

# MINUTES

## KEY COLONY BEACH

### CITY COMMISSION REGULAR MEETING

Thursday, May 27, 2021 9:30 a.m. or at the conclusion of the 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 Vice Mayor Trefry at 9:47 a.m. followed by the Pledge of Allegiance and Prayer. *Present:* Mayor Ron Sutton (Virtually), Vice Mayor Patti Trefry, Commissioner John DeNeale, and Commissioner Tom Harding. *Also Present:* City Administrator Dave Turner, Executive Assistant Saara Staten, Fire Chief John Johnson (Virtually), Police Chief Kris DiGiovanni, City Attorney Dirk Smits, Building Official Gerard Roussin, and Building Inspector Greg Lawton.

Excused: Secretary/Treasurer Kathryn McCullough and City Clerk Rebecca Todd.

Public – 14 (Virtual) 1 (Marble Hall)

**2. Citizen Comments and Correspondence:** None.

**3. Approval of Minutes:** City Commission Regular Meeting May 13, 2021.

**MOTION:** Motion made by Commissioner Harding, seconded by Commissioner DeNeale to approve the minutes of May 13, 2021 City Commission Regular Meeting.

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

**4. Agenda Additions, Changes, Deletions:** None.

**5. Special Requests:** None.

**6. Committee and Staff Reports:**

**A. Marathon Fire/EMS:** Fire Chief Johnson stated since the last report there has been 2 medical calls, 1 internal fire alarm, and 2 public assists. Fire Chief Johnson urged residents to prepare their homes for hurricane season.

**B. Recreation Committee:** No Report.

**C. Beautification Committee:** Beautification Committee Chairperson Greg Burke thanked Member David McKeehan and Kimmeron Lisle for covering him while he was out of town. Chairperson Burke requested input from the Commissioners regarding the sample Christmas decorations. Each Commissioner shared their preferences. The Beautification Committee requested a survey be sent out via email blast to residents for their input in Christmas decorations. The Building Department stated the new Christmas decorations handled the wind loads very well and are safe structurally.

**D. Disaster Preparedness Committee:** No Report.

**E. Planning & Zoning Board:**

**1. Recommendation for Appointment of Lin Walsh:** Planning & Zoning Board Chairperson Joey Raspe requested approval to appoint Lin Walsh to the Planning & Zoning Board.

**MOTION:** Motion made by Commissioner DeNeale, seconded by Commissioner Harding to approve the appointment of Lin Walsh to the Planning & Zoning Board.

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

**F. Code Enforcement Board:** No Report.

**G. Utility Board:** No Report.

**H. Police Department:** Chief DiGiovanni reported since the last meeting there were 2 information reports. KCBPD responded to 2 medical calls, provided backup to MCSO 10 times, and received 16 miscellaneous calls along with road patrol, boat patrol and vacation watch program. One miscellaneous call was another intoxicated tourist who

walked into the neighboring property. Chief DiGiovanni urged all residents to lock their doors. Another miscellaneous call was regarding a migrant raft that was pulled onto Sunset Park by the Building Department. That migrant raft was taken by Public Works to discard. The “Click it or Ticket” campaign ends on June 6<sup>th</sup>. Chief DiGiovanni would like to remember all veterans who died in battle making the ultimate sacrifice to protect citizens.

**I. Building Department/Public Works:** Building Official Roussin reported working with Architect Tony Rosabal to create a site plan on where to conduct the percolation test, structure test, and the soil boring test. The fire flow test was completed and the Building Department is awaiting the results. Building Official Roussin reported using Citizenserve to the fullest extent and working with City Hall to make the Business tax process through Citizenserve. The new golf course mower was delivered Saturday, May 22<sup>nd</sup>. The Building Department and Public Works is scheduled to begin road striping on Tuesday, June 1<sup>st</sup>. The Building Department is still scanning archived documents preparing for the move to new City Hall. Building Official Roussin reported another new house application submitted from 13<sup>th</sup> Street that was forwarded to DEO and is awaiting approval. Many lateral inspection forms have been submitted to the Building Department.

**J. City Secretary/Treasurer:** Vice Mayor Trefry reported the City finances being in great shape and thanked Staff for all their efforts. Ad valorem taxes have been collected within \$50 of the budgeted amount. Expenses are in good shape. Legal expenses are higher than expected, however, Attorney Smits joined the City while many big projects were under way and the Commission thanks him for tackling those projects. As of April 2021, there was a profit of \$455,216. Year to date income is \$1,305,186. The City’s cash position is very strong and Commissioner McCullough will be presenting recommendations on what to do with surplus cash at the next Commission meeting.

**K. City Clerk:** No Report.

**L. City Administrator:** City Administrator Turner reported reviewing each line item in the budget and after making adjustments while keeping the same service, the City has saved \$5,000 per year. City Administrator Turner reported meeting with the Condo Property Managers and at the next meeting a proposal to change the business tax fees will be presented. City Administrator Turner is also doing research on whether a part-time or full-time Code Enforcement Officer can be hired with the increase in business tax fees. Executive Assistant Saara Staten continues to work on the Hurricane checklist. After research, impact fees must be spent within a “reasonable amount of time”. City Administrator Turner will confer with City Attorney Smits to determine that timeline. City Administrator Turner will be scheduling a CRS Workshop to determine areas Key Colony Beach can improve and gain an additional CRS level. City Administrator Turner reported the gate at the end of Coral Lane was installed by the City of Marathon which allows only emergency personnel to drive through there decreasing general traffic for residents. If residents see that gate open for a long period of time, contact Key Colony Beach City Hall.

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

**A. COVID-19 Update:** Vice Mayor Trefry reported an average of 6 new cases per day throughout Monroe County. Numbers continue to decline as vaccinations rates continue to increase. Monroe County Health Department is no longer emailing their daily case update, however if you are interested in viewing the numbers, you may visit the Florida Department of Health website.

**8. Approval of Warrant: None.**

**9. Ordinances and Resolutions:**

**A. Resolution No. 2021-06 Accepting the City of Marathon, Florida’s Resolution 2021-33:** City Attorney Smits read Resolution No. 2021-06 into the record. The Commission thanked City Administrator Turner for his hard work on this project. Building Official Roussin will confirm that the City does not have to submit an amendment to the State BAS map completed yearly.

**MOTION:** Motion made by Mayor Sutton, seconded by Commissioner Harding to approve Resolution No. 2021-06.

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

**10. Commissioner Reports:** Commissioner Harding reported submitting a grant request for Local Flood Mitigation. If fully approved, it would be \$30,000. A copy of this grant application was sent to City Clerk Todd and City Administrator Turner for public record. Commissioner DeNeale reported being on vacation from June 4 – July 6.

Commissioner DeNeale questioned whether Stormwater fees can be bonded to complete the City Stormwater. City Attorney Smits recommended for the City to consider hiring bond counsel.

11. **City Attorney Report:** City Attorney Smits reported his efforts mainly being focused towards finishing the Development Agreement which he believes is nearly complete. City Attorney Smits is working on developing a contract for the next budget cycle.

The meeting adjourned at 10:33 a.m.

Respectfully Submitted,



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