

**Minutes**  
**KEYSTONE HEIGHTS SPECIAL CITY COUNCIL**  
**Monday, July 21, 2008 – 6:30 pm**

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Invocation by Councilman Lyndel Hale.

**ROLL CALL – Mayor Mary Lou Hildreth, Vice Mayor Tony Brown, Councilman Bruce Harvin, Councilman Don Johnson, Councilman Lyndel Hale, City Attorney Rob Bradley, City Manager Ken Venables and City Clerk Karen Nelson.**

**Public Comment from visitors, City and Non-city – None**

**Awards and recognition: Proclamation for Intern student Amanda Sayles** – Mayor Hildreth presented and read the proclamation announcing July 21, 2008 as Amanda Sayles Day. Ms. Sayles was the Mayor's summer intern and a graduate from Appalachian State University.

**Garden Club of the Lakes - Certificate of Appreciation** – Mayor Hildreth read a letter from Jackie Host, President of the Garden Club. Ms. Host presented the Certificate to Public Works Supervisor Lee Edgy.

1. **PUBLIC HEARINGS: Final reading Ord. 2008-471 Waste User Fees - Councilman Johnson moved to read by title only. Seconded by Vice Mayor Brown. Voice vote. Passed unanimously.** City Attorney read ordinance 2008-471 by title: **AN ORDINANCE AMENDING SECTION 50.27 OF THE CODE OF ORDINANCES FOR THE CITY OF KEYSTONE HEIGHTS WHICH SETS FORTH THE BASIC FORMULA FOR CALCULATING SOLID WASTE USER FEES; REPEALING SECTION 50.28 OF THE CODE OF ORDINANCES; PROVIDING FOR CONFLICT WITH OTHER ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING AN IMMEDIATE EFFECTIVE DATE.** Open for public comment. No comment was received. Close to public comment. Open for council comment. No comment was received. Close for Council comment. **Councilman Johnson moved to adopt final reading of Ordinance 2008-471. Seconded by Vice Mayor Brown. Voice vote. Passed unanimously.**

**Final reading Ord. 2008-473 amending Personnel Manual Vice Mayor Brown moved to read by title only. Seconded by Councilman Harvin. Voice vote. Passed unanimously.** City Attorney read ordinance 2008-473 by title: **Voice vote. Passed unanimously. AN ORDINANCE AMENDING THE PERSONNEL MANUAL OF THE CITY OF KEYSTONE HEIGHTS; DELETING THAT PORTION OF SECTION 2.01(B) WHICH STATES THAT AN AIRPARK EMPLOYEE WORKING LESS THAN 24 HOURS PER WEEK SHALL NOT BE ELIGIBLE FOR CITY FRINGE BENEFITS; PROVIDING FOR CONFLICT WITH OTHER ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING AN IMMEDIATE EFFECTIVE DATE.** Open for public comment. No comment was received. Close to public comment. Open for council comment. No comment was received. Close for Council comment. **Vice Mayor Brown moved to adopt final reading of Ordinance 2008-473. Seconded by Councilman Johnson. Voice vote. Passed unanimously.**

**First reading Ord. 2008-472 amending sect. 130.03 alcohol use Councilman Johnson moved to read by title only Ordinance 2008-472. Seconded by Mayor Hildreth. Voice vote. 4-1 Hale opposed.** City Attorney read by title. **AN ORDINANCE AMENDING SECTION 130.03 OF THE CODE OF ORDINANCES OF THE CITY OF KEYSTONE HEIGHTS; EXEMPTING CERTAIN AIRPARK PROPERTY FROM THE REGULATIONS CONCERNING THE CONSUMPTION OF ALCOHOLIC BEVERAGES ON CITY PROPERTY; PROVIDING FOR CONFLICT WITH OTHER ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING AN IMMEDIATE EFFECTIVE DATE.** Mayor Hildreth

Open to public comment. Ivor Wigham (Airport tenant) stated he supports this ordinance for the long term tenants at the airport. Robert Oehl – (Airport tenant) Wings to Dreams - concurs with Ivor Wigham for controlled events and under the supervision of the KAA. Gavin Rollins asked if this ordinance is restricted to only the KAA property or any property owned by the city. Mayor Hildreth stated the ordinance restricts the use of alcohol for only long term tenants (business owners) at the airport. Councilman Hale asked why do we want to give control away to KAA? Councilman Johnson said he wants the KAA to treat every group equally. Mayor Hildreth stated the Airport is operated separately from the city. Mayor Hildreth moved to close the public hearing to the public. Open public hearing to council for discussion. Councilman Johnson requested a special meeting to discuss this ordinance before the final reading. Memo attached from KAA member Karen Lake regarding this topic. Mayor Hildreth recommended a special meeting between now and August 18 or another date with the city council and the KAA. (Councilman Hale, Councilman Harvin and the City Attorney stated they are scheduled for vacation during the month of August.) City Clerk to schedule special meeting with council and KAA, to allow the KAA to present policy and procedures to support the ordinance.

## Minutes – City of Keystone Heights

July 21, 2008

Page 2 of 5

### 2. CONSENT AGENDA – Discussion/Vote

A. Approval of City Council minutes – June 23, 2008, B & F June 11, 2008, Environmental June 13, 2008 – **Mayor Hildreth pulled the minutes for the B & F Committee meeting of June 11 and the City Council meeting of June 23 for corrections. Councilman Harvin moved the balance of the consent agenda. Seconded by Councilman Hale. Voice vote. Passed unanimously.**

B. Approval of accounts payable

### 3. Mayor's report

#### MAYOR'S REPORT, JUNE 23, 2008

##### **ANNETTE RICKS**

The Mayor announced that Ms. Annette Ricks has been conferred the title of Certified Municipal Clerk by the International Institute of Municipal Clerks. She congratulated her on behalf of council and acknowledged the hard work at obtaining the certification and appreciation for her dedication to furthering her knowledge and education for the benefit of the City.

##### **OUR COUNTRY DAY**

Our Country Day 4<sup>th</sup> of July celebration was a great success – especially coupled with the 150<sup>th</sup> birthday celebration. The street dance had record crowds and the parade route was standing room only. Thanks to the dedicated volunteers of OCD who work endless hours to make this event happen every year. Thanks to the sponsors without whom we could not put on the celebration. Thanks also to LaDonna and Steve Hart and Jackie Host for their dedication to the 150<sup>th</sup> birthday events.

##### **FIRE TRUCK**

The Mayor was contacted by the Vice Mayor of Hallandale Beach, Bill Julian, who advised that he finally had some good news. It appears he has a fire truck on reserve to donate to our VFD. It is a Pierce Arrow 1988- 2-Vane Single Stage pumper truck. It pumps 1,500 GPM, and is powered by a Cummings Diesel. It is fully functioning and has low mileage. Jeff Marwick, KHVFD Fire Chief advised they voted to accept the truck and felt that it would be a great asset to their department and, in turn, to our community. It will take about 5 or 6 month's for the City of Hallandale Beach to receive their new truck. In the meantime Vice Mayor Julian had turned over Chief Marwick's list of additional items to their City Manager to see if they have any additional equipment we may need.

##### **DEPT. OF FORESTRY GRANT**

1. An approximate \$3700 additional match will be requested instead of \$4500 as the match can only be related to tree plantings – not the cost of the restoration of the monument and landscaping.
2. Mark Kuhn, FDOT Assistant Maintenance Engineer, was kind enough to travel to KH to assist the city with expediting the permit process required by the DOF. He also was additionally helpful by supplying a letter of support that will hopefully be sufficient for DOF to approve this project so we can move forward without having to wait for the permit process. Therefore the grant addendum will be submitted this week.
3. In addition to the above, Mr. Kuhn advised the Mayor of additional funding opportunities from FDOT and she is currently in the process of following up on that. Apparently there is a mitigation fund that is fed by the replacement values of trees removed from FDOT right of ways. In addition to the potential to fully fund the completion of the downtown plantings, we may also realize additional beneficial improvements along SR100 and SR21.

##### **RAILS TO TRAILS**

Ribbon cutting scheduled for August 2<sup>nd</sup> has been postponed due to the contractor not being completed before mid-August (in regards to the wood fencing). It has now been rescheduled to Friday, September 12<sup>th</sup> at 10:00 a.m. at Twin Lakes Park.

##### **FLORIDA IN THE SUNSHINE FOR ALL**

The Mayor will be copying the council on the push from the Florida League of Cities and the Florida Association of Counties towards getting a constitutional amendment on the ballot that demands the State Legislature submit to the same Sunshine Law rules that local government is required to follow.

**Minutes – City of Keystone Heights**  
**July 21, 2008**  
**Page 3 of 5**

**MANAGER REVIEW FORM**

The Mayor distributed the City Manager review form that Ms. Nelson developed and requested it be returned by Wednesday afternoon – Thursday morning at the latest.

**SENATOR LYNN**

The Mayor reported that she and her intern, Amanda Sayles, recently had the pleasure of meeting with the Senator and her staff in Palatka.

**Reminder: KHVFD BRUSH TRUCK DEDICATION at 7:00 tomorrow evening.**

**4. OLD BUSINESS – Status Reports**

A. **Unsafe downtown building** - City Manager reported Mr. Camplesi continues to secure financing and preparing to submit building permits. Mayor Hildreth requested this item remain on the agenda as old business.

B. **School Board/ City Interlocal Agreement** - Mayor Hildreth reported this item is rescheduled for a special meeting on August 7 at 6:30pm.

C. **Public Works Building – Plans cost** - City Manager stated Volkert submitted a proposal of \$4000.00 to reengineer the public works facility. City Manager requested the council approve moving forward on the completion of the PWF. Mayor Hildreth requested this item be tabled until actual cost to complete the project have been received. **Place on the next agenda.**

D. **Waste Management Service** - City Manager reported meeting with the Putman Tax collector and will submit proposal for services at .75 for each waste bill. Mayor Hildreth asked about the county placing the charges on the county tax bill. City Manager reported the county will not allow this without the city switching to their waste hauler. City Attorney reported waste service is a two part issue: 1. Land fill charge of \$84.00 and 2. Residents pay an additional fee for garbage service. City Manager to find out staff hours saved by outsourcing this service. Mayor Hildreth stated now is the time to look at placing the garbage charges on the county property tax bill. City Manager will continue to get information on Waste Management services including placing the service on the County tax bill.

E. **Traffic Calming Policy** – Mayor Hildreth said Amanda Sayles emailed documents to the City Manager today. Place item on agenda for an update.

F. **Skateboard pad liability insurance** - City Manager reported Scott Roberts is preparing a proposal for city insurance without workers compensation and a policy that includes an unsupervised skateboard pad. Councilman Hale stated with the current budget and the roads that need to be paved the skate board pad doesn't rank as a priority. Place item on next agenda for an update.

**G Resolution 2008-16 Safe Routes to School grants - Vice Mayor Brown moved to approve Resolution 2008-16. Seconded by Councilman Hale. Voice vote. Passed unanimously.**

H. **Affordable Technology for Small Governments** - City Manager stated there is no report. Mayor Hildreth to forward a prior email to City Manager for follow up. Place item on next agenda for update.

I. **Update on Waste Management delinquent accts – Collection Agency** – City Manager reported that June Kraus has contacted several collection agencies and no one would take the accounts. City Attorney recommended collecting a deposit for new customers. Councilman Johnson would like to do everything we can to collect past due fees without costing the city. City Manager to work with the City Attorney on creating a policy to collection delinquent waste accounts.

J. **Cemetery mausoleum** - Vice Mayor Brown met with Jones Funeral Home and was enlightened about management of mausoleums. Also received financing proposals from two banks. Mayor Hildreth requested in the business plan to include an outside source to manager the mausoleum. Vice Mayor Brown to have a business plan at the next meeting.

**Minutes – City of Keystone Heights**

**July 21, 2008**

**Page 4 of 5**

**5. COMMITTEE REPORTS**

A. **Environmental and Lakes** - Councilman Hale stated he appreciates the time the City Manager has spent on contacting local representatives to attend the last Environmental meeting on July 14. SJRWMD is now on the record stating that specifically JEA withdrawals have had an impact on water levels and rainfall is not the only concern. Appreciates all who attended the meeting on July 14. Mayor Hildreth asked about the Environmental Committee recommendation to the city council concerning irrigation policy. Councilman Hale recommends the code enforcement officer working on the weekends to police the irrigation rules and stated he will address the issue at the next environmental Committee meeting. **Mayor Hildreth requested this item be placed on the next environmental meeting agenda.**

**6. NEW BUSINESS**

A. **City Millage** - Mayor Hildreth tabled until the next city council. City Manager reported at this time is not anticipating an increase for the 08-09 budget year.

B. **City 4-10 hours work day** - City Manager reported Green Cove Springs is trying out the 4-10 hour work day. City Manager reported all staff was open to the idea of saving personal fuel. Mayor Hildreth stated her husband did not like the 4-10 hour work day but realizes there are pro and cons to the 4-10 hour day. Mayor Hildreth recommends waiting for results from GCS and from other local or state offices. Councilman Harvin is after saving the city funds. City Manager has no recommendation at this time. Vice Mayor Brown said when it was first brought up he was against it; employees make a choice where they live. Vice Mayor Brown stated customer service will be affected and is against it for now. Need some figures of saving. Councilman Johnson stated reports show productivity goes down with 10 hour days.

C. **Nature Park Gazebo rental policy** - Mayor Hildreth – direct city manager to create a policy for reserving the Nature Park Gazebo.

D. **Consider new copier service contract** - City Manager reported Zeno's contacted the city to provide copier service. Ms. Ricks compared the current policy with Zeno's see attached report for the record. Proposed contract is \$100 a month; currently paying \$173 a month plus toner. Mayor Hildreth questioned getting quotes from other companies. Councilman Johnson reported in less than two years older copiers will not be covered by any service contract. Councilman Johnson said this is a good contract but would like quotes from state contracts. **Council agreed the City Manager is authorized to sign the Zeno contract after comparing it to state contracts and finding it the best choice for the city. 1:22**

E. **Keystone Airport Zoning & Development Issues, Michael W. Woodward** - City Manager – reported a letter is attached for the record. Michael Woodward, 501 Atlantic Avenue, Interlachen, Florida; Representing Attorney for Mr. & Mrs. Piper who are concerned with rezoning issues and the Interlocal Agreement with Bradford County. City Attorney stated he is currently working on an Interlocal Agreement with Bradford County and it is at the council's pleasure to hear Mr. Woodward tonight. Mr. Woodward presented the council with the attached handout for the record. **1:30** Cassette Tape 2

F. **Airport issues** - Councilman Johnson  
Bob Canady – gave a project status report: 10 unit t-hangar and commercial road with four gopher tortoise that need to be relocated to Gainesville. Mayor Hildreth mentioned a Gopher tortoise relocation program.

**Bob Canady submitted his resignation** letter to the city council. The resignation letter is attached to the minutes and becomes part of the city records.

**Mayor Hildreth passed the gavel to the Vice Mayor. Vice Mayor Brown called for a five minute recess. Vice Mayor Brown reconvened the city council meeting.**

Mayor Hildreth stated she personally does not accept Mr. Canady resignation. Mayor Hildreth stated Mr. Canady has made a great contribution to the airpark from day one. Councilman Hale expressed concern with the makeup of the current KAA board. Councilman Harvin stated he does not know what one has to do with the other. **Table resignation until the next meeting.**

**Minutes – City of Keystone Heights**  
**July 21, 2008**  
**Page 5 of 5**

**7. City Manager and City Attorney Reports and/or other Correspondence.**

A. City Attorney Rob Bradley report - reported the Sunshine workshop today was well attended and went very well.

B. **City Manager report – no report.** Mayor Hildreth asked about the internet service. City Manager reported Ms. Ricks is working on this comparison of service providers.

Councilman Johnson requested the Union Contract one month before the contract is on the agenda. Councilman Hale requested access to the union negotiations sessions. City Attorney reported the city manager and he have negotiation a Union Contract and when presented to the council the contract can be accepted or rejected. City Attorney stated the city has a city manager form of government and this is the role of the City Manager. Councilman Hale disagrees with Rob Bradley and feels the city council should have been involved in the negotiations session. Councilman Johnson agrees with Councilman Hale and definitely wants to read it before it is placed on the agenda. Councilman Johnson requests a copy of the union contract before the City Manager evaluation on July 25. City Attorney stated the contract is public record and is available now.

C. City Clerk – request for Special Meeting August 7, 2008

D. June financial reports

**8. Council general announcements/discussions**

KAA minutes for June 18, 2008

Councilman Hale requested on the next agenda to allow KAA tenants to be appointed to the KAA.

City Attorney said he has received a letter from Ivor Wigham requesting continued consideration to be appointment to the KAA. City Attorney Rob Bradley stated he will address the letter but the law is what it is. Ivor Wigham request to be placed on the next city council agenda. Mayor Hildreth recommended Mr. Wigham 's attorney contact the city attorney with valid reasons for allowing tenants to be appointed to the KAA before placing this item back on the agenda.

Meeting adjourned at 8:50pm

\_\_\_\_\_  
Mayor Mary Lou Hildreth

Attest: \_\_\_\_\_  
City Clerk, Karen Nelson