

MINUTES

KEY COLONY BEACH CITY COMMISSION

SPECIAL MEETING

Thursday, July 17th, 2025 – 9:30 AM

Marble Hall, 600 W. Ocean Drive, Key Colony Beach
& via Zoom Conferencing

1. **Call to Order, Pledge of Allegiance, Prayer, Roll Call:** The Key Colony Beach City Commission Special Meeting was called to order by Mayor Freddie Foster at 9:30 AM, followed by the Pledge of Allegiance, Prayer, and Rollcall. Present: Mayor Freddie Foster, Commissioner Tom Harding, Commissioner Tom DiFransico, Commissioner Doug Colonell (via Zoom). **Also present:** Marathon Fire Chief James Jones, Police Sergeant Joe Burden, City Attorney Dirk Smits, Public Works Department Head Mike Guarino, City Administrator John Bartus, Administrative Assistant Linda Jones, CPH Architects Brandan DeCaro and Kyle Bechtelheimer, City Clerk Silvia Roussin.

Public Attendance: 4

2. **Approval of the Agenda** (*Additions, changes, and deletions can be made via one motion and a second to approve by a majority vote*)

City Clerk Roussin asked for the following agenda changes:

Under Item 4 under Discussion/Approval Items:

The addition of Brandan DeCaro's comments on the received responses to the 90% Drawings, as well as the estimate for the additional scope and opinion of cost.

Mayor Foster asked for a motion to approve the agenda with changes.

MOTION: Motion made by Commissioner DiFransico to approve the agenda. Commissioner Harding seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

3. **Citizen Comments and Correspondence:** None.

4. **Discussion/Approval Items**

- a. Presentation by CPH Architect Brandan DeCaro on the 90% Design Development Drawings

CPH Architect Brandan DeCaro introduced his team and provided a review of the 90% drawings, along with a project timeline update. Brandan DeCaro revisited the project's scope, site plan drawings, and suggested staging areas for contractors. He provided details on proposed building hardening, requested changes to the parking lot, and presented options for a proposed ADA ramp that requires approval from the Commission. Brandan DeCaro also discussed the offices for the police department and building department, and detailed the civil engineering drawings, the structural system for the building, mechanical drawings, electrical system (including generator capacity and lighting), and addressed questions about scope expansion. He covered plumbing and sanitary drawings, landscaping and irrigation design, and talked about the project schedule. Brandan DeCaro requested approval for the 90% Drawings and sought opinions on the additional scope and probable construction costs. He discussed additional scope items including Bahama shutters, ideas to enhance exterior or computer-operated

lighting, requests to switch to hand dryers in restrooms, window shades, enhanced landscaping, and card access to the building. Brandan DeCaro concluded his presentation and invited the Commission for questions.

Commissioner Colonell asked for a detailed discussion to address open questions, which Mayor Foster agreed to. The Commission addressed the outstanding questions line by line and gave Brandan DeCaro directions on how to proceed with completing the 100% drawings. Discussions included questions about exterior and interior design, landscape design and lighting, hardening of the Post Office, handicap entrance access, raising the parking lot, sewer lines, elevator and generator needs, plumbing and electrical requirements, IT needs, and EOC needs. Further discussion covered outstanding questions related to bid and contract requirements, adherence to grant requirements, early procurement, long-lead items, and the need for as-built drawings.

b. Discussion/Approval of the City Hall 90% Design Drawings

1. Opinion of Construction Cost

Mayor Foster asked for a motion to approve the 90% Drawings based on a response to the Commissioner's questions.

MOTION: Motion made by Commissioner Colonell to approve. Commissioner DiFransico seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

CPH Architect Brandan DeCaro confirmed the goal of releasing the 100% Drawings on August 15th.

5. Any Other Business: None.

6. Adjournment: The meeting adjourned at 11:36 AM.

Respectfully submitted,

Silvia Roussin

City Clerk

ADOPTED: September 18, 2025

Silvia Roussin

City Clerk