

MINUTES
KEY COLONY BEACH
Citizen Advisory Task Force Meeting
Thursday, April 16, 2026 – 1:30 PM
Marble Hall, 600 W. Ocean Drive, Key Colony Beach
& via Zoom Conferencing

I. Call to Order and Introductions

- Introduction and Purpose: The Role of the CATF.
- Confirmation of Quorum (at least three members).

The meeting was called to order at 1:30 PM by City Clerk Silvia Roussin, followed by Rollcall. **Present:** Edward Carey, Lynne McClure, Autumn Danoff, Florence Schmidt, Jamie Buxton. **Also present:** City Administrator John Bartus, Commissioner Tom Harding, Administrative Assistant Par Darnall, City Clerk Silvia Roussin, Kelly Gibson.

A full committee was confirmed with five members present.

Introductions were made, including Kelly Gibson of Ovid Solutions, who provided background on her experience in urban planning and grant development.

The purpose of the Citizen Advisory Task Force (CATF) was reviewed, with an emphasis on its role in identifying community needs and making recommendations for the Community Development Block Grant (CDBG) application.

II. Election of Chairperson

- Election of Chair (The Chair will lead the meeting and sign the final recommendation)

City Clerk Roussin asked for a nomination for Chair.

NOMINATION: Lynne McClure nominated Ed Carey for Chair. There were no other nominations.
ON THE NOMINATION: Rollcall vote. Unanimous approval.

III. CDBG Program and Funding Overview

- The state has announced approximately \$22 million in available funding for the FFY 2025 cycle.
- The application deadline is May 5, 2026.
- Presentation of the "Urgent Need" pathway to apply for funds to address infrastructure that poses a serious and immediate threat to public health or safety.

An overview of the Community Development Block Grant (CDBG) program was presented, highlighting key elements of the FFY 2025 funding cycle. Approximately \$22 million is available statewide for eligible small cities, with an application deadline of May 5, 2026. The presentation also explained the “Urgent Need” funding category, which is intended for critical infrastructure improvements that address serious and immediate threats to public health and safety. Emphasis was placed on the importance of community input in identifying priorities and shaping the grant application.

IV. Community Needs Discussion

- Discussion on most pressing infrastructure and resilience needs, such as utility failures, storm surge risks, or aging systems.

The Task Force discussed key infrastructure and resilience needs in the City, including wastewater treatment plant upgrades and long-term maintenance, stormwater management improvements, road elevation to mitigate storm-surge and flooding risks, and ongoing concerns about water quality and utility system reliability.

Staff provided updates on ongoing and completed capital projects, including the West Ocean project (\$2.2 million) and the 2017 wastewater treatment plant upgrade (\$5 million).

Additional discussion focused on infrastructure assets under City control, such as roads, City facilities, parks, and the utility plant. The need for backup power at the wastewater facility was emphasized, along with the potential integration of solar energy to offset operational and long-term maintenance costs.

V. Recommendations

- Identification of which community needs are the most urgent and should be prioritized in the grant application.

Based on discussion and community priorities, the Task Force identified the following as the most urgent needs for the CDBG application:

1. Wastewater treatment plant upgrades
2. Stormwater management improvements
3. Road elevation and flood mitigation

The importance of maintaining critical infrastructure and reducing long-term costs was emphasized.

VI. Formal Motion and Vote

- Formal vote and recommendation to the City Commission regarding the activities to be included in the grant application.

City Clerk Roussin asked for a motion to approve the recommendation.

MOTION: Motion made by Ed Carey to approve. Autumn Danoff seconded the motion.

FURTHER DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

VII. Adjournment:

The meeting adjourned at 2:18 PM.

Respectfully submitted

Silvia Roussin
City Clerk

ADOPTED May 21, 2026
Silvia Roussin
City Clerk