

MINUTES

KEY COLONY BEACH CITY COMMISSION

SPECIAL MEETING

Monday, August 18th, 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 Vice-Mayor Doug Colonell at 9:30 AM, followed by the Pledge of Allegiance, Prayer, and Rollcall. **Present:** Mayor Freddie Foster (via Zoom), Vice-Mayor Colonell, Commissioner Harding, Commissioner DiFransico, Commissioner Diehl. **Also present:** Police Kris DiGiovanni, Public Works Department Head Mike Guarino, Building Official Tony Loreno, Administrative Assistant Linda Jones, City Clerk Silvia Roussin, CPG Architect Brandan DeCaro.

Public Attendance: 7

Vice-Mayor Colonell found good cause for Mayor Foster to attend via Zoom. City Clerk Roussin announced that Vice-Mayor Colonell will preside over today's meeting for Mayor Foster.

- 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 informed about the addendum to the 100% Drawings and Final Opinion of Cost, which were released on Friday. City Clerk Roussin also requested guidance on the Commission's desire to discuss the approval of the CPH contract. Vice Mayor Colonell agreed to leave the contract approval on Thursday's Regular Commission agenda and to remove the approval under Item 4d.

MOTION: Motion made by Commissioner DiFransico to approve the agenda with changes. Commissioner Diehl seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

- 3. Citizen Comments and Correspondence:** City Clerk Roussin reported receiving correspondence on August 12th, 2025, from Laurie Swanson with various comments on the release of the 100% drawings.

4. Discussion/Approval Items

a. Presentation by CPH Architect Brandan DeCaro

Brandan DeCaro presented the release of the 100% construction documents, which included changes incorporated from the 90% drawings, along with details on construction and potential occupancy of the building. Brandan DeCaro provided a timeline of approvals, submittals, and a schedule of events.

Brandan DeCaro detailed several changes made to the project, including landscaping, irrigation, Bahama shutters, landscape lighting, a card access system, a new flagpole, and after-hours building access. He also addressed the electrical conduits installed for various purposes. Additionally, Brandan DeCaro clarified that certain items were not included in the project, such as the tankless water heater, painting of exposed ducts, and pavers around the patios.

Brandan DeCaro discussed the updated staging plan, which included the location of the construction fence, landscape drawings, and irrigation plans, and noted no significant changes to the floor plans. Brandan DeCaro

further elaborated on the card access system and ADA accessibility, emphasizing that while furniture is depicted in the drawings, it is not included in the general contractor's bid.

Brandan DeCaro discussed the current schedule and the upcoming bid release in two weeks, outlining meeting dates for the bidding process and target dates for the project. He talked about the grant reimbursement process and its final deadlines. Brandan DeCaro concluded by sharing his final thoughts on the costs, confirming the project remains on schedule, and displaying a rendering of the project.

Vice-Mayor Colonell spoke about the necessary preemptive work that needs to be done and expressed gratitude to CPH for all their efforts.

b. Discussion/Approval of the Final Opinion of Construction Cost

The Commission discussed the price per square foot for the new addition and renovation, the costs for the generator and elevator, and the option to deduct alternates from the bid package, such as pergolas or patios, to allow for future construction. Vice-Mayor Colonell commented on the schedule and projected project costs, stating that the numbers are good estimates and goals.

Vice-Mayor Colonell asked for a motion to approve the final opinion of construction cost.

MOTION: Motion made by Mayor Foster to approve. Commissioner Diehl seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

c. Discussion/Approval of the City Hall 100% Design Drawings

Vice-Mayor Colonell asked for a motion to approve the 100% Design Drawings.

MOTION: Motion made by Mayor Foster to approve. Commissioner Diehl seconded the motion.

DISCUSSION: Mayor Foster discussed the ability to address laydown during the pre-construction period. Brandan DeCaro confirmed that there is no need for a sprinkler system, and Commissioner Harding suggested including smoke detectors in the scope of work for Marble Hall. Brandan DeCaro clarified that smoke detectors are not currently included, but can be added if requested. Commissioner Harding also noted that Marble Hall and the Post Office are not presently part of the fire alarm system and, in addition, asked for confirmation about adding a 220-volt, 30-amp line to the EOC Center, suggesting routing it to the Police IT closet so that no change order would be needed later. Brandan DeCaro confirmed the addition and mentioned that the internet capability could be added at the Commission's discretion. He also explained the card access system for the building and its ability to restrict door access.

ON THE MOTION: Rollcall vote. Unanimous approval.

d. Discussion/Approval of the Final Bid Package & Contract: Tabled until Thursday, August 21, 2025.

Vice Mayor Colonell confirmed to Brandan DeCaro that some additional comments will be given before the meeting.

5. Any Other Business: Mayor Foster thanked Vice-Mayor Colonell for his time and efforts on the project. Vice-Mayor Colonell recognized Commissioner Diehl to the Commission.

6. Adjournment: The meeting adjourned at 10:14 AM.

Respectfully submitted,

ADOPTED: September 18, 2025 Silvia Roussin City Clerk

Silvia Roussin, City Clerk