

MINUTES
KEY COLONY BEACH
CITY COMMISSION REGULAR MEETING
Thursday, August 13, 2020 9:30 a.m.
Virtually via Zoom Conferencing

1. **Call to Order, Pledge of Allegiance, Prayer, and Roll Call:** The regular meeting of the Key Colony Beach City Commission was called to order by Mayor DeNeale at 9:30 a.m. followed by the Pledge of Allegiance and Prayer.
Present Virtually: Mayor John DeNeale, Vice Mayor Ron Sutton, Secretary/Treasurer Patti Trefry, Commissioner April Tracy, and Commissioner Kimmeron Lisle.
Also Present Virtually: City Administrator Christopher Moonis, City Clerk Rebecca Todd, Executive Assistant Saara Staten, City Attorney Tom Wright, Police Chief DiGiovanni, Fire Chief Johnson, Building Official Gerard Roussin and Building Inspector Greg Lawton.
Public (Virtually) – 23

2. **Approval of Minutes:** The minutes of the June 18, 2020 Joint City Commission/Code Board Special Meeting, July 9, 2020 City Commission Regular Meeting, July 16, 2020 City Commission Special Meeting, July 20, 2020 City Commission Emergency Meeting, July 23, 2020 City Commission Public Hearing, July 23, 2020 City Commission Regular Meeting, July 30, 2020 City Commission Emergency Meeting, and August 6, 2020 City Commission Special Meeting were approved by acclamation.

3. **Agenda Additions, Changes, Deletions:** None.

4. **Special Requests:**
 - A. **Constitution Week Proclamation:** Mayor DeNeale presented a Proclamation designating September 17-23, 2020 as Constitution Week.

MOTION: Motion made by Vice Mayor Sutton, seconded by Commissioner Tracy to approve the Proclamation designating September 17-23, 2020 as Constitution Week.
ON THE MOTION: Roll Call Vote. Unanimous approval.

5. **Committee and Staff Reports:**
 - A. **Marathon Fire/EMS:** Fire Chief Johnson reported during the last two weeks there has been 3 EMS calls including 1 good intent and 2 false alarms. Fire Chief Johnson encouraged residents to be prepared for any upcoming storms.

 - B. **Recreation Committee:** No Report.

 - C. **Beautification Committee:** No Report.

 - D. **Disaster Preparedness Committee:** Building Official Roussin reported transfer switches, cables, and boxes have been ordered and are being shipped with the expected delivery date of August 17th.

 - E. **Planning & Zoning Board:** No Report.

F. Utility Board:

1. Utility Pole Replacement – 799 W. Ocean Dr. Lift Station – Building Official Roussin reported an emergency with the lift station. A letter was received from FKEC stating the power was going to be discontinued for one of the lift stations due to an issue with the meter can. The new meter can was scheduled to be installed Monday, August 10th. After inspection on August 10th, FKEC officials determined the pole, meter can, and all that it sits on needed to be replaced. Key Colony Beach contracted Superior Electric to replace the pole, not to exceed \$2,500. The pole will be replaced on the afternoon of August 13th. City Administrator Moonis stated a schedule will be implemented to inspect all the other lift station poles in the City.

G. Police Department: Chief DiGiovanni reported since the last meeting there has been 4 reports including a found property, animal cruelty, fire call, and a petty theft. They responded to 6 medical and alarm calls, provided backup to MCSO and FWC 15 times, and received 23 miscellaneous calls along with traffic citations, code warnings and citations, road patrol, boat patrol and vacation watch program. The KCB Tip line received 14 tips. The new police officer will begin her employment on August 24th.

1. Request Approval to Purchase 1 Laptop – Chief DiGiovanni requested the approval to purchase 1 laptop that was budgeted to spend up to \$5,000 including the vehicle mount.

MOTION: Motion made by Vice Mayor Sutton, seconded by Commissioner Trefry to approve the purchase and installation of 1 Laptop, not to exceed \$5,000.

ON THE MOTION: Roll Call Vote. Unanimous approval.

H. Building Department/Public Works:

1. DEP Permit for Mangrove Trimming – Building Official Roussin reported receiving approval from DEP for mangrove alterations on Sadowski Causeway. Public Works performed a finish trim on the West side of the Causeway. On the East side of Sadowski Causeway, the permit allows KCB to clean out the edge of the canal all the way down to the substrate. Bids are being accepted to determine price range. Public Works or a licensed mangrove trimmer can perform the work under the permit.

2. Request Approval of 20,000 lb. 4 Post Cradle Lift – 1315 Coury Dr. - Building Official Roussin requested approval of a 20,000 lb. 4 post cradle lift on 1315 Coury Drive. The Building Department has neighbor approval.

MOTION: Motion made by Vice Mayor Sutton, seconded by Mayor DeNeale to approve the 20,000 lb. 4 post boat lift on 1315 Coury Drive.

ON THE MOTION: Roll Call Vote. Unanimous approval.

3. Building Inspector Salary – Building Official Roussin reported Building Inspector Greg Lawton has all his ICC and State licenses for Dwelling 1 & 2 Inspector. As discussed in the budget meeting, the going rate for a Dwelling 1 & 2 Inspector ranges between \$70,000 – \$85,000. Building Official Roussin proposed a salary of \$79,040 at \$38/hr. City Administrator Moonis stated the administration office has reviewed the request and compared it to county

wide rates and supports the request. If approved by the Commission, the increase would be effective at the start of the next pay period.

MOTION: Motion made by Vice Mayor Sutton, seconded by Commissioner Lisle to approve Building Inspector Greg Lawton at an hourly rate of \$38 with a yearly salary of \$79,040.

ON THE MOTION: Roll Call Vote. Unanimous approval.

I. City Secretary/Treasurer: No report.

J. City Clerk: City Clerk Todd reported the Utility department having 1 delinquent commercial account and 10 residential accounts with outstanding balances from the April quarter, all of which have been contacted. Utility Clerk Pat Hyland is processing multiple payments for the July invoices and several property transfers. Since July 1st, the City has received \$7,800 in temporary trailer parking permits. Administrative Assistant Holly Rosado continues organizing the long-term trailer parking with Public Works and the Police Department. The Police Department issued citations to multiple trailers without permits. This week it resulted in an agreement for an owner to pay \$1,000 in back storage. City Clerk Todd thanked Executive Assistant Saara Staten for her relentless work on preparing all the meeting minutes. In addition to preparing meeting minutes, Executive Assistant Saara Staten continues to juggle multiple other projects including updating the City website, assisting Police Chief DiGiovanni on grant opportunities, assisting City Administrator Moonis with City Hall allocations, etc.

1. Revise Budget Schedule: City Clerk Todd requested a brief budget workshop between August 18 -20th for the Staff to receive additional input from the Commission in preparation of the final budget. The Budget Workshop was scheduled for August 20th at 9:45 a.m.

K. City Administrator: City Administrator Moonis reported having a meeting with FEMA regarding debris reimbursement. FEMA narrowed there questions down to 14. Within the next 2 weeks, City Administrator Moonis will be responding to those questions with duplicate information and a few new documents. FEMA would like to disperse the remaining cost of debris to Key Colony Beach in September/October. Commissioner Lisle requested an update on advertising the bid for the Utility Board. City Administrator Moonis stated the advertising had not been completed because measurements and pictures were needed that Building Official Roussin just collected. City Administrator Moonis reported the bid packet being ready for advertisement by Wednesday, August 19th.

1. Vacation Rental Inspection Process Modification Draft Letter: City Administrator Moonis reported an updated vacation rental inspection process. The Commission along with the Staff reviewed the draft letter to Property Managers regarding updated procedures. Building Official Roussin, City Administrator Moonis, and Attorney Wright will meet virtually to revise as needed.

2. City Hall Engineer Inspection Update: City Administrator Moonis reported the inspection was conducted on Thursday, August 6th. A report should be expected within the next 40 days.

3. Fire/Rescue Contract Negotiation with Marathon: City Administrator Moonis reported being in negotiations with the City of Marathon regarding the renewal of an

intergovernmental agreement for Fire and Rescue Services. Preliminary discussions indicate a potential 3-year contract, essentially resembling the existing contract. City Administrator Moonis will be meeting with Marathon City Manager Chuck Lindsey to negotiate costs.

4. Public-Private Partnership Update: City Administrator Moonis reported having a meeting scheduled with Jupiter Realty regarding the potential public-private partnership with Key Colony Beach on City Hall. Jupiter Realty is under an extension for a potential closing to purchase the Marina and the Ocean Front Property. Further information will be provided to the Commission at the August 27th Commission Meeting.

5. Performance Evaluation Schedule with Administrator: City Administrator Moonis reported the performance evaluation form will be sent to the Commission on August 17th. Between September 7th – 21st, individual meetings may be conducted with each Commissioner. At the City Commission Meeting on September 24th, the formal evaluation will be held in a public session. City Administrator Moonis will email the Commission the evaluation form and the dates stated above. City Administrator Moonis reminded the Commission that his 3-year contract is coming up for renewal in October/September of this year.

6. Items for Discussion /Approval:

A. Extend Declaration of Local Emergency: Mayor DeNeale presented the City of Key Colony Beach 23rd Declaration of Local State of Emergency for COVID-19.

MOTION: Motion made by Commissioner Lisle, seconded by Commissioner Trefry to approve the City of Key Colony Beach 23rd Declaration of Local State of Emergency (10:31 a.m.).

ON THE MOTION: Roll Call Vote. Unanimous approval.

7. Approval of Warrant: Warrant 0720 in the amount of \$407,060.

MOTION: Motion made by Commissioner Trefry, seconded by Commissioner Tracy to approve Warrant 0720 in the amount of \$407,060.

ON THE MOTION: Roll Call Vote. Unanimous approval.

8. Ordinances and Resolutions: None.

9. Commissioner Reports: Commissioner Tracy thanked the Code Enforcement Board for all they do. Commissioner Tracy attended the Code Enforcement hearing on August 12th and commends the Board for hearing challenging issues. Commissioner Tracy also requested an update on Key Colony Beach Club Condos. Building Official Roussin reported no update. The permit payment has not been received. Attorney Wright reported receiving notification that Key Colony Beach Club has met all requirements and just needs to execute all documents. City Administrator Moonis questioned from a property maintenance standpoint if Key Colony Beach can require them to fix all cosmetic issues. Building Official Roussin will call the contractor after the meeting to mandate clean up on the construction site.

10. City Attorney Report: None.

11. Citizen Comments and Correspondence: City Administrator Moonis reported receiving correspondence from Sandy Bachman, 171 8th Street, regarding City Hall. In order to answer Mrs. Bachman and the Commissions questions thoroughly, City Administrator Moonis requested to have a in depth City Hall update/discussion at the August 27th City Commission Regular Meeting. Paul Cole, 701 8th Street, commented on the retention pond.

City Clerk Todd reported statistics from the Florida Keys Election Office. There were 2,074 early voters, 9,713 votes submitted by mail ballot, totaling 11,787, which is a 26.6% turnout. City Clerk Todd reported receiving correspondence from Sandra Glassman, 491 5th Street, regarding a complaint on rental signs in front of a rental property and the lack of cleanliness on a construction site on 5th Street. Building Official Roussin has addressed those issues. City Clerk Todd also reported receiving correspondence from a renter regarding the lack of cleanliness in a rental unit. Building Official Roussin also addressed that complaint.

Kathryn McCullough, 181 5th Street, commended Public Works on mangrove trimming.

Lisa Joseph questioned whether vacation rental inspections continue to be scheduled in certain months. Building Official Roussin answered yes, the Building Department is still trying to follow that schedule as closely as possible.

Joey Raspe, 510 12th Street, questioned whether a 72-hour vacancy is required to inspect long term vacation rentals. Building Official Roussin answered no, the Building Department has enough PPE's to inspect those properties safely.

The meeting adjourned at 10:38 a.m.

Respectfully Submitted,

Saara V. Staten

Saara V. Staten (on behalf of City Clerk Rebecca Todd)
Executive Assistant