

**MINUTES**  
KEY COLONY BEACH  
CITY COMMISSION REGULAR MEETING  
Thursday June 27, 2019 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 DeNeale at 9:30 a.m. followed by the Pledge of Allegiance and Prayer.

*Present:* Mayor John DeNeale, Vice Mayor Ron Sutton, Secretary/Treasurer Patti Trefry, Commissioner Tracy, and Commissioner Kimmeron Lisle. *Also Present:* City Administrator Chris Moonis, City Clerk Kathryn McCullough, Assistant City Clerk Rebecca Todd, City Attorney Tom Wright, Building Official Gerard Roussin, Building Official Ed Borysiewicz, Fire Chief John Johnson, and Public Works Supervisor Greg Lawton. *Excused:* Police Chief DiGiovanni Public - 9

2. **Approval of Minutes:** The minutes of the June 13, 2019 Regular Commission Meeting were approved by acclamation.

3. **Agenda Additions, Changes, Deletions** – None

4. **Special Requests:** None

5. **Committee and Staff Reports:**

**A. Marathon Fire/EMS:** Chief Johnson reported responding to 2 Medical Calls, 1 Internal Fire Alarm, and 1 Medical Assist since his last report. He cautioned for everyone to be mindful of extreme temperatures that can cause dehydration.

**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. Recommendation to Approve Reynolds Construction for WRF Improvements, UV Replacement:** Utility Board Member Tom Di Francisco reported receiving 2 bids for the WRF Improvements, UV replacement with Reynolds Construction being the lowest. Mittauer & Associates gave a good recommendation on this company and the reference checks came back positive.

**MOTION:** Motion made by Vice Mayor Sutton , seconded by Commissioner Lisle to approve the contract from Reynolds Construction in the amount of \$339,500.

**ON THE MOTION:** Roll Call Vote. Unanimous approval.

**2. Reclaimed Water System Policy Statement:** Tom DeFrancisco presented the policy statement to be used as a guideline for future expanded use of reclaimed water usage. The South Florida Water Management District supports extended use of reclaimed water. The RO tanks have been full and the Utility Board may consider adding another tank pending a feasibility study. Staff and Tom Wright will review the policy statement to be presented for approval.

**3. Recommendation to Disconnect Sewer Service to 710 10<sup>th</sup> Street:** Tom Di Francisco recommended the commission take action to terminate sewer service to 710 10<sup>th</sup> Street as the last utility payment to the city was January 2017. Multiple notices have been sent to the owner, a lien has been placed on the property, and on June 12<sup>th</sup> the owner was served a hand delivered demand letter, claim of lien, statement and code of ordinances. Tom Wright stated that if service is disconnected the property would have to be condemned by the Building Official.

**MOTION:** Motion made by Mayor DeNeale , seconded by Commissioner Tracy to send 7 Day Notice to Disconnect with disconnect date specified and approve disconnection of sewer service to 710 10<sup>th</sup> Street if compliance has is not met by the specified date.

**ON THE MOTION:** Roll Call Vote. Unanimous approval.

**G. Police Department:** No Report

**H. Building Department/Public Works-** Building Official Roussin reported that mangrove trimming on Sadowski Causeway is almost complete. Public Works has been working on the trailer parking lot. The prep work for the fencing at Sunset Park is in progress and the fence installation is expected to begin Monday July 1<sup>st</sup>. One of the new Public Works trucks has arrived. The second truck may arrive by the end of July. American Underwater Contractors are scheduled to install the new buoys, signs and day markers during the month of July. The area for the new bathrooms at Sunset Park has been laid out for JRC Construction.

**I. City Secretary/Treasurer:** No Report

**J. City Clerk:** Assistant City Clerk reported that Janice Scheel has started as the new Administrative Assistant and the office has been very busy with everyone learning their new responsibilities. City Clerk McCullough told the Commission it has been an honor and privilege to serve them, to work with the staff, and serve the community. Mayor DeNeale presented her with a service award.

**K. City Administrator:**

**1. A&E RFQ Results, City Hall, and Recommendation for next steps:** City Administrator Moonis reported receiving 5 bids for the A&E RFQ. Mittauer & Associates respectively declined to bid on the project. Administrator Moonis recommended for the commission to consider how many firms they would like to have provide a presentation. Commissioner discussion and recommendation was to hear from all of the bidders and requested that the City Administrator proceed with scheduling the presentations/interviews before the commission.

**2. Executive Assistant Job Description:** City Administrator Moonis presented a preliminary job description for consideration in creating a new position for an Executive Assistant. The Executive Assistant job description is currently provided for review per commission request to be considered at the next budget meeting. Commission discussion included the complexity in the job description, the increasing issues before the City warranting additional staff, and consideration of the current staff being sufficient for the present time. Mayor DeNeale recommended changes be made in the job description and be presented at the next budget meeting.

**3. FEMA Reimbursement Update:** City Administrator Moonis reported to date \$451,690.36 is federally obligated and at the State level. The City has received approximately \$139,000 of that obligated money. The remaining \$312,000 is at the State level being processed. The Cat A debris removal reimbursement is at the State and they have requested RFI's which have been supplied. The next step is final approval from FEMA. Mayor DeNeale requested a draft letter be composed from himself to Jerry Moscovitz copied to Holly Raschein and presented at the next commission meeting if we haven't received approval for the Cat A reimbursement by then.

**4. Florida League of Cities Policy Committee Update:** City Administrator Moonis reported on the FLC Policy Committee meeting in Orlando. He has 2 copies of the report for review upon request. Discussion included addressing short term rentals in upcoming legislation, municipal election cycle, public notice procedures, medical marijuana, public record laws, smoke-free zones in public parks, economic opportunity zone, and home rule powers. The next meeting is in July with the final policy meeting at the legislative convention in August. Mayor DeNeale requested that staff prepare a thank you letter to the Governor, Lt. Governor, Representative Holly Raschein, Senator Anitere Flores for the \$150,000 appropriation. Vice Mayor Sutton inquired if we have received final confirmation for the appropriation. Administrator Moonis reported that the Governor has signed the budget, we are included in S.B.2500, and we are not on the veto list so there is an assumption of approval but we do not have the final budget list. Mayor DeNeale requested that Administrator Moonis follow up with our lobbyists to receive confirmation.

**6. Commissioners Open Discussion:**

**A. City Administrator Evaluation:** Mayor DeNeale thanked the Commission for completing the City Administrator evaluation and taking the time to meet with the Administrator to discuss their evaluation. It provides the Administrator with good direction going forward on the expectations of the Commission. Commission discussion concluded that the evaluation is a positive tool but it could be improved to be more in line with his contract. City Administrator Moonis stated he would encourage informal evaluations periodically throughout the year in addition to the formal annual evaluation. Commissioner Trefry agreed with having more frequent evaluations due to changing dynamics throughout the year such as possibly adding the Executive Assistant position and that could provide an opportunity to correct any potential issues more quickly.

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

**A. Purchase of Deep Tracker DT 320 Pipe Crawler Camera System Unanimously Recommended by Utility Board:** City Administrator Moonis reported the Utility Board originally received a bid for approximately \$36,000.00 plus shipping from a Canadian

company. After further research by Chairperson Dalton they obtained the proposed bid from Pat's Pump & Blower out of Orlando. The sales representative provided a demonstration of the camera to Plant Manager Evans and Utility Board Chairperson Dalton and both are impressed with the equipment's abilities.

**MOTION:** Motion made by Commissioner Tracy, seconded by Commissioner Trefry to approve the purchase in the amount of \$24,495.00.

**ON THE MOTION:** Roll Call Vote. Unanimous approval.

**8. Approval of Warrant:** None

**9. Ordinances and Resolutions:**

**A. Ordinance No. 2019-461 Amending Chapter 6, Section 7 (1) aligning the failure to begin work with the Florida Building Code and eliminating Chapter 6, Section 7 (4) Second Reading.** City Attorney Wright read the ordinance by title only.

**MOTION:** Motion made by Commissioner Trefry, seconded by Vice Mayor Sutton, to approve the second reading of Ordinance 2019-461.

**ON THE MOTION:** Roll call vote. Unanimous approval.

**B. Resolution 2019-001 – Amending Fee Schedule for Building Department Permits and Services.** City Clerk McCullough reported that this resolution specifically addresses the vacation rental fees. Upon reviewing the resolution that set these fees there was no attachment that delineated what the vacation rental fees were. The proposed resolution specifies what the current fees are and the proposed fees which are increased \$200 across the board for vacation rentals which will generate approximately an additional \$100,000.00 in additional revenue. Commission Tracy stated a flat increase across the board would result in a 57% increase on the smaller units versus a 20% increase on the larger units. She agrees with increasing the rate but suggests a percentage increase as opposed to a flat rate increase. Mayor DeNeale expressed his agreement. In response to an inquiry from Commissioner Trefry Building Official Roussin stated he is satisfied with increasing the safety re-inspection fee to \$300.00. Commissioner Lisle inquired as to the fact that there is not a change of ownership records fee for condos. City Clerk McCullough stated that condo ownership transfers are charged at a rate of \$100. Attorney Wright suggested that the fee be listed under the change of ownership records fee.

**MOTION:** Motion made by Mayor DeNeale, seconded by Commissioner Tracy, to approve Resolution 2019-01 amended to a 20% increase in vacation rental business tax fees and adding \$100 condominium change of ownership records fee.

**ON THE MOTION:** Roll call vote. Unanimous approval.

**10. Commissioner Reports:** Commissioner Lisle reported that she and Building Official Roussin are investigating ordering new banners for Christmas that would be charged to the beautification budget that has funds available in the current budget for holiday supplies.

Mayor DeNeale reported many of the weather stations are operational again and wished everyone a Happy 4<sup>th</sup> of July.

**12. City Attorney Report:** City Attorney Wright reported no pending or threatened litigation at this time.

**13. Citizen Comments and Correspondence:** Assistant City Clerk reported correspondence from Paul Cole stating his opposition to the Executive Assistant position. Mayor DeNeale stated he responded to Mr. Cole's email and Mr. Cole replied with a request that has been forwarded to the City Clerk as a public records request. Cliff Rydell proposed for budget consideration purchasing a PTZ camera system to record meetings at an approximate cost of \$4000. City Administrator Moonis added that our IT Specialist is also reviewing options to replace the sound system in Marble Hall. Tom DiFrancisco, 171 8<sup>th</sup> St., stated that he agrees with cross training City Hall staff but cautioned on overloading the staff and causing burn out. He also suggested establishing criteria in selecting an A&E firm. Mayor DeNeale requested City Administrator Moonis collaborate with the Building Department to establish a criteria list and provide that to the Commission well before the scheduled interviews with the A&E firms.

The meeting adjourned at 11:22 a.m.

Respectfully submitted,

Rebecca Todd, Assistant City Clerk

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