

Town of Melbourne Beach

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

MINUTES

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

Vice Mayor Terry Cronin called the meeting to order at 6:00 p.m.

2. Roll Call

Town Clerk Amber Brown conducted roll call

Commission Members Present

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

Staff Members Present

Interim Town Manager Lisa Frazier
Town Attorney Ryan Knight
Fire Chief Gavin Brown
Town Clerk Amber Brown

Commission Members Absent

Mayor Alison Dennington

3. Pledge of Allegiance and Moment of Silence

Vice Mayor Terry Cronin led the Pledge of Allegiance, a moment of silence, and read the Civility Pledge.

4. Meeting Agenda – Additions/Deletions/Changes – 02:23

Commissioner Sherri Quarrie pulled Consent Agenda Item B – Approval of the site plan for 206 Riverside Drive – new home to New Business Item A.

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Vice Mayor Terry Cronin spoke about moving up the Town Attorney and Town Manager reports to the beginning of Town Staff/Board Reports and making that a permanent change.

Commissioner Sherri Quarrie made a motion to close the meeting by 10 o'clock; Commissioner Anna Butler seconded; Motion carried 3-1 with Commissioner Tim Reed dissenting.

Interim Town Manager Lisa Frazier requested the removal of New Business Item G.

5. Proclamations/Awards/Announcements – 05:36

Vice Mayor Terry Cronin announced that the Space Coast Fire Chiefs Association has recognized Fire Chief Gavin Brown as the 2025 Space Coast Fire Chief of the Year, Fire Marshal Dave Micka as the 2025 Space Coast Fire Marshal of the Year, and Town Clerk Amber Brown as the 2025 Space Coast Volunteer Firefighter of the Year.

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

Town Clerk Amber Brown spoke about the upcoming events and announcements.

6. Public Comment (Non-Agenda Items) – 07:01

Jan Pence – 200 Riverside Dr – In celebration of the holidays, she brought some refreshments for the meeting. Thanked everyone who donated food and money for the food drive. Spoke about Vice Mayor Terry Cronin co-producing a movie called Christmas in Vietnam and the showing will be the closing of the food drive.

Dawn Barlow – 1710 Pine – Congratulated the new Commissioners and thanked the Commission for being willing to serve. Encouraged the Commission to hold workshops to prioritize short-term and long-term Town goals and planning.

Mary Weerts – 400 Driftwood Ave – Following up on her email from last month regarding the Mayor participating in discussions on litigation with the Mayor's LLC. The Commission should file an ethics complaint; it should not fall to private citizens to do so. Requested a motion to have the Town Manager and Town Attorney provide guidance on filing an ethics complaint. Provided potential complaints to be included. An ethics complaint allows an independent body to review the conduct, similar to the purpose of an audit.

Town Attorney Ryan Knight spoke about any resident being able to file an ethics complaint. Does not think that is the place of the Commission.

Commissioner Anna Butler spoke about how things have escalated, and she does not think it should be swept under the rug. The Commission needs guidance.

Vice Mayor Terry Cronin spoke about how these concerns have been going on for a while now. Does not want a toxic workplace or the appearance of one. This could be put on the agenda in January.

Tina Coppock – 505 Avenue B – Asked why no one has taken any action against the Mayor’s abuse of power and ethics violations, among other things. The Mayor participated in discussions about her lawsuits against the Town. Based on an anonymous survey, the Mayor has bullied and created a hostile work environment. After the Commission voted to proceed with the application of the SAFER grant, she contacted FEMA to thwart the efforts to obtain the SAFER grant. Something needs to be done to stop the abuse of her position. An ethics complaint must be signed by the individual, and the Mayor is a serial litigator.

Mark McBride – 310 Second Ave – Thanked the new Commissioners. Spoke about prioritizing short-term rental enforcement. For the last two months, there have been no short-term rental reports. The Commission voted to prioritize the enforcement.

Interim Town Manager Lisa Frazier spoke about having a hard time filling the part-time, short-term rental code enforcement officer position. Recommended making the two part-time code enforcement positions into one full-time position.

John Benton – 1155 Lincoln St, Pam Bay – Spoke about trying to get State Representative Randy Fine to assist him with a code enforcement issue in Cape Canaveral.

7. Consent Agenda – 33:41

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

Commissioner Sherri Quarrie made a motion to approve the Consent Agenda minus the 206 Riverside Drive as previously mentioned; Commissioner Anna Butler seconded; Motion carried 4-0.

8. New Business

- A. Approval of the site plan for 206 Riverside Drive – new home – 34:24

Commissioner Sherri Quarrie spoke about the landscape plan, which shows the removal of 3 mature oak trees. Would like the plans to be adjusted to move the driveway in order to protect those 2 oak trees. The topography of the lot shows the water from the middle of the lot going to the river and to the road, but the landscape plan shows plantings all along that area. There is supposed to be a swale to retain the water.

Commissioner Sherri Quarrie made a motion to table this site plan until we get a landscape plan that shows the oaks are not removed and that the pavers are done in a different manner; Commissioner Anna Butler seconded;

Jeff Joseph, the project manager with Joyal Homes, spoke about the Planning and Zoning Board approved the plans unanimously, including stormwater considerations. There are 3 oak trees impacted – 2 by the driveway and 1 by the house. 2 oak trees will remain, and the removed oaks will be replaced in accordance with the landscape ordinance. Regarding retaining the water, Clayton Bennett did the plans and there are 2 swales in the front. The owner wants a circular driveway, and the only way to do that is remove the 2 oak trees.

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Jan Pence – 200 Riverside Dr – Would love to have a circular driveway, but we need to preserve oak trees.

Commissioner Anna Butler spoke about wanting to keep the trees, but we have to follow the rules. If they are following the rules, we would have to adhere to that.

Commissioner Tim Reed spoke about not thinking the Commission has the grounds under the code to require them to amend the plans. Would like the Town Planner to provide an opinion on this part of the code.

Commissioner Sherri Quarrie spoke about the ordinance allows for the removal if they are in the way of the structure. A paver driveway is just a ground cover and does not believe that would allow the removal of the oak trees.

Vice Mayor Terry Cronin read part of the Land Development Code on tree removal.

Jeff Joseph from Joyal Homes spoke about the removal of the trees were also included in the engineered drainage plan, and it was reviewed by the Town Engineer, who approved it.

Motion failed 1-3 with Vice Mayor Terry Cronin, Commissioner Anna Butler, and Commissioner Tim Reed dissenting.

Commissioner Tim Reed made a motion to approve the site plan for 206 Riverside Drive as approved by our Planning and Zoning Board; Commissioner Anna Butler seconded; motion carried 3-1 with Commissioner Sherri Quarrie dissenting.

B. Discussion on grant writing – Commissioner Sherri Quarrie – 54:47

Commissioner Sherri Quarrie spoke about wanting to put together a mechanism that would give the voting delegate for the SCLOC the ability to assist the Town Manager in finding grants and getting more money for the Town.

Commissioner Sherri Quarrie made a motion that we have our voting delegate with the Florida League of Cities each year assist the Town Manager in finding and writing grants for the benefit of the Town; Commissioner Anna Butler seconded;

Tina Coppock – 505 Avenue B – Asked who the voting delegate is and asked for that person's thoughts on this to know if they would be as dedicated to this.

Commissioner Tim Reed spoke about already having an account and looking for grants.

Commissioner Anna Butler commended Commissioner Tim Reed for being proactive and already doing it.

Motion carried 4-0.

C. Discussion on hiring for the position of Finance Clerk – Commissioner Sherri Quarrie – 1:01:08

Commissioner Sherri Quarrie spoke about the previous Commission terminating the Finance Clerk position to redistribute the funds. Does not believe that was the right solution as the Finance Department wears a lot of hats. Would like to bring the essential position back.

Commissioner Sherri Quarrie made a motion that the Commission direct the Town Manager to hire a Finance Clerk; Commissioner Anna Butler seconded;

***Bruce Larson – 1510 Pine St** – Spoke about how finances are incredibly important. Where is the money coming from, and what are you going to give up for it.*

***Jan Pence – 200 Riverside Dr** – Spoke about the Commission’s most important thing is to approve a budget. If this Commission feels it is important, then it is your duty to do that.*

Commissioner Sherri Quarrie spoke about the Town Manager can find where to get the money from. There is quite a large amount in reserve.

Commissioner Tim Reed spoke about wanting to focus on filling the code enforcement position first. Is willing to discuss the Finance Clerk position during the next budget cycle.

Commissioner Anna Butler spoke about having ample funds in reserve, and thinks this is a priority, so she thinks it is necessary to bring it back and is in full support.

Motion carried 3-1 with Commissioner Tim Reed dissenting.

D. Discussion on hiring for the position of Full-Time Code Enforcement Officer – Commissioner Anna Butler – 1:08:50

Commissioner Anna Butler spoke about how the full-time code enforcement position was made into 2 part time positions, and feels that was an error. There will be a better pool of applicants for a full-time position. Spoke about it being a crucial part of the Town.

Commissioner Anna Butler made a motion to eliminate the part-time code enforcement position and recreate a full-time code enforcement position that will be able to encompass all of the duties, short-term rentals, as well as nuisance code enforcement issues; Commissioner Sherri Quarrie seconded;

***Tina Coppock – 505 Avenue B** – Spoke about having a lot of manager experience. You get way more from 1 full-time employee. You also won’t have issues of who is responsible for what.*

***Mark McBride – 310 Second Ave** – Spoke about the job description not having anything about short-term rentals, so that should be added. Need to enforce the ordinances we have.*

Commissioner Sherri Quarrie requested the Town Manager review the job summary and ensure it includes the short-term rental aspect of the position.

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Interim Town Manager Lisa Frazier spoke about both job descriptions being updated.

Commissioner Tim Reed spoke about wanting the job description amendment to be part of the motion. Is in support of the full-time position.

Commissioner Anna Butler approved the motion amendment.

Commissioner Anna Butler amended the motion that we eliminate the part-time code enforcement position and recreate a full-time code enforcement position that will be able to encompass all of the duties, short-term rentals, as well as nuisance code enforcement issues, and amend the job summary to include the short-term rental duties; Commissioner Sherri Quarrie seconded;

Commissioner Tim Reed spoke about wanting to be notified if the salary will be sufficient.

Interim Town Manager Lisa Frazier spoke about how our salaries are rather low.

Motion carried 4-0.

- E. Discussion on the creation of a Budget & Financial Advisory Board – Commissioner Tim Reed – 1:20:20

Commissioner Tim Reed spoke about taking advantage of residents' professional experience, knowledge, and expertise in the budget and finance areas by establishing an advisory board similar to the Technology Advisory Board.

Commissioner Tim Reed made a motion to have the Town Attorney draw up the paperwork to form a budget and financial advisory board with the voluntary membership of 5 members and 2 alternates, 2 year terms; Motion failed for a lack of second.

- F. Discussion on the institution of a moment of silent prayer immediately following the Pledge of Allegiance – Commissioner Anna Butler – 1:23:48

Commissioner Anna Butler spoke about occasions when there is not a moment of silence, and residents have requested it. With everything going on in the world right now, it would be nice. Spoke with the other representatives at the South Beaches Coalition, and all of them do it.

Commissioner Anna Butler made a motion to have on the agenda and adhere to a moment of silent prayer after the pledge of allegiance at the beginning of every meeting; Commissioner Sherri Quarrie seconded;

Jan Pence – 200 Riverside Drive – Thanked the Commission, a lot of residents requested this.

Town Attorney Ryan Knight spoke about the Resolution states a Moment of Silence, so this edit can be done when that resolution is being discussed at the January meeting.

The Commission agreed to pick this up at the January RTCM.

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- G. Review of bids received for 410 Riverview Lane Storm Repair project – Interim Town Manager Lisa Frazier – 1:29:29

Interim Town Manager Lisa Frazier spoke about going out for bid, and we only received 1 bid. This is not budgeted, and the cost is high. While Atlantic Development was in Town for other work, they reviewed and provided a quote, which is significantly less. If the Commission would like to accept the bid from Atlantic Development, you would have to deny the bid from JoBear and then accept the bid from Atlantic and then we can amend the contract with Atlantic.

Commissioner Sherri Quarrie made a motion to reject the JoBear Contracting response and bid and modify Atlantic Development of Cocoa’s existing contract for the 410 Riverview Lane storm repair; Commissioner Anna Butler seconded;

Commissioner Sherri Quarrie asked if there is any issue with modifying the contract.

Town Attorney Ryan Knight said it would be fine; it would just be a change order.

Commissioner Tim Reed agreed with hiring Atlantic, with one modification being the cost is carried under Fund 141 since it is a repair. Asked about access since it is a dead-end street.

Interim Town Manager Lisa Frazier spoke about how, while the repair is being done, one lane will remain open at all times.

Commissioner Tim Reed proposed an amendment to have the cost come from Fund 141.

Commissioner Sherri Quarrie amended the motion to reject the JoBear Contracting response and bid and modify Atlantic Development of Cocoa’s existing contract for the 410 Riverview Lane storm repair, and that the cost of the repair is carried under Fund 141 versus 341; Commissioner Anna Butler seconded; Motion carried 4-0.

- H. ~~Review of quotes received for Fire Department shower stall replacements – Interim Town Manager Lisa Frazier~~ Removed from the agenda by Interim Town Manager Lisa Frazier

Vice Mayor Terry Cronin spoke about an email the Commission received about adding a fence dividing Ryckman Park from the parking area. – 1:38:46

Commissioner Tim Reed spoke about adding it to the task list or the Town Manager’s report.

9. Finance/Budget Report – 1:40:23

Commissioner Sherri Quarrie made a motion to accept the finance report as presented; Commissioner Anna Butler seconded; Motion carried 4-0.

10. Town Staff/Board Reports

- A. Town Attorney - Moved up from Item J – 1:41:00

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Town Attorney Ryan Knight spoke about the January 9th Special Meeting to interview the Town Manager candidates, and at the end there will be a vote. Regarding the ethics questions, at this point, we do not have an investigation or a report from anyone outside of the Town. Normally if the Commission asked him to forward a complaint or file a complaint, he would just send a letter to the Florida Ethics Commission referencing whatever outside investigation had been performed. Otherwise, you run into situations where commissioners vote to have ethics complaints initiated against each other. He cannot prosecute a case against a commissioner when he does not have an outside report or investigation. If the Commission would like to go that route, the first step would be to have an investigation by an outside attorney. Update on lawsuits: interrogatories are due Friday.

Commissioner Sherri Quarrie confirmed that the Town Attorney could provide a list of outside attorneys if that is something the Commission asks for.

Commissioner Tim Reed asked about the settlement discussions and whether there is something the Commission needs to do for that.

Town Attorney Ryan Knight spoke about how the Commission can have a shade meeting which is to discuss settlement offers. The settlement offer expired at the beginning of December, but he could request an updated settlement demand. The Commission could vote to accept it or do nothing to reject the settlement.

B. Town Manager – Moved up from Item K – 1:48:43

Interim Town Manager Lisa Frazier spoke about providing a weekly report that is available on the website under Departments, and then Town Manager. Also, on the website is projects in action and the Basin 1 project will be kicking off on January 5th.

C. Technology Advisory Board – 1:51:56

Bruce Larson, Chairman of the Technology Advisory Board spoke about the 7 ongoing projects, and 1 tabled. They are at or getting to a place where they will need more staff time.

Commissioner Sherri Quarrie asked for more information about needing staff involvement. Thought the Board was going to look at software and programs and bring them forward, which would not need staff involvement. Staff is already so inundated with duties, and she did not realize this Board would increase the workload for staff.

Bruce Larson spoke about how the Board does not have access to the Town's systems, and to figure out how we are utilizing technology they need to get staff input.

Commissioner Anna Butler spoke about having the same reaction when she read the report. The Town is short staffed, so is there a way to streamline it so it does not take as much staff time. The plan was to go through the Town Manager to assess the software rather than sitting with the staff and taking their time.

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Interim Town Manager Lisa Frazier spoke about asking the Board to review municipal systems because that is something that would really help the Town.

Commissioner Tim Reed spoke about the staff finding the Board as a benefit and not a burden.

Further discussion ensued.

Interim Town Manager Lisa Frazier spoke about some of the items the Board has brought up are energetic and the Town will not be able to get everything done by March. Things need to be prioritized.

D. Building Department

E. Public Works Department

Vice Mayor Terry Cronin spoke about finding ways to combat graffiti.

Interim Town Manager Lisa Frazier spoke about it being difficult to catch who is doing it, and the materials they use are harder to remove now days.

F. Code Enforcement

G. Fire Department

Fire Chief Gavin Brown spoke about the old fire truck has been stripped and listed on a nationwide site for \$150,000, which is high, but we have had 3 interested parties. Looking into listing it with additional sites. The sites only get paid if the sale is through their site, which is 10%. Looked into selling it outright but would not get as high of a price. The new fire engine is now in service. As far as the grant, all of the money has been awarded, so we were probably not awarded the grant; however, we have not received the letter of denial. Tightening up the job descriptions and looking into turning the police pension into a public safety pension.

Commissioner Anna Butler asked how specific the letter from the grant will be.

Fire Chief Gavin Brown spoke about how they do not provide any details.

H. Police Department

I. Town Clerk

Town Clerk Amber Brown spoke about the company provided a sample of the re-scanned documents for the Town to import and verify the documents are being renamed correctly, filed correctly, and have the correct metadata. We have not had time to do that process yet, but the company has continued to work on the remaining boxes.

J. ~~Town Attorney~~ Moved to Town Staff/Board Reports Item A

K. ~~Town Manager – Strategic priorities task list~~ Moved to Town Staff/Board Reports Item B

11. Commission Reports

Commissioner Tim Reed asked about the timeline for a workshop and the toxic workplace survey.

Vice Mayor Terry Cronin spoke about wanting to have a timeline so all Commissioners are on the same page. Another topic for the workshop is how to avoid a hostile workplace.

Commissioner Tim Reed spoke about wanting to start the discussion about timelines and prioritization. Add the grant policy and procedure to the January 7th workshop.

Interim Town Manager Lisa Frazier spoke about January 7th being too soon for the toxic workplace survey workshop.

Vice Mayor Terry Cronin spoke about targeting the February workshop for the toxic workplace survey. Would like a clear vision of a timeline, so each Commissioner knows what to expect.

Commissioner Tim Reed spoke about starting the conversation on January 7th, and as part of that workshop include the discussion on a policy for grants which was tabled.

Commissioner Anna Butler spoke about how there were a lot of budget meetings. Everyone does better knowing what the expectations are.

Commissioner Sherri Quarrie spoke about the strategic plan, and how some of the items the Commission is not involved in but should know about. Distinguish the difference between items the Commission is involved in versus what the Town staff is responsible for.

Vice Mayor Terry Cronin spoke about having the January 7th workshop, some takeaways from the meeting being using resident consultants, thinking about amending the tree ordinance, and having refreshments at meetings.

12. Adjournment

Commissioner Anna Butler made a motion to adjourn; Commissioner Tim Reed seconded; Motion carried 4-0.

Meeting adjourned at 8:49 PM.



Alison Dennington
Mayor

ATTEST:



Amber Brown, CMC
Town Clerk

