

AGENDA
City of Key Colony Beach
Recreation Committee

Thursday, November 6th, 2025 – 9:30 AM
Marble Hall, 600 W. Ocean Drive & Via Zoom Conferencing
[Zoom Login Information is located at the End of the Agenda](#)

- 1. CALL TO ORDER and ROLL CALL**
- 2. APPROVAL OF THE AGENDA** (Additions, changes, and deletions can be made via one motion and a second to approve by majority vote)
- 3. APPROVAL OF MINUTES**
 - a. September 11, 2025- **Pgs. 1-3**
 - b. September 24th, 2025 – **Pgs. 4-6**
- 4. CITIZEN COMMENTS & CORRESPONDENCE**
- 5. CHAIR REPORT**
- 6. BUDGET REPORT – Pg. 7**
- 7. GRANT UPDATES**
- 8. COMMITTEE MEMBER REPORT**
 - a. Tennis
 - b. Golf
 - c. Bocce/Horseshoe/Shuffleboard
 - d. Pickleball
 - e. Basketball
- 9. COMMITTEE MEMBER ITEMS FOR DISCUSSION & RECOMMENDATION OF APPROVAL**
 - a. Discussion/Review of the Committee Priority Improvement List – **Pg. 8**
 - b. Discussion/Review of Ordinance 2025-503: Amendments to the Recreation Committee – **Pgs. 9-13**
 - c. Discussion/Recommendation for the Establishment of a Protocol for Projects for KCB Recreation Area Parks, Sports, and Activities
 1. Cindy Catto – **Pgs. 14-15**
 2. Barbara Tatarchuk – **Pgs. 16-17**
 3. Aleta Williamson – **Pg. 18**
- 10. ANY OTHER BUSINESS**
- 11. NEXT MEETING: TBD**
- 12. ADJOURNMENT**

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/82873390251?pwd=3umYjeGATGFhTEKMHingb0NgkphyRp.1>

Passcode: 377810

Phone one-tap:

+13052241968,,82873390251#,,,,*377810# US

+19292056099,,82873390251#,,,,*377810# US (New York)

Join via audio:

+1 305 224 1968 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

Webinar ID: 828 7339 0251

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MINUTES
City of Key Colony Beach
Recreation Committee

Thursday, September 11th, 2025 – 12:00 PM
Via Zoom Conferencing **ONLY**

1. **CALL TO ORDER and ROLL CALL:** The Key Colony Beach Recreation Committee meeting was called to order by Chair Cindy Catto at 12:00 PM, followed by Rollcall. **Present:** Chair Cindy Catto, Vice-Chair Tom Alferes, Barbara Tatarchuk, Judy Burgett, 1st Alternate Frank Tremblay. Absent: Aleta Williamson. **Also present:** Public Works Department Mike Guarino, City Administrator John Bartus, Building Official Tony Loreno, City Clerk Silvia Roussin, Commissioner Tom DiFransico, Mayor Freddie Foster, Commissioner Tom Harding (all attendees appeared via Zoom).

2. **APPROVAL OF THE AGENDA** (Additions, changes, and deletions can be made via one motion and a second to approve by majority vote)

City Clerk Roussin informed of the addition of the meeting minutes from July 30th, 2025, to the agenda.

MOTION: Motion made by Barbara Tatarchuk to approve the agenda for September 11th, 2025. Judy Burgett seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

3. **APPROVAL OF MINUTES:** Recreation Committee Meeting Minutes 07-30-2025

There were no changes to the minutes, and Chair Catto asked for a motion to approve.

MOTION: Motion made by Barbara Tatarchuk to approve the minutes from July 30th, 2025, Vice-Chair Alferes seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

4. **CITIZEN COMMENTS & CORRESPONDENCE:** There was no citizen correspondence.

Chair Catto asked for comments.

Commissioner DiFransico announced that the city received an unsolicited public-private partnership proposal from D. Rice Management Inc., which is currently under review by the City Commission and the City Attorney's office. Tom DiFransico also mentioned the Commission's approval to allow fishing from Sunset Park Pier and that the Recreation Committee has been tasked with reviewing rules and regulations. He further commented on the list of city improvements solicited from the public and suggested that the Recreation and Beautification Committee review these for potential future enhancements. Commissioner DiFransico emphasized the importance of considering maintenance issues when prioritizing improvements. He confirmed that several city improvements have been completed, including work at the tennis courts, parking lot improvements on 7th Street, and ongoing projects at the Detention Pond.

5. **CHAIR REPORT:** Chair Catto gave her report to the Committee and elaborated on the purpose of public input for future city improvements.
6. **BUDGET REPORT:** Judy Burgett reported no changes from the prior months.
7. **GRANT UPDATES:** Mayor Foster provided an update on the submitted TDC grants, noting expectations of approval with plans to use the funds for shades at the pickleball structure and improvements at Sunset Park Pier. Mayor Foster elaborated on potential enhancements for the pier and offered details on upcoming funding requests for the 8th and 1st Street bathrooms, shading for the 7th Street playground, and a possible picnic area at Sunset Park. He also commented on the potential installation of shade at the pier and discussed the committee's role in the grant application process, including the committee's responsibilities and the contractual obligations of the Pickleball Club and Golf Course. The committee discussed the shade project for the pickleball courts, emphasizing the importance of keeping the committee informed about projects and ensuring accountability among individual groups.
8. **COMMITTEE MEMBER REPORT**
 - a. **Tennis:** Barbara Tatarchuk did not have anything new to report but asked for a progress update on the basketball court. Vice-Mayor Colonell provided an update on the progress of work on the detention pond and mentioned that he would present a presentation of improvements at the next Commission meeting. A discussion followed regarding the attendance of representatives from the Pickleball Club and Golf Course at Committee meetings, and how to involve both sports with the Committee and Commission to resolve problems effectively and encourage communication. Further discussion centered on the current dual use of the tennis courts for basketball and the possible timeline for completing the individual courts, as well as the available funding for the courts in the upcoming fiscal year budget.
 - b. **Golf**
 - c. **Bocce/Horseshoe/Shuffleboard:** Frank Tremblay commented on being back in the city in October and reported no current changes.
 - d. **Pickleball**
 - e. **Basketball**
9. **COMMITTEE MEMBER ITEMS FOR DISCUSSION & RECOMMENDATION OF APPROVAL**
 - a. **Discussion/Review on changes to Ordinance No. 2025-503**
 1. Letter from the Chair to the Commission
 2. Proposed Ordinance

Chair Catto commented on the proposed amendment to the Ordinance and shared her understanding of changes to sports under contract, while expressing concern that the Recreation Committee should be kept informed about ongoing activities. Chair Catto asked the committee if they had any questions about the proposed ordinance changes. Judy Burgett inquired about residency requirements and the inclusion of basketball in the

restrictions on court use. Mayor Foster explained that the purpose of the proposed ordinance amendments is to align all committees and clarified the language related to residency. Further discussion ensued regarding residency verbiage, definitions according to Florida Statutes, and the ability for volunteers to participate in city committees.

b. Discussion/Recommendation on future Recreation and Beautification Projects

The Committee discussed suggested improvement projects, including those that have already been completed, projects already approved by the committee, and priorities for ADA compliance, restroom expansions, and projects related to the Beautification Committee. Additional comments were made about a library at City Hall, movie nights at City Hall or Sunset Park, improvements to the Golf Pro Shop for a covered social space, and the implementation of new ideas. The Committee agreed to prioritize suggested improvements and send their recommendations to City Clerk Roussin by September 18th, 2025, for discussion at the next meeting.

c. Discussion/Recommendation on providing rules and guidelines for fishing at the Sunset Park Pier

Chair Catto introduced the agenda item and asked for comments from Committee members. Barbara Tatarchuk replied that she had received support for the proposed rules. Judy Burgett expressed concerns about oversight. There was no further discussion, and Chair Catto asked for a motion to recommend the item to the City Commission.

MOTION: Motion made by Barbara Tatarchuk to recommend approval of the rules for fishing at Sunset Park. Judy Burgett seconded the motion.

DISCUSSION: Chair Catto clarified the fishing rules noted on Page 10 of the agenda packet.

ON THE MOTION: Rollcall vote. Unanimous approval.

City Clerk Roussin informed that the recommendation will be presented to the City Commission on September 18th, 2025.

d. Discussion/Recommendation on a Review of the Golf Course Contract

Chair Catto referred to the earlier explanation by Commissioner DiFransico and for the Committee to be awaiting a contract.

10. ANY OTHER BUSINESS: None.

11. NEXT MEETING: The Committee agreed on the next meeting date of September 24, 2025.

12. ADJOURNMENT: The meeting adjourned at 1:35 PM.

Respectfully submitted,

Silvia Roussin

City Clerk

MINUTES
City of Key Colony Beach
Recreation Committee

Wednesday, September 24th, 2025 – 9:30 AM
Via Zoom Conferencing ONLY

1. **CALL TO ORDER and ROLL CALL:** The Key Colony Beach Recreation Committee Meeting was called to order by Chair Cindy Catto at 9:30 AM followed by Rollcall. **Present:** Chair Cindy Catto, Barbara Tatarchuk, Judy Burgett, Aleta Williamson, 1st Alternate Frank Tremblay. **Absent:** Vice-Chair Tom Alferes. **Also present:** City Administrator John Bartus, Public Works Department Head Mike Guarino, Vice-Mayor Doug Colonell, City Clerk Silvia Roussin (all attendees were present via Zoom).

2. **APPROVAL OF THE AGENDA** (Additions, changes, and deletions can be made via one motion and a second to approve by majority vote)

City Clerk Roussin reported no changes to the agenda, only the addition of the priority lists submitted by Tom Alferess and Aleta Williamson, as well as the Chair's letter related to Item 5b.

MOTION: Motion made by Judy Burgett to approve the agenda. Barbara Tatarchuk seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

3. **APPROVAL OF MINUTES:** None.

4. **CITIZEN COMMENTS AND CORRESPONDENCE:** There were no citizen comments or correspondence.

5. **COMMITTEE MEMBER ITEMS FOR DISCUSSION & RECOMMENDATION OF APPROVAL**
 - a. **Discussion/Recommendation to the City Commissioners that an invitation be issued for bids on the construction of a new basketball court at 7th Street Park.**

Chair Catto introduced the agenda item and asked for a motion to recommend bidding for the construction of a new basketball court.

MOTION: Motion made by Barbara Tatarchuk to recommend that the bids be released for the new basketball court. Judy Burgett seconded the motion.

DISCUSSION: Public Works Department Head Guarino confirmed that the invitation to bid will include the location of the court and all pertinent information, and will share the information with the Committee when it becomes available. Mike Guarino confirmed he is not aware of any complications regarding the placement of the court. There was no further discussion, and Chair Catto asked for a roll call.

ON THE MOTION: Rollcall vote. Unanimous approval.

City Clerk Roussin informed that the recommendation will be presented to the City Commission on October 16th.

b. Review of the Beautification Committee Report for September 2025

Chair Catto asked for questions or comments on the report. Barbara Tatarchuk praised the Beautification Committee for their work for the city, which Chair Catto echoed, expressing hopes to collaborate on future projects.

c. Discussion/Recommendation on Future Recreation and Beautification Projects

Chair Catto presented the agenda item and asked for committee discussion.

Barbara Tatarchuk shared her list of priorities for the Recreation Committee and her understanding of which items have been finalized, which fall under the Beautification Committee's responsibilities, and her final determination of priorities for the Recreation Committee.

Aleta Williamson agreed with Barbara Tatarchuk's assessment of priorities and expressed her commitment for the Committee to complete projects that were started. She outlined her priorities for current and future projects and noted similar priorities among Committee members.

Frank Tremblay commented on his recommendation regarding priorities for city improvement projects, including items that were already completed by the city and future projects.

Chair Catto commented on her list and the importance of ADA compliance, and asked City Administrator Bartus for an update on grant applications for new restroom facilities at East Park. City Administrator Bartus informed that the process for grant applications, as well as for additional restrooms on 1st Street and 8th Street, is underway, and that expanding the bathrooms on 7th Street is a top priority. The Committee discussed the current ADA compliance for city restrooms, parking improvements that have been completed, and potential future improvements to 7th Street. Further discussion included a possible observation deck by the Detention Pond with ADA access, and an area with shade coverage near the golf clubhouse to create a covered social space. The Committee talked about potential uses for the public and the benefits to residents.

Further discussion continued on simplifying the priority list and ADA compliance in recreational areas, including the prioritization of restroom facilities.

City Clerk Roussin commented on attendance protocol and being present during roll call to participate in the meeting.

The Committee continued discussions about responsibilities and involvement, especially regarding the golf course facility. City Clerk Roussin read part of the amended ordinance to the Committee, and Chair Catto asked for a discussion on the amendment to be added to the next agenda.

After discussion, the Committee agreed on the following list of priorities ranked from highest to lowest.

1. The completion of the Basketball Court
2. Ongoing ADA compliance for all recreational areas

3. Restroom facilities in the following order of importance
 1. 8th Street Restrooms
 2. East Park Restrooms (1st Street Park)
 3. 7th Street Restrooms
4. 7th Street Parking Improvements
5. Covered Pavilion on 8th Street
6. Additions of Exercise Stations

Chair Catto requested a motion on the consensus list of improvement projects.

MOTION: Motion made by Aleta Williamson to approve the priority list as stated by City Clerk Roussin. Barbara Tatarchuk seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

d. Discussion/Recommendation for Protocol for Projects for KCB Recreation Area Parks, Sports, and Activities

Chair Catto reflected on her past year as Committee Chair and the challenges faced by the Committee. She discussed her proposed protocol for guiding improvements and asked for input from Committee members.

Barbara Tatarchuk expressed support for Chair Catto's suggestion and proposed greater involvement in the grant process. Aleta Williamson also favored implementing a structured process. After further discussion and a recommendation from City Clerk Roussin to formalize a process and protocol in writing, the Committee agreed to submit their ideas to City Clerk Roussin for review and approval before recommending them to the Commission.

6. **ANY OTHER BUSINESS:** None.
7. **NEXT MEETING:** The Committee agreed on a date of November 6th, 2025, and providing suggestions for establishing a format and protocol to City Clerk Roussin by October 22nd.
8. **ADJOURNMENT:** The meeting adjourned at 11:00 AM.

Respectfully submitted,

Silvia Roussin
City Clerk

City of Key Colony Beach- Recreation

Budget vs. Actual

October 2025

	Budget	October 2025	FYE 2026	Remaining Budget
572-000 · RECREATION				
572-021 · City Parks Improvements	100,000.00	0.00	0.00	100,000.00
572-050 · Golf Course Improve/Maint	160,000.00	0.00	0.00	160,000.00
Total 572-000 · RECREATION	260,000.00	0.00	0.00	260,000.00

OCTOBER 2025 - RECREATION COMMITTEE PRIORITY IMPROVEMENT LIST

(RANKED HIGHEST TO LOWEST)

1. The completion of the Basketball Court
2. Ongoing ADA compliance for all recreational areas
3. Restroom facilities in the following order of importance
 1. 8th Street Restrooms
 2. East Park Restrooms (1st Street Park)
 3. 7th Street Restrooms
4. 7th Street Parking Improvements
5. Covered Pavilion on 8th Street
6. Additions of Exercise Stations

ORDINANCE NO. 2025-503

**AN ORDINANCE OF THE CITY OF KEY COLONY BEACH, FLORIDA,
AMENDING CODE OF ORDINANCE, CHAPTER 12 PARKS AND
RECREATION SECTION 12-2 RECREATION COMMITTEE
CONTINUED, 12-6 MEETINGS, REPORTS OF COMMITTEE, 12-8
POWERS AND DUTIES OF COMMITTEES, AND 12-9 LIMITATIONS ON
USE OF CERTAIN CITY PARK PROPERTY; REPEALING
CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY;
AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Recreation Committee serves as an advisory body that assists the City Commission in preserving and enhancing community assets and quality of life; and

WHEREAS, the City Commission of Key Colony Beach has determined that it is necessary to amend Chapter 12, "Parks and Recreation," Sections 12-2, 12-6, 12-8, and 12-9 to modify the residency requirements, meeting procedures, responsibilities of advisory or oversight committees related to the City's parks and recreational resources, and prohibited activities at Sunset Park; and

WHEREAS, the City Commission finds that periodic updates to the composition, duties, and operating procedures of its committees help eliminate redundancies and better align their work with the City's long-term goals and priorities; and

WHEREAS, the City Commission has reviewed the proposed ordinance and determined that its adoption is in the best interests of the public health, safety, and welfare of the residents of Key Colony Beach, Florida.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEY COLONY BEACH, FLORIDA, AS FOLLOWS:

Section 1: Recitals

The above recitals are true and correct.

Section 2: Effective Date

This Ordinance shall become effective upon approval by the City Commission.

Section 3: Amendment

Chapter 12, "Parks and Recreation", of the City of Key Colony Beach, Florida Code of Ordinances shall be amended to read as follows:

~~Strikethrough~~ = deletion

Bold underline = addition

Sec. 12-2. Recreation area committee continued.

The recreation area committee is hereby continued and shall be referred to hereinafter as the recreation area committee. Sec. 12-3. Composition of committee; qualifications, compensation; removal of members.

The recreation committee shall consist of five (5) regular members and may consist of two (2) alternate members who are appointed by the city commission no later than the second regular meeting of the city commission in the month of April. Each member must be a resident of the City of Key Colony Beach. No city commissioner or city employee shall serve as a member of the recreation area committee. Each member shall serve without remuneration. Members shall serve their terms or until their successors are appointed, whichever comes last. Any member may be relieved of his duties by a majority vote of the city commission at its sole discretion. If any member fails to attend two (2) of three (3) successive meetings, without cause and without prior approval of the chairman, the board shall declare the member's office vacant, and the city commission shall promptly fill such vacancy. Alternate members shall serve as full members in the absence of a regular member. The city commission may waive the residency requirements for membership of the committee in the case of unforeseen and unusual circumstances that are in the best interest of the city. Sec. 12-4. Appointment, terms of committee members; filling vacancies.

The members shall serve for terms of two (2) years. The terms of two (2) members and one (1) alternate shall expire in even-numbered years, and the terms of three (3) members and one (1) alternate shall expire in odd-numbered years. In the event of a vacancy caused by the expiration of a term, the city commission shall appoint a person to serve thereon for a period of two (2) years. In the event of a vacancy created other than by expiration of a term, the city commission shall appoint a person to serve thereon for the remainder of the unexpired term.

Sec. 12-6. - Meetings, reports of committee.

The recreation area committee shall hold a regular meeting once every month unless there is no business to conduct. It will meet at such other times as the chair or city commission may direct. Minutes of all meetings shall be taken and copies shall be filed immediately with the city clerk. **If the Board is unable to establish a quorum at its regularly scheduled meeting, or within seven (7) days afterward, all matters that were to be considered shall be submitted to the Commission by the City Clerk to be considered at the next regular City Commission meeting, without a recommendation from the Board.**

Sec. 12-8. Powers and duties of committee.

The recreation area committee shall have the following duties:

- (1) ~~Propose~~ **Recommend** to city commissioners:
 - a. Future improvements to the golf course and attendant buildings.
 - b. Area reserved for recreational uses, and activities to be conducted thereon.
 - c. Area reserved for municipal uses, and facilities to be developed thereon.
- (2) Subject at all times to city commission approval, it shall **observe and report to City regarding recreational activities** ~~supervise the recreational uses of this area.~~ It shall not supervise or be responsible for any municipal use to be conducted in said area. **The Recreation Committee shall not supervise self-funded groups or other entities operating under contractual agreements with the City.**

- ~~(3) In the event that all or any part of this area shall be leased for a recreational use, it shall insure the protection of the city's interest in the drawing of the lease and the operation and performance of the lessee.~~
- (4) It shall assist the beautification commission with the plans of the latter for the beautification of the area.
- (5) Annually, at the time of preparation of the city budget, it shall present to the city commission a list of ~~proposed~~ **recommended** activities and improvements, together with an estimate of the cost thereof.
- (6) Upon direction by the city commission, it shall plan, supervise and implement any activity or improvement which may be assigned to it by the city commission.
- (7) It shall have such other powers and duties as may be assigned to it from time to time by the city commission.

Sec. 12-9. Limitations on use of certain city park property.

- (a) Use of the park property of the City of Key Colony Beach as described in section 12-1 shall be limited to the time from 6:00 a.m. to 10:00 p.m. each day unless otherwise posted. Persons on the subject properties during the prohibited hours shall be subject to penalties as set forth in section 1-9 of the Key Colony Beach Code.
- (b) Sunset Park rules and regulations:
 - (1) Sunset Park shall be open from 6:00 a.m. to one-half hour after sunset. The time of sunset is defined as the moment when the trailing edge of the sun's disk disappears below the horizon.
 - (2) Special events must be pre-registered at City Hall forty-eight (48) hours in advance, and permits are subject to availability.
 - (3) Dog waste is a threat to public health and can transmit disease, therefore persons must leash and clean up after their dogs.
 - (4) Swimming **and snorkeling**, ~~snorkeling, or wading in the park~~ is prohibited. ~~No persons are allowed into the water at any time.~~ Crocodiles live in the coastal water of South Florida, and swift currents exist in the area immediately surrounding the park area, making the water unsafe.
 - (5) ~~No fishing is permitted from or in the water's edge or observation deck.~~ **Fishing is permitted only in the designated areas of the pier.**
 - (6) No shrimp, crab or lobster trapping/netting is permitted from the water's edge or the observation deck.
 - (7) ~~Entry into the water from the observation deck is prohibited.~~ **Jumping off the observation deck is prohibited.**
 - (8) Docking is prohibited.
 - (9) No floating vessels shall launch or port from the water's edge, including but not limited to, boats of any kind, kayak, jet-ski, paddleboard, surfboard or windsurfing board.
- (c) Use of tennis or pickleball courts owned by the City of Key Colony Beach shall be limited to the time from 7:30 a.m. to sunset each day unless otherwise posted.

Section 4: Severability and Conflict

If any portion of this ordinance is declared by a Court of competent jurisdiction to be invalid or unenforceable, such declaration shall not be deemed to affect the remaining portions of this ordinance. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 5: Inclusion in the Code of Ordinances

The provisions of this Ordinance shall be included and incorporated into the Code of Ordinances of the City of Key Colony Beach, Florida, as an addition or amendment thereto, and shall be appropriately renumbered to conform to the uniform numbering system of the code:

Section 6: Effective Date

This ordinance shall become effective upon its adoption by the City of Key Colony Beach Commission.

FIRST READING by the City of Key Colony Beach City Commission this 21st day of August, 2025.

Mayor Freddie Foster	NO _____	YES _____x_____
Vice-Mayor Doug Colonell	NO _____	YES _____x_____
Commissioner Tom Harding	NO _____	YES _____x_____
Commissioner Tom DiFransico	NO _____	YES _____x_____
Commissioner Kirk Diehl	NO _____	YES _____x_____

SECOND READING AND DULY ADOPTED by the City of Key Colony Beach City Commission on this 18th day of September, 2025.

Mayor Freddie Foster	NO _____	YES _____X_____
Vice-Mayor Doug Colonell	NO _____	YES _____X_____
Commissioner Tom Harding	NO _____X_____	YES _____
Commissioner Tom DiFransico	NO _____	YES _____X_____
Commissioner Kirk Diehl	NO _____	YES _____X_____

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

DULY PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF KEY COLONY BEACH, FLORIDA, this 18th day of September, 2025.



Silvia Roussin, City Clerk

Freddie Foster, Mayor

Approved as to form and legal sufficiency:

Dirk M. Smits, Esq. B.C.S., City Attorney

The Recreational Area Project Proposal form must be completed for any changes and/or improvements to the Key Colony Beach Recreational Area. This also includes changes to sports and activities areas. The form is submitted to the City Clerk either through email or in written form. The City Clerk will then forward the proposal to the Recreation committee with a copy to the city commissioners.

The only exception is if a proposal request would prompt a change to any contractual agreement with the City.

RECREATION AREA PROJECT

PROJECT PROPOSAL

PROJECT SUBMISSION DATE

PROPOSED BY

CONTACT INFORMATION

Email, Phone #, Address

PROJECT DESCRIPTION

PROJECT OBJECTIVE

ESTIMATED COST

GRANT ELIGIBLE yes no maybe

FOR OFFICE USE ONLY

REVIEW AND/OR APPROVAL AS APPLICABLE

BUILDING DEPARTMENT

PUBLICWORKS DEPARTMENT

BEAUTIFICATION COMMITTEE

RECREATION AREA COMMITTEE

Protocol for Requests for New Recreation-related Projects

The Recreation Committee of Key Colony Beach is dedicated to reviewing all requests for new projects/ideas to improve the quality and variety of recreation opportunities for the homeowners and guests residing and visiting the City of Key Colony Beach. The Recreation Committee attempts to prioritize projects and to make sure that no new project will negatively impact the current facilities. The following steps will be followed for each request.

1. An individual or entity fills out the attached form and attaches any related information and diagrams that will be helpful to those evaluating the request.
2. The form is submitted to the City Clerk's office for distribution to the Recreation Committee. Email to cityclerk@keycolonybeach.net with the subject heading of "Recreation Committee"
3. The Recreation Committee reviews the request and votes whether to recommend the project to the Key Colony Beach Commissioners. The person or entity making the request may ask to be put on the Recreation Committee agenda. At the meeting a representative may give additional information about the project.
4. The Key Colony Beach Commissioners receive the recommendation from the Recreation Committee and vote on whether to pursue the request through grants, city funds or other sources.

Request for New Recreation-related Project

Name of person or entity making request _____

Contact information

Email _____

Phone _____

Permanent address _____

Description of project (include any diagrams, drawings, photos or other explanatory materials.)

Statement of benefit to the City of Key Colony Beach

Estimated cost of project _____

Silvia Roussin

From: Aleta Williamson <adwmsn@ottcmail.com>
Sent: Wednesday, October 15, 2025 4:13 PM
To: Silvia Roussin
Subject: Recreation Committee protocol suggestions

Hi Silvia,

Please forward this to the Recreation Committee. Thank you.

In response to Chair Catto's request for suggestions;

The Recreation Area Committee is tasked with recommending to city commissioners:

1. future improvements to the golf course and attendant buildings
2. Area reserved for recreational uses and activities to be conducted thereon
3. Area reserved for municipal uses, and facilities to be developed thereon

Protocol: Under the "I Want To" option of the KCB homepage add "Parks and Recreation"

If an individual wants to propose improvement to a park/recreation area they should specifically detail their request; why it is being requested, who will be impacted, etc. To be considered there should be a name, address, phone number and email address provided. Further, their presence at a Recreation Committee meeting should be required.

Deficiencies and maintenance issues could be addressed here as well (upgraded equipment, upgraded surfaces, availability of shade, etc.) as it would require funding/budgeting.

Beautification could also be made aware of any needed improvements or upgrades the same way.

It would be helpful to direct users to the upcoming meeting section so date/time of Rec Committee meetings can be noted by user so request can be added to agenda.

The request would go to the Rec Committee for review. Recommendation could be made to City Commission based on approval by Rec Committee. If not approved, justification would be provided by Rec Committee.

I'm not sure I'm headed in the right direction with this. I am interested in what the rest of the committee has come up with.

Thank you.
 Aleta

Aleta Williamson
 PO Box 510261
 340 12th Street
 Key Colony Beach, FL 33051
 315-576-0582
 adwmsn@ottcmail.com