

# MINUTES

## KEY COLONY BEACH CITY COMMISSION REGULAR MEETING

Thursday, April 9, 2015 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 Ellis at 9:30 a.m. followed by the Pledge of Allegiance and Prayer.

*Present:* Mayor Jerry Ellis, Vice-Mayor Ed Wovas, Commissioner Geraldine Zahn, Secretary Treasurer Jim Pettorini and Commissioner Ron Sutton. *Also Present:* Attorney Tom Wright, City Clerk Cathy Henninger, Fire Chief John Johnson and Police Chief Kris DiGiovanni *Excused:* Building Official Ed Borysiewicz *Public:* 26

2. **Approval of Minutes:** Commission Meeting March 29, 2015 Approved as written.  
Organizational Meeting April 1, 2015 Approved as written.

3. **Special Request:** Proclamation recognizing April 17, 2015 as Youth Success Day, Sheriff Ramsey and the leadership team that implement this program accepted the proclamation from Mayor Ellis. Mayor Ellis thanked Sheriff Ramsey and their team for all their efforts and programs with the youth of Monroe County and specifically Key Colony Beach and the surrounding areas.

4. **Committee and Staff Reports:**

A. Marathon Fire/EMS – Fire Chief Johnson stated there were 9 EMS calls consisting of 3 medical, 5 public assists and one law enforcement call. He reminded everyone to drive carefully, and that it is not too early to begin picking up yard debris in anticipation of the impending storm season.

B. Recreation Committee – No report.

C. Beautification Committee – Janie Byland updated the Commission on their projects and fundraising during this past year. She stated the Commission has been very fair with budgeting and that the Beautification Committee appreciates everything the City does. She explained their latest fundraising letter was included in the utility bills and has generated 35 donations since last April. Their contributions account has a current balance of \$9,300.00 due to generous donations from the community. Events held this season were hot dog events at Sunset Park in conjunction with the Community Association and a Tiki Hut Warming at the new Waterfront Park Development area. The Waterfront Park development is being addressed in 3 phases, phase I included garden areas in and around the new parking area; phase II included the new Tiki Hut, pavers, water fountain, irrigation and electrical work, boulder placement and furniture. Phase III, the canal lot will be discussed with the Commission at budget time. Additional work around the City included purchase of trees for Sunset Park and planting of donated trees at the Bocce Ball area of the Park. Five beautification awards were presented to commercial and residential residents of the City acknowledging community commitments to ongoing beautification of gardens and grounds in the City. The Post Office garden area has been replanted with enhanced irrigation to assist the new plantings. The City Hall and City entrance gardens are scheduled for new plantings shortly. Each member of the beautification committee

has responsibility for a specific garden or gardens to enhance the general landscape work completed by the Gonzales Landscaping Firm. Mayor Ellis, Vice Mayor Wovas and Commissioner Sutton expressed their appreciation for the work done by this Committee. Commissioner Zahn stated that she was very impressed with this groups ongoing efforts to keep the City beautiful. Commissioner Pettorini stated that donations to this group are tax deductible. Chair Byland stated she looked forward to presenting their plans and budget request with the Commission at budget time.

**D. Disaster Preparedness Committee** – No report.

**E. Planning & Zoning Committee** – No report.

**F. Utility Board** – No report.

**G. Police Department** – Chief DiGiovanni reported there were two cases in the past two weeks consisting of a hit and run of a parked vehicle and a burglary to a vessel on 4<sup>th</sup> Street (stolen items off a boat). 3 medical/ alarm calls were handled by the City Officers. KCB Officers assisted in 14 instances with the Monroe County Sheriff's Office ranging from battery to a vehicle in the water at the Quay boat ramp. 13 miscellaneous calls were handled they are: 2 found and returned property cases (purse and a wallet) 1 animal call; 1 noise complaint, 3 suspicious person(s); 4 renter assists calls; 1 code enforcement issue and golf course flooding incident (hole # 3). Officers continue their vacation watch order program; daily business checks; traffic enforcement, bicycle and vehicle patrol. The Key Colony Beach Kids Fishing Derby held its kick off meeting this week and they are planning for June 17, 2015 for the 10<sup>th</sup> Annual Kids Fishing Derby. Once this date is secured, the Chief will announce it officially. Thanks to the Fishing and Boating Club for the donation of 3 new Pelican (waterproof /durable) cases for the AED's (automatic external defibrillators) donated by the Monroe County Sheriff's Office. Chief DiGiovanni requested authorization to purchase a camera to be located at the top of Sadowski Causeway. Installation costs will run between \$1,950.00 and \$2,625.00.

**Motion:** Made by Mayor Ellis seconded by Vice-Mayor Wovas to authorize purchase of the camera at a cost not to exceed \$2625.00 including installation.

**On the Motion:** Roll Call Vote: Unanimous approval.

**H. Building and Public Works** – Cathy Henninger on behalf of Ed Borysiewicz reported Gonzales Landscaping will begin the mangrove trim on the east side of the Causeway this Friday. Joe Boucher and Steve Britske have completed the clean-up of the permanent trailer lot. Ed Borysiewicz has registered his staff for the turtle watch/beach monitoring training being held at the Marathon Government Center April 15, 2015. The hurricane cut of the trees at Sunset Park will begin soon.

**I. City Secretary/Treasurer** – Mayor Ellis stated a meeting is scheduled with Peter Rosasco and the new treasurer, Jim Pettorini prior to the next Commission meeting. Commissioner Pettorini stated he is looking forward to the meeting and plans for a good semiannual report for the Commission at the next meeting.

**J. City Clerk-** Cathy Henninger reported the 2014 fiscal year audit is completed and on line filing with the State will be completed this week. The new phone system for the city will be installed by the end of the month. The scanning equipment is installed for the project to digitize the building records of the city. Due to the age and quality of the paper permits and documents the process will be a time consuming one. Imaging of the blue prints is being researched as well. Pictures will be taken of the Commission and also for

new identification cards for the Commissioners after the next Commission meeting. The application for marine grant funding for buoys and new signage for the waterways surrounding Key Colony Beach have been submitted.

5. **Unfinished Business:** None.

6. **Items for Discussion/Approval:** A. Vice-Mayor Wovas presented an update on the wastewater treatment project. Mittauer Engineering is coordinating the necessary purchases for monitoring equipment to ensure the testing of the current process and to assist in the compliance date of January 2016. Vice-Mayor Wovas requested a vote of approval today for the contract with GE Zenon (Option # 1 with blackbox metering) to integrate the equipment (Hach) approved at the last meeting. The cost of the GE Zenon contract is \$14,250.00.

**Motion:** Made by Vice-Mayor Wovas, seconded by Commissioner Zahn to authorize the Mayor to sign the contract with GE Zenon in the amount of \$14,250.00 for equipment integration at the sewer plant.

**Discussion:** Commissioner Pettorini stated this expense had not been budgeted, but that funding is available for this purchase. Mayor Ellis stated that there is anticipated funding from the Mayfield Grant which will be utilized for this expense. He did acknowledge that funding reimbursement is still several months away.

**On the Motion:** Roll Call Vote: Unanimous approval. The contract will be forwarded to Attorney Wright for review and approval.

Vice-Mayor Wovas stated the third element of the ongoing project is the electrical contractor who will install the necessary wiring of this equipment. Four electrical firms have been provided the requirements and it is anticipated their quotes will be forthcoming shortly. Vice-Mayor Wovas stated there have been good solid discussions between the engineer for Mittauer, Jason Shepler and US. Water Plant Manager, Dave Evans on specifics with regard to this project.

B. Commissioner Sutton provided an update on the trip to FL Keys Days held in Tallahassee. He confirmed he was able to meet with 2 Cabinet Members aides one was a very positive, supportive interaction and the second aide was cordial and listened with a neutral response. He was unable to meet with Jesse Pannuchi of the DEO due to the late arrival of their flight. He did speak with a member of the Governors' office staff and expressed the Commissions frustration and their urgent desire for a resolution. Commissioner Sutton spoke with Representative Raschien on the Mayfield Grant allocation for this year. She assured him that the work continues on the allocation of the full amount of the Mayfield Grant. At this point she explained that 25 million is in the House budget. He was able to confirm there is a meeting scheduled with the City Consultants, Castille and DeFoor and Mr. Killingsworth of the DEO, Tuesday April 14, 2015. Ms. Castille will report to the Commission as soon as she has any information. He clarified that if the Mayfield Grant allocation is cut in half for the County, the City allocation would be reduced by 500,000.00 based upon the interlocal agreement in place.

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

A. Consultants travel- Mayor Ellis stated that he is in receipt of the request for travel reimbursement from Castille and DeFoor. Their original contract did not address travel and they have submitted an addendum to their contract. He is asking Attorney Wright to prepare an addendum with a per diem and a request for prior approval for travel expense.

**Motion:** Made by Vice-Mayor Wovas, seconded by Commissioner Zahn to authorize payment in the amount of \$1,991.70 as reimbursement for the travel of the Consultant team.

**On the Motion:** Roll Call Vote: Unanimous approval.

B. Web Site Hosting Option- Mayor Ellis suggests the Commission hire Cliff Rydell to manage and host the City website. He is in support of a local webmaster hosting the site. He stated Mr. Rydell can add the videos to the site offering additional marketing of the City as well as good public relations. He requested that Attorney Wright prepare a contract at an annual fee of \$2,400.00.

**Motion:** Made by Mayor Ellis, seconded by Commissioner Pettorini to authorize the Mayor to negotiate a contract with Cliff Rydell to host the City website at a cost up to \$2,400.00 annually.

**On the Motion:** Roll Call Vote: Unanimous approval.

Attorney Wright stated he will prepare a contract protecting the domain name and passwords of the site for the City. Cathy will contact Mr. Gransee once the contract is in place for the transition to Mr. Rydell.

C. Trailer Parking update- Mayor Ellis acknowledged the work of Corky Sperhley and Jim Teague. The permanent trailer parking project is underway. The project intent is for better space utilization for trailers. Mayor Ellis intends for an assigned specific space for each long term trailer. He has gathered quotes and met with Public Works on the details of the three phased approach to this project. Large areca palms will be planted first prior to the removal of the buttonwoods and growth along the north end of existing lot. Once planted the Public Works staff will remove the old growth. He has met with surrounding neighbors and has received their approval. He has met with the Beautification and Recreation Committee Chairs and received their approval as well. Phase II and III will be rolled out in the same sequence. Gonzalez Landscaping provided the low quote for the purchase and planting of the palms in the phases at a cost of \$15,000.00. Mayor Ellis sees the need for volunteer assistance with the landscape timbers and marking the specific spaces. Chet Dunn, 12<sup>th</sup> Street stated this is a tax on a particular group of people. He suggested a possible pier for fishing and boating or some project to reinvest this funding for boaters. Kathryn McCullough, 5<sup>th</sup> Street stated there is a City administrative cost to the trailer parking in the tracking, registration, stickers, monitoring, payment posting and mailing of the annual renewals. Commissioner Sutton stated that since this work will be done in phases the project will not need to be bid. Commissioner Zahn stated this is a good idea; however, this project was suggested at a February meeting and the Commission had decided to wait until budget time to address it.

**Motion:** Made by Mayor Ellis, seconded by Commissioner Pettorini to authorize the purchase of the palm trees and supplies for this trailer parking area project.

**On the Motion:** Roll Call Vote: Unanimous approval.

D. Utility Board Ordinance- Mayor Ellis proposed an amendment to the Utility Board Ordinance. He stated he would like to see the Commission appoint the Chair of the Board and then vote on the committee members the Chair selects. He foresees more direct support from the Chair and Board if this change is made. Commissioner Zahn reported she has had good communication with the Board and the Chair. Commissioner Sutton stated that he too had good communications with Mr. Flood and found him always willing to talk and discuss any issues. Vice-Mayor Wovas stated he would like to see the resident term within the ordinance changed to property owner. He stated since the Utility Board oversees a third of the City budget it should be comprised of property owners. Steve Flood stated he has served under 2 Mayors and has served for at least 5 years. He stated he had discussed a few months ago with the Utility Board that he planned to step down. Mayor Ellis asked that the Utility Board not select a Chair or their leadership at

their next meeting and instead asked Attorney Wright to draft an amendment to the ordinance. Kathryn McCullough, 5<sup>th</sup> Street stated a serious concern of requiring a property owner restriction since that is not a limitation or requirement for the City Commission, an elected position. Corky Sperhley and Lyn Patterson both expressed that this step would not be needed, in that the Commission has the latitude to appoint the membership of the Utility Board now. Commissioner Pettorini agrees with Mayor Ellis due to the fiduciary responsibility of this Board. Attorney Wright stated he will seek council from the FL League of Cities on restricting the member of a Board to a property owner. He will prepare a draft ordinance for the next meeting. Attorney Wright stated the current Utility Board members will remain until replaced at the May 14<sup>th</sup> meeting.

8. **Ordinances and Resolutions**- None.

9. **Warrant for March 2015** – Approval of Warrant in the amount of \$257, 262.00

Motion: Made by Commissioner Pettorini, seconded by Vice-Mayor Wovas to approve the warrant in the amount of \$257,262.00 for March 2015.

On the Motion: Roll Call Vote: Unanimous approval.

10. **Commissioner Reports and Comments**: None.

11. **City Attorney Report**: No Report.

12. **Correspondence and Citizen Comments**: Brenda Malafy filed a complaint on a construction banner displayed on 11<sup>th</sup> Street. It was removed as soon as the contractor was notified.

Meeting adjourned at 12:11 p .m.

Respectfully submitted,



Cathy Henninger, 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.**

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