

MINUTES
KEY COLONY BEACH
CITY COMMISSION REGULAR MEETING
Tuesday, November 22, 2016, 10:00 A.M.
City Hall Auditorium

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 Jerry Ellis at 10:00 A.M. followed by the Pledge of Allegiance and Prayer.

Present: Mayor Jerry Ellis, Vice Mayor Ron Sutton, Secretary/Treasurer Jim Pettorini, Commissioner John DeNeale and Commissioner April Tracy. *Also Present:* City Clerk Kathryn McCullough, City Attorney Thomas Wright, Building Official Ed Borysiewicz, Assistant Building Official Steve Britske and Police Chief DiGiovanni. Excused: Fire Chief John Johnson. Public - 7

2. **Approval of Minutes:**

MOTION: Motion made by Mayor Ellis, seconded by Vice Mayor Sutton, to approve the regular meeting minutes of October 27, 2016 and November 7, 2016.

ON THE MOTION: Unanimous approval.

3. **Agenda Additions, Changes, Deletions:** City Clerk McCullough requested the Item 8-A be tabled. With the addition of WIFI, which will be installed in Marble Hall very soon, Cliff Rydell will be able to project proposed changes to the City website on the wall for all to view.

4. **Special Requests:** N/A

5. **Committee and Staff Reports:**

A. Marathon Fire/EMS – No report.

B. Recreation Committee – No report.

C. Beautification Committee – No report.

D. Disaster Preparedness Committee –No report.

E. Planning & Zoning Committee –No report.

F. Utility Board – Lin Walsh, Utility Board Member, requested Commission approval to appoint Tom Harding to the Utility Board as a full time member.

MOTION: Motion made by Vice Mayor Sutton, seconded by Commissioner Tracy, to appoint Tom Harding to the Utility Board as a full time member.

ON THE MOTION: Roll Call Vote. Unanimous approval.

G. Police Department – Chief DiGiovanni said there have been 2 reports since the last meeting, a minor traffic crash and a small trash fire, in addition to 2 medical alarm calls. The Police Department also responded to 12 assistance calls from MCSO and 9 miscellaneous calls. The officers issued 4 code enforcement warnings and 15 traffic warnings in this time period. Thoughts and prayers go to an officer's mother-in-law who is very ill. A lighted bicycle tour to benefit The Wesley House is scheduled for the December 4, 2016. Chief DiGiovanni will cover Sgt. Birklund's vacation shifts for the first half of December. Chief DiGiovanni wished everyone a safe and Happy Thanksgiving.

H. Building and Public Works –

1. Building Official Borysiewicz reported the owner of 381 8th Street would like approval to replace an existing 15,000 lb boat lift with a 27,000 lb boat lift with 12 foot arms. The applicant owns the property on the south side and has received approval from the property owner on the north side.

MOTION: Motion made by Vice Mayor Sutton, seconded by Commissioner DeNeale, to approve the replacement of a 15,000 lb boat lift with a 27,000 lb boat lift with 12 foot arms at 381 8th Street.

ON THE MOTION: Roll call vote. Unanimous approval.

Assistant Building Official Britske reported a good start on the Christmas decorations in the City. He also stated work will begin on the dock behind City Hall on Saturday and it should be completed in time for the Boat Parade on December 11th. The new public works employee will report to work on Monday November 28th. Commissioner DeNeale asked how the lights on the Causeway are controlled and why several of the lights on West Ocean are not lit. Mr. Britske answered each light is operated by an individual photo cell at each receptacle box. With the lights on West Ocean and a few others, there is an issue where the line source connects with the LED light string. Any pressure at that point appears to cause a disconnect. Mr. Britske has requested that Janie Byland contact the manufacturer for replacement sets of the strings. When the replacements are received the lights will be pulled down and restrung. Commissioner DeNeale reported he likes the modifications made to the Starfish lights. In addition to being functional, they look very attractive.

I. City Secretary/Treasurer – Commissioner Pettorini said the financial reports for the first month of the fiscal year have been prepared. Income is up over the same time frame as last year and expenses are down.

J. City Clerk - City Clerk McCullough reported the City Auditor, Julio Buzzi, was in to start the audit for last fiscal year. He will be returning on December 12th and 13th to gather the additional information needed to complete the process. A ‘single source’ audit of the Mayfield Grant is required by State statutes. Mr. Buzzi will perform that audit also. Ms. McCullough extended best wishes to all for a Happy Thanksgiving.

6. **Unfinished Business:** N/A

7. **Commissioners Open Discussion:** Mayor Ellis reported many of Casa Clara unit owners have been writing letters to the Commissioners. Mayor Ellis has added Casa Clara to the December 8, 2016 Commission agenda to give Casa Clara owners the opportunity to be at the meeting to voice their concerns.

Mayor Ellis reported all six of the City Administrator candidates selected for interview by the Commission have confirmed attendance at the January 9, 2017 Special Commission Meeting. Mayor Ellis stated the 5 Commissioners, Building Official Borysiewicz, Assistant Building Official Britske, Chief DiGiovanni and City Clerk McCullough will participate in the interview process. Mayor Ellis and the Clerk have selected 5 questions, from a list provided by Commissioner Pettorini, to be asked of all six applicants. Additionally Commissioners may ask any other questions they feel are appropriate. The Commissioners and Department Heads will mark a secret ballot for their top three candidates. The Mayor will be the tie breaker if there happens to be a tie between candidates. The goal is to arrive at 3 candidates who will present closing statements at the Regular Commission Meeting on

January 12, 2017. The Commissioners will then cast silent ballots for their choice for City Administrator. If there is a 2 -2 -1 vote, the candidate receiving one vote will be eliminated and the Commission will again cast a silent ballot for City Administrator. Contract negotiations can begin after a candidate is selected.

8. **Items for Discussion/Approval:** None

9. **City Administrator Items for Discussion/Approval:**

A. Stormwater Project Phase 7 - Mayor Ellis turned the discussion over to Vice Mayor Sutton. Vice Mayor Sutton briefly went over the report he gave at the last commission meeting as some commissioners were out of town. South Florida Water Management District (SFWMD) notified the City of award of a grant for the 12th Street portion of the Phase 7 stormwater project. Vice Mayor Sutton contacted Mike Tibble, Project Engineer with Mittauer and Associates, to determine if it would be possible to meet the deadlines established by SFWMD. Mr. Tibble agreed the deadlines are very tight, however, it can be accomplished as long as no problems are encountered. When Vice Mayor Sutton re-contacted Nestor Garrido, (SFWMD), and informed him of the engineers concerns regarding the deadlines Mr. Garrido was able to re-work the schedule. The permits will now be applied for in January with a construction scheduled to be firmed up in April. After conferring with Mayor Ellis and Building Official Borysiewicz it was agreed that construction begin in May, after the snowbirds are gone, thereby avoiding traffic flow issues. Vice Mayor Sutton also requested Mr. Tibble calculate, and provide to SFWMD, the linear feet of swales, the diameter and linear feet of pipe and the diameter of the injection wells as required by the grant document. Vice Mayor Sutton requests the 12th Street residents be notified, in writing, of the option to install perforated pipe, in front of their property rather than a have an open swale. In all the previous stormwater projects the option for perforated pipe was offered to and paid for the by the homeowner. The actual cost for the perforated pipe option will not be known until the project is bid. Commissioner DeNeale requests the Utility Board investigate other funding options for completing the entire stormwater project within the City. His concern is the City may be spending \$400,000 to obtain a \$100,000 grant when there may be matching grants available whereby spending \$400,000 may result in receiving \$400,000. Mayor Ellis requested the Utility Board discuss other funding options at their next meeting and report back their findings back to the Commission. Commissioner DeNeale thanked the Vice Mayor for all the work he is doing on this project.

10. **Ordinances and Resolutions:**

A. Resolution 2016-08 Amending the Fiscal Year 2015-2016 Budget. Attorney Wright read the Resolution by title only. City Clerk McCullough explained Florida Statute requires a Budget Resolution anytime revenues and/or expenses significantly exceed budget projections. There were several areas both in revenue and expenses that significantly exceeded projections, therefore, a Resolution listing every line item was prepared. For the Commissioners information explanatory comments were added where the difference was noteworthy. The bottom line is \$362,792 was added to General Fund reserves when only a \$75,970 addition to reserves had been projected.

MOTION: Motion made by Commissioner Pettorini, seconded by Commissioner DeNeale, to approve Resolution No. 2016-08 Amending the Fiscal Year 2015-2016

ON THE MOTION: Roll call vote. Unanimous approval.

11. **Warrant Approval:** Warrant No. 10-2016 in the amount of \$400, 413.92

MOTION: Motion made by Vice Mayor Sutton, seconded by Commissioner DeNeale, to approve Warrant No. 10-2016 in the amount of \$400,413.92.

ON THE MOTION: Roll call vote. Unanimous approval.

12. **Commissioner's Reports or Comments:**

Commissioner Tracy wished everyone a Happy Thanksgiving. Commissioner Pettorini wished everyone a Happy Thanksgiving. Vice Mayor Sutton wished everyone a Happy Thanksgiving. Commissioner DeNeale wished everyone a Happy Thanksgiving, he hopes your team wins. Mayor Ellis wished everyone a Happy Thanksgiving.

13: **City Attorney Report:** Attorney Wright wished everyone a Happy Thanksgiving.

14: **Correspondence & Citizen Comments:**

No correspondence or citizen comments.

The meeting adjourned at 10:48 A.M.



Respectfully submitted,
Kathryn McCullough, City Clerk

Note: These minutes are unofficial and have not been formally approved by the Commission. The approval will be at the next scheduled Commission meeting.