

# MINUTES

KEY COLONY BEACH  
CITY COMMISSION REGULAR MEETING  
Thursday, April 8, 2021 9:30 a.m.  
Marble Hall & Virtually via Zoom Conferencing

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 Sutton at 9:30 a.m. followed by the Pledge of Allegiance and Prayer.  
*Present:* Mayor Ron Sutton, Vice Mayor Patti Trefry (Virtually), Secretary/Treasurer Kathryn McCullough, Commissioner John DeNeale, and Commissioner Tom Harding.  
*Also Present:* City Clerk Rebecca Todd, Executive Assistant Saara Staten, Fire Chief Johnson, City Attorney Dirk Smits, Attorney Gaelan Jones, Building Official Gerard Roussin, and Building Inspector Greg Lawton.  
*Excused:* Police Chief DiGiovanni.  
Public – 7 (Marble Hall) 24 (Virtual)
2. **Citizen Comments and Correspondence:** City Clerk Todd reported correspondence received regarding 14/15<sup>th</sup> Street canal dredging that was forwarded to the Commission. Sandra Humphrey, 230 14<sup>th</sup> Street, urged the City to consider funding 13<sup>th</sup>/14<sup>th</sup> Street canal.
3. **Approval of Minutes:** The minutes of the March 24, 2021 City Commission Special Meeting and March 25, 2021 City Commission Regular Meeting were approved by acclamation.
4. **Agenda Additions, Changes, Deletions:** None.
5. **Special Requests:** None.
6. **Committee and Staff Reports:**
  - A. **Marathon Fire/EMS:** Fire Chief Johnson reported since the last meeting there has been 6 medical calls, 1 internal fire alarm, and 2 public assists. Fire Chief Johnson reported his Department assisting with the boat fire on 11<sup>th</sup> Street and being in the process of hiring a Deputy Chief that will attend Commission Meetings that Chief Johnson is not available for.
  - B. **Recreation Committee:** No Report.
  - C. **Beautification Committee:** No Report.
  - D. **Disaster Preparedness Committee:** No Report.
  - E. **Planning & Zoning Board:** No Report
  - F. **Code Enforcement Board:** No Report.
  - G. **Utility Board:** No Report.
  - H. **Police Department:** Corporal Buxton reported Chief DiGiovanni returning to work on Tuesday, April 13<sup>th</sup>. Since the last meeting there has been 2 medical calls, provided backup to MCSO 7 times, and received 21 miscellaneous calls along with road patrol, boat patrol and vacation watch program. The Sunrise Easter Service had a good turnout with no issues. A grant of \$1,000 was received and the funding was used to purchase safety gear for Less than Lethal Training. The 7-meter bridge run was a success with no medical injuries reported. The 7-mile bridge run is scheduled for April 17<sup>th</sup> and the packet pickup will take place at Faro Blanco Resort and Yacht Club on Friday, April 16<sup>th</sup>.
  - I. **Building Department/Public Works:** Building Official Roussin reported Public Works being very busy as they begin the annual hurricane tree trimming. The Building Department has all the supplies for Hurricane Season including the extra PPE requested by Emergency Management. Commissioner Harding questioned whether it is storm prep procedure to photograph the entire City. Building Official Roussin confirmed that it is procedure to video the entire City during hurricane preparation.

**1. Approval of 33,000 lb. Elevator Lift – 831 12<sup>th</sup> Street** – Building Official Roussin requested approval of a 33,000 lb. elevator lift for 831 12<sup>th</sup> Street. Letters of approval from both neighbors were received.

**MOTION:** Motion made by Commissioner DeNeale, seconded by Commissioner Harding to approve the 33,000 lb. elevator lift for 831 12<sup>th</sup> Street.

**ON THE MOTION:** Roll Call Vote. Unanimous approval.

**2. Approval to Purchase Thermo Plastic & Die not to exceed \$7,000** - Building Official Roussin reported receiving the Thermoplastic road striper and is seeking to purchase a double striper. Each die is approximately \$400 each. The Building Department is also seeking to purchase a half pallet of white and half pallet of yellow paint.

**MOTION:** Motion made by Commissioner Harding, seconded by Commissioner McCullough to approve the purchase of thermo plastic & die not to exceed \$7,000.

**ON THE MOTION:** Roll Call Vote. Unanimous approval.

**J. City Secretary/Treasurer:** No Report.

**K. City Clerk:** City Clerk Todd reported being in the property manager migration process with Citizenserve. A public records request was received for all documents regarding Oceanfront Condominiums. Administrative Assistant Christine Burri is making copies of the requested documents and charging accordingly. Administrative Assistant Burri has collected over 50% of long-term trailer parking renewals. City Clerk Todd will begin working on quarterly reports. Utility Clerk Hyland received 21 property transfers in March. The sewer bills were sent out with the due date of March 20<sup>th</sup>.

**L. City Administrator:**

**1. Hurricane Debris Removal Sites:** Mayor Sutton received permission from the two owners of the private properties previously used for hurricane debris storage. After discussion with Chief DiGiovanni, Mayor Sutton recommended that the temporary trailer parking area replace the retention pond as the third location for hurricane debris storage. The Commission unanimously agreed.

**2. Update on FEMA Reimbursements:** Mayor Sutton reported receiving \$148,142.19 in debris removal money from FEMA. There is a remaining \$786,000 in debris money that the City is expecting to receive. Commissioner DeNeale recommended if there is an issue with FEMA reimbursing the City based on the contracts to reimburse us according to the tonnage.

**3. Grants for Playground Equipment:** Mayor Sutton reported contacting Ryan Ruskay of RMPK Funding regarding available grants. Mr. Ruskay confirmed eligibility for a FRDAP grant. The grant cycle begins in September through November. If the new equipment is purchased in July, it would be eligible for reimbursement through the grant. Public Works Supervisor Guarino reported taking down unsafe sections and is purchasing hardware to repair other areas of equipment. Public Works Supervisor Guarino will routinely visit the playground equipment to ensure it is safe. The Commission agreed for Mayor Sutton to proceed with using Mr. Ruskay for grant opportunities. Commissioner Harding researched a grant from FDEP Land and Recreation Grant with the grant cycle opening in September. Building Official Roussin will confirm timeframe on delivery and installment of playground equipment. Public Works will remove the current equipment; however, professional installation is needed for new equipment.

**MOTION:** Motion made by Commissioner DeNeale, seconded by Commissioner McCullough to approve the contracting of Ryan Ruskay not to exceed \$3,000.

**ON THE MOTION:** Roll Call Vote. Unanimous approval.

**4. Donation from Fishing & Boating Club for Golf Course:** Vice-Commodore Sue Redding presented the City of Key Colony Beach with a donation in the amount of \$3,000 from the Fishing & Boating Club to be used for Golf Course improvements. \$1,780 were raised in the Fishing & Boating Golf Course Fundraiser and the remaining \$1,220 were contributed from the Fishing & Boating Club. The Fishing &

Boating Club thanked Key Colony Beach for allowing them to host their meetings at the Public Works building.

**7. Items for Discussion /Approval:**

**A. COVID-19 Update:** Mayor Sutton reported an increase in COVID-19 cases in the last two weeks. Since the last meeting there has been an average of 19 cases in Monroe County with a total 267 cases. The vaccinations continue to be distributed and the age requirement continues to drop. Key Colony Beach has a total of 43 cases, Marathon has a total of 743 cases, Key West has a total of 3,072 cases, and Tavernier has a total of 482 cases. Monroe County has a total of 6,551 COVID-19 cases. Building Official Roussin informed the Commission on the updated sanitation process for City facilities. Based on new CDC guidelines, atomizers are no longer recommended, therefore, Public Works will be sanitizing City facilities by hand.

**B. Approval of City Administrator Contract:** City Attorney Smits and Attorney Jones presented the Commission with the current City Administrator contract. The Commission reviewed and recommended several changes. Attorney Jones will revise and forward the final copy to the Commission and Staff later that evening.

**MOTION:** Motion made by Commissioner McCullough, seconded by Commissioner Harding to approve the City Administrator Contract as revised.

**ON THE MOTION:** Roll Call Vote. Unanimous approval.

**8. Approval of Warrant: Warrant No. 0321 in the amount of \$602,007.70**

**MOTION:** Motion made by Commissioner McCullough, seconded by Commissioner Harding to approve Warrant 0321 in the amount of \$602,007.70.

**ON THE MOTION:** Roll Call Vote. Unanimous approval.

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

**10. Commissioner Reports:** Commissioner McCullough welcomed Dave Turner to Key Colony Beach. Commissioner Harding reported receiving the formal FEMA approval of the Local Mitigation Strategy which is good for 5 years. Mayor Sutton reminded the Commission of the Hospital Tour on Friday, April 9<sup>th</sup> at 10 a.m. Commissioner DeNeale reported attending the Middle Keys Republican Party and conferring with Congressman Jimenez who has been an asset for Key Colony Beach during the COVID-19 crisis. Commissioner DeNeale spoke with his aid and requested he email him with a point of contact for local issues. Commissioner DeNeale thanked Jim Byland and Public Works for working on the Key Colony Beach entrance sign. Vice Mayor Trefry thanked Staff for well wishes and welcomed Mr. Turner to Key Colony Beach.

**11. City Attorney Report:**

**A. Legal Report for Funding 14<sup>th</sup>/15<sup>th</sup> Street Canal:** City Attorney Smits reported distributing a legal report to the Commission regarding 14<sup>th</sup>/15<sup>th</sup> Street canal. In conclusion, the project is on hold pending FDEP approval. City Attorney Smits reported good and productive discussion with the applicants.

The meeting adjourned at 10:42 a.m.

Respectfully Submitted,



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