

MINUTES

KEY COLONY BEACH

CITY COMMISSION REGULAR MEETING

Thursday, June 24, 2021 9:35 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 Mayor Sutton at 10:02 a.m. followed by the Pledge of Allegiance and Prayer. *Present:* Mayor Ron Sutton, Vice Mayor Patti Trefry, Commissioner Kathryn McCullough, and Commissioner Tom Harding. *Also Present:* City Administrator Dave Turner, Executive Assistant Saara Staten, Fire Chief John Johnson (Virtually), City Attorney Dirk Smits, Building Official Gerard Roussin (Virtually), Building Inspector Greg Lawton, and Sergeant Jefferson Rodriguez.
Excused: Commissioner John DeNeale and Police Chief Kris DiGiovanni.
Public – 11 (Virtual) 3 (Marble Hall)
2. **Citizen Comments and Correspondence:**
3. **Approval of Minutes:** The minutes for the City Commission Regular Meeting June 10, 2021 were approved by acclamation.
4. **Agenda Additions, Changes, Deletions:** City Administrator Turner added item 6(D) Discussion/Approval of Holly Rosado Payout and item 6(E) Discussion/Approval of Purchase of City-Wide Garbage Receptacles.
5. **Special Requests:** None.
6. **Committee and Staff Reports:**
 - A. **Marathon Fire/EMS:** Fire Chief Johnson stated since the last report there has been 4 medical calls, 1 hazardous condition, 1 internal fire alarm, and 1 public assist. Fire Chief Johnson urged residents to prepare for Hurricane season. Fire Chief Johnson confirmed that the annual 4th of July fireworks will be held at Sombrero Beach.
 - B. **Recreation Committee:** No Report.
 - C. **Beautification Committee:** No Report.
 - D. **Disaster Preparedness Committee:** Building Official Roussin reported a scheduled generator instructional class with the Public Work Department.
 - E. **Planning & Zoning Board:** No Report.
 - F. **Code Enforcement Board:** No Report.
 - G. **Utility Board:** Utility Board Treasurer Freddie Foster stated a sewer pipe replacement was conducted on 4th Street in the amount of \$10,480. Three additional sewer pipes need to be replaced throughout the City and will be budgeted next year. The treatment plant landscaping invoice was paid in the amount of \$7,200. U.S. Water Dave Evans received bids for two air compressors at the Wastewater Treatment Plant in the amount of \$13,728 that was approved at the last Utility Board meeting. Six pumps were purchased for the Wastewater Treatment Plant in the amount of \$45,888. All expenses will be reimbursed from the grant money allocated to Key Colony Beach for these projects. At the last Utility Board Meeting, Warrant 0521 in the amount of \$127,099.58 and Warrant 0521 in the amount of \$51.49 were approved. The Utility Board decided to complete a two phased approach to 10th Street stormwater based on the amount of available money. The Stormwater Assessments will remain the same, no increases will be requested this year.
 - H. **Police Department:** Sergeant Rodriguez reported since the last meeting there was 1 report. KCBPD responded to 3 medical calls, provided backup to MCSO 7 times, received 7 miscellaneous calls, issued 6 traffic citations, 14 traffic warnings, 10 code citations, and 5 code warnings, along with road patrol, boat patrol and vacation watch program. Chief DiGiovanni continues to explore options on how to regulate e-bikes. In regard to regulating the speed of e-bikes, the current equipment KCBPD has will not be able to detect an e-bike. Monroe County Sheriff

Office recommended the purchase of a laser. A laser costs approximately \$2,500 each. The Commission expressed support for the purchase of a laser and requested Chief DiGiovanni present a quote at the next Commission meeting. KCBPD will be handing out flyers on the 4th of July weekend with Key Colony Beach Rules and Regulations on one side and manatee safety rules on the other. KCBPD has been working with City Hall to organize boat trailer parking and issued \$500 in citations. Sergeant Rodriguez reported Chief DiGiovanni returning to work on Monday, June 28th. Sergeant Rodriguez reminded residents that the Tipline is available to report code violations and is also being used to grant access to the permanent resident boat trailer parking. If an officer does not answer the Tipline, it is because they are on another call, leave a voicemail and a call will be returned to you. The Tipline is (305) 432-0086.

I. Building Department/Public Works: Building Official Roussin thanked Building Inspector Lawton for covering while he was out sick. The Department of Administrative Hearing has dropped the objection to the issuance of the permit for 14/15th Street canal and the Building Department is ready to issue the permit. Within three weeks of submittal, DEO sent approval of new construction on 180 13th Street.

J. City Secretary/Treasurer: Commissioner McCullough reported the City's income is in very good shape. The City has collected nearly all ad valorem taxes.

K. City Clerk: No Report.

L. City Administrator: City Administrator Turner reported conferring with Senator Albritton who will be visiting Key Colony Beach in August. A meeting was scheduled with Iberia Bank Senior Branch Manager Trish Worthington to discuss CD rates. A meeting was held with LIVS Associates and an update on City Hall will be presented at the next Commission Meeting. City Administrator Turner attended a FIRM Home Elevation Webinar directing individuals to contact the Building Department with any questions on Key Colony Beach specific rules. On June 23rd, Key Colony Beach was awarded a TDC grant in the amount of \$10,572 that will be used to restore the observation deck, install a bike rack, and a flagpole in Sunset Park. Key Colony Beach was awarded \$400,000 from the Stewardship Act. Executive Assistant Staten continues to research how to use American Rescue Plan funds. An internal CRS Workshop was conducted and after discussion the group will create a plan to reach CRS level 5. City Administrator Turner has a meeting scheduled with FEMA Consultant Norry Lynch to discuss insurance. The Commission scheduled the first budget workshop for July 8th after the Regular Commission Meeting.

7. Items for Discussion /Approval:

A. Discussion/Approval of Mandatory Year-Round Landscape Irrigation and Conservation Measures: Mayor Sutton reported receiving an email from SFWM District requesting Key Colony Beach adopt year-round landscape irrigation and conservation measures. Vice Mayor Trefry expressed concern with enforcement but supports implementing these measures. Commissioner Harding stated all other major Monroe County municipalities have adopted these measures and is in support of the ordinance. Commissioner Harding stated hand watering is allowed and requested for City Administrator Turner research what criteria SFWM recommends for exception months. City Attorney Smits stated Key Colony Beach Code and Ordinances already require Key Colony Beach follow SFWM requirements. City Administrator Turner will confer with SFWM on whether our current Code is sufficient or if we need an ordinance change to support conservation measures.

B. Discussion/Approval of Rebecca Todd Payout: City Administrator Turner reported former City Clerk Rebecca Todd submitted her resignation on June 16th. Ms. Todd requested full payment of 356.84 hours of sick time, 177 hours of vacation time, and 145 hours of comp. time. Ms. Todd also requested the City pay for her July 2021 health insurance in the amount \$1,074.20. Commissioner Harding stated after reviewing City Policy, Department Heads need prior approval to collecting comp. time and must use comp. time within 90 days of earning it. Mayor Sutton stated he approved a portion of the comp. time while he served as City Administrator for 6 months. Vice Mayor Trefry recommended not providing July 2021 healthcare if the comp. time will be paid since Ms. Todd decided to resign mid-June 2021. Ms. Todd would also be eligible for healthcare through COBRA. The Commission requested a summary of employees comp. time and will review every 6 months. City Administrator Turner will present at the next meeting.

MOTION: Motion made by Commissioner Harding, seconded by Commissioner McCullough to approve the payout of Rebecca Todd's sick time, vacation time, and comp. time.

ON THE MOTION: Roll call vote. Unanimous Approval.

C. Discussion/Approval of Contract for Legal Services: City Attorney Smits presented the proposed legal service contract from July 1, 2021 to October 1, 2021. City Attorney Smits analyzed the City's routine need based on the last 6 months. The contract includes legal attendance at every City meeting, unlimited phone calls from Commissioners and City Administrator, and 30 hours of attorney time.

MOTION: Motion made by Commissioner McCullough, seconded by Vice Mayor Trefry to approve the legal contract as presented.

ON THE MOTION: Roll call vote. Unanimous Approval.

D. Discussion/Approval of Holly Rosado Payout: City Administrator Turner reported former Assistant City Clerk Holly Rosado submitted her resignation on June 23rd. Ms. Rosado accrued 63.39 hours of sick time and vacation time, totaling \$2,167.71 minus taxes and applicable FRS. City Administrator Turner thanked her for her service and recommended the Commission approve her payout.

MOTION: Motion made by Commissioner McCullough, seconded by Vice Mayor Trefry to approve Holly Rosado's payout in the amount of \$2,167.71 minus taxes and applicable FRS.

ON THE MOTION: Roll call vote. Unanimous Approval.

E. Discussion/Approval of Purchase of City-Wide Garbage Receptacles: City Administrator Turner presented a request by Public Works Supervisor Mike Guarino to purchase 11 heavy-duty round 42 gallon receptacles that are portable and can be removed and secured in the event of a storm and protects the trash from animals. The total cost for 11 receptacles is \$4,728.30 and this was a budgeted item.

MOTION: Motion made by Commissioner Harding, seconded by Vice Mayor Trefry to approve \$4,728.30 for the purchase of trash receptacles.

ON THE MOTION: Roll call vote. Unanimous Approval.

8. **Approval of Warrant:** Warrant 0521 in the amount of \$420,644.37.

MOTION: Motion made by Commissioner McCullough, seconded by Vice Mayor Trefry to approve Warrant 0521 in the amount of \$420,644.37.

ON THE MOTION: Roll call vote. Unanimous Approval.

9. **Ordinances and Resolutions:**

A. Resolution 2021-07 Adopting Social Media Policy: City Administrator Turner presented Resolution 2021-07 Adopting Social Media Policy. City Administrator Turner encouraged the Commission to approve this Resolution to distribute information in a timely manner to residents and control misinformation. Commissioner Harding recommended conducting a training session for employees.

MOTION: Motion made by Vice Mayor Trefry, seconded by Commissioner Harding to approve Resolution 2021-07 Adopting Social Media Policy and approving the use of Facebook, Instagram, Twitter, Youtube, LinkedIn, Snapchat, Pinterest, Reddit, and Tik Tok.

ON THE MOTION: Roll call vote. Unanimous Approval.

10. **Commissioner Reports:** None.

11. **City Attorney Report:**

A. 14/15th Street Canal Update: City Administrator Smits stated Key Colony Beach will no longer have to expend extensive resources on this project. The concern Key Colony Beach had with FDEP, has been abandoned by FDEP. The Building Department has been given language to include in the permit when issued for this project.

B. Cost Recovery Ordinance Update: City Attorney Smits and Building Official Roussin are working on creating a required utilization report that needs to be available to the public prior to changing fee ordinances.

The meeting adjourned at 11:32 a.m.

Respectfully Submitted,

Saara V. Staten

Executive Assistant