

MINUTES
KEY COLONY BEACH
CITY COMMISSION REGULAR MEETING
Thursday March 23, 2017 9:30 A.M.
City Hall Auditorium

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 Jerry Ellis at 9:30 A.M. followed by the Pledge of Allegiance and Prayer.

Present: Mayor Jerry Ellis, Vice Mayor Ron Sutton, Commissioner John DeNeale and Commissioner April Tracy. *Excused:* Secretary/Treasurer Jim Pettorini. *Also Present:* City Clerk Kathryn McCullough, City Attorney Tom Wright, Building Official Ed Borysiewicz, Police Chief Kris DiGiovanni and Fire Chief John Johnson. Public -10

2. **Approval of Minutes:**

MOTION: Motion made by Mayor Ellis, seconded by Commissioner DeNeale, to approve the minutes of the 03/09/2017 Regular Commission Meeting.

ON THE MOTION: Unanimous approval.

3. **Agenda Additions, Changes, Deletions:**

4. **Special Requests:**

A. Before he read the proclamation Mayor Ellis requested all the volunteers in the audience stand and introduce themselves. The volunteers in attendance were Bill Fox, Recreation Committee; Ray Andro, Utility Board; Bob Glassman, Planning and Zoning; Jackie Topolski, Beautification; Sandy Bauchman, Beautification; Patti Trefry, Beautification and Bill Trefry, Beautification. The volunteers received a round of applause from the Commissioners, staff and others in attendance. Mayor Ellis read the Proclamation in Recognition of the Volunteers of Key Colony Beach.

MOTION: Motion made by Vice Mayor Sutton, seconded by Commissioner DeNeale, to approve the Proclamation in Recognition of the Volunteers of Key Colony Beach.

ON THE MOTION: Roll call vote. Unanimous approval.

5. **Committee and Staff Reports:**

A. Marathon Fire/EMS –Fire Chief John Johnson reported 6 responses to Key Colony Beach since the last Commission meeting; 3 medical calls, 2 public assists and 1 accident with no injuries. He reminded everyone there are still a lot of people on the islands, so continue to be patient.

B. Recreation Committee – No report.

C. Beautification Committee – No report.

D. Disaster Preparedness Committee –No report.

E. Planning & Zoning Board No report.

F. Utility Board – 1. Contract Modification 1, WRF Improvements, Phase 2. Utility Board member Ray Andro presented the modifications to the sewer upgrade contract. The modifications were recommended by the engineers, Mittauer and Associates, and by

Plant Manager Dave Evans. The Utility Board voted to accept the modifications which include expedited delivery of the cassettes; electrical changes; plug valve upgrades, blower modifications and TLC project manager time. The contractor also wanted to include a crane to unload the cassettes. The Utility Board decided this could be accomplished with the City crane. This saved \$6,225.

Discussion: Commissioner DeNeale asked Building Official Borysiewicz if he had reviewed the contract modification request. Building Official Borysiewicz reported that he had. The expedited delivery of the cassettes is very badly needed. The cassettes are in poor condition requiring cleaning every day.

MOTION: Motion made by Commissioner DeNeale, seconded by Vice Mayor Sutton , to approve contract modifications 1 to the WRF Improvements, Phase 2.

ON THE MOTION: Roll call vote. Unanimous approval.

G. Police Department – Chief DiGiovanni said there has been 2 reports, 3 medical/alarm calls, 4 Sheriff Office assist calls and 22 miscellaneous calls since the last meeting. The Police Department also issued 24 code enforcement warnings, 1 citation and 8 traffic warnings and 1 citation. The St. Patrick’s Day Parade on March 17, 2017 went well. Chief DiGiovanni thanked Building Official Borysiewicz for the birthday lunch.

H. Building and Public Works – Building Official Borysiewicz introduced the new Assistant Building Official Gerard Roussin. He is reviewing plans received for a new single family house at the end of 14th Street. The building permit will probably be issued next week. Estaban Cabrera-Fernandez is working well the sewage treatment plant, cleaning the cassettes daily, operating the dewatering box and performing general maintenance though out the plant. Alan Morgan has been trimming trees at Sunset Park and performing normal citywide maintenance. Everything went well with the annual FEMA elevation certificate checks on all new structures during the past year and the endangered species inspections. The City of Key Colony Beach has been receiving a 10% flood insurance discount for the past 20 years. Monroe County, Marathon and Key West have just come on board with the program and are receiving slightly higher discounts. Telephone calls to the FEMA offices in Atlanta revealed these entities are now enforcing an ordinance requiring new structures be built 3 feet above the current flood elevation. Key Colony Beach has the same option, however, that would result in new structures being built at 4 or 5 feet above the crown of the road instead of the current 1 or 2 feet above the crown of the road. The FEMA representative will be here in a couple of weeks to determine if there are other options to increasing the flood insurance discount, however, to get a significantly increased discount the flood elevation would have to be increased throughout the City. Mayor Ellis reported the new structure going up next to his house on 13th Street is building at a higher elevation which creates a very steep driveway. Vice Mayor Sutton stated a very large swale would be required around a property, built at the higher elevation, to maintain the water from a normal rain fall as required by a current City ordinance. Commissioner DeNeale asked why the work as stopped on a property at the end 11th Street. Building Official Borysiewicz reported there were some irregularities between the property owner and the contractor. That was all worked out yesterday and work resumed on the property yesterday.

I. City Secretary/Treasurer – No report.

J. City Clerk - City Clerk McCullough personally thanked volunteers of Key Colony Beach. The City would not function without the volunteers. She congratulated Mayor Ellis, Commission Pettorini and Vice Mayor Sutton on the outcome of the recent election. The Canvassing Board functions, including the manual audit, have been completed and the election has been certified by the Supervisor of Elections. Ms. McCullough also issued a very special thank you to the members of the canvassing board for their hard work and dedication; Bob Licause, Joey Raspe, Tom Seaton and Trudy Troiano. She also reminded everyone there will be an informal class on tablet use at 10:00 AM tomorrow in the small conference room.

6. **Unfinished Business:** N/A

7. **Commissioners Open Discussion:** N/A

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

A. Stormwater Update – Vice Mayor Sutton reported the well permits have been issued and the project has been advertised for bids in the Keynoter, The Miami Herald, The Contractors Journal and the Sun Sentinel. So far no one has been in to review the bid documents. A complete set of project plans and specifications are also available from Mittauer and Associates for a cost of \$150.00. Bids will be opened on April 19th at 2:00 pm. Vice Mayor Sutton reported a \$100,000 matching grant was received from South Florida Water Management District in October. The Commission had approved grant applications be written by Christine Weans; one EPA grant for small community stormwater and wastewater and in the amount of \$150,000, to be announced in February; the other was a DEP Clean water Act grant in the amount of \$250,000 to be announced in March. Mayor Ellis had reported to the Vice Mayor no notification on this grants have been received. Further research could find no indication the grants had ever actually been submitted. The project can be financed with the funds available in the Stormwater accounts however, without the grants, it will deplete the accounts. Mittauer and Associates offered an option, even though the project has been advertised, an addendum could be written, as long as it was done before the end of March, to not totally complete 12th Street. Mayor Ellis reported Christine Weans is no longer writing grants for the City. She cannot be contacted. She did not necessarily resign, she just disappeared. Commissioner DeNeale said he wanted to look carefully at how to proceed with the Stormwater project funding. Mayor Ellis suggested the Utility Board should look at this first.

9. **City Administrator Items for Discussion/Approval:**

A. Appoint John Dalton as Utility Board Chairperson -- Mayor Ellis requested a motion to appoint John Dalton as Utility Board Chairperson.

MOTION: Motion made by Commissioner Tracy, seconded by Commissioner DeNeale, to appoint John Dalton as Utility Board Chairperson.

ON THE MOTION: Roll call vote. Unanimous approval.

12: **Commissioner's Reports or Comments:** N/A

13: **City Attorney Report:** Attorney Wright reported receiving a comprehensive electronic device policy from the City of Marathon just yesterday. He will be working from Marathon's format and hopes to have a policy to present at the next Commission meeting.

14: **Correspondence & Citizen Comments:** City Clerk McCullough reported receiving a very nice thank you from the Pilates class for the use of the Marble Hall. The card as addressed to the Mayor and Commissioners and was individually signed by all the class participants. Mayor Ellis invited all attendees of today's meeting to stay for coffee and cake after the meeting honoring the Volunteers. He would also appreciate it if all the volunteers would gather for a joint picture.

The meeting adjourned at 10:00 A.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kathryn McCullough', written in a cursive style.

Respectfully submitted,
Kathryn McCullough, City Clerk

Note: These minutes are unofficial and have not been formally approved by the Commission. The approval will be at the next scheduled Commission meeting.
