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CITY COUNCIL REGULAR MEETING

MINUTES

August 11, 2020

1. CALL TO ORDER

Mayor Rose called the meeting to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENT MEDITATION

Mayor Rose led the Pledge of Allegiance followed by a moment of silence.

3. ROLL CALL

Attending in person: Mayor Hal Rose, Deputy Mayor John Dittmore, and Council Members Pat Bentley, Andrea Young, and Adam Gaffney.

Attending remotely: Council Members Barbara Smith and Daniel Batcheldor.

Also present in person: City Manager Scott Morgan, City Attorney Morris Richardson, Police Chief Rick Wiley, Finance Director Margi Starkey, Information Technology Director Tom Bradford, City Clerk Cynthia Hanscom, and members of the public.

Attending remotely: Deputy City Manager Keith Mills, Public Works Director Mark Piccirillo, Jacobs Project Manager Brian Mascher, and Human Resources Director Kimberly Gale.

4. PRESENTATIONS/PROCLAMATIONS/INTRODUCTIONS

Introduction of New Employee. Finance Director Margi Starkey and Information Technology Director Tom Bradford introduced Administrative Assistant Isabel Maizel, who started with the City on July 27, 2020.

Police Officers Retirement Board Presentation. Council Member Bentley presented a report on the Police Pension Retirement Board. Mayor Rose thanked Council Member Bentley for his continued service on this Board.

5. PUBLIC HEARING

Community Development Block Grant Small Cities FFY 2019 Grant Application.

Mr. Scott Modesitt, consultant with Summit Professional Services, presented the proposal for an application for Community Development Block Grant Small Cities funds. He reminded Council that the first public hearing was held on March 3. The Citizens Action Task Force met on March 3 and recommended proceeding with an application for a neighborhood revitalization grant, which is due October 5.

Mr. Modesitt stated that it would be a \$750,000 grant, utilizing \$50,000 in matching funds to pay for a water line replacement in the Melbourne Estates neighborhood. The grant funding request was part of a competitive process.

Mayor Rose opened the public hearing for public comments. There being none, he closed the public hearing.

Deputy Mayor Dittmore moved to adopt Resolution No. 2020-16 authorizing the submittal of a neighborhood revitalization category Community Development Block Grant application in the amount of \$750,000 for installing water system improvements in the Melbourne Estates neighborhood. Council Member Gaffney seconded the motion, which passed unanimously.

Deputy Mayor Dittmore moved to adopt Resolution No. 2020-17 approving a minimum local match of \$50,000 for the proposed grant-funded project. Council Member Gaffney seconded the motion, which passed unanimously.

6. PUBLIC FORUM

There were no comments from the public.

7. CONSENT AGENDA

Council Member Young moved to approve the following consent agenda. Mayor Rose seconded the motion, which passed with a 7-0 vote.

- Approve the Special City Council meeting minutes for Thursday, July 16, 2020.
- Approve the Regular City Council meeting minutes for Tuesday, July 21, 2020
- Receive the Third Quarter FY2019-2020 Budget Status Report.
- Approve Resolution No. 2020-15 amending the 2020 City Council meeting schedule to hold the first budget hearing on Wednesday, September 9, 2020.
- Receive and file the fiscal year 2020-2021 administrative expense budget for the West Melbourne Police Officers' Retirement Plan.

8. ACTION AGENDA

City Financial Audit. Finance Director Starkey asked that Council approve a one-year extension of the current agreement with the independent auditing firm of Carr, Riggs, and Ingram. She stated the state had passed legislation requiring that an audit selection committee be used in the selection process for an auditor. The members of the audit committee could not be staff members. Therefore, the City was proposing to get the committee together in the spring. Staff was suggesting the committee members include Mayor Hal Rose, Andy Arno with Arno Financial Services, and Nan Evans with Promise in Brevard.

Finance Director Starkey stated that Council was requested to approve a one-year extension of the current agreement for independent auditing services for the fiscal year ending September 30, 2020.

Deputy Mayor Dittmore moved to approve a one-year extension of the current agreement for independent auditing services with Carr, Riggs, and Ingram for the fiscal year ending September 30, 2020 and authorize the City Manager to sign the engagement letter. Council Member Young seconded the motion, which passed unanimously.

Deputy Mayor Dittmore moved to approve the members of the Audit Selection Committee to convene next spring. Council Member Young seconded the motion, which passed unanimously.

Police Pension Plan Amendments. City Attorney Richardson presented the first reading of Ordinance No. 2020-06, which would amend the Police pension plan as recommended by the Police Officers' Retirement Board of Trustees to allow for collective trust investments. In addition, the Board also recommended to change the required age for distributions from 70½ to 72 in response to the Secure Act.

City Attorney Richardson read Ordinance No. 2020-06, in title only:

ORDINANCE NO. 2020-06

AN ORDINANCE OF THE CITY OF WEST MELBOURNE, BREVARD COUNTY, FLORIDA, AMENDING ARTICLE IV, POLICE OFFICERS RETIREMENT, OF THE WEST MELBOURNE CODE OF ORDINANCES; AMENDING SECTION 34-74, FINANCES AND FUND MANAGEMENT; ESTABLISHMENT AND OPERATION OF THE FUND; AMENDING SECTION 34-97, INTERNAL REVENUE CODE COMPLIANCE; PROVIDING FOR COMPLIANCE WITH THE SECURE ACT; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

Deputy Mayor Dittmore moved to approve the first reading of Ordinance No. 2020-06 amending the Police Officers' Pension Plan, and authorize the City Clerk to advertise the ordinance for public hearing and adoption after acknowledgement of the proposed ordinance is received from the State Division of Retirement. Council Member Young seconded the motion.

Mayor Rose asked about the operation of the plan and that it was out of the purview of the City Council. City Attorney Richardson explained that the Retirement Board must operate within the framework established by City Council and specified in the City's code.

Mayor Rose asked about non-police employees that were not included in the Florida Retirement System plan. City Manager Morgan stated that there were two employees that were still in the older ICMA plan, which would need to be amended to change the age of required minimum distributions.

Council then voted on the motion to approve the first reading of Ordinance No. 2020-06, which passed unanimously.

Pre-Purchase Authorization for FY2020-2021 Scheduled Police Vehicle Replacements. Chief Wiley presented a request to pre-purchase vehicles proposed for replacement in the 2020-2021 budget. He noted that submitting orders early got them ahead of the October 1 rush and also provides for a lesser rate for the 2021 vehicles. He reminded Council this had been approved the previous two years.

Mayor Rose expressed concern that they would be approving the purchase of something when they did not have the funds available. City Manager Morgan stated that the proposal makes the assumption that the vehicles would be approved as part of the recommended budget. If not, the order for the cars would be cancelled. They would not take delivery until the next fiscal year. Finance Director Starkey explained that they were completing the purchase order and encumbrance against this year's budget but it will not be filled until next year's budget.

Deputy Mayor Dittmore moved to authorize the purchase of nine (9) Ford Interceptor SUV pursuit rated vehicles and authorize expenditures to outfit the vehicles with necessary equipment. Council Member Gaffney seconded the motion, which passed unanimously.

Coastal Lane to Columbia Lane Force Main Project. Deputy City Manager Mills presented the award of the bid for the Coastal Lane to Columbia Lane Force Main Project. The sewer force main installation would connect the sewer system on the north end of Coastal Lane and run it west to Columbia Lane. It would be a 12-inch main with a 14-inch main running under I-95. Currently, there is one developer that may be interested in doing something in the future. The line was sized to accommodate any other property that may be annexed into the City.

Deputy City Manager Mills stated that had been a good response to the bids with five bids received with the lowest bid from Young's Communication. He stated the City had worked with this contractor in the past with good results. He stated there was funding in the current year's budget and next year's budget. He noted the bid was below the engineer's estimate.

Deputy Mayor Dittmore moved to award the bid for the Coastal Lane to Columbia Lane Force Main Project to Young's Communications, LLC, in the amount of \$352,250 and authorize the City Manager to execute a contract. Council Member Bentley seconded the motion.

Mayor Rose asked about the pipes running underneath I-95 and whether this could be combined with another project. Deputy City Manager Mills explained that the water lines had already been installed to create a loop along Columbia Lane. Mayor Rose asked if developers would be paying for the installation of the line. Deputy City Manager Mills indicated any development that occurs after the line is installed would be paid by developers.

Council then voted on the motion to award the bid for the Coastal Lane to Columbia Lane Force Main Project, which passed unanimously.

9. CITY COUNCIL REPORTS

Council Member Batcheldor commented that he was disappointed by the percentage of people not wearing masks; he believed that people were not taking this seriously. He reiterated that people must wear masks and follow social distancing. He asked for a report from the Police Chief on enforcement of the emergency ordinance to require masks.

Council Member Gaffney thanked Representative Randy Fine on sharing his daily experiences with COVID-19.

Deputy Mayor Dittmore reported he had sent an email in regards to the poor condition of the exterior building and landscaping for the post office.

Council Member Bentley commented that the grass at the U.S. 192 and I-95 interchange was really high. City Manager Morgan stated the City is responsible for the trees and Florida Department of Transportation was responsible for maintenance of the grass. Parks and Recreation Director Rich Boprey has worked with the State's contracted mowing crew and would reach out to them.

Council Member Young expressed appreciation for City staff working with the citizens from Hollywood Estates that had spoken at the last meeting on the drainage. She also stated that staff had been working with Compass Pointe residents on drainage issues as well.

Council Member Smith agreed that citizens needed to take the virus seriously and it was a personal responsibility to stay safe.

Mayor Rose reported he had attended the Palm Bay Chamber virtual meeting featuring School Board Superintendent Mark Mullins where he reviewed the school program for the upcoming year. He reported that the annual Florida League of Cities meeting would be August 13 where seven proposed resolutions will be reviewed. He also stated that National Night Out, which was originally scheduled for August and moved to October, had now been cancelled for 2020.

Chief Wiley reported on a recent accident involving an officer and enforcement of the mask ordinance.

10. ADJOURNMENT

There being no further business, the meeting adjourned at 7:52 p.m.