

# **Town of Melbourne Beach**

## **SPECIAL TOWN COMMISSION MEETING**

**July 1, 2025 at 5:00 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 5:03 p.m.

#### **2. Roll Call**

Town Clerk Amber Brown conducted 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  
Town Clerk Amber Brown

#### **3. Pledge of Allegiance and Moment of Silence**

Mayor Alison Dennington led the Pledge of Allegiance.

#### **4. Public Comments**

After being acknowledged by the Vice 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. Ordinance 2025-02 Proposed Amendments to the Charter – First Reading**

**AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA,  
SUBMITTING TO THE ELECTORS OF MELBOURNE BEACH PROPOSED  
AMENDMENTS TO THE CHARTER OF THE TOWN OF MELBOURNE BEACH;  
PROVIDING BALLOT TITLES, SUMMARIES AND TEXT FOR THE PROPOSED  
AMENDMENTS; PROVIDING DIRECTIONS TO THE TOWN CLERK;**

**PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE FOR APPROVED AMENDMENTS; PROVIDING FOR AN EFFECTIVE DATE FOR THE ORDINANCE.**

Town Attorney Ryan Knight spoke about how this is the first reading of what was discussed at the last regular meeting. This ordinance includes all of the high and low priorities except for the one with the interference clause, as that was removed at the last meeting. Read the preamble for Ordinance 2025-02 Proposed Amendments to the Charter. -2:22

The Commission reviewed and had no issues with Amendment 1 – Amend residency requirement and providing for forfeiture of office.

Commissioner Robert Baldwin confirmed they have an opportunity to remove things at the second reading.

Mayor Alison Dennington confirmed each amendment does not affect another amendment, so if they decided to pull one, it would not affect the others.

Town Attorney Ryan Knight said the only change that was made to this was that he had to remove he/she because that is a separate matter to be voted on.

The Commission reviewed and had no issues with Amendment 2 – Amending when Commissioners assume office and minimum term limitations.

The Commission reviewed and had no issues with Amendment 3 – Appointment to Commission due to vacancy.

The Commission reviewed and had no issues with Amendment 4 – Candidates receiving the largest number of votes are elected to the longest terms.

The Commission reviewed and had no issues with Amendment 5 – Removing authority to appoint, suspend, or remove Town Clerk.

Mayor Alison Dennington confirmed that the Commission had to either vote in favor of or against the ordinance as a whole.

The Commission reviewed Amendment 6 – Commission's authority to fix the salary of Town Clerk. This changes the authority from the Commission to the Town Manager. Discussed changing the word fix to set or determine, but decided against it. - 9:05

The Commission reviewed Amendment 7 – Vice Mayor Duties.

Commissioner Anna Butler spoke about how it should read as if the Mayor is unable or unwilling to perform duties.

Town Attorney Ryan Knight said this is the one that was added at the last meeting.

The Commission reviewed Amendment 8 - Adjournment of Meetings.

Mayor Alison Dennington spoke about cutting this one because it is already covered in Statute and case law.

The Commission reviewed and had no issues with Amendment 9 – The Town Commission shall fix and approve the salary and or contract of the Town Attorney.

Town Attorney Ryan Knight said he added the word approve and removed the prosecutor.

The Commission reviewed and had no issues with Amendment 10 – Code of Ethics.

The Commission reviewed and had no issues with Amendment 11 – Inclusion of he/she/his/her. - 16:15

Town Attorney Ryan Knight said there were 2 minor modifications, adding question to Amendment 7 and adding or to section B on Amendment 7.

Commissioner Anna Butler confirmed interference was dropped.

Mayor Alison Dennington said when it came to the wording, unable or unwilling, and the interference, they can pass a resolution to define those things.

**Commissioner Tim Reed made a motion to pass Ordinance 2025-02, first reading, subject to the changes the Town Attorney mentioned; Commissioner Robert Baldwin seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.**

Mayor Alison Dennington said she was voting against this because they are lumped together, and she's against questions 5 and 6, which relate to changing the Town Clerk.


The Commission discussed upcoming meetings and times.

Budget Workshop on Tuesday, the 15<sup>th</sup> at 5:00 pm. Backup date is July 10<sup>th</sup> at 5:00 pm.


## 6. Adjournment

**Commissioner Robert Baldwin made a motion to adjourn; Commissioner Anna Butler seconded; Motion carried 5-0.**

Meeting adjourned at 5:28 pm.

  
**Alison Dennington**  
Mayor

ATTEST:

  
Rachel Pembrook (Aug 19, 2025 09:42:14 EDT)  
**Rachel Pembrook**  
Transcriptionist