

MINUTES

KEY COLONY BEACH

CITY COMMISSION REGULAR MEETING

Thursday, April 22, 2021 9:30 a.m. or at the Conclusion of Preceding Public Hearing
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 12:19 p.m. followed by the Pledge of Allegiance and Prayer. *Present:* Mayor Ron Sutton, Vice Mayor Patti Trefry (Virtually), Secretary/Treasurer Kathryn McCullough, and Commissioner Tom Harding. *Also Present:* City Administrator Dave Turner, City Clerk Rebecca Todd, Executive Assistant Saara Staten, Police Chief DiGiovanni, City Attorney Dirk Smits, Building Official Gerard Roussin, and Building Inspector Greg Lawton. *Excused:* Commissioner John DeNeale and Fire Chief Johnson.
Public – 3 (Marble Hall) 8 (Virtual)
2. **Citizen Comments and Correspondence:** City Clerk Todd reported correspondence received from the following residents. Mary McFadden, 6 Clara Boulevard, submitted correspondence regarding Clara boulevard traffic issue and thanked the Commission for their efforts. David McKee, 631 8th Street, submitted correspondence regarding allowing access to the existing boat ramp for paddleboard, kayak, and canoeing. All correspondence was forwarded to the Commission. The Department of Health launched www.myvaccine.fl.gov which allows online self-scheduling of the COVID-19 vaccine. Visit or contact City Hall for additional information.
3. **Approval of Minutes:** The minutes of the April 8, 2021 City Commission Regular Meeting were approved by acclamation.
4. **Agenda Additions, Changes, Deletions:** None.
5. **Special Requests:**
 - A. **Professional Municipal Clerks Week Proclamation:** Mayor Sutton read the Proclamation into the record. The Commission unanimously agreed to proclaiming May 2nd - May 8th as Professional Municipal Clerks Week.
6. **Committee and Staff Reports:**
 - A. **Marathon Fire/EMS:** No Report.
 - B. **Recreation Committee:** No Report.
 - C. **Beautification Committee:** Beautification Committee Member David McKeehan, representing Chairperson Greg Burke, updated the Commission on progress the Beautification Committee has made over the past six weeks. Although it has been a difficult year, all 7 beautification members are dedicated in beautifying and revitalizing the City. The Beautification Committee is establishing a more coordinated approach to involving the community through utilizing the City website to promote work parties and highlight completed projects. Three Christmas decoration samples have been ordered to select which will be purchased for the upcoming holiday season. The Key Colony Beach entrance sign frame is almost complete and is awaiting final details on the finish. A mulch party was held at the Golf Course prior to the tournament. Two pallets of mulch were laid, and the Fishing & Boating Club assisted heavily in that installation. The Beautification Committee has completed irrigation repairs throughout the City along with the assistance of Public Works. The Beautification Committee has scheduled five work parties every Saturday morning through May 15. Last Saturday, plants were planted around the “What’s your Hurry?” sign by 3 Beautification members and three volunteers: Ted Fischer, Glenda Cantrell, and Mary Cole. The Beautification Committee has prepared an informational handout entitled “The Gardens of Key Colony Beach” which is a photographic essay of the 18 gardens in the City. A free copy is available by contacting the Beautification Committee. Design Source was contacted to get a recommendation for possible improvements of the City entrance area. Vice Mayor Trefry questioned how the Beautification Committee intends to maintain the parks during the summer when the majority of members and volunteers are no longer in town. Mr. McKeehan stated although this has been an issue in the past, the Beautification committee is confident that with the additional affiliates, volunteers, and local members a plan will be established to ensure proper maintenance this summer.
 - D. **Disaster Preparedness Committee:** No Report.

E. Planning & Zoning Board: No Report

F. Code Enforcement Board: No Report.

G. Utility Board: Utility Board Treasurer Freddie Foster reported 12 property transfers through March 31, 2021. One resident is in arrears for three quarters. One propeller submersible pump was purchased for \$15,000 and 6 lift station submersible pumps were purchased for \$45,000 and the Utility Board continues to review bids for other equipment to use the \$139,000 grant. The yearly loan payment was made for approximately \$136,000. Last month's sludge hauling cost was \$16,000 which is typically \$7000 - \$9000 per month. The increase is attributed to the sludge hauler costs increasing from \$.17 to \$.21 per gallon and the increase of people in town. The board will look into possible competitive bids and the increase will be reflected in the preparation of next year's budget. Treasurer Foster continues working on securing funds for the work on 10th Street and continues to work on the logistics of that project. Mayor Sutton encouraged the Utility Board to consider completing the project on 10th street in one phase rather than two to lessen the hardship on residents and costs.

H. Police Department: Chief DiGiovanni reported since the last meeting there was 6 reports: fraudulent check report, found wallet, narcotics found, disorderly conduct arrest, DUI arrest by the Sheriff's office, and a missing person who was found the same day. They responded to 5 medical calls, provided backup to MCSO 7 times, and received 12 miscellaneous calls along with road patrol, boat patrol and vacation watch program. Chief DiGiovanni thanked resident Mary McFadden for performing traffic study of Clara Boulevard. Chief DiGiovanni posted the available Police Officer position on Indeed.com and has received many applications. Sergeant Rodriguez successfully completed Line Supervision Course and Middle Management Course. A Click it or Ticket Campaign will be held May 10 – June 6. Chief DiGiovanni requested approval to post a banner and signs alongside the road regarding the "Click it or Ticket Campaign". The Commission unanimously agreed. Chief DiGiovanni thanked all his Officers for their support and continued dedication.

1. Swear in Reserve Officer: Chief DiGiovanni introduced and swore in Reserve Officer Joseph Burden to the Key Colony Beach Police Department.

I. Building Department/Public Works:

1. Request to Purchase Dixie Chopper Replacement – Building Official Roussin requested approval to replace the dixie chopper mower the City has been using for over 20 years. The mower will be replaced with a Kubota 60-inch deck diesel mower. Building Official Roussin reported receiving a State contract price in the amount of \$13,687.90. This expense will be billed to Reserve Funds- Golf Course Equipment.

MOTION: Motion made by Mayor Sutton, seconded by Commissioner Harding to purchase a Kubota mower in the amount of \$13,687.90.

ON THE MOTION: Roll Call Vote. Unanimous approval.

J. City Secretary/Treasurer: City Secretary/Treasurer Kathryn McCullough reported the March income statement is \$94,000 to the good which brings the net income year to date to \$849,970. The funds received from FEMA for debris removal reimbursement are not reflected in this month's report. Commissioner McCullough recommended taking that money and investing in CD's. Expenses are also in good shape, however, the City has used \$51,000 of the \$53,000 annual budget towards legislative, which includes City Attorney fees. Commissioner McCullough thanked City Attorney Smits for his hard work. City Attorney Smits expressed sensitivity to budgets and will work on cost recovery for projects and a predictable fee pattern in June for the Commission to be able to budget accordingly. City Attorney Smits will draft an ordinance for the next meeting for cost recovery.

K. City Clerk: City Clerk Todd reported the City receiving the remainder of the debris removal money from FEMA in April for a total of \$643,932 from Federal and \$35,774 from State. Staff continues to work with CitizenServe to integrate property managers and get a new payment processing company.

L. City Administrator: City Administrator Dave Turner reported walking City property with Louis Gonzalez to use the budgeted funds to fertilize needed areas. He and Executive Assistant Saara Staten are completing a TDC Bricks and Motor grant application due on April 27th for Sunset Park to replace the railing on the observation pier, install a flagpole, and install a bicycle rack. City Administrator Turner has a conference call scheduled with Norry Lynch and Jerry Paul to get updated on legislative issues and FEMA. City Administrator Turner reported meeting

with staff to get up to speed with issues and projects. He and Assistant City Clerk Rosado are reviewing QuickBooks electronic timesheets application which would provide employees with their timesheet on their smart phone and the data uploaded into QuickBooks at a cost of approximately \$2100 per year. Mr. Turner is reviewing the City's contracts, working on Clara Blvd. traffic issues, and reviewing the Personnel Manual and requested Commissioners send any recommendations and notes to him. Mr. Turner is conferring with Rhonda Haag regarding road elevation projects. The City can partner with the County when they do their road elevation data survey using Mobile Lidar which would cost approximately \$17,000 for the 7 miles of road. and he will bring a recommendation before the Commission probably at the next meeting.

7. Items for Discussion /Approval:

A. COVID-19 Update: Mayor Sutton reported an increase in COVID-19 cases throughout the State of Florida. In the last 2 weeks, Monroe County has added an additional 227 cases, averaging 16.21 cases per day. Key Colony Beach added 1 COVID-19 case. The vaccination continues to be distributed via www.myvaccine.fl.gov.

B. Requested Use of City Logo: Harry Kirchner, owner of Causeway Shopping Center, requested approval for DK's Beach Boutique to use the City Logo on clothing to sell at the store. City Attorney Smits does not recommend approving use of city logo. The Commission agreed and will encourage Mr. Kirchner to use the City's name "Key Colony Beach".

C. Legislative Update: City Clerk Todd distributed a report from Lobbyist Jerry Paul. Mayor Sutton reported a Zoom meeting being scheduled for Monday, April 26th to receive an update on different grants and projects being pursued. The House and the Senate approved the Stewardship Act for \$20 Million and the vacation rental bill died in the Senate.

8. Approval of Warrant: None.

9. Ordinances and Resolutions: None.

10. Commissioner Reports: Commissioner McCullough questioned why the Planning & Zoning Board decided at the April 21, 2021 meeting to revisit their Land Development Regulations recommendations. Building Official Roussin stated based on the new FEMA Flood Maps and Florida Building Code recently released, the Planning & Zoning Board decided to revisit their recommendations to make a more accurate recommendation to the Commission. City Clerk Todd will assure proper advertisement of the Public Hearings to expedite the process. Commissioner McCullough reported attending the Florida Keys National Marine Sanctuary meeting where it was decided to close western dry rocks for fishing from April through July. The number of different species that spawn there is what makes it special. The location is noted in the Fish map application but not on GPS yet. Commissioner McCullough also thanked Mayor Sutton for his support in filling the City Administrator position. Mayor Sutton stated new City Administrator Turner has been doing very well and thanked him for his hard work.

11. City Attorney Report: None.

The meeting adjourned at 1:37 p.m.

Respectfully Submitted,

Rebecca Todd
City Clerk