

MINUTES

CITY OF KEY COLONY BEACH
CITY COMMISSION SPECIAL MEETING
Thursday, February 18, 2021 9:30 a.m.
Marble Hall & Virtually via Zoom

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 9:30 a.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, Attorney Gaelan Jones, Building Inspector Greg Lawton, and Building Official Gerard Roussin.
Excused: City Attorney Dirk Smits and Police Chief DiGiovanni.
Public – 1 (Marble Hall) 5 (Virtual)

2. **Citizen Comments:** Charles Spehrley, 520 12th Street, recommended additional restrooms in Marble Hall and increasing the size of the Post Office.

3. **Additions, Changes, or Deletions:** Mayor Sutton added Item 5 - Review/Approval of Architectural/Engineering Services.

4. **Review/Approval of City Hall Architectural Plan:** The Commission questioned the proximity of the handicap parking spaces to the Post Office, whether additional restrooms were needed in Marble Hall, and whether pillar protection would be available for the main entrance of City Hall. Discussion ensued. Architect Rosabal stated the preparation of bid documents would take approximately 6 months. The Commission expressed concern with prolonging the process due to FEMA pushing for advancement of the project. The Commission agreed that a signed contract with Architect Rosabal for drawings should appease FEMA.

MOTION: Motion made by Commissioner DeNeale, seconded by Vice Mayor Trefry to approve the architectural plans.

ON THE MOTION: Roll Call Vote. Unanimous approval

5. **Review/Approval of Architectural/Engineering Services:** The Commission reviewed LIVS Associates proposal to provide professional Architectural/Engineering services for construction of a new City Hall. Architect Rosabal recommended consolidating phases of the project to save money and time. Attorney Jones recommended to enter into a contract with a not-to-exceed amount allowing flexibility. Architect Rosabal reported previously researching Florida Department of Manager Services and FEMA Fee Design guidelines to ensure that his estimates were within an acceptable range. Architect Rosabal will work with City Attorneys to draft a contract for approval by the Commission.

MOTION: Motion made by Commissioner DeNeale, seconded by Mayor Sutton to approve the fee schedule.

ON THE MOTION: Roll Call Vote. Unanimous approval

6. **Commissioner Comments:** Commissioner DeNeale reiterated to Building Official Roussin that he is project lead and if help is needed to request it because the Commission may consider hiring a project manager. Commissioner DeNeale also recommended the City begin researching financing options.

7. **Adjournment**

The meeting adjourned at 10:15 a.m.

Respectfully Submitted,

Saara V. Staten

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

Executive Assistant