

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING

September 3, 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 5:35 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

Finance Manager Jennifer Kerr
Police Chief Tim Zander
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 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 - 1:30

A. Consideration of the Town Manager recruitment brochure from MGT.

Mayor Alison Dennington spoke about reaching out to members of the public to get their input and wanted to discuss that.

The Commission decided to have each member talk for 5 minutes before voting.

Vice Mayor Dawn Barlow provided a document with some edits.

Commissioner Anna Butler spoke about how, under Essential Functions, the fourth bullet point, she added Town Clerk/Deputy Clerk. The tenth point, grant applications, added or delegate to the appropriate experienced professional. Second from the bottom, that is a difficult one; the Building Official has to be licensed. Under knowledge, skills, and abilities, she added government accounting. Under qualifications, she feels the part that says or demonstrated ability to perform essential job functions is a little ambiguous.

Vice Mayor Dawn Barlow spoke about how Essential Functions bullet point 4 should include Commission Members. For the grant one, wants to add research and identify grant opportunities, coordinate and prepare grant applications on behalf of the Town, and oversee the admission of awarded grants with assistance as appropriate. The second to the last point, add in the event of vacancies, identify and coordinate appropriate coverage for the roles of Finance Director, Public Works Director, and Building Official, as needed and authorized by the Commission. Not opposed to adding a master's degree, preferred. Also spoke about vehicle allowance, if it is in there, it should be defined, possibly be a line item where mileage is tracked and reimbursed.

Mayor Alison Dennington spoke about not liking the use of the word broad. Instead, say subject to the particular provisions of the Charter. The Clerk is in a difficult position because the Charter says she administratively reports to the Manager, but shall be the Clerk to the Commission. Add subject to the provisions of the Charter. Under qualifications, strike demonstrated ability to perform essential job functions. Add quickly and promptly review existing job descriptions, policies and procedures, software, and job functions. Read the edits she received from residents Marc Lower and Roger Newell.

Commissioner Robert Baldwin spoke about adding bullet points to the qualifications sections. The first one would be a bachelor's degree. Then separate bullet points for the remaining items. This is not intended to be all encompassing. Add language that if anything is in conflict with the Charter, the Charter shall prevail. - 20:35

Mayor Alison Dennington spoke about needing to remove the or from the qualifications section. It could read something like the bachelor's degree in business, public administration or related field, and then add and preference for supplemental courses in government administration.

Commissioner Robert Baldwin spoke about someone with a bachelor's degree who has been a Town Manager for 20 years, but does not have supplemental courses, would that be held against them?

Mayor Alison Dennington spoke about assuming the 4 year degree is required then the rest is preferred.

Commissioner Tim Reed spoke about how under the qualifications, a master's degree preferred needs to be in there. Reword to account for directly related experience. Suggested providing a version marked with the changes/comments and asking him to get back to us with a second version.

Mayor Alison Dennington spoke about being able to vote on some of the amendments that have specific language.

Essential Functions bullet point 4: add Commission members and the Town Clerk. – No objections.

Essential Functions bullet point 9: Strike that first sentence language and replace it with research and identify grant opportunities; coordinate and prepare grant applications on behalf of the Town, and oversee the administration of awarded grants, with assistance as appropriate. – No objections. - 31:30

Essential Functions bullet point second to the last: Strike the first part and replace it with in the event of vacancies, promptly ensure continuity of service delivery by identifying alternative service options and coordinating appropriate coverage or supplementary resources for all department roles as needed and authorized by the Commission. – No objections.

Under knowledge, skills, and abilities bullet point 10: add specifically government accounting. – No objections - 40:50

Job descriptions, establish performance metrics, software, and report recommendations and changes to the Commission.

Mayor Alison Dennington spoke about adding promptly establishing performance metrics, reviewing existing job descriptions, existing software, and policies and procedures for conformity, efficiency, reducing ambiguities, redundancies, and conflict. Will report recommendations and revisions to the Commission.

Commissioner Robert Baldwin spoke about how everyone's thoughts on promptly are different. Does not think it needs to be included in this document, but could be in a supplemental document.

Vice Mayor Dawn Barlow spoke about how that would be covered by other bullet points.

Keep the word broad on page 3 in the third paragraph, but add subject to the Town Charter. – No objections.

Mayor Alison Dennington spoke about how the Charter says the Town Clerk is an office and shall be clerk of the Commission.

Commissioner Robert Baldwin said it does not say they report exclusively to the Town Manager. The Commission decided the original wording was fine.

Qualifications section: minimum qualifications, the sentence about a bachelor's degree, and 3 years of experience. The preferred is a master's degree, 5 years of experience, and experience in Florida.

Essential Functions bullet point between 12 and 13 – Add the following two sentences. The responsibilities of the Town Manager include the efficient implementation of Commission goals, policies, and directives as well as overseeing the swift enforcement of Town ordinances. Enforce a clear strategy of the Town's code enforcement programs in such areas as vacation rentals, construction, nuisance properties, etc. - No objections. - 59:30

Essential Functions bullet point 10: Change Town Managers to Department Heads. – No objections.

Page 3, fourth paragraph: add for zoning and for planning. – No objections.

Commissioner Robert Baldwin spoke about how the vehicle allowance is not automatic and does not need to be part of the offer. It can be reimbursed, can be negotiated.

Strike vehicle allowance. – No objections.

Salary: \$120,000 annual. – No objections.

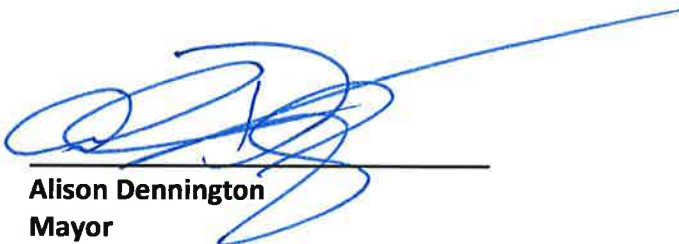
Commissioner Robert Baldwin spoke about offering a 6-month review for a possible increase instead of offering more up front, and the Commission agreed. Said that could go in the offer letter, not the pamphlet.

Commissioner Robert Baldwin made a motion that we accept the pamphlet from MGT for the purpose of recruiting a new Town Manager, subject to all the changes that have been mentioned here without objection; Commissioner Anna Butler seconded; Motion carried 5-0.

6. Adjournment

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

Meeting adjourned at 6:46 pm.


Alison Dennington
Mayor

ATTEST:


Rachel Pembroke (Sep 16, 2025 11:23:28 EDT)
Rachel Pembroke
Transcriptionist

