

# Town of Melbourne Beach

## REGULAR TOWN COMMISSION MEETING Wednesday, December 17, 2025 at 6:00 p.m. COMMUNITY CENTER – 509 OCEAN AVENUE

### PUBLIC NOTICE AGENDA

#### Commission Members:

Mayor Alison Dennington  
Vice Mayor Terry Cronin  
Commissioner Anna Butler  
Commissioner Tim Reed  
Commissioner Sherri Quarrie

#### 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. Meeting Agenda – Additions/Deletions/Changes**

**5. Proclamations/Awards/Announcements**

A. Town announcements and upcoming events – Town Clerk Amber Brown

**6. 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.

**7. Consent Agenda**

- A. Approval of the site plan for 305 Oak Street – new home
- B. Approval of the site plan for 206 Riverside Drive – new home
- C. Approval of the Parks Board Volunteer Application for Kathy Ivers-Osthus

**8. New Business**

- A. Discussion on grant writing – Commissioner Sherri Quarrie
- B. Discussion on hiring for the position of Finance Clerk – Commissioner Sherri Quarrie
- C. Discussion on hiring for the position of Full-Time Code Enforcement Officer – Commissioner Anna Butler
- D. Discussion on the creation of a Budget & Financial Advisory Board – Commissioner Tim Reed
- E. Discussion on the institution of a moment of silent prayer immediately following the Pledge of Allegiance – Commissioner Anna Butler
- F. Review of bids received for 410 Riverview Lane Storm Repair project – Interim Town Manager Lisa Frazier
- G. Review of quotes received for Fire Department shower stall replacements – Interim Town Manager Lisa Frazier

**9. Finance/Budget Report**

**10. Town Staff/Board Reports**

- A. Technology Advisory Board
- B. Building Department
- C. Public Works Department
- D. Code Enforcement
- E. Fire Department
- F. Police Department
- G. Town Clerk
- H. Town Attorney
- I. Town Manager – strategic priorities task list

**11. Commission Reports**

**12. 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.