

**MINUTES**  
KEY COLONY BEACH  
CITY COMMISSION REGULAR MEETING  
Thursday April 23, 2020 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 Virtually:* Mayor John DeNeale, Vice Mayor Ron Sutton, Secretary/Treasurer Patti Trefry, Commissioner April Tracy, and Commissioner Kimmeron Lisle.  
*Also Present Virtually:* City Administrator Christopher Moonis, City Clerk Rebecca Todd, City Attorney Tom Wright, Police Chief DiGiovanni, Building Official Gerard Roussin, Building Inspector Greg Lawton and Executive Assistant Saara Staten.  
*Excused:* Fire Chief Johnson.  
Public Virtually – 34.
2. **Approval of Minutes:** The minutes of the April 9, 2020 Regular City Commission Meeting and April 16, 2020 City Commission Emergency Meeting were approved by acclamation.
3. **Agenda Additions, Changes, Deletions:** None
4. **Special Requests:** None
5. **Committee and Staff Reports:**
  - A. **Marathon Fire/EMS:** No Report.
  - B. **Recreation Committee:** No Report.
  - C. **Beautification Committee:** No Report.
  - D. **Disaster Preparedness Committee:** Building Official Roussin reported they are searching for new supplies for the upcoming season and arranging to rotate through current stock. Mayor DeNeale questioned the status of generators for the trailers. Building Official Roussin stated arrangements are in place for rental generators. As an alternative they may purchase a couple 15 kilowatt generators to run the trailers independently.
  - E. **Planning & Zoning Board:** No Report.
  - F. **Utility Board:** No Report.
  - G. **Police Department:** Chief DiGiovanni stated since the last meeting there has been 1 report which was a fraud report. They responded to 3 medical and alarm calls, provided backup to MCSO 2 times, and received 9 miscellaneous calls. The Police Department has been patrolling the streets and parks to ensure residents abide by all regulations regarding COVID-19. Chief DiGiovanni thanked all who made donations of N-95 masks and hand

sanitizers. Since the last meeting permission has been granted for 2 work groups to stay on the island. One is cleaning Publix at night and the other is working on a construction project in Marathon. Chief DiGiovanni stated the proposed gym in the City Hall plans was to be dedicated to all staff not just the Police Department and does not recommend an electrical room or mechanical room in the secure area of the Police Department. Officer Reeve's training is successfully halfway complete and the Police Department will be assisting Public Works with traffic during the painting of the "Do Not Block" at the intersection of Clara Blvd. and Sadowski Causeway scheduled for next Friday.

**H. Building Department/Public Works:** Building Official Roussin reported performing an average number of inspections per week. People are utilizing the downstairs drop box to submit permits. The Building Department has reduced the backlog of scanning. Public Works installed the new Key Colony Beach sign at the City Entranceway and are working on all irrigation for the new mounds and more electrical. They will consult the Beautification Committee to determine the type of lighting to be installed for the mounds.

**I. City Secretary/Treasurer:**

**J. City Clerk:** City Clerk Todd reported Utility Clerk Pat Hyland is reporting an increased delinquency on accounts this quarter which appears to be mostly rental properties where owners don't want to pay the expenses when the property is not making income. Zoom Staff meetings are held twice a week, along with the Department Head Zoom meetings. The staff continually communicates via phone calls, emails and texts. The phone line for Administration continues to be forwarded to Administrative Assistant Holly Rosado with the Building Department and Police department receiving their own calls. The Administrative Assistant maintains a spreadsheet of calls received and is collecting email addresses of residents to update our database. Communication of daily activities are reported to the City Administrator who distributes the information to the Commissioners.

**K. City Administrator:**

**1. 2020CENSUS.GOV:** City Administrator Moonis reported citizens may complete the 2020 census at [www.2020census.gov](http://www.2020census.gov). The completion of the census is very important to the financial state and wellbeing of Key Colony Beach as well as the State of Florida.

**2. Norry Lynch Consulting:** City Administrator Moonis recommended the Commission consider a consulting agreement with Norry Lynch. Ms. Lynch has been instrumental throughout the Irma recovery. Her expertise is in risk management and the City does not have a robust risk management program particularly as it relates to insurance. Ms. Lynch would not only be handling risk management on occasion but would also participate in the public assistance recovery program through FEMA which is typically reimbursed at 82 ½ percent so her expenses related to Irma or any other future disaster would be significantly reimbursed by state and federal government. She has agreed to provide a "not to exceed" cost based on requested services for the upcoming budget. Vice-Mayor Sutton stated services related to insurance renewals will be required prior to passing the next year's budget so he requests a proposed cost for that service. Commissioner Trefry noted the date of the proposal is February 18<sup>th</sup> and requested confirmation the agreement

will not be back dated. City Administrator Moonis confirmed the contract execution date will be the date it is approved and signed. Mayor DeNeale requested City Administrator Moonis to collect more information and place on the next meeting agenda for consideration.

**3. City Hall Design Update:** City Administrator Moonis reported the rough preliminary draft of the size and concept of City Hall was received and as requested Commissioners separately reported their thoughts and concerns to him. Once there is a general consensus on these issues from the Commission he will forward the recommendations to the architect to complete an initial design plan to present for review at a future meeting. The concerns reported include the following:

- Building size should be reduced closer to 11,500 – 12,000 sq. ft.
- Post Office location
- Parking
- Kitchen size
- HVAC options
- Best use of Police Department space
- Building Department office count
- Administrative office space size
- Marble Hall kitchen size
- Community Center retail options
- Etc.

The Commissioners individually addressed the above concerns. Commissioner Lisle recommended discussing issues internally prior to communicating with LIVS to cut costs and have a clear direction on the design and to obtain comparative information from other cities regarding the size of their city hall. Mayor DeNeale recommended the City Administrator and Department Heads work with LIVS Associates to present a more final recommendation for a workshop.

**6. Commissioners Open Discussion:**

**A. COVID-19**

**1. Planning considerations for Monroe County and Key Colony Beach:**

Mayor DeNeale reported the South Florida Mayors continue to have daily meetings and are creating a draft plan for the county to provide to the Governor's Task Force. They want to continue the check point to keep the county autonomous from a South Florida decision. It's been reported 63 is the average age of hospitalized patients with COVID-19 with 12% of those patients being placed on ventilators of which 88% of the persons on ventilators die which is a sobering fact as 63 is the average age of Key Colony Beach residents. The draft plan to reopen is a phased plan starting with parks and recreation followed by restaurants and other non-essential businesses with vacation rentals and hotels being the final phase spanning over a projected 1-1 ½ months beginning at a yet undetermined date. The county's decisions will also be driven by the Governor's Directives. There is a joint effort to obtain more tests for the county and cities as this will be critical for reopening. Due to the duplication of hurricane reentry stickers, they are working to create a new

hurricane reentry plan. Mayor DeNeale confirmed to Commissioner Tracy Key Colony Beach must comply with State and County directives and cannot loosen the mandated restrictions on a local level.

2. **Federal Phased Re-Opening Guidelines:** Mayor DeNeale asked if there were any questions regarding the Federal Guidelines included in the agenda packet to the Commission to which there were none.
3. **Key Colony Beach Emergency Order (Short-term Rentals):** No action taken.
4. **Extend Declaration of Local Emergency:** Mayor DeNeale presented the City of Key Colony Beach 7<sup>th</sup> Declaration of Local State of Emergency for COVID-19.

**MOTION:** Motion made by Commissioner Tracy, seconded by Vice Mayor Sutton to approve the City of Key Colony Beach 8<sup>th</sup> Declaration of Local State of Emergency.

**ON THE MOTION:** Roll Call Vote. Unanimous approval. (10:45 a.m.)

5. **Letter to Governor DeSantis**

Mayor DeNeale reported on his drafted letter to Governor DeSantis on the necessity of the \$500,000 appropriation in the proposed budget for the City of Key Colony Beach.

7. **Items for Discussion /Approval:** None.

8. **Approval of Warrant:** None.

9. **Ordinances and Resolutions:** None.

10. **Commissioner Reports:** Commissioner Lisle thanked the citizens who have volunteered to help sew the masks for the residents. Anyone in need of a mask may contact Commissioner Lisle via email at [kcbmlisle@gmail.com](mailto:kcbmlisle@gmail.com) or visit [kcbmasks.com](http://kcbmasks.com). Masks will be delivered to homes in a safe ziploc bag.

11. **City Attorney Report:** Attorney Wright stated he regularly meets with various governmental attorneys and they are working on ways to allow vacation renters to book future rentals for after the period of the pandemic rental ban and are making some progress in that regard.

12. **Citizen Comments and Correspondence:** City Clerk Todd stated she has received a number of emails regarding issues surrounding the emergency directive, including requests for a copy of the directive and owners inquiring how they can access their property as some of the properties are in an LLC so they require additional information other than their property record. There was an inquiry regarding a rumor the City is offering compensation to workers of Key Colony Beach businesses who are now unemployed due to the COVID-19 emergency. Cliff Rydell sent his concerns and suggestions regarding staffing directly to the Commissioners. There have been inquiries regarding the scheduling of the next property manager class. Greg Burke, Beautification Chairperson, inquired as to when the

committees will be permitted to begin having meetings. Mayor DeNeale stated each chairperson has authority to schedule a virtual meeting.

The meeting adjourned at 10:53 a.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Rebecca Todd".

Rebecca Todd  
City Clerk