

# MINUTES

## KEY COLONY BEACH CITY COMMISSION REGULAR MEETING

January 27, 2022 - 9:38 a.m.

Marble Hall & Virtually via Zoom Conferencing

**1. Call to Order, Pledge of Allegiance, Prayer, Roll Call:** *The Regular Commission Meeting of the City of Key Colony Beach was called to order by Mayor Trefry at 9:38 a.m. followed by the Pledge of Allegiance, Prayer, and Roll Call.*

**Present:** *Mayor Trefry, Vice Mayor Harding, Commissioner Sutton, Commissioner DeNeale, Secretary-Treasurer McCullough. Also Present: City Administrator Dave Turner, City Clerk Silvia Gransee, City Attorney Dirk Smits, Public Works Supervisor Mike Guarino, Building Official Gerard Roussin, Building Inspector Lenny Leggett, Police Chief Kris DiGiovanni, Code Enforcement Officer Stacy Stahl, and Fire Marshall Mike Card.*

**Public:** *10 Marble Hall, 15 Virtual*

**2. Approval of Minutes:** *The City Commission Regular Minutes January 13, 2022, were accepted as written.*

**3. Agenda Additions, Changes, Deletions:**

A. *Mayor Trefry requested that Item 11. Citizen Comments and Correspondence to be moved back to the beginning of the agenda.*

B. *Furthermore, Mayor Trefry requested that City Administrator Dave Turner's report to be moved up to the beginning of the Staff Report for he had a meeting to attend.*

C. *Mayor Trefry requested to add to Item 9: Discussion on City Administrator's Performance Review.*

D. *Commissioner Sutton will have a discussion on the 2022 Key Colony Beach Bridge Run added under Item 6.*

**4. Citizen Comments and Correspondence:** *City Clerk Silvia Gransee stated that no citizen comments were received.*

**5. Special Requests:** *None.*

**6. Committee and Staff Reports:**

A. *City Administrator Dave Turner reported on attending the Utility Board Meeting as well as the SWAG Grant Meeting.*

*The City Administrator stated that with the obligated funding in the amount of \$212,000.00, and the Stewardship Funds in the amount of \$400,00.00, the injection wells and repairs on 10th Street can be completed. City Administrator Turner stated that he will work with Commissioner Sutton on this project. City Administrator Dave Turner also met with the Post Office Architect on the logistics on moving the Post Office. In Addition, the City Administrator met with the Florida Friendly Landscape Architects. Key Colony Beach will be the first city in the State to be designed by Florida Friendly Landscaping, and they would like to use the City and City Hall as a model. City Administrator Turner also attended the Transportation Meeting. The City Administrator further reported on the Lidar Contract and the possibilities that come with it. Power washing of the Pro-Shop will start this weekend with painting scheduled for the beginning of the week, depending on weather conditions. The Hardscaping on Coral Lane has been completed and Public Works is working on the Welcome Sign for the second entrance. The road striping and no-parking signs, as well as a no-truck sign are still being worked on. City Administrator Dave Turner reported that he received a quote in the amount of \$6,300.00 for the radar screens which would need approval for purchase by the Commission. Chief DiGiovanni reported that the vendor has promised better customer service and that he is in support of purchasing additional radar screens. The Commission further discussed on possible grant monies being available for the purchase. Vice-Mayor Harding recommended on going ahead with the purchase now and to look for grants in the upcoming budget cycle. The Commission agreed.*

**MOTION:** Motion made by Vice-Mayor Harding, seconded by Commissioner DeNeale, to approve the purchase of additional radar screens in the amount of \$6,299.00.

**ON THE MOTION:** Roll call vote. Unanimous approval.

City Administrator Dave Turner further reported on meeting the Civil Engineer for the new City Hall Building. The Civil Engineer will try to identify the new flood lines and map out the exact location of the line. Once the lines are identified, adjustments can be made on the new City Hall drawings. City Administrator Turner further reported on the logistics off moving the Police Trailer, Building Department, and Post Office, as well as the start of the Asbestos removal of the old building. City Administrator Turner estimated two weeks on receiving a report from the Civil Engineer.

City Administrator Dave Turner reported on the requested Cost-of-Living Report by Commissioner McCullough. The City Administrator stated that the numbers in the report are in line and above with what the city has done. Commissioner McCullough questioned the issue of performance reviews and asked the City Administrator to put forth a performance evaluation schedule. Commissioner McCullough proposed a 3% performance increase.

**MOTION:** Motion made by Commissioner McCullough to give a 3% performance increase for all employees. No second.

**ON THE MOTION:** Motion failed.

Commissioner McCullough explained the uniqueness of the City of Key Colony Beach and its employees.

**MOTION:** Motion made by Commissioner McCullough to adjust the performance increase to 2.5 % for all employees. No second.

**ON THE MOTION:** Motion failed.

Commissioner DeNeale confirmed to Commissioner McCullough the data of the report and that it shows that the City is well above average in percent increases. Commissioner DeNeale also agreed with Commissioner McCullough on the need for performance evaluation reviews. Mayor Trefry stated to the fact the City pays 100% of Health Insurance to all employees. Commissioner McCullough expressed her wish for all City employees to live modestly comfortably. Commissioner Sutton recommended to Commissioner McCullough to entertain the thought for performance increase for the next budget cycle in conjunction with an implementation on performance reviews. Vice-Mayor Harding agreed with the analysis that City Administrator Turner had submitted.

B. Marathon Fire/EMS – Fire Marshal Mike Card reported for Fire Chief Johnson. The Fire Marshal reported 1 fire, 3 medical calls, and 1 personal assist. Fire Marshall Card advised the public to be careful and aware of Covid-19 and to use common sense regardless of location, in addition to using masks if desired.

C. Recreation Committee – No Report.

D. Beautification Committee - No Report.

E. Disaster Preparedness Committee – No Report.

F. Planning & Zoning Board - No Report.

G. Code Enforcement Board – No Report

H. Utility Board – Utility Board Chair Freddie Foster reported on the available funding for 10<sup>th</sup> Street to complete the Storm Water Project. Chairman Foster also reported on working with City Administrator Turner

on finding grant monies for the Wastewater Plant System. The bid on the sewer piping was approved during the Utility Board Meeting, in addition to the monthly Utility Board Warrant.

I. Police Department – Chief Kris DiGiovanni reported 1 report, 2 alarm calls, 12 calls for service, backup to MCSO 11 times, along with the Boat & Road Patrol, and the Vacation Watch Program. Retired Police Officer Lindsey Berklund completed his training and will return as a Reserve Officer to assist with Boat Patrol. The Chief is also working on a lesson plan for an in-house boating course, so all officers can be on the water when needed. Corporal Buxton is working on Lexipol updating policies.

J. Building Department - Building Official Roussin reported that Canal Wall Inspections will start tomorrow. Owners will be contacted if repairs are needed. The Building Department will give a better picture of what is needed regarding seawalls by next meeting. Building Official Roussin reported on receiving complaints regarding the property located on 1000 W. Ocean Drive. The Building Official stated that the property has 5 active building permits and is being worked on. On the question of blight on the property, the Building Official reported that in his opinion there is none. Building Official Roussin reported on currently performing an audit on building permits issued in previous years. In addition, the Building Official reported on the CRS report being due next Tuesday. Commissioner McCullough asked on the status on Key Colony Beach Club. Building Official Roussin reported that the delay in construction is a supply issue.

K. Public Works – Public Works Supervisor Mike Guarino reported that the in-house repairs on the Causeway Bridge were completed. A new flagpole was installed at Sunset Park and the Stormwater drain maintenance is being continued. Public Works Supervisor Guarino further reported that the road striping and signage at Coral Lane will be worked on next week.

L. City Secretary-Treasurer – City Secretary/Treasurer Kathryn McCullough reported on the financial status of the city. The Secretary-Treasurer reported that income, expenses, and profit and loss are in line with the budget.

M. City Clerk – City Clerk Silvia Gransee reported that the last few weeks consisted mostly of regular housekeeping items including bill pays, payroll, completing minutes, and preparing for meetings. In addition, a Certificate of Occupancy was issued to the Building Department, new name plates were ordered, and a new phone list was issued. The City Clerk further reported that the Planning & Zoning, and the Code Enforcement Hearing are cancelled for February. City Clerk Gransee closed by reporting on training on election laws and meeting the Supervisor of Elections next week.

N. Code Enforcement Officer – Code Enforcement Officer Stacy Stahl reported on 6 trailer lot calls in the last two weeks. In addition, solar lights will be installed at the temporary lot to help with lighting issues. Code Enforcement Officer Stahl reported that several code cases were resolved including trash, renting without a license, landscaping issues, parking, and boat trailer/RV parking issues. Code Officer Stahl reported that in October 2021 666 open tasks were in CitizenServe with about 60 cases left to be resolved. Property owners and managers have been contacted for outstanding balances. Incorrect transfers in Citizen Serve have been fixed, and the application process has been worked on to make it easier to apply for licenses. A trash calendar has been added to Citizen Serve also. Twenty commercial applications are awaiting approval and Code Enforcement Officer Stahl will get with Building Official Roussin to schedule and/or complete inspections for those properties. Furthermore, 24 citations were written in the last two weeks for trash, yard waste and an illegal floating dock. The corner of Clara has been cleaned up by the property owner.

## **7. Commissioner Items for Discussion/Approval**

A. Mayor Trefry reported on the upcoming Commission Meeting scheduled for February 10, 2022. City Administrator Turner and Mayor Trefry will be attending the Legislative Days in Tallahassee; Commissioner McCullough has been excused from the February 10<sup>th</sup> meeting as well. The Commission agreed upon the cancellation of the first Commission Meeting in February.

B. Rentalscape Contract – City Administrator Turner asked the Commission to purchase the Vacation Rental Tracking Software ‘Rentalscape’. The City Administrator explained that the purchase of the software will help Code Enforcement, the Building Department, and the City Administration to bring the vacation rentals in-line.

*The incorrect start date of October of 2019 will be corrected.*

**MOTION:** Motion made by Commissioner DeNeale, seconded by Commissioner Sutton, to purchase the Vacation Rental Tracking Software 'Rentalscape' not to exceed the amount of \$19,500.00.

**ON THE MOTION:** Roll call vote. Unanimous approval.

*City Administrator Dave Turner was excused by Mayor Trefry from the meeting.*

*C. Mayor Trefry reported on the Performance Review that is due in February for City Administrator Dave Turner. The Mayor requested that all performance reviews will be submitted by Friday prior to the Commission meeting on February 24<sup>th</sup>, 2022. All sit-downs with the City Administrator should be completed by that date as well. All Performance Reviews have to be turned into Silvia, with the Mayor signing off on them once all have been turned in. The Mayor explained that the performance review will be part of the public record once they have been submitted.*

*D. Commissioner Sutton reported on the 2022 Key Colony Beach Bridge Run. The Bridge Run has been tentatively scheduled for February 24, 2022. The Chief confirmed that the regular Bridge Run is usually at 2pm.*

**MOTION:** Motion made by Commissioner Sutton, seconded by Commissioner McCullough, to approve February 24, 2022, at 2 p.m. for the 2022 Key Colony Beach Bridge Run.

**ON THE MOTION:** Roll call vote. Unanimous approval.

*Chief Kris DiGiovanni asked Commissioner Sutton if he would like Fire Rescue to be available for the event, which Commissioner Sutton agreed upon. Fire Marshal Card acknowledged that Marathon Fire will be available.*

8. **Approval of Warrant No. 1221** in the amount of \$519,157.55.

**MOTION:** Motion made by Commissioner Sutton, seconded by Commissioner McCullough, to approve Warrant No. 1221 in the amount of \$519,157.55.

**ON THE MOTION:** Roll call vote. Unanimous approval.

9. **Ordinances and Resolutions:** None.

10. **Commissioner Reports or Comments:**

*A. Vice-Mayor Harding reported that the Florida Keys Transportation Coordination Committee met on Monday, and they requested for Vice-Mayor Harding to be a voting member on that committee. The Commission agreed upon Vice-Mayor Harding to be a voting member. In addition, the Vice-Mayor reported that the primary and secondary lists have been send to FDOT and explained the process that follows submittal.*

*B. Vice-Mayor Harding further reported on the yearly budget cycle for alternative transportation within the city. The Vice-Mayor presented a spreadsheet detailing projected costs for improvements and explained how much the city is expected to carry on that. Vice-Mayor Harding explained that he needs official agreement on the commitment of \$7,000.00 to the alternative transportation grant.*

**MOTION:** Motion made by Vice-Mayor Harding, seconded by Commissioner Sutton, to approve the commitment to the alternative transportation grant in the amount of \$7,000.00.

**ON THE MOTION:** Roll call vote. Unanimous approval.

*C. Commissioner McCullough asked the public to wear their masks, wash their hands, and practice social distancing.*

**11. City Attorney Dirk Smits:**

A. City Attorney Smits reported on working on a solution on the issue of solar permit fees with Building Official Roussin, and that he will present a resolution to the Commission soon.

B. City Attorney Smits reported on the alternative meeting space for City Commission Meeting at the Key Colony Inn. Attorney Smits explained that there should be no problems with using the outside part of the restaurant as a public meeting space.

C. City Attorney Smits further reported on the item of moving citizen comments and correspondence to the end of the agenda. Attorney Smits explained that by law comments must be at the beginning of the agenda. Commissioner DeNeale stated that he believes that the city has been very good in handling citizen comments. City Attorney Smits explained the different options available on hearing public comments. The Commission agreed upon continuing having public comments and correspondence at the beginning of the agenda, and to reserve the option to have additional comments under 'Special Requests'.

**12. The meeting adjourned at 10:45 a.m.**

Respectfully Submitted,

*Silvia Gransee*

City Clerk

**\*\*Adopted: February 24, 2022**

*Silvia Gransee*

City Clerk