

**MINUTES**  
**KEY COLONY BEACH CITY COMMISSION**  
**ORGANIZATIONAL MEETING**

Thursday, December 18, 2025 – 9:30 am  
Marble Hall, 600 W. Ocean Drive, Key Colony Beach  
& via Zoom Conferencing

**1. Call to Order, Pledge of Allegiance, Prayer, Rollcall** (The City Attorney will act as Parliamentarian until the Mayor has been elected)

City Attorney Jim Hicks called the Key Colony Beach Organizational Meeting to order at 9:30 AM, followed by the Pledge of Allegiance, Prayer, and Rollcall. **Present:** Commissioner Freddie Foster, Commissioner Doug Colonell, Commissioner Tom Harding, Commissioner Tom DiFransico, Commissioner Kirk Diehl. **Also present:** City Attorneys Jim Hicks and Scott Black, City Administrator John Bartus, Building Official Tony Loreno, Public Works Department Head Mike Guarino, Chief of Police Kris DiGiovanni, Marathon Fire Chief James Muro, Administrative Assistant Par Darnall, City Clerk Silvia Roussin.

**2. Call for Nominations for the Office of Mayor and Election to That Office** (Election Procedure: Person(s) is/are nominated, and the nomination does not require a second. Votes are cast for each nominee. The mayor is elected by majority vote. A single nominee is elected by acclamation. Following the Election of the Mayor, the Mayor then chairs the meeting)

**NOMINATION:** Commissioner Doug Colonell nominated Commissioner Freddie Foster for the position of Mayor.

**ANY OTHER NOMINATIONS:** There were no other nominations.

**ROLLCALL VOTE:** Rollcall vote. Unanimous approval.

Commissioner Foster was reelected Mayor and proceeded to chair the meeting.

**3. Call for Nominations for the Office of Vice-Mayor and Election to That Office** (Election Procedure: Person(s) is/are nominated; the nomination does not require a second. Votes are cast for each nominee. The Vice-Mayor is elected by majority vote. A single nominee is elected by acclamation.)

Mayor Foster asked for nominations for the position of Vice-Mayor.

**NOMINATION:** Mayor Foster nominated Commissioner Colonell for the position of Vice-Mayor.

**ANY OTHER NOMINATIONS:** There were no other nominations.

**ROLLCALL VOTE:** Rollcall vote. Unanimous approval.

Commissioner Colonell was reelected to the position of Vice-Mayor.

**4. Call for Nominations for Office of Secretary-Treasurer and Election to That Office** (Election Procedure: Person(s) is/are nominated; the nomination does not require a second. Votes are cast for each nominee. A majority vote elects the Secretary-Treasurer. A single nominee is elected by acclamation.)

Mayor Foster asked for a nomination for the office of Secretary-Treasurer.

**NOMINATION:** Mayor Foster nominated Commissioner Harding for the position of Secretary-Treasurer.

**ANY OTHER NOMINATIONS:** There were no other nominations.

**ROLLCALL VOTE:** Rollcall vote. Unanimous approval.

Mayor Foster thanked the staff and all Commissioners for their work and essential input over the last year.

Mayor Foster called for a brief recess.

The meeting readjourned at 9:39 AM.

**5. Appointment by Motion to the Following Offices** (May Be Done in One Motion, Procedure – Motion, 2<sup>nd</sup>, Rollcall):

1. Chief of Police	4. City Clerk
2. City Attorney	5. City Administrator
3. City Building Official	

Mayor Foster asked for a motion to approve the appointment of the offices of the Chief of Police, City Attorney, Building Official, City Clerk, and City Administrator.

**MOTION:** Motion made by Commissioner DiFransico to approve the incumbents for reappointment. Vice-Mayor Colonell seconded the motion.

**DISCUSSION:** None.

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

**6. Appointment by Motion to Volunteer Committees & Boards** (May Be Done in One Motion, Procedure – Motion, 2<sup>nd</sup>, Rollcall):

Beautification Committee, Planning & Zoning Board, Recreation Committee, Utility Board, Disaster Preparedness Committee

Mayor Foster asked for a motion to approve the appointment of committee and board members and, as a side note, discussed the need for new volunteers on city boards.

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

**DISCUSSION:** Mayor Foster asked the Commissioners to provide guidance and support to help committee members become more structured and to offer guidance as needed.

**ON THE MOTION:** On the motion. Rollcall vote. Unanimous approval.

**7. Designation of Signers for Bank Accounts and City Investments** (Procedure - Motion, 2nd, Rollcall): Mayor, Vice-Mayor, City Secretary-Treasurer, City Clerk - Two Signatures Needed for Transactions. One Signature May Be City Clerk; One Signature May Be Any Other Designated Signer.

Mayor Foster asked for a motion to approve.

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

**DISCUSSION:** None.

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

**8. Designation of Signer for the Safe Deposit Box** (Procedure - Motion, 2nd, Rollcall): The City Clerk shall be the Signer for the Safe Deposit Box; the Mayor, Vice-Mayor, or Secretary-Treasurer shall be the alternate Signer.

Mayor Foster asked for a motion to approve.

**MOTION:** Motion made by Commissioner Harding to approve. Commissioner Diehl seconded the motion.

**DISCUSSION:** None.

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

9. **Adjournment:** The meeting adjourned at 9:43 AM.

Respectfully submitted,

*Silvia Roussin*

City Clerk

**ADOPTED: January 22, 2026**

*Silvia Roussin*

*City Clerk*