

MINUTES

KEY COLONY BEACH CITY COMMISSION REGULAR MEETING & PUBLIC HEARING

Thursday, November 17, 2022 – 9:33 a.m.

Temporary City Hall & Virtually via Zoom Conferencing

1. Call to Order, Pledge of Allegiance, Prayer, Roll Call: *The Regular Meeting and Public Hearing of the City Commission of Key Colony Beach was called to order by Mayor Trefry at 9:33 a.m. followed by the Pledge of Allegiance, Prayer, and Roll Call.*

Present: *Mayor Patricia Trefry, Vice-Mayor Tom Harding, Commissioner Beth Ramsay-Vickrey, Commissioner John DeNeale. **Also Present:** City Administrator Dave Turner, City Clerk Silvia Gransee, City Attorney Dirk Smits, City Attorney Janette Smith (virtual), Police Corporal Jamie Buxton, Public Works Department Head Mike Guarino, Building Official Gerald Leggett, Building Assistant Trish McLeod, Code Enforcement Officer Barry Goldman, Administrative Assistant Christine McLeod, Accountant Jen Johnson, Marathon Fire Marshall Mike Card.*

Public: *13 Marble Hall*

2. Agenda Additions, Changes & Deletions: *City Administrator Turner asked for the agenda additions of an appointment to the Utility Board as well as a support letter to be added to the agenda under his report. The Commission had no objection.*

3. Special Request: *Mayor Trefry read the proclamation in remembrance of Commissioner Ronald A. Sutton.*

MOTION: *Motion made by Commissioner Ramsay-Vickrey, seconded by Commissioner DeNeale, to adopt the proclamation in remembrance of Ronald A. Sutton.*

DISCUSSION: *None.*

ON THE MOTION: *Rollcall vote. Unanimous approval.*

Mayor Trefry spoke words of remembrance for Commissioner Sutton and also reminded of the Celebration of Life to be held on Sunday at Sunset Park.

Vice-Mayor Tom Harding suggested naming a city park after Commissioner Sutton. City Attorney Dirk Smits confirmed no legal concerns with the suggestion. Mayor Trefry suggested remaining Marble Hall after Commissioner Sutton. The Commission expressed support for both suggestions and agreed to add it as an agenda item to the next commission meeting.

Commissioner John DeNeale recalled his memories of Commissioner Sutton and stated that he will be truly missed and that Commissioner Sutton's service was legendary to the City.

4. Citizen Comments and Correspondence:

City Clerk Gransee reported receiving correspondence and phone calls from citizens extending their condolences to Commissioner Sutton's family and the city.

Kimmeron Lisle, Beautification Committee Member, spoke to the Commission requesting guidance on purchasing request for the Beautification Committee.

Tom DiFransico, 171 8th Street, spoke to the Commission regarding the City Hall project and stated his thoughts on available information on the city's website, updated finance plans, and construction schedule. Mr. DiFransico further asked on the progress on the construction project on 501 E. Ocean drive. Mayor Trefry asked Building Official Leggett to give an update under his staff report.

5. Approval of Minutes: *The 10-20-2022 Public Hearing Minutes and 10-20-2022 Regular & Public Meeting Minutes were accepted as written.*

6. Committee and Department Reports: *Mayor Trefry asked if the Commission had questions on the staff reports.*

Vice-Mayor Harding asked on an estimated time of arrival of the playground equipment. City Administrator Turner gave an update on what work will be done on the playground and gave an estimate of two to three month for arrival of equipment.

a. Marathon Fire/EMS – *Marathon Fire Marshall Mike Card reported for Fire Deputy Chief Bucek. The Fire Marshall reported on the new state report format and further reported 10 EMS calls with no additional calls reported. Mr. Card extended the Fire Departments condolences for Commissioner Suttons' passing.*

b. Police Department – *Chief DiGiovanni (no additional question from the Commission)*

c. Building Department – *Building Official Leggett gave an update on 501 E. Ocean Drive and stated that a service release inspection was given and the building is expected to be powered up soon. The Building Official stated that a Certificate of Occupancy is expected in January or February.*

d. Public Works – *Public Works Department Head Guarino (no additional question from the Commission)*

e. City Clerk – *City Clerk Gransee (no additional question from the Commission)*

f. Code Enforcement Officer – *Code Officer Goldman (no additional question from the Commission)*

g. City Secretary/Treasurer – *Secretary-Treasurer DeNeale yielded the floor to Jen Johnson from Bishop, Rosasco & Co.: Jen Johnson gave an overview on the October financial report with updates on expenditures and revenues on capital infrastructure, impact fees, building fund, wastewater, and storm water funds. Jen Johnson further explained reserves for City Hall construction in capital infrastructure funds.*

7. Items for Discussion/Approval

a. Approval of Warrant No. 1022 in the amount of \$387,772.17: *Mayor Trefry asked fo a motion.*

MOTION: Motion made by Commissioner DeNeale, seconded by Commissioner Ramsay-Vickrey, to approve Warrant No. 1022 in the amount of 387,772.17.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

b. Discussion/Approval of KCBCA Schedule of Winter Events: City Administrator Turner reported on the proposed schedule of events for the KCBCA. The City Administrator asked for the approval of the schedule as well as parking for the event for KCB day and location, as well as the approval of beer and wine in parking lot. Further discussion followed on needed volunteers for the St. Patrick's Day Parade.

MOTION: Motion made by Commissioner Ramsay-Vickrey, seconded by Vice-Mayor Harding, to approve the KCBCA schedule of winter events as well as parking and alcohol consumption.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

c. Discussion/Approval of Installation of a new 40,000 lb. Elevator Boat Lift - 840 12th Street:

Building Official Leggett reported on the application and stated that all required documents were submitted. Mayor Trefry asked for a motion to approve or deny.

MOTION: Motion made by Commissioner Ramsay-Vickrey, seconded by Vice-Mayor Harding, to approve the installation of the new boat lift at 840 12th Street.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

8. City Administrator Items for Discussion

a. Appointment of Dan Gleason to the Utility Board: Mayor Trefry asked for a motion.

MOTION: Motion made by Commissioner DeNeale, seconded by Commissioner Ramsay-Vickrey, to appoint Dan Gleason to the Utility Board.

DISCUSSION: Mr. Dan Gleason was confirmed as a resident of Key Colony Beach.

ON THE MOTION: Rollcall vote. Unanimous approval.

b. Support Letter for Monroe County for SMART Grant Application: City Administrator Turner reported on the requested support letter and gave background information on the newly formed transportation authority for Monroe County. Vice-Mayor Tom Harding stated this letter represents

consistency with the Monroe County Transportation Committee. City Attorney Smits stated a head nod to be sufficient for agreement and to sign the letter of support by all Commissioners.

c. City Hall Update: *City Administrator Turner reported on available grant monies through the*

Hardening Grant and that no final answer from FEMA has been received at this point. The City Administrator updated on meeting with the lobbyist on the issue and further reported that the Stewardship funds have been depleted.

City Administrator Turner updated that the drawings are at the State and waiting for approval. The City Administrator further commented on available buildings for comparison quotes and anticipated costs, as well as the impact of the Post Office and Marble Hall on construction costs. City Administrator Turner described what steps were taken for downsizing and the challenges represented with obtaining a new post office lease.

The City Administrator further explained the process of receiving the drawings back from the State and looking at numbers after bids have been received. City Administrator Turner remarked on the height of the tower and stated the reasons why the height was lowered. City Administrator Dave Turner continued saying what other cost cutting measures were taken. The City Administrator confirmed to Mayor Trefry that tentative new drawings can be uploaded to the website after they have been converted to PDF. Building Official Leggett stated he will reach out to the State for an update.

Further discussion followed at what timeframe grant monies have to be used for different projects, as well as the importance of asbestos removal having to be completed prior to demolition of the old City Hall. Discussion continued on the question of having a Post Office in Key Colony Beach and staffing shortages.

9. City Attorney's Report

a. Explanation of procedures for filling the vacant commission seat and invitation to submit request for consideration to City Clerk: *City Attorney Dirk Smits explained the qualifications needed to be considered for Commissioner and the appointment process. City Attorney Smits further explained the special election process in case of a tie vote and the procedures of the Organizational Meeting on December 1st.*

b. Recommendation for establishing "Rules and Procedures for Volunteer Boards/Committees":

City Attorney Janette Smith offered her condolences for the loss of Commissioner Sutton. City Attorney Smith asked for consensus from the Commission to bring back a Resolution for boards and committees at the next Commission meeting. The Commission agreed. The City Attorney explained the current codes and ordinances on purchasing requirements. Discussion followed on what changes could be implemented and the role of the City Administrator as Chief Financial Officer. Further discussion followed on purchasing protocols and limits. Jen Johnson explained good practices for checks and balances and that the City Administrator establishes rules for department heads. Additional conversation followed and explanation by City Attorney Dirk Smits on reasoning for control purposes and audits.

The Commission further discussed the question on obtaining three quotes versus one, finding practical solutions for purchasing regulations for maintenance needs, and minimum petty

cash spending. City Administrator Turner explained his responsibilities for purchasing and being fiscally responsible in his job. The Mayor agreed for the topic to be discussed with legal and to report back on the first of December.

Mayor Trefry recognized Kimmeron Lisle to speak before the Commission. Kimmeron Lisle asked for clarification on quotes and verbiage in the code. Mayor Trefry explained that this will be addressed in the new rules and procedures for committees and boards.

Mayor Trefry recognized Sandy Bachman to speak before the Commission.

Sandy Bachman 171 8th Street, Beautification Committee. Sandy Bachman asked for clarification on purchasing Christmas items which City Administrator Turner confirmed.

Commissioner DeNeale confirmed that Committees can come before the Commission and present their report.

10. Ordinances & Resolutions

a. Resolution No. 2022-15 FY21/22 Budget Amendment: A Resolution Of The City Commission Of The City Of Key Colony Beach, Florida, Amending The City's Fiscal Year 2021-2022 Budget; And Providing For An Effective Date.

Jen Johnson explained the Resolution and budget amendment.

Mayor Trefry read the Resolution No. 2022-14 FY21/22 Budget Amendment and asked for a motion.

MOTION: Motion made by Commissioner Ramsay-Vickrey, seconded by Commissioner DeNeale, to approve Resolution No. 2022-15 FY21/22.

DISCUSSION: Commissioner DeNeale thanked Jen Johnson for her work.

ON THE MOTION: Rollcall vote. Unanimous approval.

11. Commissioner's Reports & Comments

Commissioner Beth Ramsay-Vickrey spoke on the loss of Commissioner Ron Sutton and extended her condolences to his family. Commissioner Ramsay -Vickrey further reported on the elections and thanked everyone for voting. Commissioner Ramsay-Vickrey congratulated Mr. Foster on his election and offered her respect and appreciation to Commissioner John DeNeale. The Commissioner further reported on attending the EOC Zoom meetings during Hurricane Ian, attending the Havana Jacks Halloween costume party, helping with the FKSPC fundraiser, attending the Marathon Council meeting, and Utility board meeting.

Vice-Mayor Tom Harding thanked the staff for his birthday card and reported on updates from FDOT. The Vice-Mayor reported on working on Grant approval for 2025 and receiving a draft report for running of the red-light analysis. Vice-Mayor Harding reported on recommendations that were made as well as attending the FDOT 5-year plan meeting and updated on different projects that were approved.

Commissioner John DeNeale gave his thanks to residents, staff, and the Commission. Commissioner DeNeale recalled memories of coming together during Hurricane Irma and the Pandemic and stated it was a pleasure serving on the team.

Mayor Trefry stated that volunteer committees have a place on the agenda and public comment is not the time to address committee issues. Mayor Trefry reported attending a medical lecture at Fisherman's Hospital on treatment for Tremors and Alzheimer's. Mayor Trefry continued saying that Commissioner Sutton was a friend and mentor who always listened and will be missed.

City Administrator Turner reported that the interest rates at Centennial Bank have been raised which represents a benefit for the city.

12. Adjournment: The meeting adjourned at 11:00 a.m.

*Respectfully submitted,
Silvia Gransee
City Clerk*

***ADOPTED:** December 1, 2022
Silvia Gransee
City Clerk*