

MINUTES
KEYSTONE HEIGHTS CITY COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, October 2, 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

Call to Order: 6:00 pm

Invocation led by: Charlie Van Zant

Pledge of Allegiance led by: Charlie Van Zant

Roll Call: City Manager - Present: Mayor Rodenroth, Vice Mayor Thompson, Councilman T. Brown, Councilman Hart **Absent: Councilman B. Brown.**

Ms. Rutkowski stated there had been vandalism behind the building and playground. It was agreed upon that there would be no formal charges brought against the individuals.. But the individuals will have community services hours and to clean up what was done, and come before the counsel with their apologies. Miss Alexa, Miss Cheyene and Miss Kate all addressed council separately with their apologies.

1. Public Comments

- a. Mr. David Kirkland from the Airport Authority discussed the issue of Resolution amendment Section 38 that is being proposed to be on the next ballot. He agrees replacing the National Guard representative with a new city seat. Also, he would like to see a second resolution with the Airport separate from the city and the verbiage to be more transparent to the voters. Lastly, he wanted to discuss the comments from the last council meeting from Vice Mayor Thompson.
- b. Dr. John Zetter from Keystone Heights would vote to keep the airport and the city separate. He would like to see more people informed with the utube channel.

2. Events/Pavilion: Nothing to report

3. Resolutions/Ordinances

- A. [Resolution 2023-08, Charter Amendment](#) Motion made by Vice Mayor Thompson to read by Title. Seconded by Councilman Hart. Discussion by council; Councilman T. Brown would like things to be separated so it's not confusing to the public. Councilman Hart agreed. Motion was made by Vice Mayor Thompson to approve. There was No second. Motion dies. Attorney Komando said he would come back next meeting with a new ordinance.

4. Consent Agenda

Motion made by Councilman Hart and Seconded by T. Brown to approve the Consent Agenda as presented. Vote Passed: 4-0

Financials August 2023

Payables August 2023

[Minutes](#)

[September 11 Council Minutes](#)

[September 25 Council Minutes](#)

5. City Business

City Counsel

- A. Councilman Bobby Brown Resignation: County Manager Rutkowski received the letter of resignation from Councilman Bobby Brown. This will be effective October 1, 2023. She will put together a timeline for filling that seat which will go to April 13, 2024.
- B. Council Appointment Timeline: Letters of interest will be open from October 3, 2023 to October 13, 2023. Manager Rutkowski will email out packets to candidates that qualify. On October 23 at 10:00 am there will be a workshop that will coincide with the special council meeting to be able to appoint Seat 5.
- C. City Clerk Position: Manager Rutkowski was drafting a description of the job and salary for the City Clerk position. She is requesting a timeline from the council for this position. Position would be advertised on website and sign. Applications need to be in by October 31, 2023. There will be a special meeting in November to go over the applicants.

City Manager position was discussed by council. All members would oppose Manager Rutkowski to leave but would honor her wishes. Discussion by counsel that a City Clerk to be in place, performance review and salary increase to have Manager Rutkowski to stay on. Manager Rutkowski would like a smooth transition for everyone, and asked to stay on through February possibly March.

City Manager Rutkowski tendered her resignation verbally at the last Council meeting.

- D. DRMP Parks Plan; it has been revised with their new consultant; should be completed by the end of January 2024. Motion was made by Vice Mayor Thompson to move forward with the DRMP plan; Seconded by Councilman Hart Passed 4:0
- F. Park Rules; Rules will be posted. Change for anyone under 16 must be accompanied by an Adult. Vice Mayor Thompson made the motion that any amendments need to be done before first reading. Seconded by T. Brown. Passed 4:0
- G. Heritage Commission; will host a workshop on October 23, 2023 at 10:30am to talk about the museum and Save the Lakes group regarding the fishing pier.

6. Committee Reports/Recommendations

City Manager

- A. Budget and Finance; Budget 2023 approved and submitted to the Department of Revenue with in all regulations and guidelines and legal. We are in line to adopt our 2023-2034 budget.

- B. Growth Management; no report.

Councilman Hart

- C. Keystone Height Airport Authority;

David Kirkland

Workshops were established with a scoring matrix for hiring the Airport Manager. They had five candidates to interview. Selection was made; the Airport Manager is Craig Koon.

Mr. Craig Koon addressed council; went over his 20 years of experience and was excited for this opportunity, and has always an open door policy.

FDOT Spaceport Aviation has had its annual inspection; airport is in compliance with no deficiencies. The airport was put on the list for funding for the repainting

of the runways. The cost would approximately be \$150,000. The airport was on this list last year also.

Mr. Koon and Mr. Shurbach are going forward getting a airfield supervisor their moving forward with job announcements and are being emailed to the career resource entities that they utilize.

- D. Planning and Zoning; *City Manager*
PopEyes restaurant will be open on Wednesday. Conversations with Mr. Wiggins over the PUD and also conversations that applications will be forth coming in front of counsel.
- E. Heritage Commission *Christina Arnold*
Boo on the Boulevard using a photo booth at Christine's house driveway.

- 7. Council Comments:** Response to Mr. Kirkland from Vice Mayor Thompson; Nothing personal to anyone at the airport; most ofher comments were from utube meetings; very little of personal feelings.
Councilman T. Brown said to come out to support the Keystone Indians Homecoming this Friday night.
Mayor Rodenroth attended SheriffCook's fundraiser and she had a great turnout. Minutes with the Mayor will be Saturday, October 14, 2023 at 10:00am to noon encouraging the community to come and have some brainstorming with ideas to better Keystone.
- 8. CCSO Update- Chief Jeremy Clark;** The Chief went over the statistics of crime, accidents, 911 calls, etc. for this year compared to the past. The Safe Watch app has proved to work. He wanted to remind everyone tomorrow night, October 3 is National Night Out.
- 9. Ciity Manager Report- Lynn Rutkowski;** Ms. Rutkowski asked to see if the Mayor can sit in on the Airport council meeting for her as a liaison. There will be Special Counsel meeting October 23 at 10:00 regarding City Council Seat 3, First reading of the Ordinance 604 Keystone Beach and Ordinance 605 Airport Seat. November 20, 2023 will be the last meeting of the year scheduled for 6pm. Ms. Rutkowski has continued her conversations with Miss Erin with Smart Cities. Also, working again with Manzanna for the park. The park project should be wrapped up in January 2024.
- 10. City Attorney Report - Rich Komando;** no report.

Meeting adjourned 7pm