

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING

April 23, 2025 at 5:30 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 5:32 p.m.

2. Roll Call

Deputy Clerk Cyd Cardwell conducted roll call

Commission Members Present

Mayor Alison Dennington
Commissioner Robert Baldwin
Commissioner Anna Butler
Commissioner Tim Reed

Staff Members Present

Town Manager Elizabeth Mascaro
Town Attorney Ryan Knight
Town Clerk Amber Brown
Deputy Clerk Cyd Cardwell

Commission Members Absent

Vice Mayor Dawn Barlow

3. Pledge of Allegiance and Moment of Silence

4. Public Comments

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.

5. New Business

A. Consideration of the proposals from the RFQ for Town Engineering Services

Town Attorney Ryan Knight reviewed the criteria to qualify them.

Mayor Alison Dennington asked questions regarding BSE having many sub contractors, BSE using outside entities for architectural, and how the Town would verify any conflict of interests with BSE because of all of the sub contractors.

Town Attorney Ryan Knight spoke about the conflict of interest would only be with BSE not with their sub contractors.

Kyle Shasteen with Bowman Engineering introduced himself, his team, and his company.

David Bagget with EDC which was recently purchased by Haley Ward introduced himself, his team, and his company.

Commissioner Tim Reed asked

Kyle Shasteen spoke about having the bandwidth and would be able to prioritize the Town. Spoke about a stormwater project in another Town that would be similar to what Melbourne Beach would be doing.

David Bagget spoke about having the right staff that is experienced and local. When it is for continuing services they like to have one direct contact.

Commissioner Robert Baldwin asked for a situation when a stormwater project didn't go as plan, and how did they respond.

Kyle Shasteen spoke about a project having to deal with the public and that part of their front lawn is the public right of way and the Town is allowed to dig in it. Was able to work with the public to adjust the plan when it effected a resident from accessing his boat.

David Bagget spoke about a residential subdivision project after a hurricane went through there was some flooding. He tracks rainfall in order to check to see if the system should be able to handle it, or if there is a problem. Knowing how the systems works and see how things work day to day.

Mayor Alison Dennington asked how they charge is it per hour or per project.

David Bagget spoke about it depends, some want an estimate for a project, but then break it down hourly.

Kyle Shasteen spoke about typically they agree on the hourly rates based on the staff then they would come up with a lump sum fee. They can also do a not to exceed amount, and it

would be invoiced based on the hourly rates. Typically they operate under a lump sum fee amount.

Commissioner Anna Butler spoke about the Town being small and unique, so being sensitive to the budget is important. Pleased the companies and familiar with the area and that they have worked with small municipalities.

David Bagget spoke about some situations do not require engineering services.

Kyle Shasteen spoke about always being available for emergencies and goes onsite.

Commissioner Robert Baldwin asked if the companies have scoping capabilities in house.

David Bagget spoke about typically that is something that would be contracted out. They can do inspections from above ground, but they

Kyle Shasteen agreed with David, and asked if the Town is wanting to scope the entire Town or just a certain area.

Commissioner Robert Baldwin spoke about a specific area that they were needing to scope.

Mayor Alison Dennington asked how quite they would get a response to scope a pipe.

David Bagget spoke about not being able to dictate the companies work load, but they are usually pretty responsive.

Kyle Shasteen spoke about they could build a GIS database for future budget for maintenance.

Mayor Alison Dennington asked if they were aware of a bill that is currently being proposed to get rid of CLEs.

Kyle Shasteen spoke about receiving an email this week about it. They do not require anything above what the state requires.

David Bagget agreed with Kyle.

Mayor Alison Dennington asked if anyone in their firm has received a complaint on their licensure.

Kyle Shasteen spoke about not being aware of any.

David Bagget spoke about not being aware of any.

Mayor Alison Dennington asked about grants, and notifying the Town about available grants.

David Bagget spoke about being involved in projects that include grants. They are capable of dealing with them. Every project is slightly different.

Kyle Shasteen spoke about dealing with projects with grants. They do not have a member that currently goes out searching for available grants.

David Bagget spoke about having a market department that can find available grants.

Mayor Alison Dennington asked what the smallest project they have done for a municipality.

David Bagget spoke about today he did a 6000 square foot structure for a building department.

Kyle Shasteen spoke about in Cocoa Beach wanted to ass a beach shower with a concrete pad.

David Bagget spoke a train pad that they have done.

Mayor Alison Dennington asked about key staff.

Kyle Shasteen spoke about having 4 main staff that the Town would be dealing with.

David Bagget spoke about his company profile includes: architectural, civil, environmental, in house. He would be the Town's point of contact.

Kyle Shasteen spoke about having traffic, survey, general, civil in house, but it was not included in the packet.

David Bagget spoke about the firms have shared project loads.

Town Attorney Ryan Knight spoke about now the Commission has to determine if they are qualified. Then you can rank them

Commissioner Robert Baldwin made a motion to qualify all 4 companies; Commissioner Anna Butler seconded; Motion carried 3-1 with Mayor Alison Dennington dissenting.

Mayor Alison Dennington spoke about being most impressed with the variety of in house staff.

Commissioner Anna Butler verified that the ranking would not disqualify any company.

Town Manager Elizabeth Mascaro spoke about when a project comes up you can compare each company

Town Attorney Ryan Knight spoke about the next step is for each Commissioner to rank the companies.

Commissioner Tim Reed asked if it is possible to have 2 companies tie.

Town Attorney Ryan Knight spoke about you can have a tie for example if 2 companies tie for first then the next company would be the third.

Town Clerk Amber Brown tallied the ranking, and the company with the lowest number is ranked the highest.

Bowman – 11

BSE – 9

Construction Engineering Group – 15

EDC – 5

The following order is the companies ranked highest to lowest

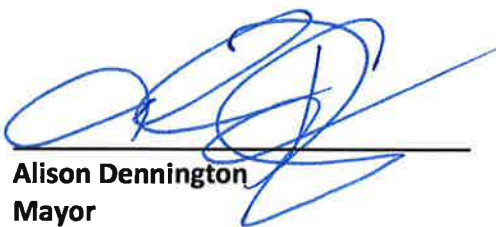
- EDC
- BSE
- Bowman
- Construction Engineering Group

Commissioner Anna Butler made a motion to proceed with an agreement for all 4 engineering firms; Commissioner Robert Baldwin seconded; Motion carried 4-0.

6. Adjournment


Commissioner Robert Baldwin moved to adjourn; Commissioner Anna Butler seconded; Motion carried 4-0.

Meeting adjourned at 6:44 pm.



Alison Dennington
Mayor

ATTEST:



Rachel Pembrook
Transcriptionist

