

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING February 18, 2026 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:

Town Manager A. Marie Smith
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 Read
Commissioner Sherri Quarrie

Staff Members Present

Town Manager A. Marie Smith
Town Attorney Ryan Knight
Town Clerk Amber Brown

Commissioner Members Absent

Mayor Alison Dennington

3. Pledge of Allegiance and Moment of Silence

Vice Mayor Terry Cronin led the Pledge of Allegiance, Moment of Silence, and the Civility Pledge.

4. Meeting Agenda – Additions/Deletions/Changes – 1:40

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Vice Mayor Terry Cronin spoke about how the Commission previously decided to move the Town Manager and Town Attorney Report to the top of the line to be item 8 and 9.

Commissioner Anna Butler spoke about a walk on item for Curtis Bird for the Environmental Advisory Board.

Town Clerk Amber Brown said that would go under the Consent Agenda.

Commissioner Sherri Quarrie confirmed Chief Brown's item would be added to the manatee report.

Commissioner Sherri Quarrie made a motion to approve the agenda with those changes; Commissioner Anna Butler seconded; Motion carried 4-0.

5. Proclamations/Awards/Announcements – 3:40

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

Town Clerk Amber Brown spoke about upcoming events including the Spring Fest and Kids Business Fair on March 14th 11:00 AM to 3:00 PM, the Easter event in Ryckman Park on April 4th with no time set yet, and Nature Day hosted by the Environmental Advisory Board on April 11th from 9:00 AM to 2:00 PM. Reoccurring events are also listed in the packet.

6. Presentations by Special Guests (Maximum of 5 Minutes)

7. Public Comment (Non-Agenda Items) – 4:40

Jim Simmons – 409 Avenue A – Spoke about how the previous police reports provided sergeant reports that included detailed information about calls and would like those to be included again. Requested the Commission to reconsider the name change of Ocean Park to Carolyn Mark's Park. Does not believe that was a good decision and would like it changed back to Ocean Park.

Marivi Walker – 511 Riverside Dr – Thanked everyone involved with the rescue of Melby the manatee. Requested the Commission to help ensure the manatee is released in Melbourne Beach.

Town Manager A Marie Smith said she spoke with SeaWorld about the release and wanting it to be in Melbourne Beach. They said it would be in a few months, and it would depend on the water temperature.

Susan Stark – 307 Fifth Ave – Thanked the Commission for adding a civility pledge. February is Random Acts of Kindness Month so she wanted to bring attention to 2 residents. Pam Bress who founded WAYS for Life which is a transition facility for youths into adults, and Ed Struttman who founded Saint Stevens Way which provides housing for formerly homeless families with school age children. Brought flowers for anyone that would like to take them.

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Jan Pence – 200 Riverside Dr – Spoke about how FWC said that SeaWorld did not get to decide where the manatee would be released. Loves the civility pledge but said Town staff is still having to deal with dysfunction. Read an email from Mayor Dennington to the Finance Manager from 3 weeks ago. Spoke about the email being inappropriate, for the Mayor to speak to anyone like that is not okay.

David Drake – 604 Alden Place – Came last month to request the removal of a streetlight. Brought a signed petition by his neighbors to remove the streetlight. Spoke with FP&L numerous times and wants to know if the Commission wants the light or not so he can communicate that. - 16:50

Vice Mayor Terry Cronin spoke about the Town needing time to verify the petition and suggested writing a letter of support to get rid of the light.

Commissioner Anna Butler said if all of the neighbors are in support of it, she has no problem with it.

Commissioner Sherri Quarrie spoke about having the Town Manager work with him and FPL.

Commissioner Tim Reed spoke about this being out of process as this is public comment, but this can be placed on the next agenda item.

Town Attorney Ryan Knight spoke about how the Commission could put it as an agenda item for the next meeting and request that the staff do research on the issue. It would require FPL to provide something in writing that they would have no objection to the removal of the light. Said if the Town did not have procedures on this they would look to the County for what they would do.

Public Works Director Tom Davis spoke about it being very difficult to get a response from FPL.

Vice Mayor Terry Cronin said they will develop a response and put it on the agenda for next month.

8. Town Manager Report – 24:50

Town Manager A. Marie Smith asked to allow her to manage the staff. If anyone has any issues with staff, please go to her to handle it. Second is trust with each other. Trust her to use her judgement and work with her. Spoke about needing a communication system with the residents, social media is great, but only if you are on social media. Looking into quick messaging systems to communicate with residents. The cost would be under \$5,000.00. Additionally, the Code

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Enforcement Officer turned in his resignation today. This is the 6th Code Enforcement Officer in the past year. Almost all of them left because the pay is too low. Needs to be a salary increase in this position to retain anyone. Since the position has been vacant for so long, we could increase it this year. Proposed an increase of 1-2 dollars. Will look into what other municipalities are paying.

Vice Mayor Terry Cronin asked if there were others from the hiring pool that we could offer the job to.

Town Manager A. Marie Smith spoke about how this employee was the second of the candidate pool.

Commissioner Tim Reed spoke about wanting a candidate that was familiar with Deckard and when the position was turned into a full-time position, the Commission asked if the salary would be sufficient.

Town Attorney Ryan Knight said there would need to be a vote to give the Town Manager authority to change the salary to something comparable in the area.

Commissioner Sherri Quarrie spoke about being comfortable allowing up to \$2.00 per hour to and then figure out if it is enough. See if the Police Department would be comfortable doing some Code Enforcement.

Commissioner Sherri Quarrie made a motion to authorize the Town Manager to increase the salary by \$2.00 per hour for the Code Enforcement Officer; Commissioner Anna Butler seconded;

Commissioner Tim Reed spoke about wanting to require the candidate to have experience with Deckard or vacation rental experience, otherwise he is on board.

Town Manager A. Marie Smith spoke about how it would be very difficult with this salary point. We provide training for the software.

Commissioner Sherri Quarrie spoke about not being comfortable with that requirement, would rather have the person trained in house.

Commissioner Tim Reed spoke about how having relatable experience would be the goal but does not have to be a hard and fast requirement.

Vice Mayor Terry Cronin suggested a friendly amendment that the Deckard training be at the description of the Town Manager for the new Code Enforcement Officer.

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Marivi Walker – 511 Riverside Dr – Spoke about Deckard only being in Brevard County since 2023, verified it is okay that potential candidates be trained after hire because not many people will have that experience. - 41:15

Jan Pence – 200 Riverside Dr – Spoke about the County only started using Deckard software in 2025, so we would be limiting the candidate pool. Also, STRs are not the only thing Code Enforcement does.

Vice Mayor Terry Cronin reiterated that Code Enforcement or lack thereof for STRs was the number one issue during election season, so it is a priority for the Commission.

Jim Simmons - 409 Avenue B – Spoke about how previous Code Enforcement Officers were required to work odd hours to catch people doing violations in off hours. Our codes are our ordinances, so they can be enforced by the police.

Commissioner Sherri Quarrie accepted the amendment to the Motion; Commissioner Anna Butler seconded the amendment; Motion carried 4-0.

9. Town Attorney Report – 46:30

Town Attorney Ryan Knight spoke about having a productive meeting with JLAC about the upcoming operational audit. They are looking at the Town's internal controls for fraud, waste, and abuse. They will be looking into public records requests, fire service, building permits, and procurement. The dates they are looking into are October of 2024 to December of 2025 and hope to finish the audit by the end of the summer and have the report done by the end of December.

Town Manager A. Marie Smith said it is a process that will take to the end of the year and into possibly next year. Said they will do as best as possible for the budget session to predict the increase in staff pay that this will cause.

Town Attorney Ryan Knight said the trial date for the public records suit with FUNOE LLC is set for 4/8/2026. Said they are still in the discovery phase and have a deadline of February 27th to provide a witness list. Outstanding fees for the public records request case are \$6,340. Outstanding attorney's fees brought by FUNOE are \$4,027.50. Said they could call a Shade meeting if necessary, which is closed to the public.

Commissioner Anna Butler confirmed the Mayor would be at that meeting as a Commission member.

Commissioner Sherri Quarrie asked about "Fobgate". Asked if the Town Manager could get the Commission an update with the Elizabeth Harris court case.

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Town Attorney Ryan Knight said there was no litigation he was aware of regarding "Fobgate". Said he could look into it, but it might be a part of the lawsuit that was a breach of settlement agreement. Said he did not have an update on the Elizabeth Harris court case.

Town Manager A. Marie Smith said she could get an update from Elizabeth Harris on the court case.

Town Attorney Ryan Knight spoke about getting Town cell phones for the Commission. - 56:56

Town Manager A. Marie Smith spoke about how the phone would be \$0.99, and the monthly cost is \$40.00 per phone, which would be \$200 monthly.

Town Attorney Ryan Knight said this would not change the way the Commission could communicate with each other, it would just give the Town access to the information at all times.

Vice Mayor Terry Cronin spoke about not being in favor.

Commissioner Tim Reed spoke about not being in favor.

Commissioner Anna Butler spoke about not being in favor.

Commissioner Sherri Quarrie spoke about not being in favor.

10. Consent Agenda – 1:00:35

- A. Approval of the December 17, 2025 Regular Town Commission Meeting minutes
- B. Approval of the January 7, 2026 Special Town Commission Meeting minutes
- C. Reappointment of Crystal Cain as a board member on the Environmental Advisory Board
- D. Reappointment of Curtis Byrd as a board member on the Environmental Advisory Board

Commissioner Sherri Quarrie made a motion to approve the consent agenda with the addition of Curtis Byrd's application; Commissioner Anna Butler seconded;

Commissioner Tim Reed thanked the volunteers.

Motion carried 4-0.

11. Public Hearings/Special Orders

12. Unfinished Business

- A. Resolution 2026-01 - Adopting the Brevard County Hazard Mitigation Plan – 1:01:40
A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, ADOPTING THE 2025 UPDATE OF THE BREVARD COUNTY HAZARD MITIGATION PLAN

Vice Mayor Terry read the preamble.

Commissioner Sherri Quarrie made a motion to accept the Brevard County Hazard Mitigation Plan 2025 as presented; Commissioner Anna Butler seconded; Motion carried 4-0.

B. Discussion on the proposed Town policy and procedure regarding grant applications – 1:02:40

Fire Marshal Dave Micka presented a consolidated version of the grant policy. Believes he included the oversight the Commission wanted but removed the conflicting parts and fluff as well as put it in the proper format. Under \$10,000 grants can still be submitted quickly, over \$10,000 has to come before the Commission before it can be submitted.

Commissioner Anna Butler made a motion to accept it as presented; Commissioner Tim Reed seconded; Motion carried 4-0.

C. Consideration of the costs to access and remove a live manatee from a stormwater pipe and then do the necessary repairs – 1:05:42

Town Manager A. Marie Smith spoke about the incident, said the manatee is doing well and is on the mend. Requested that the Commission make an amendment to include the cost of manatee protection pipes.

Vice Mayor Terry Cronin thanked everyone involved and commented on how precisely this was completed and how quickly the road was back to normal.

Commissioner Tim Reed verified the Town has not received a bill for the costs yet. Spoke about how that would be key to know. Asked if they are compliant currently and if adding the protection pipes would just be extra protection.

Town Attorney Ryan Knight spoke about how there is a requirement to have a grate or bollard and the Town owns that piece of property so they would be responsible for placing a grate or bollard in front of the pipe.

Commissioner Tim Reed asked to see that requirement. Spoke about Haley Ward already working on Basin 10, so maybe they could address that as well.

Town Manager A. Marie Smith said she can ask Haley Ward to include a recommendation, might want professionally installed manatee protection but will first have the meeting with FWC and the County to see what they want to install.

Commissioner Sherri Quarrie asked if FWC is going to look at the Town's Public Works Department's inventory of the size of pipes and where they are located and they are going to give the Town the recommended protection devices for each of those pipes.

Town Manager A. Marie Smith said she does not know if they will look at this one pipe or all of the pipes.

Commissioner Anna Butler made a motion to amend the previous motion for the allocation of funds for the construction from the manatee to include potential allocation of funds for improvements to stormwater pipes for manatee protection; Commissioner Sherri Quarrie seconded;

Jim Simmons – 409 Avenue B – Spoke about needing to have a plan to clean the grates due to blockage. - 1:21:14

Commissioner Anna Butler spoke about how a person from FWC suggested installing 2 ballasts for the pipes to help with this issue.

Commissioner Sherri Quarrie asked for details about obtaining a jon boat to assess the outfall pipes.

Fire Marshal Dave Micka spoke about having 2 jon boats.

Motion carried 3-1 with Commissioner Tim Reed dissenting.

Fire Chief Gavin Brown spoke about an after-action report from the Fire Department standpoint and thanked everyone involved.

13. New Business

- A. Resolution 2026-02 – Uniform Method of Collecting Non-Ad Valorem Assessments Levied – 1:27:20

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, ELECTING TO TIMELY PRESERVE THE USE OF THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM ASSESSMENTS LEVIED IN ALL OR PART OF THE TOWN OF MELBOURNE BEACH FOR THE FISCAL YEAR 2026-2027 BEGINNING OCTOBER 1, 2026; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE TIMELY MAILING OF THIS RESOLUTION AS PROVIDED BY GENERAL LAW; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney Ryan Knight read the preamble and spoke about how this does not require the Town to do an assessment, but it leaves the option open to do it.

Commissioner Tim Reed made a motion to approve Resolution 2026-02 as presented; Commissioner Sherri Quarrie seconded; Motion carried 4-0.

Commissioner Tim Reed made a motion to have the Town Manager initiate an RFP for firms to structure non-ad valorem taxes for the Town; Commissioner Sherri Quarrie seconded;

Vice Mayor Terry Cronin asked why we would do this at this time.

Commissioner Tim Reed spoke about doing this to help offset the cost of paid firefighters in the next fiscal year. The urgency in the timing of it is to get it in for the next year's tax roll.

Vice Mayor Terry Cronin spoke about thinking this was a safety net if we lost property taxes. Is this to fund paid firefighters?

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Town Attorney Ryan Knight spoke about the process being lengthy, and it is up to the Commission if this is to help pay for firefighters. The sooner the better to ensure it can be on the tax roll next year if need be and for budgeting purposes. The cost depends, does not have an estimate at this time, but will most likely require outside specialized counsel.

Commissioner Tim Reed spoke about getting an idea of cost through getting the RFP. Fiscal Year 26 had salary money budgeted for paid firefighters which have not been filled so that money, roughly \$50,000, has not been spent. Suggested using that funding to get the structuring of the taxes done.

Commissioner Sherri Quarrie spoke about how the firm would help with anything below the line on the tax bill such as fire assessment or stormwater assessment. Said it is an insightful motion, and we need to know our options as a Town to protect the residents and infrastructure.

Jan Pence – 200 Riverside Dr – Spoke about how there have been items below the line before. How were those done? Having a hard time understanding why we need a firm now. - 1:41:50

Town Attorney Ryan Knight spoke about how the stormwater assessment was codified through ordinance, anything else regarding a special assessment would need a report, an analysis, and justification as to why the Town would need this.

Jim Simmons – 409 Avenue B – Asked if this is because of the threats to get rid of ad valorem property taxes. We have never paid operational expenses through a special assessment.

Town Attorney Ryan Knight said essentially it would be for any capital improvements.

Vice Mayor Terry Cronin asked how much shopping an RFP costs.

Town Attorney Ryan Knight said the cost is minimal, advertising on websites or in the paper, roughly \$300.

Town Clerk Amber Brown added that whoever writes it has a cost associated.

Motion carried 3-1 with Commissioner Anna Butler dissenting.

B. Discussion on regulating artificial turf – 1:46:05

Commissioner Anna Butler spoke about how residents are circumventing the Town's retention codes by installing artificial turf that requires no permit but is basically impervious. The 30% impervious does not include artificial turf. Suggested having the Town Attorney look at updating the language.

Commissioner Anna Butler made a motion to ask the Town Attorney to revise the code of ordinances to require a permit for artificial turf and be reviewed by engineering, construction since the enactment should prove they meet the 30%, and construction prior will either meet the new requirement, or will not lessen their current retention; Commissioner Sherri Quarrie seconded;

Commissioner Tim Reed spoke about how other municipalities have ordinances for this. Recommended the Town Planner, Building Official, or Planning and Zoning put something together first instead of the Town Attorney.

Commissioner Sherri Quarrie spoke about being interested in knowing what is under the turf and tying that in.

Jim Simmons – 409 Avenue B – Spoke about how properties get a C/O based on having less than 30% impervious. Artificial turf violates the intent of the ordinance. Direct the Town Attorney to close the loophole. They violated their C/O by doing this. Believes there should be recourse for people who build it under a certain set of plans with approval by the Town and then violate it.

Motion carried 4-0.

14. Finance/Budget Report – 2:00:55

Commissioner Tim Reed spoke about how the Police Department got ICE funds, and how is that being tracked in the budget? Seems it should be tracked in a separate fund. The sale of the fire truck happened, asked where that money was going.

Fire Chief Gavin Brown spoke about how the funds would go into the Fire Department to offset the cost of salaries to reduce the funds being pulled from reserves. The money transfer is going through today and the Finance Director will put it into the Fire Department.

Commissioner Tim Reed asked about Fund 351 not being reported in the report, and there are significant expenses that are not being shown. Fund 125 Building Department looks like it has started operating in the red, and it looks like they are below the projected. Said to the Town Manager that we need to pay attention to where that department is headed with funding and asked for some sort of trend analysis or projection.

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

15. Town Staff/Board Reports

A. Technology Advisory Board – 2:09:20

Commissioner Sherri Quarrie spoke about how the Town Attorney sent everyone an email about the TAB report stating we were not in compliance with a few things. The Town Attorney addressed it in his email that we are in compliance.

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Town Attorney Ryan Knight spoke about how the Town adopted a Resolution for cybersecurity measures, so we are in compliance with that. Has had a conversation with Chairman Bruce Larson and is working with Computer Experts to answer his questions. The Board has requested information that would be considered secure, and so it should not be released to the Board. The passing of the Resolution, the Town is in compliance with State Statute. Any information related to cybersecurity and technology is privileged and confidential.

Vice Mayor Terry Cronin spoke about how the Board has to comply with the Sunshine Law, so any information you provide has to be public. Asked if it would be better if they were consultants instead.

Town Attorney Ryan Knight spoke about if we wanted consultants, the Town would have to go out for RFP.

Marivi Walker – 511 Riverside Dr – Spoke about being concerned how an advisory Board has the authority to tell the Town Attorney to contact Computer Experts. It should go through the Town Manager.

Town Attorney Ryan Knight said the Board member did not direct him to do anything, the Board member had a question and the Town Attorney did not have an answer, so he offered to call the computer experts.

Jan Pence – 200 Riverside Dr – Asked the Town Attorney if he offered to do it for free? Because the taxpayers don't need to be paying the Town Attorney to contact Computer Experts and answer an Advisory Board member's questions. The Board is taking up a lot of the staff's time.

Town Attorney Ryan Knight said he met with the Board at their first meeting where he gave them the Sunshine Law presentation and that was the only meeting he attended.

Jim Simmons – 409 Avenue B – Spoke about how the Commission previously had to address advisory board members reaching out to Town contractors and racking up the Town's bill or directing them to do things. Maybe the Commission needs to remind the Boards that they cannot contact Town contractors or direct them to do things. Everything needs to go through the Town Manager.

Town Manager A. Marie Smith spoke about how next week she is setting up meetings with the chairs of the advisory boards and said she will make it clear that they need to go through her to talk to Town staff or the Town Attorney.

B. Building Department

No additions.

C. Public Works Department – 2:24:50

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Public Works Director Tom Davis spoke about how another cold snap is coming, so the dead leaves are not being cut in order to protect the plants. Said he was open to suggestions for issues with someone damaging a public bathroom, but it is difficult to identify offenders. Spoke about the pier, there are concerns on the pillars, said he spoke with a resident who is an engineer who is going to take a look.

Commissioner Tim Reed asked about the speed limit sign survey.

Public Works Director Tom Davis spoke about how he provided a cost estimate to the previous Interim Town Manager. Will provide the info to the new Town Manager.

Commissioner Tim Reed spoke about addressing at least the most important areas.

Vice Mayor Terry Cronin spoke about resident concerns about the crosswalk at Ocean and Orange.

Public Works Director Tom Davis spoke about how previously FDOT said we do not have enough traffic to warrant additional lighting.

D. Code Enforcement

No additions.

E. Fire Department – 2:36:20

Fire Chief Gavin Brown spoke about how the Fire Department is still transitioning into the new records reporting system. Got Engine 58 sold. Amber Brown and Dave Micka received awards at the Space Coast Fire Chief's Awards Ceremony. Spoke about training for new volunteer firefighters.

F. Police Department – 2:41:00

Commissioner Sherri Quarrie spoke about having the Town Manager get with the Police Chief to get his feelings on adding the Sergeants' reports back. Spoke about there being a massive amount of vehicles on Riverside versus Oak St.

Commissioner Tim Reed spoke about how Riverside Dr has had way more traffic than the others for the past year.

The Commission was in consensus to have the Town Manager get with the Police Chief about adding the Sergeants' reports back in the monthly.

Commissioner Tim Reed asked when the Police Chief will be bringing forth purchase proposals for the Commission to approve. Believes the funding is in the bank so just trying to figure out what is needed to move forward.

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Town Manager A. Marie Smith said she would have to get back about that. Knew they were planning to purchase 2 unmarked police vehicles but did not know the timeline. Will reach out to get more details.

Commissioner Sherri Quarrie mentioned finding out how long it will take to get the new vehicles and what will be done with the old vehicles.

G. Town Clerk – 2:45:30

Town Clerk Amber Brown spoke about the scanning project. The company that is doing the scanning has completed the redo of the 39 boxes. She has imported the sample they have sent into the system and has started the review process which will be in 2 phases. From what she has seen, they have resolved the issues.

Commissioner Sherri Quarrie asked the Town Attorney about open public records requests that were pending responses from a Commissioner.

Town Attorney Ryan Knight spoke about having no information for an update about that.

Town Manager A. Marie Smith said if the Commission had phones for this, the Town could have better access about public records requests.

H. ~~Town Attorney~~

I. ~~Town Manager~~

16. Commission Reports

No additions.

17. Task List

Vice Mayor Terry Cronin spoke about having a successful manatee rescue. Mentioned addressing the toxic workplace survey, the email the Mayor sent to the Finance Director is not a good look and would recommend an apology. Spoke about the Foster Care proclamation for the meeting in May and said he would be happy to sponsor it.

Commissioner Tim Reed spoke about scheduling a workshop meeting to talk about the non-ad valorem tax and what we would like to get out of it, how it could be structured and how it affects different groups in the Town. Said he could supply bullet points to talk about.

Town Manager A. Marie Smith spoke about how the toxic workplace survey is awful and surprising. Has a few ideas and can talk to colleagues in the industry but is open to ideas from the Commission. Said having a moderator might be tricky.

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Vice Mayor Terry Cronin spoke about having a speaker for educational purposes and then everyone can sign a memorandum of understanding for best practices and how to move forward.

The Commission set a workshop for Wednesday, March 4th at 6:00 pm.

18. Adjournment

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

Meeting adjourned at 9:02 PM.



Terry Cronin
Vice Mayor

ATTEST:



Rachel Pembrook
Transcriptionist

