

MINUTES

KEY COLONY BEACH CITY COMMISSION REGULAR MEETING & PUBLIC HEARING

**Thursday, March 16th, 2023 – 09:30 am
City Hall Annex & Virtually via Zoom Conferencing**

1. Call to Order, Pledge of Allegiance, Prayer, Rollcall: The March 16th, 2023, Key Colony Beach City Commission Regular Meeting & Public Hearing was called to order by Mayor Trefry at 9:30 am followed by the Pledge of Allegiance, Prayer, and Rollcall. **Present:** Mayor Trefry, Vice-Mayor Ramsay-Vickrey, Commissioner Harding, Commissioner Foster, Commissioner Raspe. **Also present:** City Administrator Turner, City Clerk Gransee, City Attorney Smith, Building Official Leggett, Police Chief DiGiovanni, Code Officer Goldman, Public Works Department Head Guarino, Administrative Assistant Anderson, Fire Chief Card.

Public attendance: 15

2. Agenda Additions, Changes & Deletions: City Administrator Dave Turner introduced Cheryl Baker as the new Administrative Assistant for City Hall and informed on internal staff promotions. Commissioner Harding asked for the addendum to the Financial Report to be added for discussion. The Commission had no objections.

3. Special Requests:

a. A Proclamation by the City of Key Colony Beach declaring March 2023 Problem Gambling Awareness Month: Mayor Trefry spoke on the agenda item to the Commission and asked for a motion to approve.

MOTION: Motion made by Commissioner Foster, seconded by Commissioner Raspe, to approve the Proclamation declaring March 2023 as Problem Gambling Awareness Month.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

b. Presentation by Marcelo Martinez from Hotwire Communications on Fiber Optic Services for the City of Key Colony Beach: Marcelo Martinez from Hotwire Communications gave a PowerPoint presentation to the Commission on possible Fiber Optic Services for the City of Key Colony Beach and answered questions from the Commission and City Administrator after. Discussion followed on pricing and different available options for residents, and how to move forward with the project. The Commission gave consensus to the City Administrator to move forward.

4. Citizen Comments and Correspondence

Mayor Trefry invited members of the public to speak on any agenda item.

Florence Roseboro, 430 4th Street, spoke on the Hotwire Presentation and the use of Marble Hall.

Kirk Boggs, Key Colony Point #1, spoke on the topic of Button Wood trimming at Sunset Park.

Joanne Stewart, Key Colony Point #1, spoke on the topic of Button Wood trimming at Sunset Park.

Tim Duesel, 680 9th Street, spoke on the topic of a new City Hall.

Joe Schmitt, 430 4th Street, spoke on the ability of Citizen comments after Commissioners comments, the topic of the Post Office and Marble Hall, and the policies of the City.

Ron Teke, 290 10th Street, spoke on policies of the City and the topic of a new City Hall.

Chet Dunn, 101 E. Ocean Drive spoke to the Commission on offering his services as the Assistant City Administrator.

Larry Mills, 4th Street, spoke on cable services for the City and City Hall.

There were no additional citizen comments online or in person.

5. Approval of Minutes: *Mayor Trefry asked for any changes or corrections to the minutes. Commissioner Raspe asked for a correction on page 12 revising City Attorney Turner to City Administrator Turner. The minutes were accepted as written with said changes.*

6. Committee and Department Reports

Commissioner Foster asked City Administrator Turner on the Code Enforcement Report and current policies and practices. City Attorney Smith stated to follow up with City Attorney Smits on the topic.

Commissioner Harding commented on the Playground Equipment. City Administrator Turner explained the funding for the playground equipment, and gave an update on the grant application for the 1st Street Playground. Commissioner Harding commented on the Code Enforcement progress. City Administrator Turner gave details on required Sadowski Causeway bridge repairs and possible funding opportunities.

Chief DiGiovanni gave information on issued citations and code violations.

a. Marathon Fire/EMS: *Fire Chief Card reported to the Commission on EMS and Fire Calls for the City of Key Colony Beach. Chief Card further talked on an increase in call volume, dangers of driving in the left lane, and the success of the High School Cadet Program. Chief Card complimented on how the City looks, commented on next year's Rubber Ducky Race, and the upcoming St. Patrick's Day Parade.*

b-i.: *see under 6.*

j. Recreation Committee: *Chair Ted Fischer spoke on the report he submitted to the City Commission including current concerns on overcrowding of the Pickleball courts and possible solutions. Discussion followed on the term of quiet Pickleball courts and the use of the 7th Street Basketball Court. Ted*

Fischer continued addressing the Commission with concerns on a fee structure for court use, the building of new courts and funding. Commissioner Harding expressed support for opening the Basketball Court and suggested the hiring of a Landscape Architect for design ideas of courts on 7th Street. Commissioner Harding recommended to give City Administrator Turner up to \$15,000.00 for an architectural summary and gave further thoughts on a fee system for use and how to move forward with the idea. Mayor Trefry agreed with the idea of a fee schedule and gave her thoughts on the topic. Vice-Mayor Ramsay-Vickrey expressed support for a fee structure and her view on the inclusion of Marathon residents. Commissioner Raspe spoke on residents ability to use the courts. Mayor Trefry clarified that the question of approval for playing on the Basketball court will be voted on. The Commission continued speaking on the topic.

Mayor Trefry called for a motion to allow the 7th Streets courts to be temporarily converted to Pickleball courts to April 9th. After discussion, the Commission agreed upon April 16th as the end date.

MOTION: *Motion made by Commissioner Foster to allow on a temporary trial basis, until April 16th, for the Pickleball players to use the court with the understanding that children will be allowed to play basketball after the game. Mayor Trefry asked for a second. Commissioner Raspe seconded the motion.*

DISCUSSION: *Discussion followed on what nets will be used for play and what times the basketball court will be used. Chair Fischer agreed to 7:30 am to 12:00 pm as the times for the use of the court. Commissioner Harding asked for Ted Fischer to report to the Commission in May on how the trial use went.*

ON THE MOTION: *Rollcall vote. Unanimous approval.*

MOTION: *Motion made by Commissioner Harding for a long-term plan to give City Administrator Turner direction to spend up to \$15,000.00 for a landscape architect and to work with Ted Fischer for facilities on 7th Street. Mayor Trefry asked for a second. Commissioner Foster seconded the motion.*

DISCUSSION: *Vice-Mayor Ramsay-Vickrey asked for clarification on the future location of pickleball and tennis courts. Commissioner Harding clarified the motion to find space on 7th Street for either Tennis or Pickleball courts. The Commission continued talking on locations, available space, the number of courts, and funding.*

ON THE MOTION: *Rollcall vote. Unanimous approval.*

Ted Fischer addressed the Commission on the next agenda item for the fence approval and asked for additional permission to run an annual Pickleball fundraiser named 'Fools Fundraiser' on April 1st and 2nd between the hours of 7:30 am and 12:00 pm on Saturday and Sunday using all permanent and temporary courts. Ted Fischer confirmed that he will be managing the event. Mayor Trefry asked for a motion to approve the fundraiser on April 1st and 2nd.

MOTION: *Motion made by Commissioner Raspe to approve the fundraiser for the Pickleball courts on April 1st and 2nd. Commissioner Foster seconded the motion.*

DISCUSSION: *None.*

ON THE MOTION: *Rollcall vote. Unanimous approval.*

7. Items for Discussion/Approval

a. Discussion/Approval of Estimate No. 3325 from the Florida Fence Corporation in the amount of \$7,995.00 for the purchase and installation of fencing at the Pickleball Courts per recommendation by the Recreation Committee: Mayor Trefry asked for a motion to approve and asked City Administrator for additional input. City Administrator Turner informed on available monies and asked for the motion to incorporate to raise the additional money. The Commission discussed wording and possible stipulations. Mayor Trefry asked Commissioner Harding to make the motion.

MOTION: Motion made by Commissioner Harding to approve the Florida Fence estimate for \$7,995.00 with the thought to be reimbursed with any charity funds that Ted Fischer is able to raise. Vice-Mayor Ramsay-Vickrey seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

b. Discussion/Approval of Appointment of current alternate member Frank Tremblay to a full member to the Recreation Committee: Mayor Trefry called for a motion on the appointment of Frank Tremblay.

MOTION: Motion made by Commissioner Foster, seconded by Commissioner Raspe, to appoint Frank Tremblay to the Recreation Committee.

DISCUSSION: None.

ON THE MOTION: Rollcall vote.

c. Discussion/Approval of new Appointment of Judy Burgett as an alternate member to the Recreation Committee: Mayor Trefry asked for a motion for the appointment of Judy Burgett.

MOTION: Motion made by Commissioner Foster, seconded by Vice-Mayor Ramsay-Vickrey, to appoint Judy Burgett to the Recreation Committee.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

d. Discussion/Approval of new Appointment of Sandra Glassman as an alternate member to the Beautification Committee: Mayor Trefry asked for a motion for the appointment of Sandra Glassman.

MOTION: Motion made by Commissioner Raspe, seconded by Commissioner Foster, to appoint Sandra Glassman to the Beautification Committee.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

e. Discussion/Approval of payment of the Deckard Technologies Invoice #1284 in the amount of \$18,000.00 (Rentalscape): Mayor Trefry asked for a motion to approve the invoice.

MOTION: Motion made by Vice-Mayor Ramsay-Vickrey, seconded by Commissioner Foster, to approve the invoice.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

8. City Administrator

a. City Hall Update

i. City Hall Bid Update: City Administrator Turner updated on the upcoming bid release.

City Administrator Turner addressed previous questions on the old City Hall and provided letters from the previous two Building Officials directing for the building to be unoccupied and ceased to be used. Commissioner Harding asked City Attorney Smith to review the shutdown of City Hall. City Attorney Smith stated she will be happy to review but explained that no one can override the decision of the Building Official.

City Administrator Turner addressed previous questions on the Post Office and gave information on the training he attended the previous week and information he received on flood zones, flood insurance, and following policies on CRS ratings and flood insurance.

b. Sunset Park Trimming Update: City Administrator Turner reported that the approval for the trimming was received and gave details on the stipulations in case of the discovery of endangered species. City Administrator Turner informed on cost and the budget, and that Public Works Department Head Guarino will be trained as surveyor to conduct future maintenance. Conversation on trimming and future trimming continued.

c. Safety Meeting Report: City Administrator Turner reported to the Commission on the agenda item. Commissioner Foster commented on AED devices and expected expiration dates. City Administrator Turner informed on being on a waiting list, replacement costs, the devices being functional, and future planning. Public Works Department Head Guarino confirmed that the AED device was moved from Marble Hall and that it will be moved to the Key Colony Inn for future meetings.

d. Vacation Rollover Reduction Recommendation: City Administrator Turner updated on the changes that were made per City Commissioner recommendations. Commissioner Foster talked on information he collected on different agencies and asked to hold this decision until further research. Commissioner Harding recommended to hold the discussion until next month. Vice-Mayor Ramsay-Vickrey and Commissioner Raspe agreed. City Administrator Turner stated he will review the documents and bring back the topic at the next meeting. Further discussion followed on benefits for staff.

e. Dissolve Unity of Title for Lot 16 & 17, Block 1, 210 13th Street, Key Colony Beach: City Administrator Turner gave details to the City Commission on the request to dissolve the unity of title and recommended to allow to divide the property but recommended to come back 10 feet each way. City Administrator Turner informed on having received a letter for permission for the use of the canal bottom.

i. Statement by the Attorney of Unity of Title Unity of Title: Mayor Trefry called for Attorney Anthony Barrows to speak to the Commission. Attorney Barrows asked for clarification on setbacks and stated understanding on compliance. Attorney Barrows informed on having retained an engineer for drawings and a contractor to perform the work to bring the properties into compliance and asked for the Commission to approve for dissolution of unity of title. Conversation followed on required permits with Building Official Leggett confirming two permits are required.

Mayor Trefry asked for a motion to approve, deny, or approve with conditions the dissolution of title. Attorney Smith asked Attorney Barrows for confirmation on setback and permit requirements. City Attorney Smith clarified the permit requirements to Attorney Barrows.

Mayor Trefry asked for a motion to approve, deny, or approve with condition, the dissolution of title.

MOTION: *Motion made by Commissioner Raspe to approve the dissolution of the unity of title.*

City Administrator Turner asked for Commissioner Raspe to recuse himself due to his wife selling the properties. Commissioner Raspe explained his wife's involvement and stated that there will be no financial benefit from this vote. Discussion continued with the buyer stating his intent and Attorney Barrows clarifying that the dock will be left as a non-conforming structure. Building Official Leggett spoke on best practices for existing non-conforming structures and the city's building code. Discussion continued on possible future problems, building codes, and questions on conformity, additional boat lifts, and possible variances.

City Attorney Smith reiterated that the subject in front of the Commission for consideration is whether to approve the separation of the unity of title, to make this into two distinct properties with the acquisition from council with the conditions being provided the 10-foot setbacks, providing a survey to be part of the permit process with a permit on each property.

MOTION: *Motion made by Vice-Mayor Ramsay-Vickrey to approve with the provisions provided by the City Attorney. Mayor Trefry asked for a second. Commissioner Foster seconded the motion.*

DISCUSSION: *Commissioner Harding asked for confirmation on separate property taxes, wastewater, and sewer connections. City Administrator Turner confirmed the question.*

ON THE MOTION: *Rollcall vote. Unanimous approval.*

Mayor Trefry called for a 5-minute recess.

Mayor Trefry called the meeting back to order at 12:21 pm.

City Administrator Turner updated on the upcoming concert for the 200 Year anniversary for Monroe County to be held in Key West on March 25th.

9. Secretary-Treasurers Report

a. Update on Wastewater Rate Study: Commissioner Harding reported on the Wastewater Rate Study and explained the details that were provided in his report.

b. City Hall Attribute Summary: Commissioner Harding spoke to the Commission on his submitted summary report and gave details on space comparison, available office space, code requirements for ADA and fire code, required State approval, emergency operations, square footage comparison, Marble Hall, damage to the old building, flood plain levels for the old building, generator availability, Internet, rentability, work environment, and parking. Discussion followed on rebuilding to Code and the questions on substantial improvements and ADA compliance.

c. City Hall Options – Costs Comparison: Commissioner Harding gave his report on cost comparison for the rebuilding of the old City Hall versus a new building. Commissioner Harding updated on information learned from a flood insurance class and gave details on demolition, engineering, design, furniture, remediation, and additional repair costs. Commissioner Harding continued informing on the approved grant, overall comparison on costs, and talked about risks of not following the flood plain management.

Commissioner Raspe expressed his appreciation for Commissioner Harding's report and give his views on a new City Hall building. Commissioner Harding explained building code changes by FEMA, the possibility of being removed from the CRS program, and making long-term decisions.

Vice-Mayor Ramsay-Vickrey thanked Commissioner Harding for his report and gave concerns on the CRS impact on personal flood insurance policies, technology ability, questions on the Post-Office, and long-term planning.

Commissioner Foster thanked Commissioner Harding and gave thoughts on anticipated costs, the expected bid release, and an estimate on repairing the old building to include requirements on code updates. Commissioner Harding talked on obtaining estimates and concept design.

City Administrator Turner reported on the anticipated release of the bid. Vice-Mayor Ramsay-Vickrey gave further thoughts on completing repairs below flood zone.

Mayor Trefry and the Commission thanked Commissioner Harding for his report.

A short discussion followed on the CRS rating and City Hall being located in temporary trailers.

d. Wastewater Sampling Program: Commissioner Harding updated on the new program and gave details from the report to the Commission. The Commission had no additional questions to the report.

e. Financial Addendum: Commissioner Harding reported on the financial addendum including details on expenses, income, legal fees, contract maintenance, approved state monies, and 10th Street Project reimbursements.

f. (e) Approval of Warrant 0223 in the amount of \$497,660.50: Commissioner Harding asked Mayor Trefry for consent to make a motion. Mayor Trefry gave her consent.

MOTION: Motion made by Commissioner Harding, seconded by Commissioner Raspe, to approve Warrant No. 0223 in the amount of \$497,660.50.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

10. City Attorney's Report

a. (c) Advisory Board & Volunteer Committee Training Update: City Attorney Smith updated on the training for the Boards and Committees March 13th, 2023, and answered questions from Commission after.

b. (a) Cost Comparison Special Master vs. Code Board: City Attorney Smith spoke to the City Commission on the cost comparison and available options for a Special Magistrate.

Commissioner Raspe expressed his opinion on the importance on a local Special Master and questions on time sensitivity.

Vice-Mayor Ramsay-Vickrey gave the Commission her report on the topic and voiced her support for a Special Magistrate.

Commissioner Harding gave his considerations on the option of a Special Magistrate and the benefits of having a Code Enforcement Board, and the potential benefits of a hybrid.

Commissioner Foster spoke on the agenda item and voiced his support for staying in the city with the option of going to a Special Magistrate if necessary.

Mayor Trefry voiced her concern of residents serving on the Code Board in judgement of neighbors and gave thoughts on how to achieve compliance and community involvement.

City Attorney Smith spoke to the City Commission on the need for policies, procedures, training, and concern for liability and consistency. City Attorney Smith further clarified that the legal team represents the City and not the Code Board which explains the need for two attorneys for the Code Board Hearing.

Mayor Trefry spoke on the perception of making money on compliance and the assessments of fines. Commissioner Harding commented on the assessment of fines, legal costs, achieving compliance, and the Special Magistrate's ability to assess fines.

City Attorney Smith gave further input on the Special Magistrates abilities.

Vice-Mayor Ramsay-Vickrey spoke on the importance of a consistency of fines and fine structure, and the Commissioners responsibilities to protect the city and its residents.

Commissioner Raspe spoke on the importance of a fine structure and the need to have it updated.

Commissioner Raspe talked further on the assessment of fines and at what level. Discussion followed on allowable increases in fines, statutes, procedures, and processes.

c. (b) Special Magistrate appointment pursuant to legal report: City Attorney Smith expressed her wish for a motion on the agenda item. Mayor Trefry called for a motion from the City Commission pertaining to the Special Magistrate appointment pursuant to the legal report.

MOTION: Motion made by Vice-Mayor Ramsay-Vickrey to move to a Special Magistrate. Mayor Trefry asked for a second. Commissioner Raspe seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Vice-Mayor Ramsay-Vickrey – yes. Commissioner Harding – no. Commissioner Foster – no. Commissioner Raspe – yes. Mayor Trefry – yes. The motion passed three (3) to two (2).

Mayor Trefry asked for a motion on the direction for a local attorney or a Special Magistrate hired from DOAH.

MOTION: Motion made by Vice-Mayor Ramsay-Vickrey to go to a Special Magistrate through DOAH. Mayor Trefry asked for a second. Mayor Trefry passed the gavel to Vice-Mayor Ramsay-Vickrey and seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Commissioner Raspe – yes. Vice-Mayor Ramsay-Vickrey – yes. Commissioner Harding – no. Commissioner Foster – no. Mayor Trefry – yes. The motion passed three (3) to two (2).

Mayor Trefry stated this to have been a hard decision and expressed her appreciation for the members of the Code Board.

City Attorney Smith stated she will reach out to City Attorney Smits on how to move forward with a Special Magistrate through DOAH and to reach out to the Code Officer for hearings that might have to be moved from April to May.

City Attorney Smith updated on holding an additional volunteer training in the Summer or Fall for members that missed the training in March.

City Attorney Smith explained the purpose of the citizen comments in the beginning of the agenda to enable for the Commission to hear all citizen comments for every item on the agenda.

City Attorney Smith stated that the City Clerk will send out a letter to the Code Board members informing them of the Commission's decision.

11. Ordinances & Resolutions

a. Second/Final Reading of Ordinance No. 2023-481: Key Colony Beach Meeting Organization & Procedures

i. Proof of Publication: City Clerk Gransee explained the proof of publication.

ii. Second Reading: Ordinance No. 2023-481: An Ordinance of the City of Key Colony Beach, Florida, amending Chapter 2, Article VII, Sections 2-86, 2-88, and 2-93, of the Code of Ordinances of the City of Key Colony Beach related to meetings of the City Commission; providing for the repeal of all Ordinances or parts thereof found to be in conflict; providing for inclusion in the Code of Ordinances and providing for an effective date.

Mayor Trefry provided the second and final reading of Ordinance No. 2023-481 and asked for a motion to approve.

MOTION: Motion made by Vice-Mayor Ramsay-Vickrey to approve the second reading. Mayor Trefry asked for a second. Commissioner Foster seconded the motion.

DISCUSSION: Commissioner Harding asked for clarifications on the meeting date in December. City Attorney Smith clarified the dates.

ON THE MOTION: Rollcall vote. Unanimous approval.

b. First Reading of Ordinance No. 2023-482: Traffic Regulation Amendment

An Ordinance of the City of Key Colony Beach, Florida amending Chapter 17 of the Code of Ordinances of the City of Key Colony Beach, Florida, related to traffic regulations; specifically amending sections 17-1 of the Code of Ordinances to provide updated regulations for the operation of motorized scooters, skateboards, hoverboards and other micro-mobility devices within the City; providing for penalties; providing for the repeal of all Ordinances or parts thereof found to be in conflict; providing for severability, repeal, and codification in the Code of Ordinances; and providing for an effective date.

Mayor Trefry provided the first reading of Ordinance No. 2023-482 and asked for a motion to approve.

MOTION: Motion made by Vice-Mayor Ramsay-Vickrey to approve. Mayor Trefry asked for a second. Mayor Trefry passed the gavel to Vice-Mayor Ramsay-Vickrey and seconded the motion.

DISCUSSION: Commissioner Harding asked for clarification language on page 57 item c. for the use of skateboards in the city. Discussion followed. City Attorney Smith stated to modify the language. Chief DiGiovanni explained current regulations and laws on motorized scooters. Further discussion followed on definitions and language in the ordinance, and future enforcement of the ordinance including updated signage.

ON THE MOTION: Rollcall vote. Unanimous approval.

c. First Reading of Ordinance No. 2023-483: R-2B Pool Side Setback Amendments:

An Ordinance of the City of Key Colony Beach, Florida, amending Article III, Chapter 101 of the Land Development Regulations of the City of Key Colony Beach, Florida, related to the Reduction of Setbacks for Residential Pools; specifically amending Sections 101-13 and 101-26 of the Land Development Regulations to reduce the setbacks for pools within the R-2B Zoning District; providing for the repeal of all Ordinances or parts thereof found to be in conflict; providing for severability, repeal, and codification in the Code of Ordinances; and providing for an effective date.

Mayor Trefry provided the first reading of Ordinance No. 2023-483 and recognized Commissioner Raspe.

MOTION: Motion made by Commissioner Raspe to adopt the ordinance and change the side setbacks for pools in the R-2B zone from 10 feet to 5 feet. Mayor Trefry asked for a second. Vice-Mayor Ramsay-Vickrey seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

12. Commissioners Reports & Comments

Commissioner Foster updated on the Stormwater project and anticipated Haack to be completed by the end of the following week.

Commissioner Harding updated on attending the FEMA flood insurance class, attending the quarterly mitigation meeting, and receiving information on costs of Hurricane Ian, training requirements, and receiving last year's certification from FEMA.

Commissioner Ramsay-Vickrey reported on attending the Concert in the Park, the Annual Fishing & Boating Club's Clam Bake, and the Florida Keys National Marine Sanctuary Advisory Council meeting. Commissioner Ramsay-Vickrey further reported on completing the state-mandated continuing education, the ceremonial swearing in of Carlos Gimenez, the Champions for Change fundraiser, and the BWP February event. Commissioner Ramsay-Vickrey continued informing on volunteering for the FKSCPA at the Key Colony Beach Day and the Seafood Festival and attending the Annual 7-meter Bridge Run. The Commissioner further reported on attending the Volunteer Board training, the Marathon City Council meeting, and on the upcoming St. Patrick's Day Parade.

Commissioner Raspe reported on attending the March Code Board meeting, the Key Colony Beach Day, and thanked City Staff for their help with Sunset Park, and the upcoming St. Patrick's Day Parade.

Mayor Trefry reported on participation in the Mayors Panel for Leadership Monroe and informed on the upcoming performance review of City Administrator Turner. Mayor Trefry informed that the City Clerk will send out the forms to all Commissioners with a deadline to return them by April 10th. Mayor Trefry stated the importance for one-on-one meetings with the City Administrator and informed on the upcoming St. Patrick's Day parade.

13. Adjournment: The meeting adjourned at 2:27 pm.

Respectfully submitted,

Silvia Gransee

City Clerk

ADOPTED: April 20, 2023

Silvia Gransee

City Clerk