

MINUTES
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

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 – Tina Baker – Children's Home Society

Motion made by Councilman T. Brown and seconded by Vice Mayor Hart to approve Impact of the Month. Passed 5:0

B. 2023 Clay County District Spelling Bee Champion, Rena Reddish – Award presented to champion.

2. Public Comments

David Kirkland, KH Airport Authority – Thanked Council for considering his input on Seat # 3 applicants. Mr. Kirkland stated that as he appreciated Mr. Ludwig's application, he feels Mr. Rischar is a qualified applicant who has contributed to the successes of the KH Airport with no reported issues and asked the Council to appoint Mr. Rischar to Seat # 3.

3. Public Hearing/Resolutions/Ordinance

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

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

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

B. [Second Reading – Ordinance 2023-601 Golf Cart](#)

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

Public Comment: The question was asked on the minimum age of the drivers. Mayor Lake responded 16 years old.

Motion Made by Vice Mayor Hart and seconded by Councilman B. Brown to pass Ordinance 2023-601 Golf Cart. Passed 5:0

4. Events

A. [July 4th Kiwanis Parade - Resolution 2023-02 Temp Rd July 4th Kiwanis Parade](#)

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

Motion Made by Councilman T. Brown and seconded by Councilwoman Thompson to pass Resolution 2023-02 Temp Rd July 4th Kiwanis Parade. Passed 5:0

B. [Food Truck Friday – Bright Light Catering](#)

Motion Made by Councilman T. Brown and seconded by Councilwoman Thompson to approve Food Truck Friday – Bright Light Catering. Passed 5:0

C. [Blood Drive – LifeSouth Community Blood Centers](#)

Motion Made by Vice Mayor Hart and seconded by Councilman B. Brown to approve Blood Drive – LifeSouth Community Blood Centers. Passed 5:0

D. [Kiwanis Easter Sunrise Service](#)

Motion Made by Councilman T. Brown and seconded by Vice Mayor Hart to approve Kiwanis Easter Sunrise Service. Passed 5:0

E. [Clay County Amnesty Day Collection Day](#)

Motion Made by Councilwoman Thompson and seconded by Councilman T. Brown to approve Clay County Amnesty Day Collection Day. Passed 5:0

F. [LREDC Beach Clean Up](#)

Motion Made by Vice Mayor Hart and seconded by Councilwoman Thompson to approve LREDC Beach Clean Up. Passed 5:0

G. [Easter Extravaganza](#)

Vice Mayor Hart stated this is a for-profit business not in the City and not sure it is a suitable use of the parks. Hart quoted the Ordinance Sec 9-73 that states recreational parks owned by the City should be used for recreational purposes and Sec 9-75 sub 15 gives Council the right to decide access to the parks and therefore does not feel this is in the public interest of the City of KH.

Motion Made by Councilman T. Brown and seconded by Vice Mayor Hart to reject the Easter Extravaganza. Passed 5:0

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5. Consent Agenda

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

Motion Made by Vice Mayor Hart and seconded by Councilwoman Thompson to approve January 2023 Financials and Minutes for 2023.02.06. Passed 5:0

6. Appointments

- A. Heritage Commission – [Karen Nagel, Elise Moore](#)

Motion Made by Councilman T. Brown and seconded by Vice Mayor Hart to appoint Elise Moore to the Heritage Commission. Passed 5:0

- B. **Keystone Heights Airport Authority Clay Seat 3 – [Chad Rischar, Robert Ludwig](#)**

Vice Mayor Hart stated there are two qualified applicants, but feels there is no substitute for experience and therefore in favor of Mr. Rischar. Mayor Lake stated she would be happy with either applicant. Councilwoman Thompson expressed her vote for Mr. Ludwig. Councilman B. Brown expressed his vote for Mr. Rischar. Councilman T. Brown stated he felt Mr. Rischar has done a good job, but feels there is a need for change and therefore votes for Mr. Ludwig.

Public Comment: Scott Friar, Vice Chair Keystone Heights Airport Authority – stated he would be honored to have Mr. Ludwig on the Board and if selected would support him but he feels that the airport has been profitable and running smoothly and urged the Council to listen to what the members are saying and feels Mr. Rischar is best man for the job.

Motion Made by Vice Mayor Hart and seconded by Councilman B. Brown to appoint Chad Rischar to Keystone Heights Airport Authority Clay Seat 3. Councilwoman Thompson, Councilman T. Brown, and Mayor Lake opposed. Failed 2:3

Motion made by Councilman T. Brown and seconded by Councilwoman Thompson to appoint Robert Ludwig to Keystone Heights Airport Authority Clay Seat 3. Councilman B. Brown opposed. Passed 4:1

7. City Business

A. EcoTourism MasterPlan – Ms. Rutkowski meet with engineer, they added new member on team for asset research of parks, looking at end of April for 2 public workshops and in May a workshop for Council with findings. Looking at June or July to adopt plan.

B. Smart City Master Plan request – The NFLTPO Unified Planning Work Program study of St Rd 21 and St HWY 100 will be concluded and findings presented by May. NFTPO reached out to see if COKH has any interest in a Master Plan for a Smart City. A study would look at strategic ways to implement technology to improve city processes. Will be completely paid for by NFTPO, no costs to residents. Ms. Rutkowski asked for a motion to request the study to be added to the UPWP for NFTPO.

Motion Made by Councilman T. Brown and second by Vice Mayor Hart to add the Smart City Master Plan Study to the North Florida TPO Unified Planning Work Program. Passed 5:0

C. Audit Update – Ms. Rutkowski met with the CPA and Auditor regarding the Audit, will be working with them on a Budget and Finance meeting to discuss Engagement Letters, transitioning rolls, and how to move forward.

8. Committee Reports/Recommendations

- A. Budget & Finance – nothing to report Mayor Lake/Councilman Brown
- B. Growth Management – nothing to report Vice Mayor Hart
- C. Keystone Heights Airport Authority - [ATPT](#) Chairman Kirkland
- D. Planning & Zoning - nothing to report City Manager
- E. Heritage Commission Deirdre Murphy/Kerry Collins

Ms. Collins stated that they were able to work out a plan for the 4th grade fieldtrip on April 6th at the recent meeting that will include 110 students, 20 adults and many volunteers. She thanked Council for appointing new commission member.

9. Council Comments

Councilman T. Brown wanted to give kudos to the Clay County Sheriff's Department for their quick response to incident at Pavilion and encourages the residents to use the non-emergency number if they see anything of concern.

Councilwoman Thompson thanked the KH Airport for the workshop and would like to come back and learn more.

Vice Mayor Hart appreciates the members of the Heritage Commission and how they passed the baton with new members. He also mentioned the phone app for Sheriff's Department that can be used as well.

Mayor Lake said she had a lot of fun at her engagement to speak with the Girl Scout Troup on citizenship and will be speaking with a Boy Scout Troup at end of the month.

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10. City Manager and City Attorney Reports:

Ms. Rutkowski reminded Council of the NEFLC dinner coming up to RSVP and that Clay Day reservations have been made. MotoSurf in April will be bigger and better and will have an all-day event for the public to participate on the Thursday including motorized surf boards and food trucks. Spring Fling will be held that Saturday which will include Clay County students participating in the open ceremonies. Ms. Rutkowski wanted to clarify the call out to all jet skiers on Facebook by Kimberly Morgan from Clay County Tourism, asking to open Lake Geneva to disrupt the vegetation prior to the event to be able to clean up debris. Ms. Rutkowski asked Council for a consensus to strategically open up the Beach to jet skiers for vegetation control.

Council agreed by consensus

Vivian Katz-James, Save Our Lakes Organization – stated that the organization, county and City of Keystone Heights will be working together to clean the Lake Geneva vegetation starting with the boat ramp. They have 2-3 years to get the vegetation cleared before the Black Creek water will start to fill the lake. Ms. Katz-James also stated she was still working on the boardwalk at the Beach and will hopefully have a presentation for the next meeting.

Adjourned: 7:24 pm



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

Name: DAVID J. KIRKLAND
(Please Print)

City Council Meeting Date: 3-6-23 Agenda Item No.: _____

Brief Overview of What You Wish to Discuss: PUBLIC COMMENT

Do you represent an organization? Yes No Name of Org.: KHAA

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**



AS THE PROPELLER TURNS MARCH 2023

Good Evening Council,

- The Taxiway 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 CUA 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.

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



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



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
PAAC

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



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

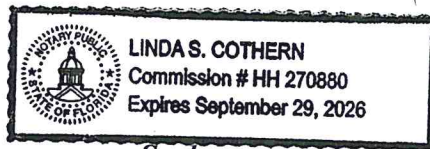
Chad Allen Rischar
Printed name

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

