

MINUTES

KEY COLONY BEACH
CITY COMMISSION SPECIAL MEETING
Monday, November 7, 2016 9:30 A.M.
City Hall Conference Room

1. **Call to Order and Roll Call:** The Special Meeting of the Key Colony Beach City Commission was called to order by Mayor Ellis at 9:30 A.M.

Present: Mayor Jerry Ellis, Vice-Mayor Ron Sutton, Secretary Treasurer Jim Pettorini, Commissioner John DeNeale, and Commissioner April Tracy. *Also Present:* City Clerk Kathryn McCullough, Police Chief Kris DiGiovanni, Building Official Ed Borysiewicz and Assistant Building Official Steve Britske. Public - 1.

2. **Discuss and adopt the applicant ranking/selection and applicant interview procedures for the part-time City Administrator position.**

Mayor Ellis started the discussion by thanking the Commissioners for their efforts in reviewing the applications and ranking the applicants. Vice Mayor Sutton asked if all the applicants should be interviewed or just the three with the highest votes. Commissioner Tracy asked how the other commissioners made their selections. Mayor Ellis said he was sure each Commissioner used their own method. He commented Commissioner Tracy's ranking was very detailed. He did not include any out-of-state applicant for several reasons including the Keys high cost of living and it is a part-time position with no benefits. Commissioner Tracy indicated one out of state candidates has all the qualifications and has spent time in Key Colony Beach and even reports attendance at a commission meeting. Commissioner Pettorini agreed a qualified applicant should not be precluded for simply living out of state. Commissioner DeNeale agreed with both positions on residency. He ranked the applicants on the completion of the application, municipal experience, in addition to experience with budgets, contracts and computers. He thanked Mayor Ellis for calling this meeting as he is the one who requested it. Chief DiGiovanni asked the Commissioners if he should obtain background checks on the applicants picked for interview. The cost is approximately \$25 each. The Commissioners agreed to have Chief DiGiovanni do the background checks. Commissioner Pettorini asked how many of the applicants should be interviewed. Mayor Ellis would prefer local candidates or at least those living in Florida. Commissioner Pettorini suggested cost of living and moving issues are based on the Commissions perception. A few of the out of state applicants appear to be very qualified. Commissioner DeNeale agreed. Commissioner DeNeale and Commissioner Pettorini agreed all those with a 3 and a 5 ranking should be interviewed. Commissioner Tracy is in favor of including at least one of the out of state applicants. She reported making phone calls concerning a local candidate and was not impressed with the responses.

3. **Select the candidates to interview.**

MOTION: Motion made by Commissioner DeNeale, seconded by Vice Mayor Sutton to interview Donald Cochran, Julian Jackson, Blanca Kulig, Mike Puto and Kerry Willis.

Discussion: Commissioner Tracy said she was very impressed with the application from Christopher Moonis and would like to include him in the interviews. Attorney Wright suggested the position requirements, salary and lack of benefits be restated when scheduling the interviews. Mayor Ellis suggested a ‘secret ballot’ when selecting the top three candidates from the interview pool. Commissioner Tracy feels that Christopher Moonis be interviewed.

MOTION: Motion amended by Commissioner DeNeale to also include Christopher Moonis in the list of candidates to be interviewed. Vice Mayor Sutton agreed to the amended motion.

ON THE MOTION: Roll Call Vote. Unanimous approval.

4. Discuss and adopt the hiring and timing processes of the part-time City Administrator.

All the Commissioners agreed the interviews would be conducted by the entire Commission. Mayor Ellis said it is a public meeting so an applicant could not be barred from attending the meeting. City Clerk McCullough reported the City of Marathon had the same issue and requested only the applicant being interviewed be in the meeting. All those applicants complied with the request. Resident Tucker DeGraw stated it is very important to stress the Keys cost of living. Vice Mayor Sutton suggested an interview date sometime in January because of Commissioners schedules, the approaching holidays and to allow out of town applicants time to make travel arrangements. The Commissioners agreed to conduct the interviews on Monday January 9, 2017. Mayor Ellis again asked for the selection of the top three applicants be accomplished by secret ballot given to the City Clerk. The Commissioners agreed. A selection from the top three candidates will be made at the January 12th, 2017 Regular Commission meeting. All the Commissioners agreed the City Clerk should restate the position when scheduling interviews.

The meeting adjourned at 10:00 A.M.

Respectfully submitted,



Kathryn L. 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.