



**City of Keystone Heights**  
**City Council WORKSHOP**  
**Monday, August 21, at 9:00am - noon**  
**City Council Room**  
**555 S. Lawrence Blvd., Keystone Heights FL**  
**MINUTES**

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**Call to Order: 9:00 am**

**1. Roll Call – City Manager**

Present: Mayor Rodenroth, Vice-Mayor Thompson, Councilman T. Brown, Councilman Hart  
(Absent: Councilman B. Brown)

Staff: City Manager, Ms. Rutkowski; City Attorney, Mr. Komando; Admin Clerk, Ms. Andrews, PW  
Supervisor, Mr. Cox

**2. Public Comment – None**

**3. ETM Digital Twin Introduction**

- Daniel Johns from ETM presented a power point on the City of Keystone Heights digital twin project. He shared that the goal of the project was to create a digitized functional dashboard that would track costs, labor, and assets and streamline info such as pavements, trees, sidewalks, roads, signage, etc. It would also have the ability to index conditions and overall health of infrastructure, pint point problem areas such as drainage flooding and plans of repair.
- David Kirkland asked if the airport included in this study? Ms. Rutkowski stated if the council would like to move forward, the airport could be included in the conversation of an individual study and the budgetary needs as well.
- Councilman Hart asked if the information gathered would be public and secure and available as public record? Mr. Johns stated the program is secure but certain information can be made public as long as the info is not under Homeland Security protection such as blueprints, pipelines, etc.
- Ms. Rutkowski stated that Tree City US can be implemented in real time and help to assess tree maintenance.
- After the study is completed there will be fees that will be associated with the data hosting, setting up users, and asset management. The contract would be a 3-year plan with an initial fee of \$37,000 for the software and start-up costs. The annual fees would start around \$21,000 for the service and go up each year according to the summary.
- Councilman T. Brown stated that it would be good to get away from using paper maps and all in favor of moving forward with going digital.
- Mr. Hall said it would be helpful to have that information available rather than having to go and look at everything physically. It would save a lot of time.
- Ms. Rutkowski asked if decided on, would the city need to put out an RFP for bids? Mr. Komando replied that he would not be comfortable with piggy-backing on the product since there are other products out there and suggested to put out an RFP.
- Councilman Hart stated he is in favor of being more transparent.

*Conesus of the council is to move forward with the ETM Digital Twin of the city.*

**4. FY 2022-2023 Budget Review**

- Ms. Rutkowski went over the general fund and CRA proposed budget amendments and stated there are currently not a whole lot of changes from the last budget meeting. She said the city was in good standing with a potential \$28,000 balance, but that the city hall's generator has failed and is in need of repair which will cost around \$8,000. It is 20 years old with over 694 hours, but the cost of repairs would be far less than replacement.



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- Councilman T. Brown asked if the city has checked into purchasing gas from Clay Electric since gas prices are so high. Mr. Cox stated he has been working with NFTPO on the possibility of use of clean fuel such as propane to help with the costs.

**5. FY 2023-2024 Project Discussion**

**a. Security for 5K and Kiwanis Kayak Event**

- Mayor Rodenroth feels the costs for security is a low investment for a high reward as it offers city spirit, vitality and funding for students. She suggested that the fees for security be built into the costs of the events at the application process and that it should be consistent for all events.
- Councilman Hart thought that the city is doing a public service for the community, but that the Kiwanis event is only for member and should be open for all. He felt that they also should be using profits for some sort of scholarship like the 5K and suggested a 50/50 split of costs.
- Councilman T. Brown agreed with the idea that the events need to be consistent with how security is funded as the city and other organizations grow.
- Ms. Rutkowski stated as costs are rising and funds are limited, she suggested the council look at the best way to use tax dollars and to be cautious with the CRA funds potentially not being renewed after 20 years.
- Mr. Komando suggested to put out the expectation to organizations to find a way to absorb security costs.

**b. Property on Corner of SR21/SR100**

- Councilman T. Brown expressed his desire to purchase the empty property on the corner and use for city parking since the current building cannot be used and cannot comply with the zoning.

**c. Heritage Commission Museum**

- Councilman Hart heard a lot of positive feedback on the idea of a stick building that looked like the original city hall design.
- Vice Mayor Thompson asked if it was vital to spend the money on a museum? Mayor Rodenroth felt it was an opportunity to embrace the history of the city putting all the artifacts under one roof. Thought it would be good to look at the costs of both stick building and shed.
- Mr. Komando suggested consolidating the Heritage Commission and Friends of Keystone Heights into a non-profit organization that would not be tied to the constraints of a government organization and could partner with them for funding.
- Mayor Rodenroth said it would be good to have a conversation with them to let them know that is an option.
- Councilman T. Brown suggested putting it on the agenda for next meeting.

**d. New City Hall/Sportsplex**

- Councilman T. Brown shared his vision of a new city hall building and a sportsplex at the Sunrise Park. He suggested that rather than redoing the tennis courts and basketball courts next to city hall, move them entirely to Sunrise Park and move the Dog park to Azalea Park. The new city hall could incorporate the museum, library, new council room and an operations center for the CCSO, county offices, tax collector so that citizens don't have to go to Green Cove Springs.
- Mr. Komando suggested opening it up to citizens for suggestions on needs and desires.
- Mayor Rodenroth stated it would be could to create a committee to brainstorm and explore and suggested to put it on the next meeting agenda.
- Ms. Rutkowski stated the due date for plans is November.



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- e. **Splash Park/Dog Park**
- Vice Mayor Thompson suggested to put the splash park at the new sportsplex in the Sunrise Park since there are bathrooms and parking. Also likes the idea of a more centralized location for the dog park.
- 6. Airport Guidelines Discussion**
- Councilman Hart presented the Florida Law Excerpts/Home Rule/Charter Amendments and the Florida Bar Journal on the Home Rule. He feels that the decisions made on the airport is way beyond rule making, but a proposition to change the form of government and asked to follow the prescribed process of approval by referendum of the electors.
  - Mr. Komando disagreed with Councilman Hart and stated this is not changing the form of government, but that Sec 38 of the Charter allows them to pass guidelines consistent with the Charter.
  - Mayor Rodenroth voiced her desire to be very clear on the decision to change the airport status which was based on research and the need to make the change. She feels the new manager will need to be experienced and able to run the airport and report to the council, but is concerned about the current salary and would like to look at the ability to increase.
  - Vice Mayor Thompson was excited to see the way the Palatka airport was able to provide jobs and voiced her concern about the Keystone Heights airport employees not having benefits and was under the impression they would with the decision.
  - Councilman Brown sees the pros and cons of both sides, but ultimately the council has the final word and feels the need for the city to have control of the airport management. He feels the board should function like a mirror image of the council, doing away with the board members individual areas, but let the manager focus on the areas.
  - Mr. Kirkland asked as to the reasons for the decision since he has had many people ask him and is unclear. Ms. Rutkowski stated that some of the reasoning goes back to issues in December with transition of new board members, councilmembers began going to board meetings, seeing issues with people calling the board as opposed to going directly to the manager with operational concerns.
  - Ms. Rutkowski stated a concern has been voiced with the City Manager being the supervisor of the airport manager, but explained that the manager would function much like a CEO with the council as a board. Just as the city manager is the “CEO” of the city, the airport manager would be the “CEO” of the airport but would be in communication with the City Manager.
  - Vice Mayor Thompson stated she would like to see the Keystone Heights Airport become a department of the city.
  - Councilman T. Brown said he agreed to have the airport as a department of the city.
  - Mayor Rodenroth stated she was in favor of the change as it would enhance employee’s benefits
  - Mr. Komando stated this decision would consist of a charter amendment and a referendum next election in April.
  - Mayor Rodenroth stated with moving forward with the hiring of the airport manager, might want to offer a stipend until the transition to city employee with benefits.

***Direction: Move forward and prepare for Charter amendment.***

**Adjourned: 1:00 pm**