

MINUTES
KEYSTONE HEIGHTS CITY COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Wednesday, January 8, 2024 at 3:00 pm

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 LAWENFORCEMENT.

Call to Order: 3:00 pm

Invocation led by: Councilman T. Brown

Pledge of Allegiance led by: Mayor Rodenroth

Roll Call: City Clerk - Present: Mayor Rodenroth, Vice Mayor Thompson, Councilman. Brown, Councilman Lewandowski, Councilman Hart on his way to meeting.

1. Public Comments- No public comment

Staff presentations by Council: City coins were given to staff. Councilman Lewandowski gave the history of the coin presented.

Public works: Mr. Adam Wolf, Mr. Joe Johnson, Mr. Kevin Hall, Mr. Matt Cole, Mr. Garrett Kocks, Mr. Kenny Hall.

Inside Staff: Ms. Krysten Boland, Miss Janie Lloyd, City Clerk Ms. Stephanie Silva and Attorney Mr. Richard Komando.

Photos taken proceeded.

2. Presentations:

- i. Keystone Heights Smart City Master plan. Ms. Rutkowski described what the Smart City Master plan is, and how it would assist Keystone Heights. Plus, Ms. Rutkowski wanted it noted that it has been no cost to the city so far. The North Florida TPO funded the Smart City plan for Keystone Heights.

Ms. Erin Rothman, managing director of Manzana and past CEO of Storm Sensor Inc. Presented a slide presentation. Ms. Rothman wanted council to know that this is just a plan, and it has not been finalized, not prioritized, or been through public approval or approval from council.

Mayor Rodenroth requested from Ms. Rothman a cost comparison. Councilman Lewandowski asked who paid for this plan to be done, what was the cost, and what portion of the contract's monies were used.

- ii. Parks Plan presented by Ms. Erin Rothman, with a slide presentation. This is separate from Smart City Master plan.

- iii. SR 21/Highway 100 study presented by Phill Shad. A slide presentation was presented.

Also, a written report was given to the council for review.

3. Events

Lake Region Kiwanis Club Easter Sunrise Service in the park. Councilman Brown made the motion for the Lake Region Kiwanis to have their sunrise service in the park. Seconded by Vice Mayor Thompson. Passed: 5:0

Pavilion Rental 1/20/2024 Application for a Birthday party. Councilman Brown made a motion to accept the rental application. Seconded by Vice Mayor Thompson. Passed: 5:0

4. Consent Agenda

- a. Minutes:
 - i. November 8, 2023, Special Council Meeting
 - ii. November 20, 2023, Council Meeting
 - iii. November 28, 2023, Special Council Meeting

Note: Councilman Lewandowski stated changes to the minutes due to clerical errors. Please refer to the video for the changes requested to the above stated minutes.

- b. Financials
- c. Payables October 2023
- d. City Clerk Contract
- e. Bank Authorized Letters

Vote to accept the minutes with changes that Councilman Lewandowski stated.
Passed: 5:0

5. **Appointments** – County Manager Ms. Rutkowski stated there are no appointments.

6. City Business

- a. No Parking on ROW Request – Commercial Drive, Mr. Nick Tanetti of Brooklyn Boys has requested “no parking” signs. Mr. Tanetti described the concerns and issues that he has to the council coming out of his parking lot at Brooklyn Boys. Discussion followed by council. Motion made by Councilman Hart to request the “no parking” signs, seconded by Vice Mayor Thompson. Passed: 5:0.
- b. Road Improvements Bid Evaluation; Deshawn Fox, Divisional Manager of DRMP

The project deadline for bids was December 28, 2023. Mr. Fox put together a summary of the bid evaluations and was given to the council. Two companies bid on the project of four roadways that needed repair. The project would include Beam Lane, Beasley Lane, Citrus Avenue, and Naha Street. The companies that presented the bid were John C. Hipp Construction Company and CGC. Mr. Fox gave the description of the company's bid package for both companies. The CGC's bid was \$609,208 for the project. John C. Hipp Construction's bid was \$201,248 for the project. Discussion among the council followed.

Mr. Hall contacted John C. Hipp Construction to ask for the documents that were not in their bid package. The documents that were requested were then sent to Mr. Hall.

Motion made by Councilman Hart to accept the lower bid for the Road Improvement project that was given by John C. Hipp Construction. Seconded by Councilman Lewandowski.

Council discussion followed.

Motion passed 5:0.

- c. February Council Workshop Date(s) Mayor Rodenroth/Lewandowski. Items for discussion that Mayor Rodenroth and Councilman Lewandowski would like to have discussed at workshops are the Vandalism Challenges the city has, cost of fixing the vandalism, the Keystone Heights website, and social media response. Mayor Rodenroth would like to do a four-hour workshop. The workshop is slated for February 28, 2024, from 8:00 am to 12:00 pm.
- d. Clay Day, January 17 and 18, 2024.

7. New Business

- a. Fourth of July – Councilman Brown would like to volunteer to assist with the Fourth of July events and fireworks. The council approved unanimously for Councilman Brown to assist in the July 4th events. Mayor Rodenroth would like to increase the pre-centennial events for this year.

8. Committee Reports/Recommendations

- a. Budget & Finance- Mayor Rodenroth/Councilman Hart - No report
- b. Growth Management – Councilman Hart – No report
- c. Keystone Heights Airport Authority – Chairman Kirkland stated the Fuel master

self-serve terminal that was 100% funded by FDOT is installed and fully functional.

The lighting project is still on-going. The estimated finish date for that project is January 19, 2024. Craig Coon, Airport Manager, and Chairman Kirkland will attend and meet with legislators in Tallahassee for Rural County Days on January 24th and 25th to ask for support for the 3.5-million-dollar appropriations request. Bradford County will lease the Davis building, a government surplus warehouse, to MHD Rockland. This warehouse will store airplane parts. On December 5, 2023, the airport members hosted Councilman Lewandowski and his students for a visit.

d. Planning and Zoning – no reports

e. Keystone Heights Heritage Commission - Deidre Murphy/Kerry Collins. Ms. Murphy stated there was no meeting last month. The Heritage Commission to host the Christmas tour of homes in December 2024 with the Landmark homes in the city. The appreciation luncheon that the Heritage Commission had was a success. The round table that was active in the past but stopped during Covid will start up again.

9. Council Comments

Councilman Lewandowski will not be able to attend the next meeting.

Councilman Brown said he heard great comments about the Appreciation luncheon that the Heritage Commission had last month. Also, with social media being so negative, Councilman Brown has closed his Facebook. Councilman Brown wanted to thank Lynn Rutkowski for her service over the years.

The Council also reflected on how much that Lynn Rutkowski has given to the city and their appreciation over the many years she has served.

Vice Mayor Thompson was happy to see all the people that attended the meeting tonight.

The mayor listed the events she attended in the past month.

10. City Manager and City Attorney Reports

City Manager Rutkowski discussed the road project of the Intersection 21 and 100.

There is an opportunity to purchase a lot of land from the property owner of the Old China Chef. Discussion from council followed and Chairman Brown suggested it to be on the Council's February meeting agenda.

Mike Bell an attendee of the meeting, approached the council with a public comment. His concerns were the access easement and parking arrangement with the Gifts and Guns store.

City Manager Rutkowski announced the following events.

Clay Day event and registrations, the City Clerk will confirm.

The state of the County is Wednesday, February 21, 2024.

City Manager Rutkowski stated that the Public Works is updating the Stop Light list. Also, they will be evaluating the sidewalk replacement. Discussion followed from council.

City Clerk will be working on the Tourism Night.

Two of the council seats will be opening, Councilman Hart and Councilman Lewandowski.

Qualifying for those seats will be from noon January 29, 2024, until noon of February 2, 2024. Ballot election will be April 9, 2024.

The car charger at the Basketball court is now working.

Attorney Komando spoke about Ms. Rutkowski's time at Keystone. Plus, all that she has accomplished for the City of Keystone. She will be missed.

Meeting Adjourned: 6:04 pm