

Minutes of the Keystone Heights City Council for August 18, 2008 – 6:30 pm held at City Hall.

Invocation by Pastor James Peoples, Trinity Baptist Church

ROLL CALL - City Clerk : Mayor Mary Lou Hildreth, Councilman Bruce Harvin, Councilman Don Johnson, City Manager Ken Venables, City Clerk Karen Nelson and City Attorney Rob Bradley. Absent : Vice Mayor Brown had a prior family commitment and Councilman Hale was on vacation.

Mayor Hildreth opened a meeting of the Community Redevelopment Agency. Community Redevelopment Advisory Board Chair Kathie Pater announced the Sylvan Way Improvement bids were opened on August 11, 2008. See attached bid results sheet. After review by the city engineer the CRAB recommends awarding the bid to Jax Utilities Management Corp. in the amount of \$54,558.25. The other bidder was John Hipp Construction for \$56,048.42. **Councilman Harvin Johnson moved to award the Sylvan Way project to Jax Utility Management Corp. in the amount of \$54,558.25. Seconded by Councilman Johnson. Voice vote. Passed unanimously.**

Chair Pater presented the 2008/2009 Budget Projections – see attached. The budget does not reflect the carry over funds of \$80,000. Chair Pater will forward the proposed budget to the City Manager. CRA meeting ended at 6:45 p.m.

Comment from visitors, City and Non-city - John Ward, City Emergency Planner provided an update on Tropical Storm Faye. Update web site call with Hurricane information.

Awards and recognition: None

1. PUBLIC HEARINGS:

Final reading Ordinance 2008-474 Amending Comp Plan – Councilman Harvin moved to read Ordinance 2008-474 by title only. Seconded by Councilman Johnson. Voice vote. Passed unanimously. City Attorney read by title: AN ORDINANCE OF THE CITY OF KEYSTONE HEIGHTS AMENDING THE 2001 COMPREHENSIVE PLAN INITIALLY ADOPTED PURSUANT TO THE REQUIREMENTS OF SECTION 163.3814, FLORIDA STATUTES, AS SUBSEQUENTLY AMENDED, TO ADD THE PUBLIC SCHOOL FACILITIES ELEMENT CONSISTENT WITH THE REQUIREMENTS OF SECTIONS 163 AND 1013, FLORIDA STATUTES; TO AMEND THE INTERGOVERNMENTAL COORDINATION ELEMENT TO INCLUDE COORDINATED PROCEDURES FOR IMPLEMENTING SCHOOL CONCURRENCY; TO AMEND THE CAPITAL IMPROVEMENTS ELEMENT TO ESTABLISH LEVEL OF SERVICE STANDARDS FOR SCHOOL FACILITIES, PROVIDE FOR ANNUAL UPDATE OF THE FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS INCLUDING THE SCHOOL DISTRICT OF CLAY COUNTY'S FINANCIALLY FEASIBLE FIVE YEAR EDUCATION FACILITIES PLAN, ADDING WATER SUPPLY TO THE LIST OF FACILITIES SUBJECT TO CONCURRENCY REVIEW; ESTABLISH LEVEL OF SERVICE STANDARDS FOR SCHOOL FACILITIES, PROVIDE STANDARDS FOR A CONCURRENCY MANAGEMENT SYSTEM FOR ALL FACILITIES FOR WHICH A LEVEL OF SERVICE STANDARD IS ESTABLISHED AND PROVIDE FOR AN ANNUAL MONITORING SYSTEM OF AVAILABLE CAPACITY; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE. Mayor Hildreth opened the public hearing to the public. No one chose to comment. Mayor Hildreth closed the public hearing. Mayor Hildreth opened the public hearing to the city council. No one chose to comment. Mayor Hildreth closed the public hearing to the city council. **Councilman Harvin moved to adopt Ordinance 2008-474. Seconded by Councilman Johnson. Voice vote. Passed unanimously**

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Final reading:

Ordinance 2008-475 - Future Land Use Map Amendment. 08-1 Amendment of 38.87 acres to Residential Land Use. Councilman Harvin moved to read Ordinance 2008-475 by title only. Seconded by Councilman Johnson. Voice vote. Passed unanimously. City Attorney read by title: AN ORDINANCE OF THE CITY OF KEYSTONE HEIGHTS, FLORIDA, AMENDING THE CITY OF KEYSTONE HEIGHTS' COMPREHENSIVE PLAN INITIALLY ADOPTED PURSUANT TO THE REQUIREMENTS OF SECTION 163.3814, FLORIDA STATUTES, TO AMEND THE FUTURE LAND USE MAP TO CHANGE THE FUTURE LAND USE DESIGNATION FOR 38.87 ACRES WITHIN THE CITY FROM THE INDUSTRIAL, COMMERCIAL AND RURAL FRINGE (COUNTY) LAND USE CATEGORIES TO THE RESIDENTIAL LAND USE CATEGORY; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE. Mayor Hildreth opened the public hearing to the public. No one chose to comment. Mayor Hildreth closed the public hearing. Mayor Hildreth opened the public hearing to the city council. No one chose to comment. Mayor Hildreth closed the public hearing to the city council. **Councilman Harvin moved to adopt Ordinance 2008-475. Seconded by Councilman Johnson. Voice vote. Passed unanimously**

Final reading:

Ordinance 2008-476 Rezoning atlas amendment - Changing 38.87 acres to Residential General zoning, Applicant: Retirement Concepts. Councilman Harvin moved to read Ordinance 2008-476 by title only. Seconded by Councilman Johnson. Voice vote. Passed unanimously. City Attorney read by title: AN ORDINANCE ZONING PROPERTY AS RESIDENTIAL GENERAL (RG); PROVIDING A LEGAL DESCRIPTION OF THE PROPERTY ZONED PURSUANT TO THIS ORDINANCE; PROVIDING AN EFFECTIVE DATE. Mayor Hildreth opened the public hearing to the public. No one chose to comment. Mayor Hildreth closed the public hearing. Mayor Hildreth opened the public hearing to the city council. No one chose to comment. Mayor Hildreth closed the public hearing to the city council. **Councilman Harvin moved to adopt Ordinance 2008-476. Seconded by Councilman Johnson. Voice vote. Passed unanimously**

2. CONSENT AGENDA

A. Approval of City Council minutes – June 23, 2008, July 21, 2008 & B & F June 11, 2008. B. Approval of accounts payable

Councilman Harvin moved to adopt the consent agenda. Seconded by Councilman Johnson. Voice vote. Passed unanimously.

3. Mayor's report- Mayor Hildreth reported:

Attendance the FI League of Cities conference last week. Made several key contacts, information is available on upcoming the ballot amendments.

Rails to Trails ribbon cutting is scheduled for Sept 12 at 10:00 am at Twin Lakes Park.

Urban Forestry Grant has been filed and received approval to move forward. He directed the City Manager to move forward with the tree inventory.

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Commission on Ethics booklet and CD's are available for all staff and Board Members. Mayor Hildreth to check on placing the CD on the City website.

4. OLD BUSINESS – Status Reports

A. Unsafe downtown building - City Manager reported Mr .Camplesi is moving forward with building renovation, arrangements have been made for a dumpster, temporary electric, but no building permit application has been submitted.

B. Public Works Building – Plans cost - City Manager - Mayor Hildreth recommends tabling this item until full council is present.

C. Waste Management fees -City Manager reported notification must be made to Clay County by Oct 15, 2008 with a City Resolution. Item should be placed on the Sept 4, 2008 agenda if this is the direction of the city council. Councilman Johnson does not recommend the waste bill be due one time a year. Councilman Harvin stated by calling the city staff, residents will get better service. Mayor Hildreth reported the B & F committee recommends raising the waste user fee in addition to the fuel charge. City Manager reported Waste Management services is taking 19 hours a week on actual billing, data entry, deposits, this time does not include customer service. Mayor Hildreth moved to place a Resolution on the Sept 4 agenda with a back up business plan breaking out the cost and why it takes 160 hours every two months to produce the waste billing. Councilman Harvin requested the report include the cost the county would charge for waste services. City Manager reported Putman County has scheduled to visit and analyze our current system, so far only verbal communication has been received from Putman County.

D. Traffic Calming Policy - City Manager reported the last page of the attached policy includes different types of traffic calming measures. Same policy as previously submitted with possible solutions. A resident spoke to the removal of the speed humps on Garden Street. Councilman Johnson said it was a mistake to place them on Garden Street. Councilman Johnson suggested the city create a schedule with the Sherriff's Office to record traffic once a week on a different street (Nightingale, Lakeview Garden Street, etc.); and how much is this device. Mayor Hildreth stated there is a better way to address this issue than this traffic calming policy. Councilman Johnson agreed. **Table item until the next meeting.** Mayor requested more alternate ideas from the City Manager. City Manager stated the city does not know if there is a problem without hearing from the citizens and recommends the city adopt a policy first.

Tape 2

E. Skateboard pad liability insurance - City Manager received information from the FL League of cities, but not what was requested. Ken Venables will review specification for all city insurance from the Fl League of Cities and publish an RFP to include skate board pad insurance.

F. Affordable Technology for Small Governments - City Manager reported today he was finally able to contact Mr. Elly Gumera, formerly with the City of Winter Garden. He advised the State of Florida is seriously considering this program and offering it to local governments. Mr. Gumera believes it will be a worthwhile program that will reduce the time needed to do financial statements and similar documents. Mr. Gumera thinks it will be 2 – 3 months before the program will be adopted by the State and made available to local governments. Mr. Gumera said he will let me know when the program is available.

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G. Policy for collection on Waste Mgmt delinquent accts - City Manager reported Mrs. Kraus has made arrangements with a collection agency in Orange Park to handle our collections. A contract for their services should be forthcoming coming soon. The commission is 40% of what the collected funds, no cost to us if they don't collect. In a conversation with Mr. Bradley, he advised we could not add collection commission to what is owed the city.

H. Cemetery mausoleum - Vice Mayor Brown - item **Tabled**

I. Nature Park Gazebo rental policy - City Manager –reported the four page beach pavilion agreement is being retyped and modified into a generic document that can be used for the pavilion as well as the gazebo. He recommended a \$50.00 deposit and a fee of \$25.00 per 4-hour use period to cover the costs of electricity and maintaining the appearance of the gazebo. **Table until the next meeting Sept 4.** Councilman Harvin is not in support of a fee for the gazebo but for a policy that can be used to secure the gazebo for a specific time.

5. COMMITTEE REPORTS

A. Environmental and Lakes - Councilman Hale – item **tabled.**

6. NEW BUSINESS

A. City Millage & setting public hearing dates - Mayor Hildreth - Tentative at regular Sept 15 city council meeting. Proposed roll-back rate is 2.1897 mills. City Clerk has prepared a comparison chart for different millage rates. City Attorney stated once the proposed millage is set by council, the council may not approve a higher rate, only the proposed rate or a lower millage rate. Councilman Johnson stated he is concerned how the money is being spent once received by the city with the current economy. **Mayor Hildreth moved to propose the city millage at 3 mills. Seconded by Councilman Harvin. Voice vote. Passed unanimously. Tentative Millage and Budget hearings to be set for Sept 15, 2008 at 7:30 p.m. at the regular city council meeting. (Mayor Hildreth out of town from Sept 23 – Oct 6.) Councilman Harvin moved to change the time of the September 15 city council meeting to 7:30 pm. Council agreed.** Proposed final hearing dates September 19 or September 24; Clerk to coordinate with the Mayor the final hearing date and time.

B. Cemetery Perpetual Care transfer - City Manager requested approval for the annual transfer of \$7500 to the Perpetual Care account. **Mayor Hildreth approved the Perpetual Care fund transfer. Seconded by Councilman Harvin. Voice vote. Passed unanimously.**

Special City Council meeting Aug 27 at 5:00 p.m. for KAA alcohol ordinance, other KAA issues and City Manager's evaluation on same agenda.

C. Union Contract -Tabled to the September 4, 2008 City Council meeting.

D. ADG Consultants - Mayor Hildreth announced this group has met with the City Manager and herself. Items addressed: storm water management issue with NFRPC assistance, recommending CDBG, SJRWMD will give data technical assistance for storm water management study at no cost to the city. Also looking into Rural Designation, with this designation we could received 100% funding.

E. Ballot referendum City Manager/City Clerk position – Councilman Johnson tabled this item until full council is present.

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F. Signs for Keystone Heights Senior Center - Mayor Hildreth reported the County has requested approval for placement of a sign on the FDOT right of way which is outside the city limits. Councilman Harvin requested they incorporate the sign with the future city Commercial Circle directional sign. Council has no objection to the sign placement.

G. Appointment of School Board Rep Phil Hans to City Zoning Board:
Councilman Johnson moved to appoint Phil Hans a school board representative to the Zoning Board. Seconded by Councilman Harvin. Voice vote. Passed unanimously.

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

A. City Attorney Rob Bradley report - wants to clarify council direction in preparing a Resolution for Waste Management fees on the property tax roll.

B. City Manager report – no report. Mayor asked about the internet. City Manager reported a meeting is tomorrow at 2:00 pm. to review the internet service and phone services. Mayor Hildreth and Councilman Johnson said this is another issue than the review. Councilman Johnson said you have two internet providers; (Bellsouth and Comcast) what is taking so long?

Marquee sign at beach needs to be updated for city meetings update and school events. City Manager to handle this problem in posting of current events.

Mayor Hildreth complained about the city website not being kept up to date. **Councilman Harvin moved to appoint the City Clerk to be in charge of keeping the Website current. Seconded by Councilman Johnson. Voice vote. Passed unanimously.**

Councilman Johnson moved to assign the City Clerk the duty to research other web hosting services. Seconded by Councilman Harvin. Voice vote. Passed unanimously.

C. July financial reports – no comments.

8. Council general announcements/discussions

Councilman Johnson is concerned why the clerk is doing minutes at home? City Clerk explained she has been pulled away from her office and duties to cover the front office due to vacation and illness of staff, sometimes alone. Councilman Johnson wants to ensure that people are not bothering the clerk to a point that work is not getting completed.

Councilman Johnson received confirmation from the City Attorney that council members may call a meeting just for general discussion.

Meeting adjourned. 8:50 p.m.

Mayor Mary Lou Hildreth

Attest: _____
City Clerk, Karen Nelson