

**MINUTES**  
**City of Key Colony Beach**  
**Recreation Committee**

Thursday, December 4th, 2025 – 9:30 AM  
**Marble Hall, 600 W. Ocean Drive & Via Zoom Conferencing**

- 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, Vice-Chair Tom Alferes, Aleta Williamson, Frank Tremblay, Judy Burgett (via Zoom). **Also present:** Mayor Freddie Foster, Vice-Mayor Doug Colonell, City Administrator John Bartus, Administrative Assistant Par Darnall, City Clerk Silvia Roussin.

**Public Attendance:** 2

- 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 following agenda changes:

- **Under Item 4. Citizen comments & Correspondence**  
Mary McFadden wrote with a suggestion for establishing a fund for the 250<sup>th</sup> Celebration of Independence Day on July 4<sup>th</sup>, 2026
- **Under Item 6 for Requests for New Recreation-Related Projects**  
6b. Request for Shuffleboard Improvements  
6c. Request for Fitness Equipment

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

**MOTION:** Motion made by Aleta Williamson to approve. Tom Alferes seconded the motion.

**DISCUSSION:** None.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

- 3. APPROVAL OF MINUTES**

- November 6<sup>th</sup>, 2025

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

**MOTION:** Motion made by Aleta Williamson to approve. Tom Alferes seconded the motion.

**DISCUSSION:** None.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

- 4. CITIZEN COMMENTS & CORRESPONDENCE**

City Clerk Roussin referenced the earlier correspondence from Ms. Mary McFadden.

Beautification Committee Chair Sandy Bachman invited the Recreation Committee members to participate in the annual Hot-Dog-in-the-Hut event to raise funds for landscaping around

the tennis and basketball courts. Sandy Bachman also mentioned the note from Mary McFadden and suggested a joint effort in planning the event.

There was no further citizen comment.

**5. CHAIR REPORT:** Chair Catto followed up on Sandy Bachman's comments and confirmed the Recreation Committee's commitment to working with the Beautification Committee on the upcoming Hot Dogs in the Hut event. Chair Catto also suggested assisting with next year's Christmas decorating efforts in the city. Cindy Catto further discussed the recently approved protocol request form, which has already generated interest and will be discussed next.

**6. REQUEST(S) FOR NEW RECREATION-RELATED PROJECT**

a. Wi-Fi Camera overlooking Sunset Park – Chair Catto inquired about the cost of installing Wi-Fi and a camera at Sunset Park. City Clerk Roussin confirmed to have contacted IT for a quote on costs. Frank Tremblay highlighted the importance of understanding expenses before making a purchase decision. Judy Burgett raised concerns about potential privacy issues prior to installing a camera. Mayor Foster stated he is waiting for a quote for Wi-Fi installation. David Evangelista agreed with Judy Burgett's privacy concerns and proposed postponing the discussion until Wi-Fi is available at the park. Mayor Foster added that proper signage would be necessary if a camera were installed in a public space and that there is a responsibility to assist if a crime occurs. David Evangelista advised caution regarding residents' wishes and suggested delaying the matter for now. The Committee agreed, and City Clerk Roussin confirmed that the proposed project would remain on the list.

b. Request for Shuffleboard improvements **\*\*Agenda Additions\*\***

Chair Catto introduced the request, and Mayor Foster confirmed the ability to approve the request with an amount not to exceed \$300.00. Frank Tremblay commented on the Public Works Department being involved in past court improvements and suggested Mike Guarino's attendance at Recreation Committee meetings to help answer questions and coordinate recreation matters. Sandy Bachman suggested approving the expenditure for the project and coordinating with Public Works Department Head Mike Guarino on the details afterward.

**MOTION:** Motion made by Aleta Williamson to approve up to \$300 for suggested improvements to the shuffleboard courts, contingent upon review and approval by Public Works Department Mike Guarino. Tom Alferes seconded the motion.

**DISCUSSION:** None.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

Mayor Foster approved the expenditure.

c. Request for Fitness equipment **\*\*Agenda Addition\*\***

Chair Catto introduced the agenda item and noted that the suggestion was already on the Committee's improvement list. Aleta Williamson expressed hope for upcoming grants and the opportunity to apply again. City Administrator Bartus advised monitoring available grants and reapplying for the previous grant opportunity. Aleta Williamson suggested budgeting for the expenditure if no grants are available. The Committee agreed to table the suggestion,

understanding that future grant applications might be possible. Mayor Foster also proposed the idea of fundraising to support the project.

**7. BUDGET REPORT**

a. November 2025: Judy Burgett informed of no expenditures.

**8. GRANT UPDATES** - Chair Catto asked City Administrator Bartus for updates on grant funding from the TDC. City Administrator Bartus provided updates on approved grants for shade sails at the pickleball courts and a fishing pier at Sunset Park, noting that both projects are progressing. John Bartus informed the Committee about annual grant opportunities through the TDC. He emphasized the importance of focusing on tourist-related projects and of sharing a list of eligible categories with the Committee for TDC grants. City Administrator Bartus confirmed he is following up on potential qualifications for constructing a Golf Pavilion and Tiki Hut. Mayor Foster discussed the need for a tourism impact study to apply for TDC grants, and referencing previous discussions about there being no need for sunshades at the tennis courts. Aleta Williamson asked about grant applications for golf and pickleball under the city contract. Mayor Foster stated that the city is applying for all relevant grants and clarified the purpose and importance of a TDC study in the grant application process.

**9. COMMITTEE MEMBER REPORT**

a. Tennis - Chair Catto inquired about the status of the request for proposals to build a basketball court. City Administrator Bartus mentioned that he is collaborating with Mike Guarino on the RFP for the basketball court and expects to release the Requests for Proposals by January. Judy Burgett commented on the use of the tennis courts throughout the year and the need to complete the basketball court project. She also questioned whether it was necessary to seek a grant and to finish the perimeter of the basketball area. City Clerk Roussin reminded everyone of the topics scheduled for discussion under the Discussion Items. Judy Burgett agreed to hold her comments. Aleta Williamson mentioned the need for repairs to the net posts, with Mayor Foster confirming that upcoming repairs will be covered under warranty.

Chair Catto reported Barbara Tatarchuk's comments about missing information in the Beeline article and informed that the tennis courts are always open at no charge, although most players are not expected to arrive until January when the official round-robin play begins.

b. Golf - Chair Catto provided an update on current league play and mentioned that the greens are looking great after being seeded and sanded. Frank Tremblay added additional comments about open play on Tuesdays and Fridays.

c. Bocce, Horseshoe, and Shuffleboard – Frank Tremblay had no updates and reported the season is expected to start in January. Cindy Catto commented on the condition of the horseshoe playing court, which the Committee agreed is fine for now. Vice-Mayor Colonell questioned the placement of grass around the ninth green. Chair Catto explained that the grass is kept for safekeeping for the detention pond. The Committee discussed alternative locations, with Sandy Bachman confirming she would talk to Daryl Rice about where he wants the grass placed.

- d. Pickleball – Chair Catto informed of an update on Pickleball having been provided in the Beeline, but no representative from the sport was present at the meeting.
- e. Basketball – No additional report.

## **10. COMMITTEE MEMBER ITEMS FOR DISCUSSION & RECOMMENDATION OF APPROVAL**

- a. Continued Review of the Committee Priority Improvement List

Chair Catto informed to add the Shuffleboard Improvement Project to the list as completed. Chair Catto further reviewed the list of improvements, noting that the basketball court is going out to bid in January, and that ADA compliance is needed in recreational areas, including 1st Street Park parking, restrooms, and handicap parking. Mayor Foster confirmed that the facilities are ADA-compliant and will review current parking options. The Committee discussed city-owned property, rights-of-way, and previous discussions about ADA compliance for the parking lot and 1<sup>st</sup> Street Park. Chair Catto recommended forming a committee to generate ideas for the construction and design of the proposed Golf Course Pavilion.

Chair Catto asked if the 250<sup>th</sup> Celebration of Independence Day should be added to the list. After a brief discussion, Chair Catto asked for a motion to add the event to the list.

**MOTION:** Motion made Aleta Williamson to add the event to the list. Frank Tremblay seconded the motion.

**DISCUSSION:** None.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

- b. Discussion/Review of the Basketball Court Location

Chair Catto asked David Evangelista to speak on the agenda item. David Evangelista addressed confusion about the location of the basketball court and provided a sketch to the Committee to clarify its position, based on the study conducted the previous year. He also discussed the incorrect placement of the temporary backboard and having physically staked the proposed basketball location to mark the outline. The Committee had no questions regarding his report.

- c. Discussion of the need for a separate multi-use Space

David Evangelista discussed the removal of the basketball court on 7th Street, noting it was used for various activities. David Evangelista recalled it as a multi-use facility and suggested considering a new area. Aleta Williamson agreed with the previous multi-use of the court and proposed that the new court serve multiple purposes. The Committee discussed options for additional uses, the possibility of enlarging the basketball court, and reusing existing exercise station pads to save green space. Mayor Foster noted that the area around the detention pond will be added with pervious pavers, which can also support more weight. Frank Tremblay supported the multi-use space concept but questioned the need for expansion. The Committee continued discussion on the basketball court being a multi-use space, the need for an additional free-standing space or an addition to the current basketball court, and gave consensus to stay with the original basketball court recommendation.

**d. Establishment of Tennis Court Play Schedules for Multi-Use**

The Committee discussed the possibility of establishing a schedule that prioritizes different skill levels of tennis play and posting the appropriate signage at the courts.

**MOTION:** Motion made by Frank Tremblay to provide signage explaining the organized times for tennis. Aleta Williamson seconded the motion.

**DISCUSSION:** The Committee discussed wording for signage and agreed to approve the new signage, with the exact wording to be confirmed with Public Works Department Head Guarino, as well as removing the personal phone numbers of Committee members.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

Chair Catto asked for a motion to approve a not-to-exceed amount for the purchase of the signage.

**MOTION:** Motion made by Aleta Williamson to allocate no more than \$150.00 for the purchase of the new signage for the tennis court. Chair Catto seconded the motion.

**DISCUSSION:** None.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

**e. Discussion on a Golf Course Pavilion \*\*Addendum\*\***

Chair Catto reported that the architect for City Hall offered assistance with designing a Golf Course Pavilion, but suggested first discussing needs and gathering input from residents about what they want. The Committee agreed to hold a workshop for public input and then conduct a regular meeting afterward.

**11. ANY OTHER BUSINESS:** City Clerk Roussin asked Chair Catto to address current resignations from the Committee and the need for both alternate members to step up to full members. Frank Tremblay and David Evangelista both confirmed their intent. Chair Catto mentioned that they are now looking for two new alternate members.

**12. NEXT MEETING:** The Committee scheduled the Workshop for January 8th, followed by a regular Committee meeting on January 15th, depending on the move of the Commission meeting. City Clerk Roussin confirmed the ability to hold the workshop via Zoom as well as in person.

**13. ADJOURNMENT:** The meeting adjourned at 11:12 AM.

Respectfully submitted,

*Silvia Roussin*

City Clerk

**ADOPTED: January 15, 2026**

***Silvia Roussin***

***City Clerk***