excessive request for records, it is hard to prove but could be written in the policies.

Steve Walters – 416 Sixth Ave – Spoke about how there are enough employees, direct the Town Manager to reassign an employee to be a full time Deputy Town Clerk - 4:43:38

Commissioner Robert Baldwin made a motion to proceed with hiring a Deputy Town Clerk with the salary that has been outlined by the Town Manager in her memo; Commissioner Anna Butler seconded; Motion carried 3-2 with Vice Mayor Dawn Barlow and Commission Tim Reed dissenting.

Vice Mayor Dawn Barlow said the Town Clerk is incredibly helpful and is completely overloaded but part of the overload is the inefficiencies of this Commission. Said she is cautiously optimistic that the meetings will become more efficient and easier on her.

Commissioner Anna Butler agreed with Vice Mayor Dawn Barlow and said that is why she asked her questions.

Commissioner Tim Reed said his comments are not directed against the Town Clerk, but he believes this is due to poor management. Said the Town is \$80,000 in the hole on the budget for hurricane stuff and have another hurricane season to go.

- E. Consideration on the updated contract with BSE Consultants, Inc. and LJA – Town Manager Elizabeth Mascaro – 4:49:23

Town Manager Elizabeth Mascaro said BSE was acquired by another company, LJA. They provided the Town with a contract that is BSE and LJA combined. Said if they go out for RFQ, Basin one would have to be put on hold.

Mayor Alison Dennington expressed her frustration with getting to see the contract.

Vice Mayor Dawn Barlow made a motion to have informal debate for 3 minutes each; Commissioner Robert Baldwin seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

Mayor Alison Dennington said she did not want to be delayed on Basin one, but says the Town Manager failed her duty and made false statements when there was not a contract. Spoke about the importance of getting bids. Said if the Town Manager does not know something, she should not say she does on the record because it misleads the Commission. We cannot approve a contract, we have to bid it.

Commissioner Robert Baldwin asked if it is legal to consider this contract tonight. Also asked how long the process for the RFQ usually takes. Asked the Town Manager about Bowman Engineering and if they bid out that contract.

Town Attorney Ryan Knight said, no it needs to go out to RFQ, Statute 287.055 which governs the process of how to do that. In 2017 there was not a contract negotiated after selecting BSE, and the Town needs to have a contractual agreement in conformance with the Statute. Said it takes 2 to 3 months to solicit bids and bring them to the Commission, if there is engineering work needed in that time it would be on an emergency basis.

Town Manager Elizabeth Mascaro said if needed, they could use Bowman Engineering who they have a contract with. Said they do civil engineering like BSE does. Said they got an updated contract when they did plans for Ocean Avenue.

Town Attorney Ryan Knight said with the RFQ you could select one company that is best qualified and could have multiple. It would be a continuing contract, as long as there is a termination clause. Said preparing a bid package for RFQ could be done within a week.

Commissioner Tim Reed suggested having a Special Meeting to address it.

Vice Mayor Dawn Barlow said it seems like they would proceed with RFQ, but would that prevent us from bidding out the Basin one? Said that would mean we are looking at a 90 day delay for infrastructure fixes.

Town Attorney Ryan Knight said it would depend, BSE might have plans that cannot be transferred to another company. Said it would take 60-90 days to get a contract finalized.

Town Manager Elizabeth Mascaro said they do have flooding, but it is not impacting any homes, it needs to be taken care of, but is not critical at this moment.

Bruce Larson – 1507 Pine – Spoke about continuing the current work in order to not delay critical work while you do the RFQ process. - 5:03:25

Commissioner Robert Baldwin asked the Town Attorney about the contract which is month to month, would they do work other than under a contract like this?

Town Attorney Ryan Knight said no, because this is not a contract we currently have. Said they would just have to ask the company if they would do that.

Mayor Alison Dennington said those records, any work that has been done, we have paid for, those are public records. Would like to suggest a motion that the Town Attorney prepare a letter right away to say it is our position that these records are ours and we do want to have them.

Town Attorney Ryan Knight said the issue is not with the records, it is if the new engineering firm came in, would they want to use the records that somebody else already had. Said if we don't have the records he could prepare a letter requesting them. Also said

the work with BSE should continue as it has been under no contract, with the understanding that the Town is sending out an RFQ.

Mayor Alison Dennington spoke about having them do a purchase order which would allow them to continue their work but the Town would not just continue to pay without any contract. Also spoke about the Town Manager giving an ambiguous answer. Said she is fairly certain that Bowman has been approved for a specific contract, they are not approved as just a contract to work on anything.

Town Manager Elizabeth Mascaro said she would pull the contract.

Commissioner Robert Baldwin made a motion that we request the Town Manager and Town Attorney to work together to come up with an RFQ for professional engineering services for the Town and that the Town Attorney inform in writing all of the Commissioners as to what that process looks like and that we continue to utilize BSE and/or Bowman on a continuing interim basis until such time that the RFQ process has run its course; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

- F. ~~Consideration on completing the town improvements (street signs, poles & banners) and closing Fund 351 Land and Road Improvements — Town Manager Elizabeth Mascaro~~

This agenda item was tabled.

- G. ~~Consideration to purchase Power DMS Power Policy software program supporting Human Resources and employee training — Town Manager Elizabeth Mascaro~~

This agenda item was tabled.

- H. ~~Discussion on the Town's Personnel Policies — Town Manager Elizabeth Mascaro~~

This agenda item was tabled.

- I. Consideration on creating a Technology Advisory Board – Commissioner Tim Reed – 5:17:00

Commissioner Tim Reed said a citizen made a suggestion for a Technology Advisory Board, proposing that the Commission take advantage of residents' knowledge and expertise of technology. The Board would provide options and recommendations to the Commission. Suggested 3-5 members and two alternates.

Mayor Alison Dennington suggested the idea of a committee instead of a Board, said to put the idea out there and see if there is interest, and establish a minimum meeting amount of two times a year.

Commissioner Tim Reed made a motion that the Town proceed to establish a Technology Advisory Board; Commissioner Robert Baldwin seconded; Motion carried 3-2 with Vice Mayor Dawn Barlow and Commissioner Anna Butler dissenting.

Vice Mayor Dawn Barlow said it would be challenging because the public won't be aware of the security aspects the Town has today.

Mayor Alison Dennington said she does not think they would have access to anything.

- J. Consideration to transition the Town of Melbourne Beach Newsletter to online and email distribution – Commissioner Tim Reed – 5:23:35

Commissioner Tim Reed said in the fiscal year 2025 budget there is \$11,000 allocated to print and mail. Proposing a more cost-effective methodology be implemented by terminating mailing the newsletter to every address, and retaining the current online posting. Suggested having email and social media notifications each time a newsletter is posted. Suggests the funds be reallocated to Fund-001 Contingency which is unfunded.

Vice Mayor Dawn Barlow said there is a bit of an unknown. Agrees with being kind to the environment, but wants to keep in mind that there is a subset of residents that may not be accessing digital information. Asked if there is a way to have people opt out of receiving the newsletter so it is not sent to everyone. Asked, has the preferred communication method been evaluated, do the residents like it? Is focused on getting data to drive the decision.

Town Manager Elizabeth Mascaro said it is less expensive to do a bulk mailing. Said as people were renewing parking passes, they were asking people to provide an email address, and there were people that were not interested in giving that information. Said we could include a survey section in the next newsletter.

Town Clerk Amber Brown said any email lists that the Town keeps are public record, that might be why people do not want to provide their email addresses.

Commissioner Robert Baldwin said if they could find out who the people are that want to receive the physical copy, put something in the next newsletter, please call Town Hall to log your desire to receive the paper version.

Mayor Alison Dennington said she would not be opposed to doing a survey, but that is extra work. They are not getting rid of the newsletter, it will just be on the website.

Commissioner Anna Butler said the Yacht Club does this. Could make an inquiry with them to see what their process was with that decision.

Commissioner Tim Reed said he appreciates the comments regarding the senior population, sensitive to that as well, said Social Security and Medicare requires people to go online. Suggests publishing that it will be being cancelled and people will reach out if they have a problem with that.

Commissioner Tim Reed made a motion to terminate printing and mailing physical copies of the Beachcomber newsletter, it will still exist online, and put out notifications for people to retrieve it, if people want to do it via email they can provide their email to get that notification also, and both the

line items for printing and postage for the newsletter, those combined funds being reallocated to General Fund-001 Department 19 Contingency; Mayor Alison Dennington seconded; Motion carried 5-0.

Mayor Alison Dennington passed the gavel.

Town Manager Elizabeth Mascaro said she would notify Finance Manager Kerr, it will be one resolution.

- K. Discussion on leasing a large pump to provide emergency flood protection – Commissioner Tim Reed – 5:39:00

Commissioner Tim Reed spoke about his stormwater tour, looked at a baffle box, discussed localized street flooding and how high river levels impact ability of baffle boxes to drain effectively even if the system is functional. Spoke about Public Works using a large external pump to provide emergency floor protection in advance of anticipated heavy rainfall.

Mayor Alison Dennington clarified that this was not to sign a lease, just for Public Works to look into this idea.

Commissioner Robert Baldwin made a motion to table this item; Commissioner Anna Butler seconded; Motion carried 3-2 with Mayor Alison Dennington and Commissioner Tim Reed dissenting.

- L. Consideration to schedule a workshop meeting to address the Town Managers contract – Commissioner Tim Reed – 5:44:00

Commissioner Tim Reed said timeliness is important here, the Town Manager's contract expires 10/01/25, with 8/01/25 being the date she must provide notification of intent to renew or extend the agreement. Recommended reviewing the current contract with the Town Attorney and having the Town Attorney outline what the Commissions options are of how to proceed at the workshop.

Mayor Alison Dennington said she would make a motion to terminate the Town Manager for cause right now, but does not think she has the vote.

Commissioner Robert Baldwin suggested adding this to the next workshop, which would be the March 5th Town Commission Workshop.

The Commission discussed workshops, special meetings, meeting schedules and what to talk about at each meeting.

Commissioner Tim Reed made a motion to have a March 5th Workshop and the topics being addressing the Town Manager's contract, the item from tonight's agenda regarding the Human Resources Software purchase, and then also the item that was tabled tonight regarding closing Fund 351, and the street sign work; Commission Robert Baldwin seconded; Motion carried 5-0.

M. Approval of the Regular Town Commission Meeting minutes January 15, 2025 - 5:55:00

Mayor Alison Dennington said she will get her revised minutes to Amber by Friday.

Commissioner Robert Baldwin said the alternative is to make a motion to approve them as presented. Asked if the Mayor could submit requested changes later.

Town Attorney Ryan Knight said she could not submit her request for changes, it would just be whatever the Commission approved.

Commissioner Anna Butler made a motion that we approve the January 15, 2025 and January 27, 2025 minutes as is; Commissioner Robert Baldwin seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

N. Approval of the Special Town Commission Meeting minutes January 27, 2025

This agenda item was approved as part of the motion for the previous agenda item.

13. Administrative Reports

A. Town Attorney

No additions.

B. Town Manager – 5:58:30

Town Manager Elizabeth Mascaro spoke about budget and budget meetings, and would like a specific date for that meeting.

Mayor Alison Dennington spoke about how April would be a good time and the Commission agreed.

Commissioner Tim Reed said Item 2 regarding Basin one stormwater project, had a public Town Hall information session. Strongly believes a Commission Workshop or Special Meeting should be convened to discuss and approve the BSE proposal before sending it out for bid.

Vice Mayor Dawn Barlow said that was held up with the RFQ.

Commissioner Robert Baldwin said he thought we were going ahead with the Basin one project while waiting on the RFQ.

Town Manager Elizabeth Mascaro said she could reach out to BSE and see when they could be in attendance for a meeting.

Town Attorney Ryan Knight said the Charter Review Committee had a question about going to even year elections to save money. Would like that to be added to the March 5th

agenda. Clarified it would not be giving them direction, they just want to know if that is something the Commission would consider.

Mayor Alison Dennington said that giving them direction does not seem appropriate at all. Said she would not be in favor of even year elections.

Town Attorney Ryan Knight said they could also say no comment and that is what the Commission decided to do.

14. Commission Reports

A. Vice Mayor Dawn Barlow's Commission Report

15. Task List – 6:08:00

Originally Unfinished Business Item D – Update on the consideration to institute paid parking at the 6th Ave boat ramp – pages 192-193

Mayor Alison Dennington said there are people still here to talk about this so they should have the opportunity to do so.

William and Allison Stephens – 1508 Pine St – Said he is concerned about doing it the right way and not doing a knee jerk reaction. Said this issue needs to be put to rest and is concerned about privacy. Supports adding paid parking and wants to be kept in the loop. Suggested going to a landscaper for the beautification aspects.

Town Manager Elizabeth Mascaro said they used the drawing Bowman made a few years ago, which included more things but this was a parking issue that was brought forward.

Mayor Alison Dennington said what was brought up was residents not having to pay but people who do not live in the Town would have to pay which would cause less people to come. The beautifying aspect is not on the table now, it is just the paid parking. Suggested sending the Town Manager an email list if people want to be notified of updates.

Town Clerk Amber Brown said 6th Ave boat ramp improvements is a task that is still open.

Bruce Larson – 1507 Pine St – Spoke about how this needs to be more clear, the picture implies more than just parking would be changed. Said the priority should be getting it to say resident parking only or paid parking but free to residents.

Commissioner Tim Reed proposed changing this item from paid parking to no unattended vehicles without a Town parking permit. -6:22:00

Vice Mayor Dawn Barlow asked if there was the availability for non-residents to come in and pay for parking.

Town Manager Elizabeth Mascaro said an option would be that they can buy the guest pass.

Commissioner Tim Reed made a motion to evaluate the idea of putting the signage in lieu of that with the verbiage he stated there; Commissioner Anna Butler seconded; Motion carried 5-0.

Town Clerk Amber Brown spoke about task list items due this month which include owner occupied short term rental, inspection letters for short term rentals which was closed, review and search for new Magistrate.

Town Manager Elizabeth Mascaro said the law firm reached out wanting to know if the Town wanted to continue with them since Paul Gougelman died. Said there is a formal agreement that would need to be signed.

Mayor Alison Dennington asked the Town Manager if she could get something saying they need someone on a temporary basis and figure out what the cost would be. Said she thought the Town Manager already said she would have an answer about this by this meeting.

Town Clerk Amber Brown continued to list the task items due this month, Paid Parking at 6th which will come back next month. The last item is 6th Ave boat ramp improvements.

Commissioner Tim Reed made a motion to delete the Sixth Ave boat ramp improvements item as overcome by events; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

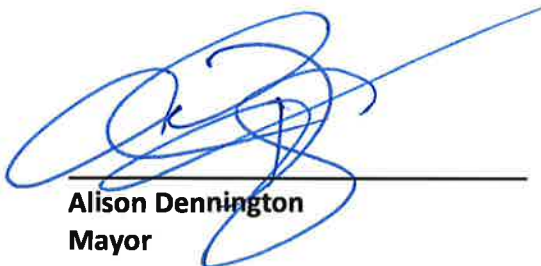
16. Public Comment

Mayor Alison Dennington read a public comment from resident ***Alan Carver - 507 Poinsettia*** about the stormwater Basin plan discussed in a workshop on January 28th, and getting the information in these meetings to residents that cannot attend.

17. Adjournment

Commissioner Robert Baldwin made a motion to adjourn; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

Meeting adjourned at 12:37 a.m.


Alison Dennington
Mayor

ATTEST:


Rachel Pembroke (Jun 28, 2025 15:57 CDT)
Rachel Pembroke
Transcriptionist

