

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING Wednesday, November 19, 2025 at 6:00 p.m. COMMUNITY CENTER – 509 OCEAN AVENUE

PUBLIC NOTICE AGENDA

Commission Members:

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

Staff Members:

Interim Town Manager Lisa Frazier
Town Attorney Ryan Knight
Town Clerk Amber Brown

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance, Moment of Silence, and Civility Pledge**
The Commission and Staff of The Town of Melbourne Beach pledge to conduct all public discourse in a civil manner. The Mayor and all members of the Commission will treat one another with courtesy and respect and ask the public to do the same toward the Commission, each other, and toward Staff. We will be respectful of one another even when we disagree. We will direct all comments toward the issues. We will avoid personal attacks.
4. **Administration of the Oath of Office – Reception to follow – Page 2**
 - A. Terry Cronin – Commissioner
 - B. Sherri Quarrie – Commissioner
5. **Meeting Agenda – Additions/Deletions/Changes - Pages 3-5**
6. **Proclamations/Awards/Announcements**
 - A. Town announcements and upcoming events – Town Clerk Amber Brown – Pages 6-7
7. **Presentations by Special Guests (Maximum of 5 Minutes)**
 - A. Presentation by the Town Attorney to include Sunshine Law, Public Records Law, and Ethics – Pages 8-19

8. Public Comment (Non-Agenda Items)

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.

9. Consent Agenda

- A. Approval of the September 29, 2025 second Special Town Commission Meeting minutes - Pages 20-22
- B. Approval of the October 15, 2025 Regular Town Commission Meeting minutes - Pages 23-42
- C. Letter of Fuel/collection, and recycle processing fee adjustment from Waste Pro - Pages 43-49
- D. Approval of the Special Magistrate agreement with Bryant Miller Olive, P.A. - Pages 50-68
- E. Approval of the Environmental Advisory Board Volunteer Application for Paula Ladd - Pages 69-70
- F. Approval of the Parks Board Volunteer Application for Marivi Walker - Pages 71-72

10. Public Hearings/Special Orders

- A. Ordinance 2025-06 – Salary of the Mayor and Town Commission Ordinance – Second Reading - Pages 73-77

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, AMENDING CHAPTER 10, SECTION 10-1, TOWN CODE OF ORDINANCES, RELATING TO SALARY OF MAYOR AND TOWN COMMISSION; AMENDING SALARY OF MAYOR AND TOWN COMMISSION TO \$3,000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

11. Unfinished Business

- A. Approval of the September 3, 2025 second Special Town Commission Meeting minutes - Pages 78-88
- B. Approval of the September 10, 2025 second Special Town Commission Meeting minutes - Pages 89-96
- C. Approval of the September 17, 2025 first Special Town Commission Meeting minutes - Pages 97-108
- D. Approval of the September 17, 2025 second Special Town Commission Meeting minutes - Pages 109-114
- E. Approval of the September 17, 2025 Regular Town Commission Meeting minutes - Pages 115-131
- F. Discussion on Revisions to STR Ordinance relating to Owner Occupied Short Term Rentals and Inspections – Town Attorney Ryan Knight - Page 132
- G. Discussion on the regulation of short-term rentals – Commissioner Anna Butler - Pages 133-135

12. New Business

- A. Appointment of Vice Mayor – Page 136
- B. Appointment of the South Beaches Coalition Representative - Pages 137-148
- C. Appointment of the Voting Delegate and Alternate for the Space Coast League of Cities - Pages 149-150

- D. Resolution 2025-17 – Final Budget Amendment – Finance Manager Jennifer Kerr - Pages 151-157
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF MELBOURNE BEACH, FLORIDA, APPROVING THE FINAL BUDGET AMENDMENTS FOR THE FISCAL YEAR 2024/2025 ANNUAL BUDGET; PROVIDING AN EFFECTIVE DATE.
- E. Resolution 2025-18 – Carryforward Budget Amendment – Finance Manager Jennifer Kerr - Pages 158-160
A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR (FY) 2025-2026; AMENDING RESOLUTION NO 2025-15 RELATED TO THE USE OF ALL CARRYFORWARDS AND TRANSFERS FOR ALL FUNDS INCLUDING THE GENERAL FUND; ESTABLISHING AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT THE BUDGET; AND PROVIDING FOR ADOPTION.
- F. Resolution 2025-19 – Town Commission Rules and Procedures – Town Attorney Ryan Knight – Pages 161-173
A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, MODIFYING AND RESTATING TOWN COMMISSION RULES AND PROCEDURES; PROVIDING FOR BI-MONTHLY REGULAR COMMISSION MEETINGS; AND PROVIDING FOR AN EFFECTIVE DATE.
- G. Discussion on the 2025 anonymous employee satisfaction survey results – Commissioner Anna Butler - Pages 174-192
- H. Discussion on creating a strategic timeline to prioritize efforts – Commissioner Terry Cronin - Page 193

13. Finance/Budget Report - Pages 194-242

14. Town Staff/Board Reports

- A. Technology Advisory Board
- B. Building Department
- C. Public Works Department - Pages 243-246
- D. Code Enforcement
- E. Fire Department - Pages 247-254
- F. Police Department - Pages 255-256
- G. Town Clerk - Pages 257-270
- H. Town Attorney
- I. Town Manager - Pages 271

15. Commission Reports

16. Task List – Town Manager assessment of strategic priorities to be walked on at the meeting

17. Adjournment

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, THE TOWN HEREBY ADVISES THE PUBLIC THAT: In order to appeal any decision made at this meeting, you will need a verbatim transcript of the proceedings. It will be your responsibility to ensure such a record is made. Such person must provide a method for recording the proceedings verbatim as the Town does not do so. In accordance with the Americans with Disability Act and Section 286.26, Florida Statutes, persons needing special accommodations for this meeting shall, at least 5 days prior to the meeting, contact the Office of the Town Clerk at (321) 724-5860 or Florida Relay System at 711.