

MINUTES
KEY COLONY BEACH
CITY COMMISSION REGULAR MEETING
Thursday July 11, 2019 9:45 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 9:45 a.m. followed by the Pledge of Allegiance and Prayer.

Present: Mayor John DeNeale, Vice Mayor Ron Sutton, Secretary/Treasurer Patti Trefry, Commissioner April Tracy, and Commissioner Kimmeron Lisle. *Also Present:* City Administrator Chris Moonis, City Clerk Rebecca Todd, City Attorney Tom Wright, Building Official Gerard Roussin, Assistant Building Official Ed Borysiewicz, Police Chief DiGiovanni, Fire Chief Johnson, and Public Works Supervisor Greg Lawton.
Public - 8

2. **Approval of Minutes:** The minutes of the June 13, 2019 Public Hearing and June 27, 2019 Regular Commission Meeting were approved by acclamation.

3. **Agenda Additions, Changes, Deletions** – City Administrator Moonis requested an addition of Monte Christo Condo Permit Request, Key Colony Beach Club Portable Housing Request and Unused Employee Vacation Time. Building Official Roussin requested addition of requests from 2 home builders for permit extensions under his report. No objections.

4. **Special Requests:**

A. Vincent Marchese, Monto Christo Condominium Manager, requested a fee waiver to renew their expired pool renovation permit. The pool renovation is part of Hurricane Irma Recovery and the completion delay is due to a contractor who has admitted culpability in writing. Mr. Marchese submitted a copy of the letter to City Administrator Moonis. The Commission concurred that Monte Christo has been diligent completing hurricane repairs as quickly as possible.

MOTION: Motion made by Mayor DeNeale, seconded by Commissioner Tracy to waive the permit fee for pool renovation at Monte Christo Condominium and extend the permit expiration date until January 11, 2020.

ON THE MOTION: Roll Call Vote. Unanimous approval.

B. Richard Milivocich, Board Member and Temporary Manager for Key Colony Beach Club Condominiums and Marty Flynn, Sherwood Construction, presented a request to allow construction workers on the rebuild project to stay overnight in the Construction Office/Bunk Bed Pod.

MOTION: Motion made by Mayor DeNeale, seconded by Vice Mayor Sutton to decline the request.

ON THE MOTION: Unanimous approval.

C. City Administrator Moonis reported per the personnel policy, employees may accumulate up to a maximum of 200 hours of vacation time. Any hours accumulated in excess must be used in the following 12 month period. Calculating unused vacation time for Kathryn McCullough to be paid upon her retirement resulted in 324 unused vacation hours in excess of the 200 hour maximum. Per policy, if the City Administrator

determines the employee will not be able to use the excess leave due to operational necessity of the City, the City Commission may authorize payment of such unused hours. City Administrator stated Hurricane Irma Recovery and other pressing City issues have made it difficult for employees to take vacation time and highly recommends paying Kathryn McCullough for the excess unused vacation time totaling approximately \$11,000.

MOTION: Motion made by Vice Mayor Sutton, seconded by Commissioner Tracy to approve payment to Kathryn McCullough for her unused vacation hours in excess of the maximum 200 hours.

ON THE MOTION: Roll Call Vote. Unanimous approval.

5. **Committee and Staff Reports:**

A. Marathon Fire/EMS: Chief Johnson reported responding to 2 Medical Calls, 1 Internal Fire Alarm, and 2 Public Assists since his last report 2 meetings ago. He stated we are in Hurricane Season and recommends everyone stock up on hurricane supplies and have a hurricane plan in place. Mayor DeNeale stated he received very impressive service from EMS and asked Chief Johnson to relay his thanks to the very professional staff. Vice Mayor Sutton inquired whether the City should anticipate any increase in EMS costs for the next fiscal year. Chief Johnson confirmed there will be no increase.

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: - No Report

G. Police Department: - Chief DiGiovanni reported since the June 13th meeting there have been 6 reports – 2 information reports, 1 criminal mischief report, 1 traffic arrest, and 2 simple battery reports. In addition to road patrol, boat patrol, and vacation watch program, the Police Department responded to 7 medical calls, 1 alarm call, 39 miscellaneous calls and backed up the MCSO 9 times. Chief DiGiovanni reported Jacob Turner, a 12 year old boy from Lakeland, FL., makes wooden American flags with the help of his father and distributes them to police agencies. Jacob presented 3 of these flags to the KCB Police Department. Chief DiGiovanni presented the flags and conveyed his thanks and appreciation to Jacob Turner. Commissioner Trefry requested a thank you letter be sent from the Mayor on behalf of the city. The officers provide boat patrol 1 hour per day on weekdays when possible and 4 hours per day on weekends. Reserve Officer Bethard performs boat patrol 6 hours per day every other weekend. During lobster mini-season Officer Bethard will perform 8 hour patrols for both days and Officer Buxton and the Chief will perform boat patrol 1 day each. Mayor DeNeale suggested land observation from lots on 15th Circle at night to deter people from bully netting under resident docks.

H. Building Department/Public Works-

1. Approval of a 20,000 lb. Boat Lift and 12' Arms at 660 9th Street

Building Official Roussin presented the request stating the neighbors on both sides provided letters of support.

MOTION: Motion made by Vice Mayor Sutton, seconded by Commissioner Trefry to approve the installation of a 20,000 lb. boat lift with 12' arms at 660 9th St.

ON THE MOTION: Roll Call Vote. Unanimous Approval.

2. Request for Permit Extension – 180 15th Street - Building Official Roussin reported Nicholas & Jessica Borracino, 180 15th St., requested a 90 day extension for their new residence building permit due to expire July 29th. Building Official Roussin recommended the extension due to their circumstance of being in litigation with the contractor.

MOTION: Motion made by Commissioner Tracy, seconded by Commissioner Trefry, to approve the 90 day extension of building permit for 180 15th St.

ON THE MOTION: Unanimous Approval

3. Request for Permit Extension – 310 13th Street – Building Official Roussin reported Timothy & Janine Doane, 310 13th St., requested a 90 day extension for their new residence building permit due to expire August 5th. They are awaiting the release of the preliminary FEMA maps to be proactive in building the home in accordance with FEMA guidelines and Building Official Roussin recommended approving the extension

MOTION: Motion made by Mayor DeNeale, seconded by Commissioner Tracy to approve the 90 day extension of building permit for 310 13th St.

ON THE MOTION: Unanimous Approval

Building Official Roussin reported Public Works employee Esteban Cabrera is delivering the RO Water Pump to a company in West Palm Beach today to be repaired. In response to Mayor DeNeale's inquiry regarding hurricane preparedness, Building Official Roussin reported a plan is in place for preparing the parks if there is a threat, the Public Works building and police garage is fully functioning with a backup generator, and Sunbelt Rentals has the standing request for backup generators for the City Hall and Police Department trailers if needed. There is one load of sand in stock but it would be beneficial to have a second load delivered. Sandbags are in stock in the Public Works building. It's been reported to him rock has been delivered and spread in the trailer parking lot by the sewer plant contractor and looks very nice. JRC Construction is waiting for a response from the engineer on whether the plans can change from concrete pilings to pin piles. After discussion among the commissioners it was their recommendation to proceed with the concrete pilings as per the plans. Building Official Roussin will notify JRC Construction and find out when he can schedule the start date.

I. City Secretary/Treasurer: No Report

J. City Clerk: City Clerk Todd reported her first week and a half as City Clerk has been very busy and interesting and she thanked former City Clerk Kathryn McCullough, the Commission, and the staff for all of their support.

K. City Administrator:

1. FRDAP Grant Correspondence: City Administrator Moonis thanked former City Clerk McCullough for her work on completing the final report for the FRDAP Grant. The city has received the grant reimbursement for 8th St. Park FRDAP Project No. A17074. Presented in the agenda packet is correspondence from Florida Department of Environmental Protection recognizing completion of the project and reimbursement as well outlining the major grant requirements moving forward.

2. A&E City Hall Update: City Administrator Moonis stated he plans to schedule the meetings with the A&E firms on August 6th & 7th and asked if anyone had a conflict. Building Official Roussin stated that none of the Building Department staff is available on those days as they have a board hearing in Coral Gables. City Administrator Moonis stated he will review the calendar and present alternative dates.

3. Executive Assistant Updated Job Description: City Administrator Moonis presented an updated description for the proposed executive assistant position with recommended changes. Mayor DeNeale suggested including required knowledge of Sunshine Law, Public Records Law and Finance. Commissioner Trefry suggested knowledge of taxes also be included.

4. Draft Letter to FDEM and Appreciation Letter to Governor: City Administrator Moonis present a draft letter to FDEM. Mayor DeNeale suggested a few changes and recommended sending the letter immediately. City Administrator Moonis presented a draft appreciation letter to the Governor. He noted that we are still waiting for confirmation of the budget in writing. Mayor DeNeale suggested tabling sending the letter and revisit the topic at the next commission meeting.

6. Commissioners Open Discussion:

Commissioner Lisle stated that she's recognized an issue with property owners and general contractors signing on subcontractors to their permits without the knowledge of the subcontractor. Other municipalities require subcontractor authorization letter from the subcontractors in order to add them to a permit. Building Official Roussin stated the Building Department can and will implement that procedure for the future. Per Commissioner Tracy's inquiry, Building Official Roussin stated subcontractors do have the same licensing and insurance requirements as contractors. He projects the transition to Citizenserve software for the building department processes will be by the beginning of October. Code Enforcement went live on Citizenserve Monday July 8th.

Commissioner Trefry stated that FWC has issued a press release on iquanas stating they are at a crisis level and are encouraging homeowner to kill iquanas on their property. The press release can be viewed on their website.

7. Items for Discussion /Approval:

8. Approval of Warrant:

MOTION: Motion made by Commissioner Trefry, seconded by Mayor DeNeale , to approve Warrant No. 0619 in the amount of \$562,501.48

ON THE MOTION: Roll Call Vote. Unanimous approval.

9. Ordinances and Resolutions:

A. Resolution 2019-003 – Providing for the City of Key Colony Beach to Become a Member of the American Flood Coalition. City Attorney Wright read the resolution by title only.

MOTION: Motion made by Commissioner Tracy, seconded by Commissioner Trefry, to approve the Resolution 2019-003.

ON THE MOTION: Roll call vote. Unanimous approval.

10. Commissioner Reports - Mayor DeNeale stated that the next commission meeting held will be August 8th.

12. City Attorney Report: No Report..

13. Citizen Comments and Correspondence: City Clerk reported no correspondence.

The meeting adjourned at 10:50 a.m.

Respectfully submitted,



Rebecca Todd, City Clerk
