

MINUTES
KEYSTONE HEIGHTS SPECIAL CITY COUNCIL
MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Wednesday, November 8, 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"

Roll Call: City Manager

Present: Mayor - Present: Vice Mayor Thompson, Councilman T. Brown, Councilman S. Hart, Councilman Lewandowski, Mayor Rodenroth present via phone.

Staff: City Manager, Ms. Rutkowski; City Attorney, Mr. Richard Komando

1. Public Comment: Natalia Fuego; resident, first time at the council meeting. She would like to see more consistency and transparency with the meetings, agendas, and such to the public. She would like to see the advertisement of the meetings be posted on all platforms, not just the sign outside the building. Through social media she heard that you are going to build a new building. People come from outside the city of Keystone. We need to include everybody. It's not a good idea to remove the basketball courts. You need to do things for young people. You need to have security.

2. City Clerk Position: Ms. Rutkowski said there were seven applicants. Councilman Brown suggested maybe to send out for more applicants. We need to find someone with government experience.

Councilman Hart thinks we should keep it to three applicants.

Councilman Lewandowski wanted full disclosure that one of the applicants is a student of his, Gavin Nutshell

Attorney Komando suggested that you need to review the applicants and how to proceed with the interview process. Usually, it is an hour per candidate.

Mayor Rodenroth wanted to go over the description of the job and look at the applicants to see which applicant comes close to the criteria of what the job entails. I have suggested three applicants.

Councilman Hart was looking over life experiences. Councilman Hart didn't stress government experience as much.

Vice Mayor Thompson said that government experience is important.

Discussion from each councilman on their picks proceeded.

The three candidates are: Stephanie Silva, Desiree Durbo, Beau Wright and Corey Williams was the consensus of the council.

Mayor Rodenroth compared it to the airport interviews. She discussed that each council would come up with 2 or 3 questions and City Manager Rutkowski would compile a panel of questions that each candidate would be asked. Each council member would have a grading system.

Councilman Hart agrees with Mayor Rodenroth, but references need to be checked.

Interviews will be conducted on Tuesday, November 28, 2023, starting at 1:00pm. Allowing up to an hour for each applicant. Each applicant will be at a certain time for their interview. A Special council meeting will follow.

City Manager Rutkowski will contact the applicants in alphabetical order. Ultimately, the council will make the final decision on the employee. Attorney Komando will do the negotiations and will work with a council member for a liaison.

Questions need to be given to City Manager Rutkowski by the 20th of the month.

Councilman Lewandowski said that one of the applicants, Ms. Silva had City Manager on her application but she is applying for City Clerk. This needs clarification with her.

- 3. City Manager:** City Manager Rutkowski said that the Council needs to look at the present description of this position. The council should make changes to this position. Ms. Rutkowski would like to have those changes given to her this week, Next council meeting on November 20, 2023, council can make decisions on the position with salary range and description of the job. Mayor with her research found that 1 year experience would be \$70,000. Someone over 11 years would be \$100,000. The Mayor stated that we need to see what candidates come in to apply for this position. Examples were given from the Florida League of Cities on wages.

Mr. Komando said that we just need to have a range for the position.

Vice Mayor said the conversation regarding the City Manager will be decided upon.

- 4. Council Comments:** Councilman Hart asked what the present salary of the City Manager is, Ms. Rutkowski said she makes approximately \$67,000 a year.

Mayor said we need to raise the wage. Councilman Brown would like to see someone like our present Manager that can get into doing the tough jobs and asked are you a servant.

Councilman Lewandowski thanks the board for his nomination to the board.

Mayor congratulated Councilman Lewandowski and looks forward to working with him. The Mayor is also looking for a City Manager that will be able to do all the things that our present Manager does.

Reminder from Councilman Hart there will be two seats that will need to be filled next Spring.

Meeting Adjourned