

AGENDA
KEYSTONE HEIGHTS CITY COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, March 6, 2023 6:00 p.m.

ANYONE WISHING TO ADDRESS THE CITY COUNCIL REGARDING ANY TOPIC ON THIS EVENING'S AGENDA IS REQUESTED TO COMPLETE A CARD AND RETURN TO THE CITY MANAGER. SPEAKERS ARE RESPECTFULLY REQUIRED TO LIMIT THEIR COMMENTS TO THREE (3) MINUTES.
THE CITY COUNCIL PROHIBITS THE USE OF CELL PHONES AND PAGERS WHICH EMIT AN AUDIBLE SOUND DURING ALL MEETINGS WITH THE EXCEPTION OF LAW ENFORCEMENT, FIRE AND RESCUE OR HEALTH CARE PROVIDERS ON CALL. PERSONS IN VIOLATION WILL BE REQUESTED TO LEAVE THE MEETING.

"Please turn off cell phones"

Invocation led by: Father Mason Wiggins, St. Williams Catholic Church

Pledge of Allegiance led by: George Owens, American Legion Post 202

Roll Call: City Manager

1. Presentations

- A. Impact People of the Month – Tina Baker – Children's Home Society
- B. 2023 Clay County District Spelling Bee Champion, Rena Reddish

2. Public Comments

3. Public Hearing/Resolutions/Ordinance

- A. [Second Reading – Ordinance 2023-600 Solicitation of ROW](#)
- B. [Second Reading – Ordinance 2023-601 Golf Cart](#)

4. Events

- A. [July 4th Kiwanis Parade](#)
[Resolution 2023-02 Temp Rd July 4th Kiwanis Parade](#)
- B. [Food Truck Friday – Bright Light Catering](#)
- C. [Blood Drive – LifeSouth Community Blood Centers](#)
- D. [Kiwanis Easter Sunrise Service](#)
- E. [Clay County Amnesty Day Collection Day](#)
- F. [LREDC Beach Clean Up](#)
- G. [Easter Extravaganza](#)

5. Consent Agenda

- A. [Financials January 2023](#)
- B. [Payables January 2023](#)
- C. [Minutes for 2023.02.06 Council Meeting](#)

6. Appointments

- A. Heritage Commission – [Karen Nagel, Elise Moore](#)
- B. ***Keystone Heights Airport Authority Clay Seat 3 – [Chad Rischar, Robert Ludwig](#)***

7. City Business

- A. EcoTourism MasterPlan
- B. Smart City Master Plan request
- C. Audit Update

8. Committee Reports/Recommendations

- A. Budget & Finance
- B. Growth Management
- C. Keystone Heights Airport Authority-[ATPT](#)
- D. Planning & Zoning
- E. Heritage Commission

Mayor Lake/Councilman Brown
Vice Mayor Hart
Chairman Kirkland
City Manager
Deirdre Murphy/Kerry Collins

9. Council Comments

10. City Manager and City Attorney Reports:

CITY OF KEYSTONE HEIGHTS, FLORIDA

ORDINANCE 2023-600

BEFORE THE CITY COUNCIL

AN ORDINANCE OF THE CITY OF KEYSTONE HEIGHTS, FLORIDA AMENDING, UPDATING AND RESTATING IN ITS ENTIRETY CHAPTER 11 - BUSINESS REGULATIONS, ARTICLE I. - BUSINESS LICENSES, SPECIFICALLY ARTICLE IX. – SOLICITING, IN ORDER TO PROHIBIT CERTAIN ACTIVITIES UPON THE PUBLIC ROAD RIGHTS OF WAY; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Keystone Heights seeks to protect the health, safety and well-being of both the citizens of the City as well as visitors; and

WHEREAS, the City Council believes regulations related to Soliciting requires amendment to protect the health, safety and well-being of the citizens and visitors; and

WHEREAS, the City Council of Keystone Heights desires to amend Chapter 11 – Business Regulations, Article I. – Business Licenses, Article IX. – Soliciting, of the Ordinances for the City of Keystone Heights; and

WHEREAS, the City Council of Keystone Heights, Florida hereby finds and declares the adoption of this ordinance is appropriate and in the public interest of the citizens of this community.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF KEYSTONE HEIGHTS, FLORIDA:

Section 1. Recitals

The foregoing recitals are adopted and hereby incorporated as if fully set forth herein.

Section 2. Code Amended.

Chapter 11 – Business Regulations, Article I. – Business Licenses, Article IX. – Soliciting, of the Ordinances for the City of Keystone Heights is amended in its entirety to read as follows:

ARTICLE IX. –SOLICITING SOLICITATION ON PUBLIC ROAD RIGHTS-OF-WAY

~~Sec. 11-81. Purpose and intent.~~

~~It is the purpose and intent of this article to preserve public safety, human life and convenience; to secure the comfort, health, welfare, and prosperity of all city inhabitants; to preserve privacy and quiet to those in the home; to protect city inhabitants against crime and~~

~~undue annoyance; and to protect those on the streets and at home against abusive behavior by solicitors.~~

~~Sec. 11-82. Definitions.~~

~~For the purpose of this article, the following definitions shall apply unless the context clearly indicates or requires a different meaning:~~

~~Commercial solicitor means a person who solicits for purposes of engaging a person in a commercial transaction.~~

~~Professional solicitor means a person who for a fee or other compensation solicits on behalf of others.~~

~~Registered solicitor means any person who has obtained a permit pursuant to this part or who is registered pursuant to Sections 11-83 and 11-84 of this article.~~

~~Residence means every separate living unit occupied for residential purposes by one or more persons, contained within any type of building or structure.~~

~~Residential property means property on which a residence is located.~~

~~Residential soliciting means soliciting on residential property.~~

~~Soliciting means any one or more of the following activities:~~

- ~~(1) Seeking to obtain orders for the purchase of goods, wares, merchandise, foodstuffs, services, of any kind, character or description whatever, for any kind of consideration whatever; or~~
- ~~(2) Seeking to obtain prospective customers for application or purchase of insurance of any type, kind or publication; or~~
- ~~(3) Seeking to obtain subscriptions to books, magazines, periodicals, newspapers and every other type or kind of publication; or~~
- ~~(4) Selling or attempting to sell merchandise or services or both while carrying such merchandise or the materials necessary to provide services. This definition also encompasses the area sometimes referred to as peddling.~~

~~Solicitor means any person engaged in soliciting whether or not a registered solicitor.~~

~~Sec. 11-83. Permit required.~~

~~Every person desiring to engage in residential soliciting as a commercial or professional solicitor is hereby required to make~~

~~written application for a permit provided in Section 11-84. The solicitor shall carry such permit, and shall make that permit available for inspection upon request.~~

~~Sec. 11-84. Permit application.~~

~~Unless otherwise noted in this article, no person shall engage in any of the businesses regulated by this article without a permit from City Hall. To obtain a permit, an applicant shall file an application with City Hall. This application must contain the following information:~~

- ~~(1) The name and age of the applicant or, in the case of a business entity, the names and ages of its principals and officers.~~
- ~~(2) The type of permit desired.~~
- ~~(3) The type or types of products or services which the applicant will sell or attempt to sell.~~
- ~~(4) The period of time for which the registration is being sought, which shall be for one of the periods provided in Section 11-87.~~
- ~~(5) A statement that the applicant will observe and comply with the requirements of this article.~~
- ~~(6) A statement that the application is made under the penalties of F.S. § 837.06 and that the giving of false or misleading information in the application is recognized as grounds for the suspension or revocation of the permit.~~
- ~~(7) If food is to be sold, proof of a health permit must be shown to City Hall.~~
- ~~(8) Proof of payment of appropriate occupational license taxes.~~
- ~~(9) The names and ages of all employees who will work under the permit.~~
- ~~(10) A certificate of zoning as supplied by the planning and development department.~~
- ~~(11) Proof of insurance (where required).~~
- ~~(12) A photograph of the vending unit as it will be used.~~
- ~~(13) Proof of non-profit exemption status.~~

~~Sec. 11-85. Grounds for denial of permit.~~

~~City Hall shall deny a permit under this article whenever it finds:~~

- ~~(1) That the applicant or any of its principals or officers: a. Are under 18 years of age. b. Have been convicted of a violation of this article or any similar ordinance or had a permit revoked under this article or any similar ordinance.~~
- ~~(2) That the applicant has requested a permit location which lies within 300 feet of the property line of any property on which is located any established permanent business which sells the same types of products or services as requested to be sold by the~~

~~permit applicant or in a zoning district not permitting such activity.~~

~~Sec. 11-86. Periods of registration.~~

- ~~(a) A permit may be applied for in one of five periods, as follows:
 - ~~(1) A one-day permit.~~
 - ~~(2) A three-day permit, which shall be effective for a period of three consecutive days from the date of issuance.~~
 - ~~(3) A one-month permit, which shall be effective from the first day of the month through the last day of the month of issuance.~~
 - ~~(4) A six-month period, which shall be effective for a period of six months from the first day of the month of issuance.~~
 - ~~(5) A one-year permit, which shall be effective for a period of 365 consecutive days from the date for which it becomes effective.~~~~
- ~~(b) A time period may not be altered by City Hall or the applicant but it may be terminated in advance of its expiration date by the revocation of the registration. Suspension of a registration shall not toll any period.~~

~~Sec. 11-87. Permit; conditions of use.~~

- ~~(a) If the application for permit is approved, City Hall shall issue to the permittee a permit upon payment of the fees prescribed by this article. The permit shall be serially numbered in a unique series and state the name of the person to whom it is issued and, if applicable, the name of each employee authorized to act under the permit, and the type or types of products or services which he is authorized to exhibit and sell. The permit shall also bear a photograph of the individual to whom it is issued.~~
- ~~(b) Except where otherwise noted in this article, the permit shall be used subject to the following conditions:
 - ~~(1) The permit shall not be transferable.~~
 - ~~(2) The permit shall be issued to one individual or entity only.~~
 - ~~(3) The permit shall be carried on or near any person acting under authority of the permit and shall be displayed to a law enforcement officer or authorized representative of the city upon demand. Identification of the permit holder and employees shall also be displayed when requested.~~
 - ~~(4) The permit shall be subject to suspension or revocation at any time for violation of this article or of any rule of the city made pursuant to this article.~~
 - ~~(5) If the permit is lost, destroyed or stolen, a replacement permit, having the same number as the original, shall be~~~~

~~issued by City Hall upon request of the individual to whom it was issued and payment of \$5.00.~~

- ~~(6) The issuance of the permit does not constitute an endorsement by the city of the product or service exhibited or sold by the individual to whom it is issued and no such endorsement shall be asserted or implied by the permittee.~~

~~Sec. 11-88. Fees and charges.~~

~~(a) City Hall is authorized to collect the following fees and charges for peddlers, sidewalk vendors, motorized vehicle peddlers, and door-to-door solicitors:~~

- ~~(1) For the one-day permit of registration\$10.00~~
- ~~(2) For the three-day permit of registration\$15.00~~
- ~~(3) For the one-month permit or registration\$35.00~~
- ~~(4) Replacement of lost, damaged or destroyed permit\$5.00~~
- ~~(5) Issuance of permit to additional individual member or employee of the group, organization or company\$5.00~~
- ~~(6) For a six-month permit\$150.00~~
- ~~(7) For a one-year permit\$250.00~~

~~(b) The funds collected by City Hall under this article shall be used by the city to defray the costs and expenses of administering this article, including a reasonable allocation of personnel salaries and benefits.~~

~~(c) There shall be no charge for bona fide non-profit organizations.~~

~~Sec. 11-89. Expiration and renewal of permits.~~

~~A permit issued under this article shall be renewed upon the filing of a renewal application within five working days of the expiration date unless the permit is under suspension or revocation pursuant to this article or unless the permit site, during a time in which the permit expired, has been permitted to another person.~~

~~Sec. 11-90. Permit suspension and revocation.~~

~~(a) Grounds. In addition to any other penalty, the city may suspend or revoke a permit for:~~

- ~~(1) Violation of a provision of this article or any provision of this Code relating to deceptive trade practices, or public health.~~
- ~~(2) Conviction for:
 - ~~a. Fraud or misrepresentation of the sale of merchandise;~~
 - ~~b. A deceptive trade practice; or~~~~

- e. ~~Sale of food, drink or drugs in violation of city regulations, state statutes, or any similar state or federal law.~~
 - (3) ~~The giving of false or misleading information on the application or in connection with the investigation of the application.~~
 - (4) ~~The violation of a provision of this article or of a rule made pursuant to this article and applicable to the permittee.~~
 - (5) ~~Conviction of the permittee of a crime or ordinance violation involving disturbing the peace, obstructing public passages, disorderly intoxication, assault or battery, unlawful assemblies, fraudulent practices or theft and arising out of the permitted activities.~~
 - (6) ~~Conviction shall include a plea of nolo contendere and include a withhold of adjudication.~~
- (b) ~~Procedure.~~
- (1) ~~The city shall deliver to the holder of the permit, by mail or delivery at the business premises, written notice of the proposed cause for suspension or revocation and of the date, time and place of the hearing at which the holder of the permit may be heard, be represented by counsel and produce evidence.~~
 - (2) ~~At the hearing, the city council shall consider the evidence produced and enter an appropriate order, a copy of which shall be delivered to the holder of the permit by mail or delivery at the business premises. An order of suspension or revocation shall be effective on the fifth day after delivery or mailing.~~

~~Sec. 11-91.— Occupational license taxes required to be paid. License fees collected under this article are fees paid for the purpose of defraying the cost of administration of this article and are declared to be regulatory fees in addition to and not in lieu of the occupational license taxes imposed by Article I of this article. The payment of a license fee under this article shall not relieve any person of liability for and the responsibility of paying an occupational license tax where it is required by Article I and for doing such acts and providing such information as may be required by those articles.~~

~~Sec. 11-92.— Excessive noise prohibited. It shall be unlawful for any person licensed or required to be licensed pursuant to this article to use any sound amplifier, loud speaker, radio, or any similar instrument or device which can be heard for a distance greater than 50 feet while engaged in activities regulated by this article. This prohibition shall not apply to street vendors.~~

~~Sec. 11-93. Display on public property.~~

~~No person shall sell or attempt to sell or display merchandise on city property except where authorized by this article or other law.~~

~~Sec. 11-94. Excluded areas.~~

- ~~(a) Unless a permit is granted pursuant to this article, nothing in this article shall grant the right to anyone to engage in vending, peddling or solicitation or like activities in city parks or within 500 feet of city parks without obtaining an appropriate permit.~~
- ~~(b) Nothing in this article shall grant the right of anyone to engage in soliciting, peddling, commercial solicitation or the like in the Keystone Heights Beach area, unless special permission is granted by the city council.~~
- ~~(c) In the case of a special event sponsored by the city and at other times as directed by the mayor for special occasions, the provisions and requirements of this article shall not be applicable to persons who are participating in such special event or occasion, even if they would otherwise be required to be permitted under this part, for as long as and with respect to the place where the special event or occasion is held. Nothing in this article shall grant the right to anyone to engage in vending, peddling, commercial solicitation, or the like at a special event sponsored by the city without obtaining the necessary permits to engage in such activity at such special event.~~

~~Sec. 11-95. Notice regulating residential soliciting and peddling.~~

~~Every person desiring to secure the protection provided by the regulations pertaining to soliciting and peddling contained in this part, shall substantially comply with the following directions, set forth herein.~~

- ~~(1) Notice of the determination by the occupant of giving invitation to solicitors, or the refusal of invitation to solicitors, to any residence, shall be given in the manner following:~~

~~A clearly legible notice size shall be exhibited upon or near the main entrance door to the residence, indicating the determination by the occupant, containing the applicable words, similar to the following:~~

~~"No Solicitors"~~

~~or~~

~~"No Solicitors Allowed or Invited."~~

~~or~~

~~"No Peddlers"~~

~~or~~

~~"No Peddlers Allowed or Invited."~~

~~(2) Any such card so exhibited shall constitute sufficient notice to any solicitor or peddler of the determination by the occupant of the residence that any peddling or soliciting by any person is prohibited at such residence.~~

~~Sec. 11-96.— Duty of solicitors.~~

- ~~(a) It shall be the duty of every solicitor upon going onto any premises in the city upon which a residence as herein defined is located, to first examine the notice provided for in this article, if any is attached, and be governed by the statement contained on any notice.~~
- ~~(b) If the notice substantially complies with Section 11-97, then the solicitor, whether permitted or registered or not, shall immediately and peacefully depart from the premises.~~
- ~~(c) Any solicitor who has gained entrance to any residence, whether invited or not, shall immediately and peacefully depart from the premises when requested to do so by the occupant.~~

~~Sec. 11-97.— Uninvited soliciting prohibited.~~

~~It is hereby declared to be unlawful for any person to go upon any premises and ring the doorbell upon or near any door, or create any sound in any other manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and engage in, or attempt to engage in, soliciting as herein defined, in defiance of the notice exhibited at the residence in accordance with the provisions of this section.~~

~~Sec. 11-98.— Time limit on soliciting.~~

~~It is hereby declared to be unlawful for any person whether permitted or registered or not, to go upon any premises and ring the doorbell upon or near any door of a residence located thereon, or rap or knock upon any door or create any sound in any other manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and engage in, or attempt to engage in, soliciting as herein defined, prior to 9:00 a.m. or after 8:00 p.m. of any weekday, or at any time on a Sunday or on a state or national holiday.~~

~~Sec. 11-99.— Age limitation.~~

- ~~(a) It shall be unlawful for any person under the age of 14 to engage in residential peddling or solicitation.~~
- ~~(b) It shall be unlawful for any person under the age of 18 to engage in residential peddling or solicitation without direct supervision by a person at least 18 years of age. Direct supervision means the supervising person shall at all times have the minor in sight and shall in no event be more than 100 feet away from the minor.~~

~~Sec. 11-100.— Restrictions on methods of solicitation.~~

~~It shall be unlawful for a solicitor to do any of the following:~~

- ~~(1) Falsely represent, directly or by implication, that the solicitor is acting on behalf of a governmental organization, a charitable organization or any person other than the person for whom the solicitor is actually acting.~~
- ~~(2) Threaten, directly or by implication, that the information requested will be solicited from sources other than the interviewee if the interviewee does not provide the information.~~
- ~~(3) Fail to identify herself or himself as a commercial or professional solicitor if that is how the solicitor is permitted.~~

~~Sec. 11-101.— Exemptions.~~

~~Nothing in this article shall prevent non profit institutions such as religious organizations, scouting, and schools to sell or transfer goods such as cookies, flowers, etc., or services such as car washes, carnivals, etc., which may include the use of a building and/or its premises for such sales or delivery or services, but not a vacant parcel of land. These organizations can sell these goods without a peddler permit. Such fundraising activities must be clearly incidental to the primary function of such institutions, and all proceeds must be returned to the non-profit organization. If any proceeds are shared by a non tax exempt organization, an occupational license and a peddler license may be required.~~

~~Sec. 11-102.— Penalty.~~

~~Any person violating the provisions of this article, including any owner, operator, or licensee shall be subject to the following penalties:~~

- ~~(1) Upon conviction, violation of this article shall be a misdemeanor of the second degree punishable by a fine up to \$500.00 as provided by F.S. § 775.083(1)(e) and by a definite term of incarceration not to exceed 60 days as provided by F.S. §~~

- ~~775.082(1)(b). The term conviction, for purposes of this article, does not require an adjudication of guilt be entered by the court.~~
- ~~(2) Upon conviction, the permit shall automatically be revoked.~~
- ~~(3) In addition to the criminal penalties listed above any violation of this article may also be enforced by the Keystone Heights Code Enforcement Board.~~

Sec. 11-81. Short title, purpose, and territorial scope.

- (a) This article will be known as the City of Keystone Heights Solicitation on Public Road Rights-of-Way Ordinance.
- (b) The purpose of this article is for the protection of public safety, the City of Keystone Heights will regulate the use of the public rights-of-way on all public roads, streets, and highways within the city limits.
- (c) The provisions of this article shall apply only within the city limits of Keystone Heights, Florida.

Sec. 11-82. Prohibited use of public road rights-of-way.

- (a) Except as provided herein, or as otherwise permitted by law, it is unlawful to make any use of the public road rights-of-way in a manner that interferes with the safe and efficient movement of people and property from place to place on a public road, street or highway. Such prohibited activity includes by way of example and not limitation:
- (1) Engaging in any physical interaction between a pedestrian and an occupant of a motor vehicle, including the transfer of any product, material or monies, while the motor vehicle is located on the travelled portion of a public road, street or highway within the city limits of Keystone Heights, Florida and is not legally parked.
- (2) Stopping, standing or otherwise occupying a median that is not a sufficient pedestrian refuge on a public road, street or highway within the city limits of Keystone Heights, Florida by a pedestrian when that pedestrian is not in the process of lawfully crossing the road in accordance with applicable traffic and safety laws.
- a. Stopping, standing or otherwise occupying a median that is not a sufficient pedestrian refuge through two (2) consecutive opportunities to cross in accordance with applicable traffic and safety laws is prima facie evidence of a violation of this subsection.

- b. A "sufficient pedestrian refuge" is defined as a paved or unpaved median separating lanes of traffic that is at least six (6) feet wide, measured from back of curb to back of curb.
- (3) For the purpose of this article the phrase "rights-of-way" shall be defined as set forth in section 334.03, Florida Statutes, and as may be amended.
- (b) Nothing in this section shall prohibit the following:
 - (1) Law enforcement, fire and rescue, or other government employees or contractors acting within the scope of their lawful authority;
 - (2) A person conducting inspection, construction, maintenance, repair, survey, or other legally authorized services;
 - (3) A person responding to lend aid during an emergency situation;
 - (4) Entering or exiting a bus or other public transit system;
 - (5) Use of public road rights-of-way that have been closed in accordance with an Event Permit issued for a road closure.

Sec. 11-83. Penalty.

Any person violating the provisions of this article shall be subject to the following penalties: Upon conviction, violation of this article shall be a misdemeanor of the second degree punishable by a fine up to \$500.00 as provided by section 775.083(1)(e), Florida Statutes and by a definite term of incarceration not to exceed 60 days as provided by section 775.082(4)(b), Florida Statutes. The term conviction, for purposes of this article, does not require an adjudication of guilt be entered by the court. This enforcement procedure and penalty for violations of this article is adopted under the express authority of section 162.22, Florida Statutes. This article may be enforced by the Clay County Sheriff.

Sec. 11-84. Civil enforcement.

In addition to any criminal penalties which may be imposed pursuant to section 11-83, the City of Keystone Heights shall have recourse to such remedies in law and equity as may be necessary to insure compliance with the provisions of this article, including:

- (a) Injunctive relief to enjoin and restrain any person from violating this article; and/or
- (b) Prosecution through the City of Keystone Heights Code Enforcement Officer; and/or
- (c) Any other relief available pursuant to law.

Sec. 11-85 – 11.102. Reserved

Section 3. Direction to the Codifier

The codifier is instructed to place the provisions of this Ordinance within the Code of Ordinances of the City of Keystone Heights and make any modifications necessary to place the provisions in a form that complies with the Code.

Section 4. Conflict

If any portion of this ordinance is in conflict with any portion of any other ordinance, then the provisions of this ordinance shall govern.

Section 5. Severability

If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any Court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

Section 6. Effective Date

This Ordinance shall take effect immediately upon adoption.

DULY APPROVED on First Reading this 6th day of February 2023, by the City Council of the City of Keystone Heights, Florida.

DULY APPROVED AND ADOPTED on Second Reading this 6th day of March 2023, by the City Council of the City of Keystone Heights, Florida.

**CITY COUNCIL OF KEYSTONE HEIGHTS,
FLORIDA**

By: _____
Karen Lake, Mayor

ATTEST:

Lynn Rutkowski, City Manager

FORM APPROVED:

Rich Komando, City Attorney

CITY OF KEYSTONE HEIGHTS, FLORIDA

ORDINANCE 2023-601

BEFORE THE CITY COUNCIL

AN ORDINANCE OF THE CITY OF KEYSTONE HEIGHTS, FLORIDA, AMENDING CHAPTER 7 – TRAFFIC CODE, BY CREATING ARTICLE V. – GOLF CART REGULATIONS, IN ORDER TO REQUIRE CERTAIN STANDARDS FOR THE SAFE OPERATION OF GOLF CARTS UPON THE PUBLIC ROADS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Keystone Heights seeks to protect the health, safety and well-being of both the citizens of the City as well as visitors; and

WHEREAS, the City Council believes regulations related to Golf Carts are required to protect the health, safety and well-being of the citizens and visitors; and

WHEREAS, the City Council of Keystone Heights desires to amend Chapter 7 – Traffic Code, by creating Article V. – Golf Cart Regulations, of the Ordinances for the City of Keystone Heights; and

WHEREAS, the City Council of Keystone Heights, Florida hereby finds and declares the adoption of this ordinance is appropriate and in the public interest of the citizens of this community.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF KEYSTONE HEIGHTS, FLORIDA:

Section 1. Recitals

The foregoing recitals are adopted and hereby incorporated as if fully set forth herein.

Section 2. Code Created.

Chapter 7 – Traffic Code, Article V. – Golf Cart Regulations for the City of Keystone Heights is created to read as follows:

ARTICLE V. – GOLF CART REGULATIONS

Sec. 7-35. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Street means all city-owned and maintained streets with a speed limit of 25 miles per hour or less.

Sec. 7-36. Findings.

Pursuant to section 316.212(1), Florida Statutes, the city council does hereby make and adopt the following findings in support of this article:

- (a) Each street is hereby designated for golf cart usage based upon the fact that such golf carts may safely travel or cross the streets, considering factors including the speed, volume, and character of motor vehicle traffic using such streets.
- (b) The speed limit, volume and intensities for the streets is low, reflecting the character of the areas abutting the streets.

Sec. 7-37. Designation.

The city council hereby designates each street as a street upon which golf carts may be operated within the meaning and pursuant to all requirements contained in section 316.212, Florida Statutes.

Sec. 7-38. City golf carts and utility vehicles.

The city may utilize golf carts and utility vehicles as authorized by section 316.2126, Florida Statutes.

Sec. 7-39. Compliance with federal regulation.

So long as golf carts are incapable of exceeding 20 miles per hour, they are subject to only state requirements regarding safety equipment. Golf carts with top speeds of 20—25 miles per hour are classified as low speed vehicles. These low-speed vehicles are subject to Federal Motor Vehicle Standard No. 500 (49 CFR 571.500). This standard requires low speed vehicles to be equipped with:

- (a) Head lamps;
- (b) Front and rear turn signal lamps;
- (c) Tail lamps;
- (d) Stop lamps;

- (e) Reflex reflectors: One red on each side as far as to the rear as practicable, and one red on the rear;
- (f) An exterior mirror mounted on the driver's side of the vehicle and either an exterior mirror mounted on the passenger's side of the vehicle or an interior mirror;
- (g) A parking brake;
- (h) A windshield of AS-1 or AS-5 composition that conforms to the American National Standard Institute's Safety Code for Safety Glazing Materials for Glazing Motor Vehicles Operating on Land Highways (see 49 CFR 571.5);
- (i) A VIN that conforms to the requirements of part 565 Vehicle Identification (see 49 CFR 571.565);
- (j) A Type 1 or Type 2 seat belt assembly conforming to 49 CFR 571.209, Federal Motor Vehicle Safety Standard No. 209, seat belt assemblies, installed at each designated seating position.

Sec. 7-40. State and federal rights-of-way.

The city is hereby authorized to seek approval from the state department of transportation (FDOT) and any other regulatory authority to allow the operation of golf carts at certain designated locations upon and across any federal or state highway.

Sec. 7-41. Permissible operators.

Pursuant to section 316.212(8), Florida Statutes, all operators of golf carts hereunder must possess a valid learner's or operator's driver's license and comply with any and all laws and restrictions pertaining thereto.

Sec. 7-42. Violations.

A violation of this article is a noncriminal traffic infraction, punishable pursuant to chapter 318, Florida Statutes, as a moving violation for infractions of sections 316.212(1-5), Florida Statutes, or punishable pursuant to chapter 318, Florida Statutes, as a nonmoving violation for infractions of sections 316.212(6 and 7), Florida Statutes.

Sec. 7-43 – 7-100. Reserved

Section 3. Direction to the Codifier

The codifier is instructed to place the provisions of this Ordinance within the Code of Ordinances of the City of Keystone Heights and make any modifications necessary to place the provisions in a form that complies with the Code.

Section 4. Conflict

If any portion of this ordinance is in conflict with any portion of any other ordinance, then the provisions of this ordinance shall govern.

Section 5. Severability

If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any Court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

Section 6. Effective Date

This Ordinance shall take effect immediately upon adoption.

DULY APPROVED on First Reading this 6th day of February 2023, by the City Council of the City of Keystone Heights, Florida.

DULY APPROVED AND ADOPTED on Second Reading this 6th day of March 2023, by the City Council of the City of Keystone Heights, Florida.

**CITY COUNCIL OF KEYSTONE HEIGHTS,
FLORIDA**

By: _____
Karen Lake, Mayor

ATTEST:

Lynn Rutkowski, City Manager

FORM APPROVED:

Rich Komando, City Attorney



City of Keystone Heights
 555 South Lawrence Blvd
 Keystone Heights, Florida 32656
 352.473.4807 Office 352.473.5101 Fax



Special Event Application

EVENT PROPERTY

Property Address: 555 S Lawrence Blvd Phone: () -

Tax Parcel # _____ Zoning _____ Land Use: _____

APPLICANT INFORMATION

Applicant: Lake Region Kiwanis Address: PO Box 715 Keystone Heights, FL 32656

Phone: (904) 588 2083 Email: bealsteam@gmail.com

PROPERTY OWNER INFORMATION

Property Owner: City of Keystone Heights Phone: (352) 473 4807

Address: 555 S Lawrence Blvd City Keystone Heights

State: FL Zip Code: 32656 Phone: (352) 473 2083

Email: _____

TYPE OF REQUEST

Not to Exceed 3 Days:

Not to Exceed 45 Days:

Special Event (city property)

Seasonal Sales

Other Road Closure Parade Route

Event Dates 7/4/2023 to 7/4/2023

Event Times 10:15 to 12:15

Description of event or items to be sold:

Annual 4th of July Parade

Will need roads closed from Pecan Rd and Lawrence Blvd to State Rd 100 and Lawrence Blvd



City of Keystone Heights
 555 South Lawrence Blvd
 Keystone Heights, Florida 32656
 352.473.4807 Office 352.473.5101 Fax



REQUIRED INFORMATION

The following items must accompany your application at the time of submittal. No applications will be reviewed without these attachments.

- General description of request including purpose of event, types of proposed activities, and anticipated attendance
- Insurance Coverage: Evidence by a Certificate of Insurance naming the City of Keystone Heights as additional insured and must provide a Hold Harmless Agreement.

OR

- Notarized permission from property owner
- Security/Crowd Control: Plans to include a detailed description of where the attendees will be located security measures, security personnel, etc. A copy of the notification of event to the Clay Sheriff Department must be included and must have verification or receipt by the sheriff department.
- Fire Department Notification Letter: A letter must be attached notifying the local fire department of the event and must verify receipt of the letter by the local fire department.
- Conceptual Site Plan (to scale) including property boundaries, access to the site, location of tents or other temporary structures, location of proposed activities, **parking**, signs (in compliance with Article XIX of the LDR), temporary lighting, utilities, generators and other mechanical
- Sanitation and Public Health: Plans for sanitation and public health protection including temporary bathroom facilities, inspection of food facilities, drainage, and garbage and litter control. A minimum of three (3) dumpsters must be provided unless otherwise stated by City Council. (Proof of compliance with ADA standards must accompany this application)
- Set-up and Take-down: Plans outlining times of set-up and take-down of all event related structures; signage, barricades, tents, vendors, dumpsters/trash receptacles, port-a-potties etc.
- Road Closures: Application for State road closures or map and description of city road closure
- Meeting set up with City Manager to review event. DATE 3/6/2023

Must comply with LFC 101 (life Safety Code); NFPA 1 (National Fire Protection Association); existing ordinances; County Permitting

Signature of Applicant  Date 3/6/2023

CITY OF KEYSTONE HEIGHTS, FLORIDA

RESOLUTION 2023- 02

BEFORE THE CITY COUNCIL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KEYSTONE HEIGHTS, FLORIDA AUTHORIZING THE EXECUTION OF A FLORIDA DEPRARTMENT OF TRANSPORTATION TEMPORARY ROAD CLOSING PERMIT APPLICATION; PROVIDING FOR AN IMMEDIATE EFFECTIVE DATE

WHEREAS, the city is requesting that State Road 21 in the City's corporate limits be closed for the - July 4th Kiwanis Parade; now therefore

BE IT RESOLVED by the City Council of the City of Keystone Heights:

Section 1. The Lake Region Kiwanis is hereby authorized to execute a Request for Temporary Closing of State Road on behalf of the City for the festivities that are scheduled to take place on State Road 21 within the City's corporate limits on July 4, 2023.

Section 2. That this resolution shall become effective immediately upon adoption hereof.

DULY ADOPTED AND APPROVED this 6th day of March, 2023, by the City Council of the City of Keystone Heights, Florida.

City Council of the City of Keystone Heights, Florida

By: _____

Karen Lake, Mayor

ATTEST: _____

Lynn Rutkowski, City Manager



City of Keystone Heights
 555 South Lawrence Blvd
 Keystone Heights, Florida 32656
 352.473.4807 Office 352.473.5101 Fax



Special Event Application

EVENT PROPERTY

Property Address: _____ Phone: (____) _____ - _____

Tax Parcel # _____ Zoning _____ Land Use: _____

APPLICANT INFORMATION

Applicant: _____ Address: _____

Phone: (____) _____ - _____ Email: _____

PROPERTY OWNER INFORMATION

Property Owner: _____ Phone: (____) _____ - _____

Address: _____ City _____

State: _____ Zip Code: _____ Phone: (____) _____ - _____

Email: _____

TYPE OF REQUEST

Not to Exceed 3 Days:

Not to Exceed 45 Days:

Special Event (city property)

Seasonal Sales

Other _____

Event Dates _____ to _____

Event Times _____ to _____

Description of event or items to be sold:



City of Keystone Heights
 555 South Lawrence Blvd
 Keystone Heights, Florida 32656
 352.473.4807 Office 352.473.5101 Fax



REQUIRED INFORMATION

The following items must accompany your application at the time of submittal. No applications will be reviewed without these attachments.

- General description of request including purpose of event, types of proposed activities, and anticipated attendance
- Insurance Coverage: Evidence by a Certificate of Insurance naming the City of Keystone Heights as additional insured and must provide a Hold Harmless Agreement.

OR

- Notarized permission from property owner
- Security/Crowd Control: Plans to include a detailed description of where the attendees will be located security measures, security personnel, etc. A copy of the notification of event to the Clay Sheriff Department must be included and must have verification or receipt by the sheriff department.
- Fire Department Notification Letter: A letter must be attached notifying the local fire department of the event and must verify receipt of the letter by the local fire department.
- Conceptual Site Plan (to scale) including property boundaries, access to the site, location of tents or other temporary structures, location of proposed activities, **parking**, signs (in compliance with Article XIX of the LDR), temporary lighting, utilities, generators and other mechanical
- Sanitation and Public Health: Plans for sanitation and public health protection including temporary bathroom facilities, inspection of food facilities, drainage, and garbage and litter control. A minimum of three (3) dumpsters must be provided unless otherwise stated by City Council. (Proof of compliance with ADA standards must accompany this application)
- Set-up and Take-down: Plans outlining times of set-up and take-down of all event related structures; signage, barricades, tents, vendors, dumpsters/trash receptacles, port-a-potties etc.
- Road Closures: Application for State road closures or map and description of city road closure
- Meeting set up with City Manager to review event. **DATE** _____

Must comply with LFC 101 (life Safety Code); NFPA 1 (National Fire Protection Association); existing ordinances; County Permitting

Signature of Applicant _____ **Date** _____



City of Keystone Heights
 555 South Lawrence Blvd
 Keystone Heights, Florida 32656
 352.473.4807 Office 352.473.5101 Fax



Special Event Application

EVENT PROPERTY

Property Address: 251 E Walker Drive Phone: () -

Tax Parcel # _____ Zoning _____ Land Use: _____

APPLICANT INFORMATION

Applicant: LifeSouth Community Blood Centers Address: 1221 NW 13 Street, Gainesville, FL

Phone: (353) 334 - 1000 Email: lgbialeck@lifesouth.org

PROPERTY OWNER INFORMATION

Property Owner: City of Keystone Heights Phone: () -

Address: _____ City _____

State: _____ Zip Code: _____ Phone: () -

Email: _____

TYPE OF REQUEST

Not to Exceed 3 Days:

Not to Exceed 45 Days:

Special Event (city property)

Seasonal Sales

Other Blood drive

Event Dates May 1, 2023 to May 31, 2023

Event Times 10am to 5pm

Description of event or items to be sold:

LifeSouth Community Blood Centers is the sole supplier of blood products to the hospitals in North Central Florida. We would like to hold a month-long blood drive at the location listed above. It is city-owned property next to Ace Hardware. We would promote the blood drive through our social media sites and local media sources so it would also help drive people to the local business.



City of Keystone Heights
555 South Lawrence Blvd
Keystone Heights, Florida 32656
352.473.4807 Office 352.473.5101 Fax



REQUIRED INFORMATION

The following items must accompany your application at the time of submittal. No applications will be reviewed without these attachments.

- General description of request including purpose of event, types of proposed activities, and anticipated attendance
- Insurance Coverage: Evidence by a Certificate of Insurance naming the City of Keystone Heights as additional insured and must provide a Hold Harmless Agreement.

OR

- Notarized permission from property owner
- Security/Crowd Control: Plans to include a detailed description of where the attendees will be located security measures, security personnel, etc. A copy of the notification of event to the Clay Sheriff Department must be included and must have verification or receipt by the sheriff department.
- Fire Department Notification Letter: A letter must be attached notifying the local fire department of the event and must verify receipt of the letter by the local fire department.
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- Sanitation and Public Health: Plans for sanitation and public health protection including temporary bathroom facilities, inspection of food facilities, drainage, and garbage and litter control. A minimum of three (3) dumpsters must be provided unless otherwise stated by City Council. (Proof of compliance with ADA standards must accompany this application)
- Set-up and Take-down: Plans outlining times of set-up and take-down of all event related structures; signage, barricades, tents, vendors, dumpsters/trash receptacles, port-a-potties etc.
- Road Closures: Application for State road closures or map and description of city road closure
- Meeting set up with City Manager to review event. **DATE** _____

Must comply with LFC 101 (life Safety Code); NFPA 1 (National Fire Protection Association); existing ordinances; County Permitting

Signature of Applicant

Jim Gie Buck

Date 2-3-23



LIFECOM-04

AMATTOX

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/3/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hub International Florida 2811 NW 41st Street Gainesville, FL 32606	CONTACT NAME: PHONE (A/C, No, Ext): (352) 377-2002		FAX (A/C, No): (352) 376-8393
	E-MAIL ADDRESS:		
INSURED LifeSouth Community Blood Centers, Inc. 4039 Newberry Road Gainesville, FL 32607	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Columbia Casualty Company		31127
	INSURER B : Hartford Fire Insurance Company		19682
	INSURER C : Bridgefield Casualty Insurance Company		10335
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			HMA7033888473	8/20/2022	8/20/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 EBL Aggregate \$ 3,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			21UENDD1478	8/20/2022	8/20/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP \$ 10,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			HMC7034227850	8/20/2022	8/20/2023	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			19650379	2/14/2022	2/14/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Auto Physical Damage			21UENDD1478	8/20/2022	8/20/2023	Hired-Comp/Col Ded: 1,000
A	Prof. Liability			HMA7033888473	8/20/2022	8/20/2023	\$2,000,000/4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Drive Date: May 1, 2023- May 31, 2023

CERTIFICATE HOLDER

City of Keystone Heights
251 E Walker Drive
Keystone Heights, FL 32656

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



City of Keystone Heights
 555 South Lawrence Blvd
 Keystone Heights, Florida 32656
 352.473.4807 Office 352.473.5101 Fax



Special Event Application

EVENT PROPERTY

Property Address: 565 S Lawrence Blvd Phone: (____) _____ - _____
 Tax Parcel # _____ Zoning _____ Land Use: _____

APPLICANT INFORMATION

Applicant: Lake Region Kiwanis Club Address: PO Box 715 KH 32656
 Phone: (352) 478 - 9573 Email: rtlsantillo@yahoo.com

PROPERTY OWNER INFORMATION

Property Owner: City of Keystone Heights Phone: (____) _____ - _____
 Address: _____ City _____
 State: _____ Zip Code: _____ Phone: (____) _____ - _____
 Email: _____

TYPE OF REQUEST

Not to Exceed 3 Days: Special Event (city property) Seasonal Sales
 Other _____
 Event Dates 4/9/2023 to 4/9/2023 Event Times _____ to _____

Description of event or items to be sold:
Easter Sunrise Service; open invitation to public; music, worship service, beverage and snack



City of Keystone Heights
 555 South Lawrence Blvd
 Keystone Heights, Florida 32656
 352.473.4807 Office 352.473.5101 Fax



REQUIRED INFORMATION

The following items must accompany your application at the time of submittal. No applications will be reviewed without these attachments.

- General description of request including purpose of event, types of proposed activities, and anticipated attendance
- Insurance Coverage: Evidence by a Certificate of Insurance naming the City of Keystone Heights as additional insured and must provide a Hold Harmless Agreement.

OR

- Notarized permission from property owner
- Security/Crowd Control: Plans to include a detailed description of where the attendees will be located security measures, security personnel, etc. A copy of the notification of event to the Clay Sheriff Department must be included and must have verification or receipt by the sheriff department.
- Fire Department Notification Letter: A letter must be attached notifying the local fire department of the event and must verify receipt of the letter by the local fire department.
- Conceptual Site Plan (to scale) including property boundaries, access to the site, location of tents or other temporary structures, location of proposed activities, **parking**, signs (in compliance with Article XIX of the LDR), temporary lighting, utilities, generators and other mechanical
- Sanitation and Public Health: Plans for sanitation and public health protection including temporary bathroom facilities, inspection of food facilities, drainage, and garbage and litter control. A minimum of three (3) dumpsters must be provided unless otherwise stated by City Council. (Proof of compliance with ADA standards must accompany this application)
- Set-up and Take-down: Plans outlining times of set-up and take-down of all event related structures; signage, barricades, tents, vendors, dumpsters/trash receptacles, port-a-potties etc.
- Road Closures: Application for State road closures or map and description of city road closure
- Meeting set up with City Manager to review event. **DATE**_____

Must comply with LFC 101 (life Safety Code); NFPA 1 (National Fire Protection Association); existing ordinances; County Permitting

Signature of Applicant_____ **Date**_____

**THE LAKE REGION KIWANIS CLUB
P. O. Box 715
Keystone Heights, Florida, 32656**

**February 23, 2023
The Honorable Mayor, Karen Lake
City Hall State Road 21
Keystone Heights, Florida 32656**

Dear Mayor Lake,

The Lake Region Kiwanis Club is requesting a permit to hold a community sunrise service in the Keystone Beach Park on Easter Sunday, April 49 2023at 6:30 a. m.

We will provide coffee and donuts, music, speaker, and program for the occasion.

All offerings collected will be donated to the Lake Area Ministries.

Thank you for your assistance. If you have any questions, please call me at 352-235-4999.

Sincerely,

A handwritten signature in cursive script that reads "Mary Leigh Chandler".

**Mary Leigh Chandler
Spiritual Aims Chairman**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/24/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant - Indianapolis 10401 North Meridian St, Ste 200 Indianapolis IN 46290	CONTACT NAME: Lisa Christenson	
	PHONE (A/C, No, Ext): 317-817-5172	FAX (A/C, No): 317-817-5151
E-MAIL ADDRESS: kiwaniscert@hylant.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Lexington Insurance Company		19437
INSURED Kiwanis International, All Clubs and Their Members 3636 Woodview Trace Indianapolis IN 46268	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	
	INSURER G:	

COVERAGES **CERTIFICATE NUMBER:** 1967767603 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		013136005	11/1/2022	11/1/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor Liability \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY			013136005	11/1/2022	11/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Self-Insured Retention			013136005	11/1/2022	11/1/2023	All Claims \$75,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The Certificate Holder and others as defined in the written agreement are additional insured subject to the terms, conditions, and exclusions on the policy with respect to the General Liability only regarding the following Kiwanis event (setup, take down & rain date(s) during the policy term are included).
 April 9th, 2023 or any future date(s) during the policy term.
 Annual Easter Sunrise Service
 Located @ City of Keystone Heights Beach Pavilion
 Kiwanis Club of Lake Region

CERTIFICATE HOLDER City of Keystone Heights Attn: Mayor Lake 555 S. Lawrence Blvd. Keystone Heights FL 32656	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Judy K. Wilson</i>
---	---

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ENDORSEMENT

This endorsement, effective 12:01 AM 11/01/2022

Forms a part of policy no.: 013136005

Issued to: KIWANIS INTERNATIONAL, INC.

By: LEXINGTON INSURANCE COMPANY

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

(Based on CG 2026 04/13)

This endorsement modifies insurance provided by the following:

COMMERCIAL GENERAL LIABILITY POLICY

SCHEDULE

Name of Additional Insured Person(s) or Organization(s)

City of Keystone Heights
Attn: Mayor Lake
555 S. Lawrence Blvd.
Keystone Heights, FL 32656

Information required to complete this Schedule, if not shown above, will be shown in the Declarations

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law, and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations

All other terms and conditions of the policy remain the same.

A handwritten signature in black ink, appearing to be "R. B.", written over a horizontal line.

Authorized Representative



City of Keystone Heights
 555 South Lawrence Blvd
 Keystone Heights, Florida 32656
 352.473.4807 Office 352.473.5101 Fax



Special Event Application

EVENT PROPERTY

Property Address: 565 S. Lawrence Blvd Phone: () -

Tax Parcel # _____ Zoning _____ Land Use: _____

Keystone Beach Parking Lot

APPLICANT INFORMATION

Applicant: CLAY COUNTY BCC Address: 3545 ROSEMARY HILL RD, GCS, FL

Phone: (904) 284-6374 Email: JAMEY.WILKES@CLAYCOUNTYGOV.COM

PROPERTY OWNER INFORMATION

Property Owner: City of Keystone Heights Phone: (352) 473-4807

Address: 555 S. Lawrence Blvd. City _____

State: K. H / FL Zip Code: _____ Phone: () -

Email: _____

TYPE OF REQUEST

Not to Exceed 3 Days:

Not to Exceed 45 Days:

Special Event (city property)

Seasonal Sales

Other _____

Event Dates 3/18 to 3/18

Event Times 9:00 AM to 1:00 PM

Description of event or items to be sold:

CLAY COUNTY HOUSEHOLD HAZARDOUS WASTE COLLECTION DAY
HOUSEHOLD PAINTS, CHEMICALS, ELECTRONICS, & MOTOR OIL WILL
BE COLLECTED FROM CLAY COUNTY RESIDENTS ONLY



City of Keystone Heights
 555 South Lawrence Blvd
 Keystone Heights, Florida 32656
 352.473.4807 Office 352.473.5101 Fax



Special Event Application

EVENT PROPERTY

Property Address: 565 S. Lawrence Blvd Phone: () -

Tax Parcel # _____ Zoning _____ Land Use: _____

APPLICANT INFORMATION

Applicant: LREDC -Vivian James Address: PO Box 536

Phone: () - Email: _____

PROPERTY OWNER INFORMATION

Property Owner: City of Keystone Heights Phone: () -

Address: _____ City _____

State: _____ Zip Code: _____ Phone: () -

Email: _____

TYPE OF REQUEST

Not to Exceed 3 Days:

Not to Exceed 45 Days:

Special Event (city property)

Seasonal Sales

Other _____

Event Dates 4-14 to 4-14

Event Times 8am to 2pm

Description of event or items to be sold:

LREDC Beach Clean up day with Chemours to get ready for events at Keystone Beach



City of Keystone Heights
 555 South Lawrence Blvd
 Keystone Heights, Florida 32656
 352.473.4807 Office 352.473.5101 Fax



Special Event Application

EVENT PROPERTY

Property Address: Theme Park Phone: () -

Tax Parcel # _____ Zoning _____ Land Use: Event-Easter Extravaganza

APPLICANT INFORMATION

Applicant: Kaia Ventures/Cricket Address: 7380 SR 100 STE. 15

Phone: (352) 478-9184 Wireless Email: gloriarosette@gmail.com
 Cell: 904 796 7392

PROPERTY OWNER INFORMATION

Property Owner: City of Keystone Heights Phone: (352) 473-4807

Address: 555 S Lawrence Blvd City Keystone Heights

State: FL Zip Code: 32656 Phone: () -

Email: _____

TYPE OF REQUEST

Not to Exceed 3 Days:

Not to Exceed 45 Days:

Special Event (city property)

Seasonal Sales

Other _____

Event Dates 4/8 to 4/8

Event Times 12:00pm to 3:00pm

Description of event or items to be sold:

Easter egg hunt; pictures w/ Easter bunny;
Speakers being sold



City of Keystone Heights
 555 South Lawrence Blvd
 Keystone Heights, Florida 32656
 352.473.4807 Office 352.473.5101 Fax



REQUIRED INFORMATION

The following items must accompany your application at the time of submittal. No applications will be reviewed without these attachments.

- General description of request including purpose of event, types of proposed activities, and anticipated attendance
- Insurance Coverage: Evidence by a Certificate of Insurance naming the City of Keystone Heights as additional insured and must provide a Hold Harmless Agreement.

OR

- Notarized permission from property owner
- Security/Crowd Control: Plans to include a detailed description of where the attendees will be located security measures, security personnel, etc. A copy of the notification of event to the Clay Sheriff Department must be included and must have verification or receipt by the sheriff department.
- Fire Department Notification Letter: A letter must be attached notifying the local fire department of the event and must verify receipt of the letter by the local fire department.
- Conceptual Site Plan (to scale) including property boundaries, access to the site, location of tents or other temporary structures, location of proposed activities, **parking**, signs (in compliance with Article XIX of the LDR), temporary lighting, utilities, generators and other mechanical
- Sanitation and Public Health: Plans for sanitation and public health protection including temporary bathroom facilities, inspection of food facilities, drainage, and garbage and litter control. A minimum of three (3) dumpsters must be provided unless otherwise stated by City Council. (Proof of compliance with ADA standards must accompany this application)
- Set-up and Take-down: Plans outlining times of set-up and take-down of all event related structures; signage, barricades, tents, vendors, dumpsters/trash receptacles, port-a-potties etc.
- Road Closures: Application for State road closures or map and description of city road closure
- Meeting set up with City Manager to review event. **DATE** _____

Must comply with LFC 101 (life Safety Code); NFPA 1 (National Fire Protection Association); existing ordinances; County Permitting

Signature of Applicant *Gloria Casati* **Date** 3/2/23

City of Keystone Heights Cemetery Fund
Balance Sheet
As of January 31, 2023

	<u>Jan 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Ameris Bank - Cemetery Checking	192,407.77
Ameris Bank - Perpetual Care	35,771.12
Certificate of Deposit - 0060	59,163.09
Certificate of Deposit - 0250	93,737.52
Certificate of Deposit - 5713	52,089.49
Total Checking/Savings	<u>433,168.99</u>
Other Current Assets	
Cemetery Lot Inventory	31,227.43
Total Other Current Assets	<u>31,227.43</u>
Total Current Assets	464,396.42
Fixed Assets	
Accumulated Depreciation	-113,915.32
Building	108,931.77
Equipment	44,007.11
Irrigation System	44,469.81
Other Improvements	9,824.85
Total Fixed Assets	<u>93,318.22</u>
TOTAL ASSETS	<u>557,714.64</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	-1,167.75
Total Accounts Payable	-1,167.75
Other Current Liabilities	
Due to General Fund	-112.00
Total Other Current Liabilities	<u>-112.00</u>
Total Current Liabilities	<u>-1,279.75</u>
Total Liabilities	-1,279.75
Equity	
Fd Bal Invest Capital AssetNET	95,114.19
Fd Bal Restrict Perpetual Care	232,882.02
Fund Balance-Unrestricted	221,889.86
Retained Earnings	7,899.12
Net Income	1,209.20
Total Equity	<u>558,994.39</u>
TOTAL LIABILITIES & EQUITY	<u>557,714.64</u>

City of Keystone Heights Cemetery Fund
Profit & Loss Budget Performance
 January 2023

	Jan 23	Oct '22 - Jan 23	Annual Budget	Over/Under Budget
Ordinary Income/Expense				
Income				
Burial Permit Income	500.00	2,000.00	3,000.00	1,000.00
Cell Tower Rent	1,486.66	5,946.64	13,961.70	8,015.06
Lot Sales	1,050.00	9,450.00	15,000.00	5,550.00
Veterans Memorial Pathway Inc	0.00	35.00	0.00	(35.00)
Total Income	3,036.66	17,431.64	31,961.70	14,530.06
Gross Profit	3,036.66	17,431.64	31,961.70	14,530.06
Expense				
Audit	0.00	0.00	5,000.00	5,000.00
Capital Improvements	0.00	0.00	5,561.70	5,561.70
Computer Software Support	0.00	0.00	1,500.00	1,500.00
Contract Fees	0.00	9,834.38	0.00	(9,834.38)
Equipment Purchase	0.00	0.00	500.00	500.00
Legal				
Deed Recording Fees	0.40	157.20	200.00	42.80
Legal Expense	0.00	0.00	2,000.00	2,000.00
Total Legal	0.40	157.20	2,200.00	2,042.80
Perpetual Care Contribution	0.00	0.00	7,200.00	7,200.00
Repairs				
Building Repairs	0.00	0.00	500.00	500.00
Equipment Repairs & Maintenance	348.73	1,248.73	2,000.00	751.27
Total Repairs	348.73	1,248.73	2,500.00	1,251.27
Salaries & Taxes	1,297.00	3,965.00	6,000.00	2,035.00
Supplies	465.38	742.03	400.00	(342.03)
Utilities	157.00	546.00	1,500.00	954.00
Veterans Memorial Pathway Exp	0.00	125.97	300.00	174.03
Total Expense	2,268.51	16,619.31	32,661.70	16,042.39
Net Ordinary Income	768.15	812.33	(700.00)	(1,512.33)
Other Income/Expense				
Other Income				
CD Interest Income	0.00	76.51	250.00	173.49
Interest Income	96.76	320.36	100.00	(220.36)
Total Other Income	96.76	396.87	350.00	(46.87)
Net Other Income	96.76	396.87	350.00	(46.87)
Net Income	864.91	1,209.20	(350.00)	(1,559.20)

INFRASTRUCTURE
Balance Sheet
As of January 31, 2023

	<u>Jan 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
101050 · INFRASTRUCTURE FUND	450,203.86
101060A · INFRASTRUCTURE CD #0063	58,855.25
101060C · NFRASTRUCTURE CD #0408	81,387.99
101060D · INFRASTRUCTURE CD #0409	81,387.99
Total Checking/Savings	<u>671,835.09</u>
Accounts Receivable	
11000 · Accounts Receivable	-21,469.38
Total Accounts Receivable	<u>-21,469.38</u>
Total Current Assets	<u>650,365.71</u>
TOTAL ASSETS	<u>650,365.71</u>
LIABILITIES & EQUITY	
Equity	
32000 · Retained Earnings	5,540.66
Fund · Fund Balance	578,605.70
Net Income	66,219.35
Total Equity	<u>650,365.71</u>
TOTAL LIABILITIES & EQUITY	<u>650,365.71</u>

INFRASTRUCTURE
Profit & Loss Budget Performance

January 2023

	Jan 23	Oct '22- Jan 23	Annual Budget	Over/Under Budget
Income				
312600 · STATE INCOME	12,713.93	65,025.03	156,028.00	91,002.97
361100 · INTEREST INCOME				
361100A · BANK ACCOUNT INTEREST	373.15	1,164.65	150.00	(1,014.65)
361100B · CD INTEREST	0.00	29.67	300.00	270.33
361100C · CD 0266	0.00	0.00	0.00	-
CRA/Carry Forward	0.00	0.00	120,000.00	120,000.00
361100 · INTEREST INCOME - Other	0.00	0.00	0.00	-
Total 361100 · INTEREST INCOME	373.15	1,194.32	120,450.00	119,255.68
Total Income	13,087.08	66,219.35	276,478.00	210,258.65
Expense				
511.300 · OPERATING EXPENDITURES				
511.301 · AUDIT	0.00	0.00	4,000.00	4,000.00
511.300 · OPERATING EXPENDITURES - Other	0.00	0.00	0.00	0.00
Total 511.300 · OPERATING EXPENDITURES	0.00	0.00	4,000.00	4,000.00
511.600 · CAPITAL OUTLAY				
FRDAP - Theme Park/Pickle Ball	0.00	0.00	0.00	0.00
Right-of-Way Planning	0.00	0.00	20,000.00	20,000.00
Road Resurfacing	0.00	0.00	0.00	0.00
Road Sys Resurfacing Proj	0.00	0.00	100,000.00	100,000.00
Sidewalk Construction	0.00	0.00	7,500.00	7,500.00
Misc. Projects	0.00	0.00	144,978.00	144,978.00
Total 511.600 · CAPITAL OUTLAY	0.00	0.00	272,478.00	272,478.00
Total Expense	-	-	276,478.00	276,478.00
Net Income	13,087.08	66,219.35	-	(66,219.35)

City of Keystone Heights Community Redevelopment Trust Fund
Balance Sheet
As of January 31, 2023

	<u>Jan 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
CRA Checking Account	185,480.79
Total Checking/Savings	<u>185,480.79</u>
Total Current Assets	<u>185,480.79</u>
TOTAL ASSETS	<u>185,480.79</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-8.18
Total Accounts Payable	<u>-8.18</u>
Total Current Liabilities	<u>-8.18</u>
Total Liabilities	-8.18
Equity	
Restricted Fund Balance	64,744.37
Unrestricted Net Assets	48,293.16
Net Income	72,451.44
Total Equity	<u>185,488.97</u>
TOTAL LIABILITIES & EQUITY	<u>185,480.79</u>

City of Keystone Heights Community Redevelopment Trust Fund

INCOME/EXPENSES

January 2023

	Jan 23	Oct '22 - Jan 23	Annual Budget	Over/Under Budget
Ordinary Income/Expense				
Income				
City Increment Revenue at 95%	32,792.14	32,792.14	42,824.00	10,031.86
Direct Public Support				
County Funding	1,528.22	54,991.08	80,000.00	25,008.92
Total Direct Public Support	1,528.22	54,991.08	80,000.00	25,008.92
Other Types of Income				
CIP/Carry forward	0.00	0.00	110,000.00	110,000.00
Interest Revenue	67.18	173.07	50.00	(123.07)
Total Other Types of Income	67.18	173.07	110,050.00	109,876.93
Total Income	34,387.54	87,956.29	232,874.00	(144,917.71)
Gross Profit	34,387.54	87,956.29	232,874.00	(144,917.71)
Expense				
Business Expenses				
Advertising fees	0.00	0.00	10,000.00	10,000.00
Insurance - Liability, D and O	0.00	0.00	4,900.00	4,900.00
Membership Dues	0.00	175.00	1,500.00	1,325.00
Postage, Mailing Service	0.00	0.00	50.00	50.00
Printing and Copying	0.00	36.74	50.00	13.26
Supplies	0.00	0.00	50.00	50.00
Total Business Expenses	0.00	211.74	16,550.00	16,338.26
Contract Services				
Audit/Accounting Fees	0.00	0.00	11,500.00	11,500.00
Clay County EDC	0.00	0.00	3,000.00	3,000.00
Legal Fees	0.00	0.00	5,000.00	5,000.00
LRDC	0.00	0.00	0.00	0.00
SBDC	0.00	0.00	2,000.00	2,000.00
Staff Services-GF	0.00	0.00	10,000.00	10,000.00
Total Contract Services	0.00	0.00	31,500.00	31,500.00
Events & Festivals				
5K Run July 4th	0.00	114.00	1,800.00	1,686.00
Embrace - Christmas Event	0.00	0.00	0.00	0.00
Events and Other	0.00	0.00	29,224.00	29,224.00
July Fourth Fireworks Event	0.00	0.00	7,500.00	7,500.00
Kiwanis Parade	0.00	0.00	1,800.00	1,800.00
Outside Event Security Reimburs	0.00	2,469.00	4,000.00	1,531.00
Seasonal Decorations	337.28	12,710.11	15,000.00	2,289.89
Total Events & Festivals	337.28	15,293.11	59,324.00	44,030.89
Other Types of Expenses				
CIP expenses				
Aesthetic/Beach	0.00	0.00	0.00	0.00
Benches/Trash Cans	0.00	0.00	10,000.00	10,000.00
Grant Contribution Expenses	0.00	0.00	50,000.00	50,000.00

City of Keystone Heights Community Redevelopment Trust Fund

INCOME/EXPENSES

January 2023

	Jan 23	Oct '22 - Jan 23	Annual Budget	Over/Under Budget
Pavilion Outfitting&Furnishings	0.00	0.00	0.00	0.00
Rails to Trails	0.00	0.00	0.00	0.00
Streetscape Improvement	0.00	0.00	75,000.00	75,000.00
Welcome Center Expenses	0.00	0.00	500.00	500.00
Total CIP expenses	0.00	0.00	135,500.00	135,500.00
Total Other Types of Expenses	0.00	0.00	135,500.00	135,500.00
Total Expense	337.28	15,504.85	242,874.00	227,369.15
Net Ordinary Income	34,050.26	72,451.44	(10,000.00)	(82,451.44)
Net Income	34,050.26	72,451.44	(10,000.00)	(82,451.44)

City of Keystone Heights
Balance Sheet
As of January 31, 2023

	Jan 31, 23
ASSETS	
Current Assets	
Checking/Savings	
101010 · AMERIS BANK - GENERAL ACCOUNT	847,001.30
101015 · BILL ACCOUNT	13,340.33
101018 · AMERIS BANK-GRANT ACCOUNT	428,327.95
101025 · AMERIS BANK - LAKES REPLENISH	78,011.44
101026 · AMERIS BANK - LOAN DEBT	3,952.61
101030 · AMERIS BANK - CD	
Ameris Bank CD #50153	118,946.84
Certificate of Deposit 0249	61,608.39
Certificate of Deposit 0267	59,154.88
Total 101030 · AMERIS BANK - CD	239,710.11
Total Checking/Savings	1,610,343.74
Accounts Receivable	
115000 · ACCOUNTS RECEIVABLE	-96,791.12
131100 · DUE FROM THE AIRPORT	6,571.73
131120 · DUE FROM CEMETERY	528.67
133000 · DUE FROM STATE	31,770.53
Total Accounts Receivable	-57,920.19
Other Current Assets	
Cemetery Lot Sales Payment	27,150.00
Cemetery Lot Sales Received	-27,150.00
Total Other Current Assets	0.00
Total Current Assets	1,552,423.55
TOTAL ASSETS	1,552,423.55
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202000 · ACCOUNTS PAYABLE	-1,248.87
Total Accounts Payable	-1,248.87
Other Current Liabilities	
202052 · Company Paid 401(K)	-527.41
202053 · 457 CO. CONTRIBUTION	0.02
202059 · Ameritas	134.91
202060 · Principal - Dependent Dental Ca	-460.05
202062 · Union dues 2	-0.30
202063 · Principal-Dependent Life	8.84
202064 · Principal - Dependent Vision	67.05
202066 · BC/BS Dependent Health	1,013.89
2100 · Payroll Liabilities	2,326.51
2300 · Pending Transfers - GF/CIP	
2300.1 · Due To/From CIP Fund	13,496.51
Total 2300 · Pending Transfers - GF/CIP	13,496.51
Total Other Current Liabilities	16,059.97
Total Current Liabilities	14,811.10
Total Liabilities	14,811.10
Equity	
271223 · FUND BALANCE - UNASSIGNED	805,196.39
271225 · FUND BALANCE - ASSIGNED	80,851.48
3900 · Retained Earnings	502,680.79
Net Income	148,883.79
Total Equity	1,537,612.45
TOTAL LIABILITIES & EQUITY	1,552,423.55

City of Keystone Heights
GF Income-Expenses vs Budget
 January 2023

	Jan 23	Oct '22 - Jan 23	Annual Budget	Over/Under Budget
Ordinary Income/Expense				
Income				
310000 · TAXES				
311100 · PROPERTY TAXES	9,618.67	230,934.72	319,282.11	88,347.39
312410 · GAS TAX	8,598.35	34,682.55	70,000.00	35,317.45
313300 · UTILITY TAX - CCUA	2,983.42	12,049.23	35,000.00	22,950.77
314103 · UTILITY TAX - ELECTRIC	8,366.36	40,381.71	89,000.00	48,618.29
315000 · LOCAL COMMUNICATION SERVICE TAX	7,611.81	35,256.11	81,500.63	46,244.52
323000 · ADMINISTRATIVE FEE - WASTE	1,908.31	7,633.79	0.00	(7,633.79)
Total 310000 · TAXES	39,086.92	360,938.11	594,782.74	233,844.63
320000 · LICENSES AND PERMITS				
321102 · BUSINESS TAX	295.00	1,710.00	5,200.00	3,490.00
341202 · PERMIT/ZONING RELATED FEES	75.00	1,052.00	20,000.00	18,948.00
Total 320000 · LICENSES AND PERMITS	370.00	2,762.00	25,200.00	22,438.00
335000 · STATE - SHARED REVENUES				
335120 · STATE REVENUE SHARING	4,734.58	18,938.30	58,271.00	39,332.70
335140 · MOBILE HOME LICENSES	289.50	994.31	1,200.00	205.69
335150 · ALCOHOL BEV LICENSES	636.27	4,413.70	5,000.00	586.30
335180 · HALF CENT SALES TAX	7,951.13	31,904.24	90,044.00	58,139.76
Total 335000 · STATE - SHARED REVENUES	13,611.48	56,250.55	154,515.00	98,264.45
341000 · CHARGES FOR CITY SERVICES				
350600 · FDOT HIGHWAY MAINTENANCE	26,027.88	26,027.88	52,055.75	26,027.87
350601 · FDOT TRAFFIC LIGHT REIMBURSEMEN	0.00	0.00	13,367.00	13,367.00
350602 · FDOT STREET LIGHT REIMBURSEMENT	0.00	17,247.78	17,248.00	0.22
Total 341000 · CHARGES FOR CITY SERVICES	26,027.88	43,275.66	82,670.75	39,395.09
360100 · MISC CITY INCOME				
360102 · FACILITY RENTALS	1,250.00	950.00	8,000.00	7,050.00
360103 · COPIES/FAXES	0.00	34.30	20.00	(14.30)
360106A · BANK ACCOUNT INTEREST INCOME	763.72	2,276.16	500.00	(1,776.16)
360106B · CD - INTEREST INCOME	0.00	111.72	500.00	388.28
360107 · CREDIT CARD PROCESSING FEES	15.78	154.53	200.00	45.47
360109 · MISC OTHER INCOME				
360109A · NE FL LEAGUE OF CITIES REIMBURS	0.00	0.00	2,000.00	2,000.00
360109 · MISC OTHER INCOME - Other	1,960.00	17,629.80	2,500.00	(15,129.80)
Total 360109 · MISC OTHER INCOME	1,960.00	17,629.80	4,500.00	(13,129.80)
360110 · FESTIVALS & CONCERTS	(300.00)	2,220.00	3,000.00	780.00
360100 · MISC CITY INCOME - Other	0.00	285.11		(285.11)
Total 360100 · MISC CITY INCOME	3,689.50	23,661.62	16,720.00	(6,941.62)
382000 · INTERNAL SERVICES/REIMBURSEMENT				
382001 · CEMETERY ADMIN AND LABOR REIMB	1,343.00	2,780.00	6,000.00	3,220.00
382002 · CEMETERY LEGAL/AUDIT FEE REIMB	0.00	0.00	2,000.00	2,000.00
382021 · CRA-REIMBURSEMENT -GENERAL FUND	0.00	0.00	10,000.00	10,000.00
382024 · CRA LEGAL FEE REIMBURSEMENT	0.00	0.00	5,000.00	5,000.00
Total 382000 · INTERNAL SERVICES/REIMBURSEMENT	1,343.00	2,780.00	23,000.00	20,220.00
Total Income	84,128.78	489,667.94	896,888.49	407,220.55
Gross Profit	84,128.78	489,667.94	896,888.49	407,220.55
Expense				
CULTURE AND RECREATION				
FESTIVALS AND CONCERTS				
OPERATING EXPENSES	0.00	0.00	3,000.00	3,000.00
FESTIVALS AND CONCERTS - OTHER	0.00	0.00	0.00	0.00
Total FESTIVALS AND CONCERTS	0.00	0.00	3,000.00	3,000.00
PARKS AND RECREATION				
OPERATING EXPENSES				
572340 · MATERIALS & SUPPLIES-PARKS	196.67	5,902.60	15,000.00	9,097.40
572370 · PARKS ELECTRIC	535.21	2,045.23	7,000.00	4,954.77
572380 · PARKS WATER	830.84	2,607.10	3,500.00	892.90

City of Keystone Heights
GF Income-Expenses vs Budget
 January 2023

	Jan 23	Oct '22 - Jan 23	Annual Budget	Over/Under Budget
Total OPERATING EXPENSES	1,562.72	10,554.93	25,500.00	14,945.07
PERSONNEL SERVICES				
572390 · PAYROLL PARKS & REC	667.75	3,698.75	50,000.00	46,301.25
Total PERSONNEL SERVICES	667.75	3,698.75	50,000.00	46,301.25
Total PARKS AND RECREATION	2,230.47	14,253.68	75,500.00	61,246.32
Total CULTURE AND RECREATION	2,230.47	14,253.68	78,500.00	64,246.32
GENERAL GOVERNMENT				
COMPREHENSIVE PLANNING				
OPERATING EXPENSES				
551020 · PLANNER FEES	0.00	0.00	20,000.00	20,000.00
Total OPERATING EXPENSES	0.00	0.00	20,000.00	20,000.00
Total COMPREHENSIVE PLANNING	0.00	0.00	20,000.00	20,000.00
FINANCE AND ADMINISTRATION				
OPERATING EXPENSE				
513141 · VEHICLE ALLOWANCE	230.80	1,038.60	2,400.00	1,361.40
513300 · LIAB/FIRE/AUTO/PROPERTY INSUR	0.00	13,150.00	35,000.00	21,850.00
513350 · TELEPHONE/INTERNET/CATV	347.69	2,256.62	7,500.00	5,243.38
513360 · CITY HALL SUPPLIES	1,114.01	4,064.99	5,000.00	935.01
513370 · CITY HALL ELECTRIC	323.96	1,483.81	4,000.00	2,516.19
513390 · CITY HALL WATER	46.41	220.08	700.00	479.92
513400 · MAINTENANCE-BUILDING/EQUIPMENT	303.07	413.07	3,500.00	3,086.93
513402 · MAINTENANCE-COPIER	84.29	522.10	1,000.00	477.90
513440 · POSTAGE/PRINTING	127.85	410.63	500.00	89.37
513460 · ADVERTISING	529.92	1,100.96	7,000.00	5,899.04
513480 · AUDITING	0.00	0.00	20,500.00	20,500.00
513510 · CONTINGENCY CITYHALL/MEMBERSHIP	982.18	3,767.88	9,000.00	5,232.12
513520 · RECODIFICATION	0.00	0.00	1,000.00	1,000.00
513540 · CPA SERVICES	1,050.00	4,700.00	6,000.00	1,300.00
513604 · IT HOSTING	1,290.00	15,937.00	17,440.68	1,503.68
514001 · PROFESSIONAL FEES-MEDICAL	40.00	155.00	500.00	345.00
514002 · CITY ENGINEERS	0.00	15,723.75	45,000.00	29,276.25
519500 · ELECTION EXP	75.00	75.00	2,500.00	2,425.00
521120 · MAINTENANCE-GENERATOR	333.70	351.69	2,000.00	1,648.31
521702 · SPECIAL MAGISTRATE	0.00	0.00	1,000.00	1,000.00
541300 · CONTINGENCY PUBLIC WORKS	31.49	103.49	1,000.00	896.51
551023 · CONTINGENCY CODE ENFORCEMENT	0.00	69.80	2,000.00	1,930.20
572503 · EVENTS	98.63	3,323.38	1,000.00	(2,323.38)
Total OPERATING EXPENSE	7,009.00	68,867.85	175,540.68	106,672.83
PERSONNEL SERVICES				
513099 · PAYROLL CITY STAFF	12,385.35	51,920.21	143,000.00	91,079.79
513111 · CITY HALL/COUNCIL PR TAX	1,348.38	5,079.47	17,000.00	11,920.53
513120 · CONTINGENCY CITY MANAGER	105.98	315.98	2,500.00	2,184.02
513121 · PTO CREDIT	-380.62	-3,082.66	35,000.00	38,082.66
513122 · PTO DEBIT	380.62	3,082.66	-35,000.00	(38,082.66)
513123 · CONTINGENCY CITY ADMIN	43.49	98.06	1,000.00	901.94
513125 · CONTINGENCY MAYOR/COUNCIL	99.00	124.49	6,000.00	5,875.51
513140 · HEALTH INSURANCE	4,516.34	16,939.41	50,725.00	33,785.59
513150 · WORKER'S COMP INSURANCE	0.00	9,931.50	26,000.00	16,068.50
513530 · ICMA MATCH	432.30	1,952.85	9,176.30	7,223.45
Total PERSONNEL SERVICES	18,930.84	86,361.97	255,401.30	169,039.33
Total FINANCE AND ADMINISTRATION	25,939.84	155,229.82	430,941.98	275,712.16
LEGAL				
CONTRACTUAL SERVICES				
514000 · CITY ATTORNEY	0.00	16,500.00	59,000.00	42,500.00
Total CONTRACTUAL SERVICES	0.00	16,500.00	59,000.00	42,500.00

City of Keystone Heights
GF Income-Expenses vs Budget
 January 2023

	Jan 23	Oct '22 - Jan 23	Annual Budget	Over/Under Budget
Total LEGAL	0.00	16,500.00	59,000.00	42,500.00
LEGISLATIVE				
PERSONNEL SERVICES				
511100 · PAYROLL MAYOR & COUNCIL	2,000.00	8,000.00	24,660.00	16,660.00
Total PERSONNEL SERVICES	2,000.00	8,000.00	24,660.00	16,660.00
Total LEGISLATIVE	2,000.00	8,000.00	24,660.00	16,660.00
Total GENERAL GOVERNMENT	27,939.84	179,729.82	534,601.98	354,872.16
HUMAN SERVICES				
PERSONNEL SERVICES				
CEMETERY				
541137 · CEMETERY CREW PAYROLL	1,297.00	3,965.00	6,000.00	2,035.00
Total CEMETERY	1,297.00	3,965.00	6,000.00	2,035.00
Total PERSONNEL SERVICES	1,297.00	3,965.00	6,000.00	2,035.00
Total HUMAN SERVICES	1,297.00	3,965.00	6,000.00	2,035.00
PUBLIC SAFETY				
CODE ENFORCEMENT				
PERSONNEL SERVICES				
521700 · PAYROLL CE OFFICER	1,785.00	8,385.00	32,163.00	23,778.00
Total PERSONNEL SERVICES	1,785.00	8,385.00	32,163.00	23,778.00
Total CODE ENFORCEMENT	1,785.00	8,385.00	32,163.00	23,778.00
OPERATING EXPENSES				
521905 · EMERGENCY SUPPLIES	0.00	0.00	150.00	150.00
541375 · SAFETY/SECURITY	665.83	2,325.59	14,517.19	12,191.60
Total OPERATING EXPENSES	665.83	2,325.59	14,667.19	12,341.60
Total PUBLIC SAFETY	2,450.83	10,710.59	46,830.19	36,119.60
TRANSPORTATION				
ROADS AND STREETS FACILITIES				
OPERATING EXPENSES				
541340 · MATERIALS/SUPPLIES	3,819.08	11,533.64	18,000.00	6,466.36
541350 · SIGNS & PAVEMENT MARKINGS	1,620.00	1,620.00	5,000.00	3,380.00
541360 · PW ELECTRIC	188.93	670.51	3,000.00	2,329.49
541365 · PW TELEPHONE/INTERNET/CATV	567.01	2,753.69	8,741.67	5,987.98
541370 · PW WATER	81.41	283.42	1,000.00	716.58
541380 · UTILITIES-ELECTRIC-STREET LIGHT	267.56	6,326.75	13,000.00	6,673.25
541390 · UTILITIES-ELECTRIC-TRAFFIC LIGH	130.77	471.62	1,000.00	528.38
541500 · GAS & OIL	1,303.36	5,002.92	14,638.39	9,635.47
549657 · TRAFFIC LIGHT REPAIR	0.00	598.51	3,000.00	2,401.49
Total OPERATING EXPENSES	7,978.12	29,261.06	67,380.06	38,119.00
PERSONNEL SERVICES				
541100 · PAYROLL PUBLIC WORKS	8,051.66	37,490.22	87,753.00	50,262.78
541101 · PW PRTAX	901.61	4,085.49	11,500.00	7,414.51
Total PERSONNEL SERVICES	8,953.27	41,575.71	99,253.00	57,677.29
Total ROADS AND STREETS FACILITIES	16,931.39	70,836.77	166,633.06	95,796.29
Total TRANSPORTATION	16,931.39	70,836.77	166,633.06	95,796.29
513000L · CITY HALL-OTHER EXPENSES				
519495 · COMM REDEVELOP AGENCY	32,792.14	32,792.14	42,123.27	9,331.13
519497 · CREDIT CARD FEES	238.08	561.75	700.00	138.25
572505 · MISC OTHER EXPENSE	100.00	190.62	0.00	(190.62)
Total 513000L · CITY HALL-OTHER EXPENSES	33,130.22	33,544.51	42,823.27	9,278.76
515000 · TRANSFERS/COMMUNITY SUPPORT				
521610 · LAKES	0.00	0.00	10,000.00	10,000.00

City of Keystone Heights
GF Income-Expenses vs Budget
January 2023

	Jan 23	Oct '22 - Jan 23	Annual Budget	Over/Under Budget
550100 · 2025 CENTENNIAL CELEBRATION	0.00	0.00	1,500.00	1,500.00
Total 515000 · TRANSFERS/COMMUNITY SUPPORT	0.00	0.00	11,500.00	11,500.00
521600 · HERITAGE COMMISSION EXPENSE	95.00	2,837.78	4,000.00	1,162.22
572000A · FESTIVALS & CITY EVENTS				
572501 · NE FLORIDA LEAGUE DINNER	0.00	0.00	2,000.00	2,000.00
Total 572000A · FESTIVALS & CITY EVENTS	0.00	0.00	2,000.00	2,000.00
572001 · PARKS & REC - OPERATING EXP				
572400 · MAINT - EQUIP	0.00	0.00	0.00	0.00
Total 572001 · PARKS & REC - OPERATING EXP	0.00	0.00	0.00	0.00
Total Expense	84,074.75	315,878.15	892,888.50	577,010.35
Net Ordinary Income	54.03	173,789.79	3,999.99	(169,789.80)
Other Income/Expense				
Other Expense				
DEO GRANT	0.00	0.00	0.00	0.00
DEO GRANT	0.00	0.00	0.00	(46,000.00)
ARPA	18,156.00	24,906.00	0.00	(24,906.00)
CARES ACT FUNDING	0.00	0.00	0.00	0.00
CARES ACT EXP REIMBURSEMENT	0.00	0.00	0.00	0.00
Total CARES ACT FUNDING	0.00	0.00	0.00	0.00
Total Other Expense	18,156.00	24,906.00	0.00	(24,906.00)
Net Other Income	(18,156.00)	(24,906.00)	0.00	24,906.00
Net Income	(18,101.97)	148,883.79	3,999.99	(144,883.80)

LAKE REPLENISH/RESTORATION ACCOUNT
Balance Sheet
As of January 31, 2023

	<u>Jan 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
AMERIS BANK LAKE REPLENISH	42,145.75
Total Checking/Savings	<u>42,145.75</u>
Total Current Assets	<u>42,145.75</u>
TOTAL ASSETS	<u>42,145.75</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	42,585.70
Net Income	<u>-439.95</u>
Total Equity	<u>42,145.75</u>
TOTAL LIABILITIES & EQUITY	<u>42,145.75</u>

LAKE REPLENISH/RESTORATION ACCOUNT
Profit & Loss Budget Performance
 January 2023

	Jan 23	Oct '22 - Jan 23	Annual Budget	Over/Under Budget
Ordinary Income/Expense				
Income				
Annual Transfer from GF	0.00	0.00	0.00	0.00
Interest Income	17.98	60.05	0.00	(60.05)
Total Income	17.98	60.05	0.00	(60.05)
Expense				
AUDIT	0.00	0.00	0.00	0.00
Lake Maintenance	250.00	500.00	0.00	(500.00)
Total Expense	250.00	500.00	0.00	(500.00)
Net Ordinary Income	(232.02)	(439.95)	0.00	439.95
Net Income	(232.02)	(439.95)	0.00	439.95

RECAPITALIZATION
Balance Sheet
As of January 31, 2023

	<u>Jan 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Infrastructure CD #0063	58,825.58
Infrastructure CD #0408	81,387.99
Infrastructure CD #0409	81,387.99
101010 · AMERIS RECAP ACCOUNT	1,604.44
C · Cash-Infrastructure Fund	394,014.18
	<hr/>
Total Checking/Savings	617,220.18
Other Current Assets	
Due from General Fund	12,728.91
	<hr/>
Total Other Current Assets	12,728.91
	<hr/>
Total Current Assets	629,949.09
	<hr/>
TOTAL ASSETS	629,949.09
	<hr/> <hr/>
LIABILITIES & EQUITY	
Equity	
Fund Balance	620,177.54
Unrestricted Fund Balance	3,665.87
32000 · Retained Earnings	6,103.41
Net Income	2.27
	<hr/>
Total Equity	629,949.09
	<hr/>
TOTAL LIABILITIES & EQUITY	629,949.09
	<hr/> <hr/>

RECAPITALIZATION
Profit & Loss Budget Performance
 January 2023

	Jan 23	Oct '22 - Jan 23	Annual Budget	Over/Under Budget
Ordinary Income/Expense				
Expense				
511.300 · OPERATING EXPENSES				
511320 · BUILDING PROJECTS	0.00	0.00	0.00	0.00
511500 · TREE SCAPES				
511510 · TREE MAINTENANCE	0.00	0.00	0.00	0.00
Total 511500 · TREE SCAPES	0.00	0.00	0.00	0.00
511.300 · OPERATING EXPENSES - Other	0.00	0.00	0.00	0.00
Total 511.300 · OPERATING EXPENSES	0.00	0.00	0.00	0.00
Total Expense	0.00	0.00	0.00	0.00
Net Ordinary Income				
Other Income/Expense				
Other Income				
Interest	0.70	2.27	0.00	(2.27)
Total Other Income	0.70	2.27	0.00	(2.27)
Net Other Income	0.70	2.27	0.00	(2.27)
Net Income	0.70	2.27	0.00	(2.27)

City of Keystone Heights Account QuickReport As of January 31, 2023

Type	Date	Num	Name	Split	Original Amount	Paid Amount
101015 · BILL ACCOUNT						
Bill Pmt -Check	01/04/2023	EFT	WEX BANK (SHELL)	202000 · ACC...	-182.11	-182.11
Bill Pmt -Check	01/04/2023	EFT	CLAY ELECTRIC COOP...	202000 · ACC...	-56.00	-56.00
Bill Pmt -Check	01/04/2023	EFT	CARD SERVICE CENTER	202000 · ACC...	-2,123.24	-2,123.24
Bill Pmt -Check	01/09/2023	EFT	WEX BANK (EXXON MO...	202000 · ACC...	-980.21	-980.21
Bill Pmt -Check	01/09/2023	EFT	WASTE MANAGEMENT	202000 · ACC...	-935.42	-935.42
Bill Pmt -Check	01/09/2023	EFT	CLAY ELECTRIC COOP...	202000 · ACC...	-1,238.88	-1,238.88
Bill Pmt -Check	01/09/2023	EFT	CLAY COUNTY UTILITY ...	202000 · ACC...	-39.37	-39.37
Bill Pmt -Check	01/09/2023	EFT	CLAY COUNTY UTILITY ...	202000 · ACC...	-53.45	-53.45
Bill Pmt -Check	01/09/2023	EFT	CLAY COUNTY UTILITY ...	202000 · ACC...	-35.42	-35.42
Bill Pmt -Check	01/09/2023	EFT	CLAY COUNTY UTILITY ...	202000 · ACC...	-665.93	-665.93
Bill Pmt -Check	01/09/2023	EFT	CLAY COUNTY UTILITY ...	202000 · ACC...	-46.41	-46.41
Bill Pmt -Check	01/09/2023	EFT	CLAY COUNTY UTILITY ...	202000 · ACC...	-60.49	-60.49
Bill Pmt -Check	01/09/2023	EFT	CARD SERVICE CENTER	202000 · ACC...	-309.81	-309.81
Bill Pmt -Check	01/09/2023	EFT	CARD SERVICE CENTER	202000 · ACC...	-557.75	-557.75
Bill Pmt -Check	01/09/2023	EFT	CARD SERVICE CENTER	202000 · ACC...	-43.95	-43.95
Bill Pmt -Check	01/11/2023	EFT	AFLAC	202000 · ACC...	-43.86	-43.86
Bill Pmt -Check	01/17/2023	EFT	CLAY COUNTY UTILITY ...	202000 · ACC...	-29.63	-29.63
Bill Pmt -Check	01/18/2023	EFT	ADT SECURITY SERVIC...	202000 · ACC...	-216.22	-216.22
Bill Pmt -Check	01/24/2023	EFT	PRINCIPAL LIFE INSUR...	202000 · ACC...	-424.36	-424.36
Bill Pmt -Check	01/24/2023	EFT	BLUE CROSS-BLUE SHI...	202000 · ACC...	-5,003.66	-5,003.66
Bill Pmt -Check	01/24/2023	EFT	WEX BANK (SHELL)	202000 · ACC...	-60.00	-60.00
Bill Pmt -Check	01/26/2023	EFT	CRYSTAL SPRINGS WA...	202000 · ACC...	-45.96	-45.96
Deposit	01/31/2023			360106A · BA...	5.18	5.18
General Journal	01/24/2023	09/30...		101010 · AME...	10,000.00	10,000.00
Total 101015 · BILL ACCOUNT						-3,146.95
TOTAL						-3,146.95

City of Keystone Heights Cemetery Fund Expenses by Vendor Detail January 2023

Type	Date	Num	Memo	Account	Clr	Split	Original Amount	Paid Amount	Balance
Bryan's Ace Hardware									
Bill	01/04/2023	DEC 2...	SIGN SUPPLI...	Supplies		*Accounts Pay...	372.79	372.79	372.79
Bill	01/04/2023	DEC 2...	HOSE CLAM...	Supplies		*Accounts Pay...	2.99	2.99	375.78
Bill	01/04/2023	DEC 2...	GFCI RECEP...	Supplies		*Accounts Pay...	23.99	23.99	399.77
Bill	01/04/2023	DEC 2...	WIU CVR ME...	Supplies		*Accounts Pay...	16.99	16.99	416.76
Bill	01/04/2023	DEC 2...	CEILING HO...	Supplies		*Accounts Pay...	2.99	2.99	419.75
Bill	01/04/2023	DEC 2...	PVC COUPLI...	Supplies		*Accounts Pay...	10.18	10.18	429.93
Bill	01/04/2023	DEC 2...	PVC PIPE, P...	Supplies		*Accounts Pay...	3.98	3.98	433.91
Bill	01/04/2023	DEC 2...	PVC CEMENT	Supplies		*Accounts Pay...	7.99	7.99	441.90
Bill	01/04/2023	DEC 2...	HIL FASTNE...	Supplies		*Accounts Pay...	23.48	23.48	465.38
Total Bryan's Ace Hardware								465.38	465.38
City of Keystone Heights									
Bill	01/25/2023	458	Reimburse G...	Salaries & Taxes		*Accounts Pay...	330.00	330.00	330.00
Bill	01/25/2023	458	Reimburse G...	Salaries & Taxes		*Accounts Pay...	364.00	364.00	694.00
Bill	01/25/2023	458	Reimburse G...	Salaries & Taxes		*Accounts Pay...	330.00	330.00	1,024.00
Bill	01/25/2023	458	Reimburse G...	Salaries & Taxes		*Accounts Pay...	273.00	273.00	1,297.00
Total City of Keystone Heights								1,297.00	1,297.00
Clay Electric Cooperative, Inc.									
Bill	01/10/2023		KEYSTONE ...	Utilities		*Accounts Pay...	117.00	117.00	117.00
Bill	01/10/2023		KEYSTONE ...	Utilities		*Accounts Pay...	40.00	40.00	157.00
Total Clay Electric Cooperative, Inc.								157.00	157.00
Clerk of the Courts - Bradford									
Bill	01/04/2023		RECORDING...	Deed Recording Fees		*Accounts Pay...	0.40	0.40	0.40
Total Clerk of the Courts - Bradford								0.40	0.40
LAKE AREA LAWN SERVICE									
Bill	01/11/2023	9062	REPAIR OF L...	Equipment Repairs ...		*Accounts Pay...	348.73	348.73	348.73
Total LAKE AREA LAWN SERVICE								348.73	348.73
TOTAL								2,268.51	2,268.51

INFRASTRUCTURE
Expenses by Vendor Detail
January 2023

Type	Date	Num	Memo	Account	Clr	Split	Original Amount	Paid Amount	Balance
TOTAL									0.00

City of Keystone Heights Community Redevelopment Trust Fund
Expenses by Vendor Detail
 January 2023

Type	Date	Num	Memo	Account	Clr	Split	Original Amount	Paid Amount	Balance
CITY OF KEYSTONE HGHTS									
Bill	01/10/2023	456	REIMB FOR ...	Seasonal Decorations		Accounts Paya...	53.86	53.86	53.86
Bill	01/10/2023	456	REIMB FOR ...	Seasonal Decorations		Accounts Paya...	209.72	209.72	263.58
Bill	01/10/2023	456	REIMB FOR ...	Seasonal Decorations		Accounts Paya...	73.70	73.70	337.28
Total CITY OF KEYSTONE HGHTS								337.28	337.28
TOTAL								337.28	337.28

City of Keystone Heights

Month End Report

As of January 31, 2023

Type	Date	Num	Name	Split	Original Amount	Paid Amount
101010 · AMERIS BANK - GENERAL ACCOUNT						
Bill Pmt -Check	01/03/2023	EFT	FISERV.	202000 · ACC...	-126.63	-126.63
Bill Pmt -Check	01/04/2023	19621	MIKE'S AUTO ELE...	202000 · ACC...	-50.00	-50.00
Bill Pmt -Check	01/04/2023	19622	DAMPIER'S SEPTI...	202000 · ACC...	-75.00	-75.00
Bill Pmt -Check	01/04/2023	19623	BRYAN'S ACE HO...	202000 · ACC...	-516.19	-516.19
Bill Pmt -Check	01/04/2023	19624	VERIZON WIRELE...	202000 · ACC...	-329.61	-329.61
Bill Pmt -Check	01/10/2023	19625	SIMPLY BEAUTIFU...	202000 · ACC...	-1,620.00	-1,620.00
Bill Pmt -Check	01/10/2023	19626	CARQUEST AUTO ...	202000 · ACC...	-149.58	-149.58
Bill Pmt -Check	01/10/2023	19627	LISA KANOS	202000 · ACC...	-300.00	-300.00
Bill Pmt -Check	01/10/2023	19628	THE OFFICE SHOP	202000 · ACC...	-84.29	-84.29
Bill Pmt -Check	01/10/2023	19629	STARKE FAMILY ...	202000 · ACC...	-40.00	-40.00
Bill Pmt -Check	01/10/2023	19630	COMCAST	202000 · ACC...	-347.69	-347.69
Bill Pmt -Check	01/10/2023	19631	RELIABLE TRANS...	202000 · ACC...	-75.00	-75.00
Bill Pmt -Check	01/10/2023	19632	BRADFORD COUN...	202000 · ACC...	-241.92	-241.92
Bill Pmt -Check	01/10/2023	19633	NEW RIVER TECH...	202000 · ACC...	-1,290.00	-1,290.00
Bill Pmt -Check	01/10/2023	19634	FLORIDA TRUST	202000 · ACC...	-95.00	-95.00
Bill Pmt -Check	01/10/2023	19635	WINNING CONCE...	202000 · ACC...	-137.96	-137.96
Bill Pmt -Check	01/10/2023	19636	CLAY ELECTRIC C...	202000 · ACC...	-179.51	-179.51
Bill Pmt -Check	01/10/2023	19637	ARIANNA GRIEVES	202000 · ACC...	-20.00	-20.00
Bill Pmt -Check	01/10/2023	19638	Charnelle Whittemore	202000 · ACC...	-20.00	-20.00
Bill Pmt -Check	01/10/2023	19639	STAR QUALITY DA...	202000 · ACC...	-20.00	-20.00
Bill Pmt -Check	01/10/2023	19640	PARK OF THE PAL...	202000 · ACC...	-20.00	-20.00
Bill Pmt -Check	01/10/2023	19641	NO LIMITS LAND C...	202000 · ACC...	-20.00	-20.00
Bill Pmt -Check	01/10/2023	19642	SANDY PARDEE	202000 · ACC...	-20.00	-20.00
Bill Pmt -Check	01/10/2023	19643	George Petersen	202000 · ACC...	-20.00	-20.00
Bill Pmt -Check	01/10/2023	19644	MICHELLE COOK	202000 · ACC...	-20.00	-20.00
Bill Pmt -Check	01/10/2023	19645	Capitol City Bank	202000 · ACC...	-20.00	-20.00
Bill Pmt -Check	01/10/2023	19646	Stephanie Smith	202000 · ACC...	-20.00	-20.00
Bill Pmt -Check	01/10/2023	19647	HOODZ OF GAIN...	202000 · ACC...	-20.00	-20.00
Bill Pmt -Check	01/13/2023	19648	MISSIONSQUARE ...	202000 · ACC...	-96.15	-96.15
Bill Pmt -Check	01/13/2023	19649	MISSIONSQUARE ...	202000 · ACC...	-492.30	-492.30
Bill Pmt -Check	01/13/2023	19650	RIVIERE TIRE CO.,...	202000 · ACC...	-224.00	-224.00
Bill Pmt -Check	01/13/2023	19651	BRADFORD COUN...	202000 · ACC...	-288.00	-288.00
Bill Pmt -Check	01/18/2023	19652	Keystone Heights R...	202000 · ACC...	-20.00	-20.00
Bill Pmt -Check	01/18/2023	19653	Melinda Miller	202000 · ACC...	-20.00	-20.00
Bill Pmt -Check	01/18/2023	19654	Tina Gray	202000 · ACC...	-20.00	-20.00
Bill Pmt -Check	01/18/2023	19655	NORTHEAST FLO...	202000 · ACC...	-25.00	-25.00
Bill Pmt -Check	01/18/2023	19656	MIKE BERTIE HEA...	202000 · ACC...	-215.00	-215.00
Bill Pmt -Check	01/18/2023	19657	REBECCA E. WILL...	202000 · ACC...	-1,050.00	-1,050.00
Bill Pmt -Check	01/18/2023	19658	RING POWER CO...	202000 · ACC...	-333.70	-333.70
Bill Pmt -Check	01/19/2023	19659	CLERK OF COURT...	202000 · ACC...	-10.00	-10.00
Bill Pmt -Check	01/19/2023	19660	CLERK OF COURT...	202000 · ACC...	-10.00	-10.00
Bill Pmt -Check	01/19/2023	19661	CLERK OF COURT...	202000 · ACC...	-10.00	-10.00
Bill Pmt -Check	01/19/2023	19662	CLERK OF COURT...	202000 · ACC...	-10.00	-10.00
Bill Pmt -Check	01/19/2023	19663	CLERK OF COURT...	202000 · ACC...	-10.00	-10.00
Bill Pmt -Check	01/19/2023	19664	CLERK OF COURT...	202000 · ACC...	-10.00	-10.00
Bill Pmt -Check	01/19/2023	19665	CLERK OF COURT...	202000 · ACC...	-10.00	-10.00
Bill Pmt -Check	01/20/2023	19666	CLERK OF COURT...	202000 · ACC...	-30.00	-30.00
Bill Pmt -Check	01/24/2023	19667	REBECA FARMER	202000 · ACC...	-20.00	-20.00
Bill Pmt -Check	01/24/2023	19668	COMCAST	202000 · ACC...	-687.01	-687.01
Bill Pmt -Check	01/24/2023	19669	LAKE AREA SMAL...	202000 · ACC...	-134.91	-134.91
Bill Pmt -Check	01/24/2023	19670	INDUSTRIAL CHE...	202000 · ACC...	-699.50	-699.50
Bill Pmt -Check	01/24/2023	19671	H. GILSTRAP & AS...	202000 · ACC...	-485.72	-485.72
Bill Pmt -Check	01/24/2023	19672	CHRISTINA MEEKS	202000 · ACC...	-52.84	-52.84
Bill Pmt -Check	01/25/2023	19673	MISSIONSQUARE ...	202000 · ACC...	-96.15	-96.15
Bill Pmt -Check	01/25/2023	19674	MISSIONSQUARE ...	202000 · ACC...	-492.30	-492.30
Bill Pmt -Check	01/26/2023	19675	KEYSTONE HEIGH...	202000 · ACC...	-1,050.00	-1,050.00
Deposit	01/04/2023			-SPLIT-	33.75	33.75
Deposit	01/06/2023			-SPLIT-	2,065.00	2,065.00
Deposit	01/06/2023			335140 · MOB...	190.75	190.75
Deposit	01/07/2023			341202 · PER...	10.00	10.00
Deposit	01/10/2023			341202 · PER...	25.00	25.00
Deposit	01/11/2023			-SPLIT-	303.75	303.75
Deposit	01/17/2023			335120 · STA...	4,734.58	4,734.58
Deposit	01/17/2023			335140 · MOB...	60.25	60.25
Deposit	01/13/2023			311100 · PRO...	7.01	7.01
Deposit	01/10/2023			360107 · CRE...	0.78	0.78
Deposit	01/18/2023			-SPLIT-	8,957.70	8,957.70
Deposit	01/19/2023			-SPLIT-	20.00	20.00
Deposit	01/18/2023			-SPLIT-	303.75	303.75
Deposit	01/20/2023			315000 · LOC...	7,611.81	7,611.81
Deposit	01/23/2023			335140 · MOB...	38.50	38.50

City of Keystone Heights Month End Report As of January 31, 2023

Type	Date	Num	Name	Split	Original Amount	Paid Amount
Deposit	01/17/2023			311100 · PRO...	9,611.66	9,611.66
Deposit	01/25/2023			-SPLIT-	20.00	20.00
Deposit	01/26/2023			-SPLIT-	1,053.75	1,053.75
Deposit	01/26/2023			-SPLIT-	5,449.23	5,449.23
Deposit	01/27/2023			2300.1 · Due ...	12,713.93	12,713.93
Deposit	01/27/2023			335180 · HAL...	7,951.13	7,951.13
Deposit	01/30/2023			312410 · GAS...	2,769.43	2,769.43
Deposit	01/30/2023			312410 · GAS...	5,790.08	5,790.08
Deposit	01/31/2023			335150 · ALC...	636.27	636.27
Deposit	01/31/2023			360106A · BA...	756.86	756.86
General Journal	01/13/2023	09/30...		2100 · Payroll ...	-9,402.27	-9,402.27
General Journal	01/13/2023	09/30...		2100 · Payroll ...	-205.01	-205.01
General Journal	01/13/2023	09/30...		2100 · Payroll ...	-2,324.02	-2,324.02
General Journal	01/13/2023	09/30...		2100 · Payroll ...	-478.66	-478.66
General Journal	01/24/2023	09/30...		101015 · BILL ...	-10,000.00	-10,000.00
General Journal	01/27/2023	09/30...		2100 · Payroll ...	-12,021.07	-12,021.07
General Journal	01/27/2023	09/30...		2100 · Payroll ...	-205.01	-205.01
General Journal	01/27/2023	09/30...		2100 · Payroll ...	-2,858.83	-2,858.83
General Journal	01/27/2023	09/30...		2100 · Payroll ...	-190.73	-190.73
General Journal	01/27/2023	09/30...		2300.1 · Due ...	-12,713.93	-12,713.93
General Journal	01/27/2023	09/30...		519495 · COM...	-32,792.14	-32,792.14
Payment	01/06/2023	001948	CEMETERY - KEY...	115000 · ACC...	1,343.00	1,343.00
Payment	01/13/2023	0354...	FL DEPT OF TRAN...	115000 · ACC...	26,027.88	26,027.88
Payment	01/18/2023	002269	CRA	115000 · ACC...	337.28	337.28
Total 101010 · AMERIS BANK - GENERAL ACCOUNT						3,150.50
TOTAL						3,150.50

LAKE REPLENISH/RESTORATION ACCOUNT
Expenses by Vendor Detail
January 2023

Type	Date	Num	Memo	Account	Clr	Split	Original Amount	Paid Amount	Balance
SOUTHERN VEGETATION MANAGEMENT, LLC Bill	01/18/2023	1081	QUARTERLY...	Lake Maintenance		Accounts Paya...	250.00	250.00	250.00
Total SOUTHERN VEGETATION MANAGEMENT, LLC								250.00	250.00
TOTAL								250.00	250.00

RECAPITALIZATION
Expenses by Vendor Detail
January 2023

Type	Date	Num	Memo	Account	Clr	Split	Original Amount	Paid Amount	Balance
TOTAL									0.00

Minutes
KEYSTONE HEIGHTS CITY COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, February 6, 2023 6:00 p.m.

ANYONE WISHING TO ADDRESS THE CITY COUNCIL REGARDING ANY TOPIC ON THIS EVENING'S AGENDA IS REQUESTED TO COMPLETE A CARD AND RETURN TO THE CITY MANAGER. SPEAKERS ARE RESPECTFULLY REQUIRED TO LIMIT THEIR COMMENTS TO THREE (3) MINUTES.
THE CITY COUNCIL PROHIBITS THE USE OF CELL PHONES AND PAGERS WHICH EMIT AN AUDIBLE SOUND DURING ALL MEETINGS WITH THE EXCEPTION OF LAW ENFORCEMENT, FIRE AND RESCUE OR HEALTH CARE PROVIDERS ON CALL. PERSONS IN VIOLATION WILL BE REQUESTED TO LEAVE THE MEETING.

“Please turn off cell phones”

Invocation and Pledge of Allegiance led by: Pastor Melonie Fierbaugh, Keystone Heights United Methodist Church

Roll Call: City Manager

Present: Mayor Lake, Vice Mayor Hart, Councilman B. Brown, Councilman T. Brown, Councilwoman Thompson

Staff: City Manager, Ms. Rutkowski; City Attorney, Mr. Komando; Administrative Clerk, Ms. Andrews; Executive Assistant, Ms. Meeks

1. Presentations

A. Impact People of the Month – Joanna Weldon, Answers Resources and Health Facility

Motion made by Vice Mayor Hart and second by Councilman B. Brown to approve Impact of the Month. In Favor: Mayor Lake, Vice Mayor Hart, Councilman T. Brown, Councilman B. Brown. Opposed: Councilwoman Thompson Passed 4:1

2. Public Comments

David Kirkland, KH Airport Authority – Disappointed with decision on Airport Seat #2, feels qualifications were not explained, recommends more information in the future, made a public request to reconsider decision.

Scott Fryar, KH Airport Authority – feels a study on applicant backgrounds not sufficient, advocate for Mr. Rischar, asks council to reconsider decision for Airport Seat #2.

Maria Searcy, KH Airport Authority – referenced her email on Jan 12th, cannot understand decision for the Airport Seat #2, feels there was a missed opportunity to hear and voice opinion, feels Chairman was not given opportunity to speak.

Chad Rischar, 4542 SE 3rd PL – Concerned on decision on Airport Seat #2, interviewed for the position, feels application was not entertained and expects to be noted in record, encourages council to practice same level of governance as the Airport.

Council Comment: Vice Mayor Hart rose a point of order to speak under council comments at that time in order to make a motion to reconsider the decision made last month on Airport Seat #2. Mayor Lake opted to raise the issue when meeting got to Council Comments in order of the agenda.

3. Public Hearing/Resolutions/Ordinance

A. Ordinance 2023-600 Solicitation of ROW

Motion Made by Councilman T. Brown and seconded by Councilwoman Thompson to read by short title. Passed 5:0

Council Question: Councilman T. Brown asked if this will still allow the Clay County Fire Department to conduct their boot drive fundraiser? Mr. Komando responded with yes.

Motion Made by Vice Mayor Hart and seconded by Councilman T. Brown to pass Ordinance 2023-600 Solicitation of ROW. Passed 5:0

B. Ordinance 2023-601 Golf Cart

Motion Made by Councilman T. Brown and seconded by Councilman B. Brown to read by short title. Passed 5:0

Motion Made by Councilman T. Brown and seconded by Councilwoman Thompson to approve Ordinance 2023-601 Golf Cart. Passed 5:0

4. Events

A. July 4th Freedom 5K Run

Motion Made by Councilman T. Brown and seconded by Vice Mayor Hart to approve July 4th Freedom 5K Run. Passed 5:0

Resolution 2023-01 Temp Rd Closure-Jordan Cooper July 4th 5K Run

Motion Made by Councilman T. Brown and seconded by Councilman B. Brown to approve Resolution 2023-01 Temp Rd Closure-Jordan Cooper July 4th Freedom 5K Run. Passed 5:0

B. McKlevey Graduation Party w/Alcohol

Motion Made by Vice Mayor Hart and seconded by Councilman T. Brown to approve McKlevey Graduation Party w/Alcohol. Passed 5:0

Minutes
KEYSTONE HEIGHTS CITY COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, February 6, 2023 6:00 p.m.

C. [Rhoads Co-Ed Baby Shower w/Alcohol](#)

Motion Made by Councilman T. Brown and seconded Vice Mayor Hart by to approve Rhoads Co-Ed Baby Shower w/Alcohol. Passed 5:0

D. [KHHC Mother's Day](#) – Deirdre Murphy, co-Chair -Heritage Commission walking tour of homes

F. [KHHC Field Trip](#) - Deirdre Murphy, Co-Chair - Heritage Commission education for 5th grade students

Motion Made by Councilman T. Brown and seconded Vice Mayor Hart by to approve KHHC Mother's Day and Field Trip. Passed 5:0

E. [Clay County Tourism Event](#) – Ms. Rutkowski – May 31-June 7th, new beach water sports event with big rigs and build boards, need the use of the Pavilion.

Motion Made by Councilman T. Brown and seconded Vice Mayor Hart by to approve Clay County Tourism Event. Passed 5:0

5. Consent Agenda

A. [Financials December 2022](#)

B. [Payables December 2022](#)

C. [Minutes for 2023.01.09 Council Meeting](#)

Motion Made by Vice Mayor Hart and seconded by Councilwoman Thompson to move the Agenda. Passed 5:0

6. Appointments

A. Canvassing Board – Ms. Rutkowski – still do not have an applicant, needs a resident to serve and a canvassing board from the City.

7. City Business

A. [Impact Fees- County Manager Howard Wannamaker, ACM, Troy Nagle](#) - Mr. Wannamaker presented Impact Fee Study. Councilman T. Brown voiced his concern on impact fee percentage on new development and how much of the revenue would benefit KH. Mr. Wannamaker stated the revenue would ease the burden of mutual assets and indirectly impact KH. Vice Mayor Hart stated his concern for the Nexus concept and how it relates to KH and suggested the open term of contract should be modified per Mr. Komando's digression. Mr. Nagle stated that this would expand the level of services which would therefor increase the level of services to KH citizens. Joe Wiggins, construction business owner, said he understood the need, but has concerns on what it does for affordability and the bottom line. Mayor Lake commented that she was encouraged by Clay County Sheriff to enter in and show KH's contribution.

Motion Made by Vice Mayor Hart seconded by Councilman T. Brown to approve Clay County Development Impact Fees. Passed 5:0

B. FLC Dinner – Discussion on venue – Ms. Rutkowski – date is moved to May 18th, issue is alcohol at the beach, currently no ordinance and event not favorable without alcohol. Mayor Lake thought if City sponsored event might be okay with public safety in mind. Vice Mayor Hart asked City Attorney if alcohol is prohibited outside the Pavilion, Mr. Komando agreed there is strict prohibition. Councilman T. Brown said hard to give permission if others cannot, but would love to see street dance back. Ms. Rutkowski stated the street dance designed as fundraiser, but doesn't see capability without alcohol sales to raise funds. Consensus: seek another venue.

C. Independence Day Events – discussion on events

D. [CRA Grant approval](#)

Motion Made by Vice Mayor Hart seconded by Councilwoman Thompson to approve CRA Grant. Passed 5:0

E. Ecotourism Strategic Plan Update and Workshops – Waiting on dates from engineers, will have two public workshops for council and ½ day to discuss the findings and plan.

F. [Mail Ballot Election](#) – SOE proposal for a mail ballot election – do not have a candidate on this ballot, less expensive to do mail ballot.

Motion Made by Vice Mayor Hart seconded by Councilman T. Brown to Adopt to Call for a Special mail ballot on the day of election. Passed 5:0

G. Key to the City

Councilman Tony Brown

Councilman T. Brown feels there are too many offered and would like to see them spread out. Councilwoman Thompson agrees and would like the chance to vote on the nominates. Vice Mayor Hart would like to see the lists and voice an opinion beforehand. Councilman B. Brown feels if there are many to recognized, then there should be no limit. Mayor Lake asked as professional courtesy to allow for the 2 months left of her seat.

Minutes
KEYSTONE HEIGHTS CITY COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, February 6, 2023 6:00 p.m.

8. Committee Reports/Recommendations

- A. Budget & Finance – nothing to report
- B. Growth Management - nothing to report
- C. [Keystone Heights Airport Authority](#)- ATPT
- D. Planning & Zoning –

Mayor Lake/Councilman Brown
Vice Mayor Hart
Chairman Kirkland
City Manager

Popeye's getting finalized with Clay County, should see ground breaking soon.

- E. Heritage Commission

Deirdre Murphy/Kerry Collins

Only two more events planned due to limited funds in this FY, appreciative for City's support and ability to add education for community kids.

9. Council Comments

Vice Chair Hart – Thanked Deirdre Murphy for stepping up in her role in the Heritage Commission. In respect to the Airport Seat #2 discussion, out of fairness he felt it would be good to reopen the process and give each person a max of 10 min for presentation at the next council meeting.

Motion made by Vice Mayor Hart, no second to reopen the process of the Airport Seat #2. Motion: Failed

Councilman T. Brown – would like to see more than one of the Council go to the FLC dinners, be nice to fill a table.

10. City Manager and City Attorney Reports:

Ms. Rutkowski – reminded Council of the FLC dinner and to RSVP. Clay Day is a little different this year, emails will go out. Will be April 19-20 and will be going out rather than them coming here. Feasibility study has been submitted and hoping to wrap up in May or June. Ms. Rutkowski stated she was heartbroken on the news of Ms. Searcy's resignation of Airport Manager, she's fantastic asset to community and will be missed.

Meeting Adjourned: 7:23 pm



**Request to Address the City Council
(Speaker's Card)**

Name: DAVID KIRKLAND
(Please Print)

City Council Meeting Date: 2/6/23 Agenda Item No.: _____

Brief Overview of What You Wish to Discuss: AIRPORT SEAT #2

Do you represent an organization? Yes No Name of Org.: KEYSTONE HTS. AIRPORT AUTHORITY

Residence Address: 7264 S.E. 2ND PL.

City, State, Zip: STARKE, FL. 32091

Email (Optional): _____ Phone No. (Optional): _____

**Comments are limited to 3 minutes
NOTE: ONCE COMPLETED, THIS CARD BECOMES A PUBLIC DOCUMENT**



Request to Address the City Council
(Speaker's Card)

Name: Scott Fryar
(Please Print)

City Council Meeting Date: 2/6/2023 Agenda Item No.: _____

Brief Overview of What You Wish to Discuss: Appointment of Airport Auth.
Members

Do you represent an organization? Yes No Name of Org.: Keystone Hts Airport Authority

Residence Address: 7309 SE 2nd Pl

City, State, Zip: Starke FL 32091 CLAY COUNTY

Email (Optional): _____ Phone No. (Optional): _____

Comments are limited to 3 minutes
NOTE: ONCE COMPLETED, THIS CARD BECOMES A PUBLIC DOCUMENT



Request to Address the City Council
(Speaker's Card)

Name: MARIA Searcy

(Please Print)

City Council Meeting Date: 01/06/23 Agenda Item No.: 2

Brief Overview of What You Wish to Discuss: _____

AIRPORT

Do you represent an organization? Yes No Name of Org.: K.H. Airport

Residence Address: 843 SE 58th St.

City, State, Zip: KH.

Email (Optional): _____ Phone No. (Optional): _____

Comments are limited to 3 minutes

NOTE: ONCE COMPLETED, THIS CARD BECOMES A PUBLIC DOCUMENT



Request to Address the City Council

(Speaker's Card)

Name: Chad A. Rischke
(Please Print)

City Council Meeting Date: Feb 6 Agenda Item No.: _____

Brief Overview of What You Wish to Discuss: Keystone Airport Seat #2

Do you represent an organization? Yes No Name of Org.: N/A

Residence Address: 4542 SE 3rd Place

City, State, Zip: Keystone Heights, FL 32656

Email (Optional): _____ Phone No. (Optional): _____

Comments are limited to 3 minutes

NOTE: ONCE COMPLETED, THIS CARD BECOMES A PUBLIC DOCUMENT



AS THE PROPELLER TURNS JAN. 2023

Good evening Council,

- ➔ The Airport began its first FAA/FDOT improvement project last month for the 2023 year. The Taxilane Rehabilitation Project is a \$1.3M and will run through the end of July. We will also begin a project this spring which will upgrade our Run Way 11/29 lighting. This project is 100% funded by FDOT for approximately \$800K.
- ➔ Ms. Searcy along with airport engineer, Bill Prange and I will be meeting with both FAA and FDOT in February to review our 5-year project plan and prioritize based on safety vs. revenue.
- ➔ The Environmental Assessment for our West side project through the DEO Grant Project, was kicked off in June 2020 and is approaching its final stages of Ms. Searcy has requested a “Stakeholders Meeting” for mid-February to discuss next steps.
- ➔ Ms. Searcy and I attended the Bradford County Commission meeting on Jan. 19th to update them on the progress of the EA and to thank them for their continued support through this project. The impact this future development will make on our local airport and both Counties will be monumental. Although we have more work to do, the Keystone Heights Airport Authority and staff values the combined efforts in making this development a reality.
- ➔ Ms. Searcy, Ms. Rutkowski and I met 2 weeks ago and began working on 2 appropriation requests: A request in the amount of \$3M for the additional access road from Airport road into the West Side project development to include turn lanes on SR 100 and a \$30M request for the design and construction of CCUA connectivity. We will be wrapping up those requests prior to deadline of Feb. 13th.

- We anticipate several training flights this month with MHD Rockland as they are working on 2 contracts this quarter; Germany and Greece.
- We are scheduled to host The IAC Aerobatic “Snowbird” contest from March 23-25th. If weather cooperates, we anticipate around 30 aircraft competing all weekend. This is a competition; therefore safety is of utmost importance. Spectators will be asked to view from outside of the fenced area.
- Feasibility Study Update:
 - Work to date includes review of the Master Plan and Westside industrial park development plans (MHD Rockland area) and calculation of future potable water demand, future wastewater flows and future fire protection water demands. The existing CCUA water system and wastewater system capacities have been reviewed and evaluated as the likely points of connection for the future airport utility systems.
 - Two technical memos have been prepared for Airport and City Manager review and both have been submitted to CCUA for their review and concurrence.
 - Current work includes preliminary layouts for future water and wastewater systems on airport.
 - Special thanks again to the City Council for its portion of funding for this feasibility study.

KHAA Board of Directors – Title and Responsibilities

This is a new addition to the ATPT and is provided with the intent to inform existing and new Councilpersons with information about the various positions and responsibilities of directors. This month will highlight major responsibilities of the Chairperson.

- The Chairperson is the chief executive officer of the KHAA and in general supervises and controls all the business and affairs of the Authority.
- He/she presides at all meetings of the Authority and be an ex-officio member of all committees without a vote unless required to resolve a vote outcome ending with a tie.
- He/she may sign, with other proper officer(s) of the Authority authorized by the members of the Authority, any instruments which the members of the Authority have authorized to be executed.
- He/she in general performs all duties incident to the office of the Chairperson and other duties that may be prescribed by the members of the Authority.
- The Chairperson provides monthly updates to the Keystone Heights City Council of activities and projects occurring at the airport.
- The Chairperson in conjunction with the Airport Manager are the main liaisons to City and County Commissions, FAA/FDOT and other local entities.
- The Chairperson is elected annually by the members of the Authority and serve for a period of one (1) year.
- The Chairperson can be removed by majority vote of the members of the Authority whenever in its judgement the best interest of the Authority would be served with their removal.

Next month – Vice-Chairperson



CITY of KEYSTONE HEIGHTS, Office of the Mayor
(352)473-4807
HERITAGE COMMISSION APPLICATION

Name: Karen Nagel

Address: 6496 Brooklyn Bay Rd.

Home Phone: Cell (850) 228-1655 in Keystone: 6

I. COMMUNITY INVOLVEMENT: List organizational affiliations and community activities:

Save Our Lakes, Mission of the Dirt Road,
St. William Church, Angel helper

II. WORK EXPERIENCE:

Brief statement of employment and work experience:
St. Johns River Water Management District: Procurement Specialist
Fl. Fish & Wildlife Conservation Commission: Assistant CIO.

Please describe any special qualifications, experience or interests in historic preservation or old house restoration and building construction that should be considered in reviewing your application.

Current Residence 1950 cabin, Multiple properties in Keystone
Restoring as well as BOATS. My husband is from Here
since 1947. VESTED INTEREST IN preservation and History.
ADDITIONAL INFORMATION:

Do you own property in the Keystone Heights city limits area that was constructed more than 49 years ago? If so, briefly describe your property.

3/2 Brick - Lake Lane - waterfront
2 1/2 story Lawrence Blvd

Do you presently or have you formerly served on any governmental committee, commission or board?

If so, what committee, commission or board?
Save Our Lakes Member
FAC

Please complete and return to the City of Keystone Heights, City Hall, 555 S. Lawrence Boulevard, Keystone Heights, Florida, 32656.

Karen Nagel 2/10/23
Signature and Date



CITY of KEYSTONE HEIGHTS, Office of the Mayor

HERITAGE COMMISSION APPLICATION

Name: Elise Moore
Address: 6089 CR 352
Home Phone: (352) 219-3152 Years in Keystone: 60+

I. COMMUNITY INVOLVEMENT: List organizational affiliations and community activities:

DAR

II. WORK EXPERIENCE:

Brief statement of employment and work experience:

former teacher - owned & operated
locker room Athletics since 1981

Please describe any special qualifications, experience or interests in historic preservation or old house restoration and building construction that should be considered in reviewing your application.

Always loved old buildings &
antiques

ADDITIONAL INFORMATION:

Do you own property in the Keystone Heights city limits area that was constructed more than 49 years ago? If so, briefly describe your property.

yes 156 S. Lawrence Blvd

Do you presently or have you formerly served on any governmental committee, commission or board?

If so, what committee, commission or board?

No

Please complete and return to the City of Keystone Heights, City Hall, 555 S. Lawrence Boulevard, Keystone Heights, Florida, 32656.

Elise P. Moore 2/2/23
Signature and Date



AIRPORT AUTHORITY BOARD SEAT APPLICATION

Name: Chad Allen Rischar

Primary residential address: 4542 SE 3rd Place Keystone Heights, FL 32656

City: Keystone Heights State: __FL__ Zip: 32656

Phone: Home: Cell: (352) 256-6778 Work: N/A

Email address or chadrischar@yahoo.com

Which Keystone Heights Airport Authority seat are you applying for? 3

In what City/County is your primary residence located. Keystone Heights/ Bradford

How many years have you been in this area? 18

Do you currently own or operate an aircraft? No

Have you owned or operated an aircraft in the past? (Give pertinent aviation background) No

Do you lease property at the Airport? If so, attach copy of lease? No

**What would you like to see originated or completed in the following areas at Keystone Heights Airport?
Please be as specific as possible.**

Aviation Complex: Continued expansion of aviation related development and additional tenant hangars

Commerce Complex: Increase commercial lease opportunities, complete secondary access road, strengthen commerce and opportunities for 42J and the Lake Area Region.

Commerce Complex: Increase commercial lease opportunities, complete secondary access road, strengthen commerce and opportunities for 42J and the Lake Area Region.

Recreation Complex: Provide somewhat frequent community involvement events such as 5K race events, Crawl in for the Fallen, Civic events to engage the public. Encourage interest in the aviation community through advocacy and highlighted local events.

Timber Management: Continued timber management, selective harvest thinning and reforestation. Generate revenue through traditional forestry practices and natural resource management initiatives.

Why would you like to serve on the Airport Authority? What do you feel your major contribution would be?

I've served on the Airport Board since 2015 and would to continue to contribute to the community and provide a civic duty. I've managed several timber sales to provide revenue for airport projects (~180K to date). I also have an extensive Project Management, engineering, site development, State and Federal permitting experience.

What is your employment and position held?**Manulife Investment Management Timber and Agriculture (MIMTA) National Manager of Carbon and Wetland Mitigation Banking. I'm partially responsible for fiduciary, stewardship and land management of 3.1 million acres throughout the continental U.S.**

What has been your main employment background or interest? **Client Services Manager, Municipal consulting, land management, project management, Civil engineering, Stormwater Management, Watershed Restoration, Natural Resource Land Management Services, Forestry Consulting.**

Florida DEP Certified Stormwater Inspector #18734

Professional Wetland Scientist #0019967

Florida Forestry Service Wildland Firefighter

Founder and Managing Director of Air-Ops Supporting Veterans Valor (2015-present)

University of Florida: College of Natural Resources and Environment 2004 *Magna Cum Laude*

University of Florida: College of Agricultural and Life Sciences 2004

Do you presently serve on any Governmental Committee? If so, provide name of committee.

No

By signing this application, the applicant affirms that he/she is a qualified elector of their respective County, and is qualified under the Constitution and the Laws of Florida and the KHAA Charter to hold the public office of KHAA Board Member.

By signing this application, the applicant affirms that they have no personal, business or professional relationships with the KHAA, any of its Board Members, Employees or Tenants; except as briefly disclosed below (attach a separate sheet if necessary for full disclosure).
Additional information can be attached to this application.

Please complete and return to the City of Keystone Heights, P O Box 420 or 555 S. Lawrence Blvd, Keystone Heights, FL 32656, telephone 352-473-4807.



Chad A. Rischar 03022023 @ 11:43
Signature and date

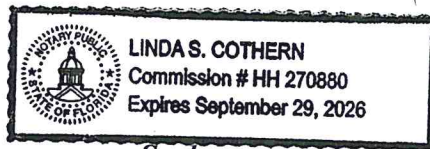
Chad Allen Rischar
Printed name

State of Florida
County of Clay

The foregoing instrument was acknowledged before me this 2ND day of March, 2021, by Chad A. Rischar, who is personally known to me or L have produced their driver license as identification.

Linda S. Cothern
Notary Public signature

LINDA S. COTHERN
Notary printed name
Commission expires 9/29/26



Seal

Fl. Dr. R260-101-80-006-0

Proclamation

CITY OF KEYSTONE HEIGHTS
KEYSTONE HEIGHTS, FLORIDA

WHEREAS, our military veterans bravely answered the call to service and proudly represent the best of America and protect and defend all of our freedoms in times of war and peace; and

WHEREAS, with honor and distinction, generations of servicemen and women have taken up arms to win our independence, preserve our Union, and secure our freedom; and

WHEREAS, *Operation Outdoor Freedom Air-Ops Supporting Veteran's Valor* have taken up the charge to advance our solemn obligation and to serve our veterans as well as they have served us; and


WHEREAS, the City of Keystone Heights wishes to encourage all of its citizens to recognize the strength and sacrifice of our veterans and continue to support *Operation Outdoor Freedom Air-Ops Supporting Veteran's Valor*; and

NOW, THEREFORE, BE IT PROCLAIMED, by the City of Keystone Heights that *Operation Outdoor Freedom Air-Ops Supporting Veteran's Valor* are recognized for their character, inspiration and strength.

IN WITNESS WHEREOF, the Mayor of Keystone Heights has hereunto set her hand this 5th day of March, in the year of our Lord 2018.

CITY COUNCIL OF
KEYSTONE HEIGHTS, FLORIDA

By:


Karen Lake, Mayor

ATTEST:


Lynn Rutkowski, City Clerk

APPLICATION TO SERVE ON KEYSTONE HEIGHTS AIRPORT AUTHORITY

Name: Robert Ludwig
Primary residential address: 6451 Loch Lommond Dr.
City: Keystone Heights **State:** FL **Zip:** 32656
Phone: Home: (352) 473-5641 **Cell:** (352) 235-2439 **Work:** N/A
Email address rsludwigjr@bellsouth.net

Which Keystone Heights Airport Authority seat are you applying for? Seat 3

In what City/County is your primary residence located. unincorporated Clay County

How many years have you been in this area? Approximately 30 years

Do you currently own or operate an aircraft? No

Have you owned or operated an aircraft in the past? (Give pertinent aviation background)
No, but I have worked at Jacksonville Fire Rescue stations at Jacksonville International Airport, Cecil Field, and Craig Field for my entire fire/rescue career.

Do you lease property at the Airport? If so, attach copy of lease? No

What would you like to see originated or completed in the following areas at Keystone Heights Airport? Please be as specific as possible.

Aviation Complex: I would like to see events at the airport marketed better to the surrounding community.

Commerce Complex: I would like to see expanded aeronautical business opportunities at the airport.

Recreation Complex: Assess the activities currently taking place on the grounds, and seeing what we could potentially bring to the airport in the future.

Timber Management: Protect the current resources and learn about the timber management process.

Why would you like to serve on the Airport Authority? What do you feel your major contribution would be? As someone who has worked at multiple airports during my 25 year career in fire/rescue, I have always had a genuine interest in aviation. My contribution would be the airfield and operations knowledge and experience I have gained.

What is your employment and position held? ARFF Firefighter at Jacksonville Fire-Rescue

What has been your main employment background or interest? Aviation fire fighting

Do you presently serve on any Governmental Committee? If so, provide name of committee.

No

By signing this application, the applicant affirms that he/she is a qualified elector of their respective County, and is qualified under the Constitution and the Laws of Florida and the KHAA Charter to hold the public office of KHAA Board Member.

By signing this application, the applicant affirms that they have no personal, business or professional relationships with the KHAA, any of its Board Members, Employees or Tenants; except as briefly disclosed below (attach a separate sheet if necessary for full disclosure).

N/A

Additional information can be attached to this application.

Please complete and return to the City of Keystone Heights, P O Box 420 or 555 S. Lawrence Blvd, Keystone Heights, Fl 32656, telephone 352-473-4807.

Robert A. Ludwig Jr. 3-3-23
Signature and date

ROBERT A. LUDWIG JR
Printed name

State of Florida
County of Bradford

The foregoing instrument was acknowledged before me this 3rd day of March, 2023, by Robert Ludwig, who is personally known to me or have produced their driver license as identification. DL L320-767-72-004-0

Mary Heeder
Notary Public signature

Mary Heeder
Notary printed name

Commission expires 7-31-2026

Seal





AS THE PROPELLER TURNS MARCH 2023

Good Evening Council,

- ➔ The Taxilane Rehabilitation Project is in Phase 3 and progressing with no issues to date. This \$1.3M project is scheduled for completion late July and is 100% funded by FDOT.
- ➔ Ms. Searcy along with airport engineer Bill Prange and I met with both FAA and FDOT on 23 February to review our 5-year project plan. Some major upcoming projects include Airport Master Plan Update (\$650,000) in 2025, Design/Construction to rehab main runway 5/23 in 2027-2028 (\$6,000,000) and a Storm Water Drainage Project in 2027 (\$600,000).
- ➔ Per the FAA, the Environmental Assessment is complete and the Findings Of No Significant Impact (FONSI) document is being prepared.
- ➔ Two (2) appropriation requests were submitted to our respective Senator and Representatives. As a reminder one was in the amount of \$3M for the additional access road from Airport road into the West Side project development, to include turn lanes on SR 100 and a \$30M request for the design and construction of CCUA connectivity.
- ➔ On behalf of the KHAA, I sent an email to Matt Dewes (North Florida Special Assistant) for Senator Marco Rubio, requesting assistance with obtaining grant funding for a backup generator for the FBO and Fuel Farm. Mr. Dewes will forward to their DC team to see what grants may be available.
- ➔ MHD Rockland training flights are ramping up with multiple flights per week this month so don't be surprised if you see more of the red-tailed aircraft in the local airspace.

- Last week we had a group of Marines from West Palm Beach doing rope rappelling and parachute jumps from a helicopter. The training some of these military groups do is amazing and the airport is glad to assist them. Another benefit to having them train at the airport is they purchased Jet-A fuel.

- The IAC Aerobatic “Snowbird” contest from March 23-25th is still on schedule if weather cooperates. The competitors will arrive a few days before the competition for practice and we anticipate around 30 aircraft competing all weekend. Spectators will be asked to view from outside of the fenced area.

- The KHAA Workshop to review By Laws, Minimum Operating Standards, Zoning, Board Tasks and Responsibilities for new board members was informative and a little lengthy but a good review for all. Special thanks to Mayor Lake, Councilwoman Thompson and Councilman Tony Brown for attending.

KHAA Board of Directors – Title and Responsibilities

This is a new addition to the ATPT and is provided with the intent to inform existing and new Councilpersons with information about the various positions and responsibilities of directors.

This month will highlight major responsibilities of the Vice-Chairperson. At present the Vice-Chairperson is Mr. Scott Fryar who the Keystone Heights City Council appointed to the Clay County seat. Mr. Fryar also serves as the Aviation Chairperson.

- The Vice-Chairperson shall perform various duties assigned by the Chairperson or members of the Authority in the absence of the Chairperson or in the event of his/her inability or refusal to act.
- The Vice-Chairperson designated by the members of the Authority shall perform the duties of the Chairperson, and when so acting, shall have all powers of and be subject to all the restrictions upon the Chairperson.
- The Vice-Chairperson is elected annually by the members of the Authority and serve for a period of one (1) year.
- The Vice-Chairperson can be removed by majority vote of the members of the Authority whenever in its judgement the best interest of the Authority would be served with their removal.

Aviation Chairperson

In conjunction with the Airport Manager, the Aviation Chairperson consults with airport staff and engineering consultant as needed to assure that federal, state and local aviation related requirements are in compliance.

- Provides airfield updates at monthly KHAA board meetings.
- As requested by airport staff, collaborates with airport consultant and contractors on present and future aviation related projects.
- Provides onsite assistance to airport staff with regards to hangars, equipment and aircraft staging or moving.

Next month – Security Chairperson

