

MINUTES
CITY OF KEY COLONY BEACH
CITY COMMISSION SPECIAL MEETING
Monday, February 8, 2021 2:30 p.m.
Marble Hall

- 1. Call to Order, Pledge of Allegiance, and Roll Call:** The special meeting of the Key Colony Beach City Commission was called to order by Mayor Sutton at 2:30 p.m. followed by the Pledge of Allegiance.
Present: Mayor Ron Sutton, Vice Mayor Patti Trefry, Secretary/Treasurer Kathryn McCullough, Commissioner John DeNeale, and Commissioner Tom Harding.
Also Present: City Clerk Rebecca Todd, Executive Assistant Saara Staten, City Attorney Dirk Smits, and Building Official Gerard Roussin.
Excused: Police Chief DiGiovanni, Building Inspector Lawton, and Fire Chief John Johnson.
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- 2. Citizen Comments:** None.

- 3. Discuss applicant ranking/selection and applicant interview procedures for the City Administrator position:** Mayor Sutton reported the City Administrator position was advertised for \$80,000 - \$100,000 with the application deadline of January 22, 2021. The Commission will not consider any applications submitted after January 22, 2021 at this point. Commissioner McCullough reported many resumes submitted without a completed employment application and questioned whether the applicants were informed that they required an application form along with a resume. City Clerk Todd stated she did not follow up with the applicants that did not submit a completed application along with their resumes. The first interview will be held via Zoom and the second interview will be in person.

- 4. Select the candidates to interview:** All applicants were selected based on qualifications, experience, education, etc. The Commissioners reviewed the applications individually and recommended interviewing the following applicants: Mayor Sutton recommended interviewing John Barkley, Vince Akhimie, Patrick Marsh, Scott Randall, Dennis Stark, and Timothy Day. Vice Mayor Trefry recommended interviewing John Barkley, Sara Irvine, and William Lawrence. Commissioner DeNeale recommended interviewing Timothy Day, William Lawrence, Wade Sparkman, and David Turner. Commissioner McCullough recommended interviewing Sara Irvine, Patrick Marsh, William Lawrence, Mary Noe, Lourdes Matecon, and Karen Thurman. Commissioner Harding recommended interviewing John Barkley, Timothy Day, Sara Irvine, Patrick Marsh, and Dennis Stark. The following candidates were selected for Staff to run a background check on: John Barkley, Timothy Day, Sara Irvine, William Lawrence, Patrick Marsh, Dennis Stark, and David Turner. The Commission will consider the background checks on Thursday, February 11th Commission meeting and select the candidates for the first interview via Zoom.

- 5. Discuss and adopt the hiring and timing processes of the City Administrator:** City Attorney Smits stated Commissioners may individually contact applicants as long as the information is not shared privately with other Commissioners. Commissioner McCullough suggested each Commissioner develop a standard 5 questions to ask each applicant to compare after interviewing. A 45-minute Zoom interview will be scheduled for the selected candidates. The Commission's goal hiring date is April 1, 2021. The Commission will email City Clerk Todd their availability.

- 6. Adjournment**

The meeting adjourned at 3:48 p.m.

Respectfully Submitted,

Saara V. Staten

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