

AGENDA
KEYSTONE HEIGHTS CITY COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, August 1, 2022 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 by: Father Mason Wiggins, St. Williams Catholic Church
Pledge of Allegiance: , American Legion Post 202

Roll Call: City Manager

1. Presentations

- A. Impact Person of the Month
- B. Keystone Heights High School Weightlifting Team-Coach Lowery & Team
- C. [City Audit – Brad Million, CPA Reddish & White](#)
- D. Florida Water Star Irrigation-SJRWMD Doug Conkey

2. Public Comments

3. Events

- A. [McNeely Birthday Party \(Pavilion Rental w/Alcohol\)](#)
- B. [Keystone Heights/Kiwanis Community Band Concert](#)

4. Consent Agenda

- A. [Financials June 2022](#)
- B. [Payables June 2022](#)
- C. [Minutes for 2022.07.12 Council Meeting](#)

5. Old Business

- A. [Boo on The Blvd.](#)
- B. [Keystone Korner Market](#)

City Manager
City Manager

6. Committee Reports/Recommendations

- A. Budget & Finance
- B. Growth Management
- C. Keystone Heights Airport Authority
- D. Planning & Zoning
- E. Heritage Commission

Mayor Lake/Councilman Brown
Vice Mayor Hart
Chairman Kirkland
City Manager
Nina Rodenroth

7. New Business

- A. [Sidewalks](#)
- B. [Ecotourism Master Plan](#)
- C. Golf Carts

Public Works Director
City Manager
City Council

8. Council Comments

9. City Manager and City Attorney Reports:



City of Keystone Heights
 555 South Lawrence Blvd
 Keystone Heights, Florida 32656
 352.473.4807 Office 352.473.5101 Fax



Pavilion Rental Application

A three-hundred-dollar (\$300.00) deposit is required to be submitted with this application to reserve the requested date and time. Date and time MAY NOT be reserved without a deposit. Deposit may be returned within 10 business days following the event after inspection by city staff and keys being returned. Keys must be returned to city staff the following business day or placed in the mail slot at city hall.

Alcohol consumption MUST be approved by the City Council. Application for alcohol consumption MUST be 60 days prior to event.

APPLICANT INFORMATION

Applicant: Adrienne McNeely Address: 2318 Sandy Ct, Orange Park, FL 32073
 Phone: (904) 742-6696 Email: adriennemcneely@gmail.com

EVENT INFORMATION

MAXIMUM CAPACITY IS 120 PEOPLE

Event Date: Oct 28 2022 Event Description: 50th Birthday Party

- Refrigerator/Freezer-Non-Profit Only
Mon.-Fri. (7:30am-3:00pm)/\$20 a day
- Civic/Non-Profit – Business Hours/No Holidays (7:30 am – 3:30pm)
\$20.00 per 3 hours / No Deposit Required

- Private Rental/After Hours Rental
 - 2 Hours – \$150.00 + \$300.00 Deposit
 - 4 Hours – \$300.00 + \$300.00 Deposit
 - Full Day – \$500.00 + \$300.00 Deposit

The consumption of alcohol is limited to within the Pavilion & deck ONLY. Sale of alcohol is not permitted. Any violation of the alcohol consumption terms will result in the forfeit of the applicant's \$300.00 deposit. Alcohol consumption MUST be submitted 60 days prior and be approved by the City Council

- Government Entity
NO COST

Alcohol Consumption

RULES AND SIGNATURE

I have received, read and agree to comply with all rules and regulations of the City of Keystone Heights, related to Pavilion use.

Print Name Adrienne McNeely Signature Adrienne McNeely Date 7/6/2022

FOR ADMINISTRATIVE USE ONLY

- \$300.00 deposit collected on (date) _____ receipt number _____
- Use Fee of \$ _____ collected on (date) _____ receipt number _____
- Keys given to (name) _____ on (date) _____
- Keys returned by (name) _____ on (date) _____



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- Deposit returned to (name) _____ on (date) _____
- I have received \$300.00 deposit (signature) _____



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Beach Pavilion Rules and Regulations

- Keys for the facility must be picked up Friday before 4:00 pm at city hall the business day prior to rental and must be returned the following business day after the event or dropped in the mail slot of city hall next to the entrance door.
- No one associated with the event (caterers, decorators, entertainment, hosts, etc.) may enter the facility more than **15 minutes prior** to the rental start time as indicated on the rental application. The facility must be cleaned and vacated within **30 minutes after** rental end time as indicated on the rental application.
- Walk-in refrigeration and freezer storage is **NOT** included with pavilion use.
- Parking inside the gated area of the park is prohibited. Parking is permitted within the designated areas provided.
- NO** nails, tacks, staples, adhesive, or any other related material shall be used to display any decorations or signage of any kind to the structure or to any city property. There shall be no tents, carports or other structures erected on city property without prior permit approval.
- All tables and chairs, **MUST** be wiped clean and properly stored after being in use. Sink, microwave, and refrigerator must be wiped clean and free from debris. Pavilion must be swept.
- All litter, trash and personal belongings **MUST** be removed from the facility immediately after the event.
- Cooking within the facility is **PROHIBITED**, there are charcoal grills provided within the beach area for guests use. (Guests must provide charcoal)
- NO ALCOHOLIC BEVERAGES ARE ALLOWED UNLESS APPROVED AND PERMITTED BY THE CITY COUNCIL as stated in Ordinance 2022-594.** Keystone Beach and Historic Pavilion is monitored by video cameras and will be used to determine consumption of alcoholic beverages. If it is determined that alcohol was on sight deposit will not be returned.
- The City of Keystone Heights shall be held harmless from any liability, claims, costs, damages, attorney's fee, or other charges, liens, or fees of any kind or nature as a result of the renter or any one associated with the event activities.
- Activities shall be limited to the event description as provided by the applicant in the pavilion application
- Insurance may be required depending by type of event anticipated and described in the application

I, Adrienne Mankeely, hereby known as the "applicant" have received, read and agree to all the above rules and regulations set forth by the City of Keystone Heights.

Adrienne S Mankeely
Signature of Applicant

7/6/2022
Date



City of Keystone Heights
 555 South Lawrence Blvd
 Keystone Heights, Florida 32656
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Special Event Application

EVENT PROPERTY

Property Address: Keystone Beach Pavilion Phone: () -

Tax Parcel # _____ Zoning _____ Land Use: _____

APPLICANT INFORMATION

Applicant: Lake Region Kiwanis Club Address: 350 S. Lawrence Blvd. Keystone Heights, FL 32656
 Phone: (352) 478-8888 Email: _____

PROPERTY OWNER INFORMATION

Property Owner: City of Keystone Heights Phone: () -
 Address: _____ City _____
 State: _____ Zip Code: _____ Phone: () -
 Email: _____

TYPE OF REQUEST

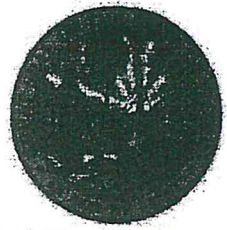
Not to Exceed 3 Days: Special Event (city property) Seasonal Sales
 Other _____

Event Dates 12/3/22 to 12/3/22 Event Times 11 am to 2 pm

Description of event or items to be sold:
Public Concert / Keystone Heights - Kiwanis Community Band. See Attachment



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REQUIRED INFORMATION

The following items must accompany your application at the time of submittal. No applications will be reviewed without these attachments.

- General description of request including purpose of event, types of proposed activities, and anticipated attendance
 - Insurance Coverage: Evidence by a Certificate of Insurance naming the City of Keystone Heights as additional insured and must provide a Hold Harmless Agreement.
- OR**
- Notarized permission from property owner
 - Security/Crowd Control: Plans to include a detailed description of where the attendees will be located security measures, security personnel, etc. A copy of the notification of event to the Clay Sheriff Department must be included and must have verification or receipt by the sheriff department.
 - Fire Department Notification Letter: A letter must be attached notifying the local fire department of the event and must verify receipt of the letter by the local fire department.
 - Conceptual Site Plan (to scale) including property boundaries, access to the site, location of tents or other temporary structures, location of proposed activities, **parking**, signs (in compliance with Article XIX of the LDR), temporary lighting, utilities, generators and other mechanical
 - Sanitation and Public Health: Plans for sanitation and public health protection including temporary bathroom facilities, inspection of food facilities, drainage, and garbage and litter control. A minimum of three (3) dumpsters must be provided unless otherwise stated by City Council. (Proof of compliance with ADA standards must accompany this application)
 - Set-up and Take-down: Plans outlining times of set-up and take-down of all event related structures; signage, barricades, tents, vendors, dumpsters/trash receptacles, port-a-potties etc.
 - Road Closures: Application for State road closures or map and description of city road closure
 - Meeting set up with City Manager to review event. **DATE** _____

Must comply with LFC 101 (life Safety Code); NFPA 1 (National Fire Protection Association); existing ordinances; County Permitting

Signature of Applicant *Calvin Waters* Date *7/18/22*
Lake Region Kiwanis President

Attachment to Special Event Application

December 3, 2022 Community Band Concert at Keystone Beach

The KIWANIS CLUB OF THE LAKE REGION-KEYSTONE HEIGHTS/MELROSE, INC. , P. O. BOX 715 KEYSTONE HEIGHTS, FL 32656 is a not-for profit Florida corporation, active in the Keystone Heights and Melrose areas since 1989. As a project of the all- volunteer Kiwanis Club its activities are covered by liability insurance issued by Kiwanis International.

The Club serves the children and the community in general through various activities including parades at Christmas and July 4, "Terrific Kids", and sponsoring the Kiwanis Community Band as an ongoing project. The all-volunteer band consists of adult and Keystone High School student players. By resolution, the band is the "official" band of the City of Keystone Heights.

The December 3, 2022 concert is a public service with no admission fee. The concert will last about one hour from 1PM to 2PM. Set-up will start at noon. There will be approx... 20-25 musicians. The concert will be in the pavilion; an alternate site, weather permitting and a large crowd expected will be the outdoor covered stage area at the beach.

Advertising will be done through social media, posters , word of mouth and the City's outdoor sign (if permitted). Past experience with prior concerts at the Keystone pavilion and beach stage suggests an audience of primarily adults, mainly senior citizens, of about 50.

No food or beverage will be sold. Water may be made available for a donation to the band.

The band will provide its own sound system. Use of City chairs for the band and audience is requested.

Crowd control, security and parking will not be an issue.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/10/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant - Indianapolis 10401 North Meridian St, Ste 200 Indianapolis IN 46290		CONTACT NAME: Lisa Christenson PHONE (A/C, No., Ext): 317-817-5172 E-MAIL ADDRESS: kiwanis@cert@hylant.com FAX (A/C, No): 317-817-5151	
INSURED Kiwanis International, All Clubs and Their Members 3636 Woodview Trace Indianapolis IN 46268		INSURER(S) AFFORDING COVERAGE	
KIWANDS		INSURER A: Lexington Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 19437	

COVERAGES

CERTIFICATE NUMBER: 535067471

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		013136005	11/1/2021	11/1/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor Liability \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			013136005	11/1/2021	11/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTIONS						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Self-Insured Retention			013136005	11/1/2021	11/1/2022	All Claims \$75,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The Certificate Holder and others as defined in the written agreement are additional insured subject to the terms, conditions, and exclusions on the policy with respect to the General Liability only regarding the following Kiwanis event (setup, take down & rain date(s) during the policy term are included).
 June 4, 2022 or any future date(s) during the policy term.
 Community Band Concert
 Located @ City of Keystone Heights Beach Pavilion,
 Kiwanis Club of Lake Region

CERTIFICATE HOLDER**CANCELLATION**

City of Keystone Heights
 Attn: Mayor Lake
 555 S. Lawrence Blvd.
 Keystone Heights FL 32656

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Judy K. Wilson

ENDORSEMENT

This endorsement, effective 12:01 AM 11/01/2021

Forms a part of policy no.: 013136005

Issued to: KIWANIS INTERNATIONAL, INC.

By: LEXINGTON INSURANCE COMPANY

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

(Based on CG2026 04/13)

This endorsement modifies insurance provided by the following:

COMMERCIAL GENERAL LIABILITY POLICY

SCHEDULE

Name of Additional Insured Person(s) or Organization(s)

City of Keystone Heights
Attn: Mayor Lake
555 S. Lawrence Blvd.
Keystone Heights, FL 32656

Information required to complete this Schedule, if not shown above, will be shown in the Declarations

A. **Section II - Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

Balance Sheet

As of June 30, 2022

	Jun 30, 22
ASSETS	
Current Assets	
Checking/Savings	
Ameris Bank - Cemetery Checking	196,448.28
Ameris Bank - Perpetual Care	28,499.25
Certificate of Deposit - 0060	59,103.79
Certificate of Deposit - 0250	93,596.92
Certificate of Deposit - 5713	51,971.68
Total Checking/Savings	429,619.92
Other Current Assets	
Cemetery Lot Inventory	9,121.00
Total Other Current Assets	9,121.00
Total Current Assets	438,740.92
Fixed Assets	
Accumulated Depreciation	-108,299.52
Building	20,117.66
Construction in Progress	47,323.96
Equipment	44,007.11
Irrigation System	44,469.81
Other Improvements	9,824.85
Undeveloped Land	6,000.00
Total Fixed Assets	63,443.87
TOTAL ASSETS	502,184.79
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	-1,279.75
Total Accounts Payable	-1,279.75
Total Current Liabilities	-1,279.75
Total Liabilities	-1,279.75
Equity	
Fd Bal Invest Capital AssetNET	63,443.87
Fd Bal Restrict Perpetual Care	286,701.95
Fund Balance-Unrestricted	164,802.09
Retained Earnings	-19,342.01
Net Income	7,858.64
Total Equity	503,464.54
TOTAL LIABILITIES & EQUITY	502,184.79

City of Keystone Heights Cemetery Fund Profit & Loss Budget Performance

June 2022

	Jun 22	Oct '21 - Jun 22	Annual Budget	Over/Under Budget
Ordinary Income/Expense				
Income				
Burial Permit Income	0.00	1,700.00	3,000.00	1,300.00
Cell Tower Rent	0.00	11,893.28	13,961.70	2,068.42
Lot Sales	1,000.00	13,000.00	35,000.00	22,000.00
Veterans Memorial Pathway Inc	0.00	35.00	0.00	(35.00)
Total Income	1,000.00	26,628.28	51,961.70	25,333.42
Gross Profit	1,000.00	26,628.28	51,961.70	25,333.42
Expense				
Audit	0.00	2,810.00	2,700.00	(110.00)
Bank Charges	0.00	35.00		(35.00)
Capital Improvements	0.00	12,433.84	31,661.70	19,227.86
Computer Software Support	0.00	0.00	1,500.00	1,500.00
Equipment Purchase	0.00	0.00	500.00	500.00
Legal				
Deed Recording Fees	17.00	237.30	200.00	(37.30)
Legal Expense	0.00	0.00	1,500.00	1,500.00
Total Legal	17.00	237.30	1,700.00	1,462.70
Perpetual Care Contribution	0.00	0.00	7,200.00	7,200.00
Repairs				
Building Repairs	0.00	0.00	500.00	500.00
Equipment Repairs & Maintenance	267.82	289.88	2,000.00	1,710.12
Total Repairs	267.82	289.88	2,500.00	2,210.12
Salaries & Taxes	143.00	2,070.50	6,000.00	3,929.50
Supplies	0.00	51.97	400.00	348.03
Utilities	67.00	1,141.00	1,500.00	359.00
Veterans Memorial Pathway Exp	26.25	56.25	300.00	243.75
Total Expense	521.07	19,125.74	55,961.70	36,835.96
Net Ordinary Income	478.93	7,502.54	(4,000.00)	(11,502.54)
Other Income/Expense				
Other Income				
CD Interest Income	0.00	257.81	2,000.00	1,742.19
Interest Income	0.00	98.29	2,000.00	1,901.71
Total Other Income	0.00	356.10	4,000.00	3,643.90
Net Other Income	0.00	356.10	4,000.00	3,643.90
Net Income	478.93	7,858.64	0.00	(7,858.64)

INFRASTRUCTURE
Balance Sheet
As of June 30, 2022

	<u>Jun 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
101050 · INFRASTRUCTURE FUND	338,435.72
101060A · INFRASTRUCTURE CD #0063	58,825.58
101060C · NFRASTRUCTURE CD #0408	81,346.97
101060D · INFRASTRUCTURE CD #0409	81,346.97
Total Checking/Savings	<u>559,955.24</u>
Total Current Assets	<u>559,955.24</u>
TOTAL ASSETS	<u><u>559,955.24</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24001 · Due To/From Grant	-148,204.24
Total Other Current Liabilities	<u>-148,204.24</u>
Total Current Liabilities	<u>-148,204.24</u>
Total Liabilities	-148,204.24
Equity	
32000 · Retained Earnings	-1,784.60
Fund · Fund Balance	578,605.70
Net Income	131,338.38
Total Equity	<u>708,159.48</u>
TOTAL LIABILITIES & EQUITY	<u><u>559,955.24</u></u>

INFRASTRUCTURE
Profit & Loss Budget Performance
June 2022

	Jun 22	Oct '21 - Jun 22	Annual Budget	Over/Under Budget
Income				
312600 · STATE INCOME	13,277.75	160,844.10	164,000.00	3,155.90
361100 · INTEREST INCOME				
CD 0266	0.00	133.83	61,000.00	60,866.17
361100A · BANK ACCOUNT INTEREST	0.00	242.14	500.00	257.86
361100B · CD INTEREST	0.00	0.00	500.00	500.00
361100 · INTEREST INCOME - Other	0.00	0.00	0.00	0.00
Total 361100 · INTEREST INCOME	0.00	375.97	62,000.00	61,624.03
Total Income	13,277.75	161,220.07	226,000.00	64,779.93
Expense				
511.300 · OPERATING EXPENDITURES				
511.301 · AUDIT	0.00	2,000.00	0.00	(2,000.00)
511.300 · OPERATING EXPENDITURES - Other	0.00	297.74	0.00	(297.74)
Total 511.300 · OPERATING EXPENDITURES	0.00	2,297.74	0.00	(2,297.74)
511.600 · CAPITAL OUTLAY				
FRDAP - Theme Park/Pickle Ball	0.00	10,370.19	0.00	(10,370.19)
Planning	0.00	0.00	75,000.00	75,000.00
Road Sys Resurfacing Proj	0.00	0.00	0.00	0.00
Sidewalk Construction	0.00	0.00	7,500.00	7,500.00
511.600 · CAPITAL OUTLAY - Other	0.00	17,213.76	0.00	(17,213.76)
Total 511.600 · CAPITAL OUTLAY	0.00	27,583.95	82,500.00	54,916.05
Total Expense	0.00	29,881.69	82,500.00	52,618.31
Net Income	13,277.75	131,338.38	143,500.00	12,161.62

City of Keystone Heights Community Redevelopment Trust Fund
Balance Sheet
As of June 30, 2022

07/05/22

Cash Basis

	<u>Jun 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
CRA Checking Account	86,810.85
Total Checking/Savings	<u>86,810.85</u>
Other Current Assets	
Inventory Asset	4,879.32
Total Other Current Assets	<u>4,879.32</u>
Total Current Assets	<u>91,690.17</u>
TOTAL ASSETS	<u>91,690.17</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-8.18
Total Accounts Payable	<u>-8.18</u>
Other Current Liabilities	
Due to General Fund account	0.29
Total Other Current Liabilities	<u>0.29</u>
Total Current Liabilities	<u>-7.89</u>
Total Liabilities	-7.89
Equity	
Restricted Fund Balance	100,052.26
Unrestricted Net Assets	-81,296.31
Net Income	72,942.11
Total Equity	<u>91,698.06</u>
TOTAL LIABILITIES & EQUITY	<u>91,690.17</u>

City of Keystone Heights Community Redevelopment Trust Fund
INCOME/EXPENSES
June 2022

	Jun 22	Oct '21 - Jun 22	Annual Budget	Over/Under Budget
Ordinary Income/Expense				
Income				
City Increment Revenue at 95%	0.00	0.00	27,000.00	27,000.00
Direct Public Support				0.00
County Funding	0.00	82,557.69	60,000.00	(22,557.69)
Total Direct Public Support	0.00	82,557.69	60,000.00	(22,557.69)
Other Types of Income				
CIP/Carry forward	0.00	0.00	110,000.00	110,000.00
Interest Revenue	0.00	34.03	200.00	165.97
Total Other Types of Income	0.00	34.03	110,200.00	110,165.97
Total Income	0.00	82,591.72	197,200.00	114,608.28
Gross Profit	0.00	82,591.72	197,200.00	114,608.28
Expense				
Business Expenses				
Advertising fees	0.00	0.00	10,000.00	10,000.00
Insurance - Liability, D and O	0.00	0.00	4,900.00	4,900.00
Membership Dues	0.00	1,175.00	200.00	(975.00)
Postage, Mailing Service	0.00	0.00	50.00	50.00
Printing and Copying	0.00	0.00	50.00	50.00
Supplies	0.00	51.08	50.00	(1.08)
Total Business Expenses	0.00	1,226.08	15,250.00	14,023.92
Contract Services				
Audit/Accounting Fees	3,567.75	8,260.25	1,800.00	(6,460.25)
Clay County EDC	0.00	3,000.00	2,000.00	(1,000.00)
Legal Fees	0.00	0.00	5,000.00	5,000.00
LRDC	0.00	0.00	0.00	0.00
SBDC	0.00	0.00	1,000.00	1,000.00
Total Contract Services	3,567.75	11,260.25	9,800.00	(1,460.25)
Events & Festivals				
5K Run July 4th	1,327.00	1,327.00	1,500.00	173.00
Events and Other	0.00	100.00	5,000.00	4,900.00
July Fourth Fireworks Event	0.00	7,500.00	7,500.00	0.00
Embrace - Christmas Event	0.00	0.00	0.00	0.00
Outside Event Security Reimburs	0.00	515.00	4,500.00	3,985.00
Seasonal Decorations	0.00	12,354.74	15,000.00	2,645.26
Total Events & Festivals	1,327.00	21,796.74	33,500.00	11,703.26
Other Types of Expenses				
CIP expenses				
Aesthetic/Beach	0.00	4.59	0.00	(4.59)
Benches/Trash Cans	0.00	0.00	10,000.00	10,000.00
Grant Contribution Expenses	0.00	0.00	50,000.00	50,000.00
Pavilion Outfitting&Furnishings	0.00	814.93	0.00	(814.93)
Rails to Trails	0.00	312.84	0.00	(312.84)
Streetscape Improvement	0.00	21,782.18	78,150.00	56,367.82
Welcome Center Expenses	0.00	0.00	500.00	500.00
Total CIP expenses	0.00	22,914.54	138,650.00	115,735.46
Total Other Types of Expenses	0.00	22,914.54	138,650.00	115,735.46
Total Expense	4,894.75	57,197.61	197,200.00	140,002.39
Net Ordinary Income	(4,894.75)	25,394.11	0.00	(25,394.11)
Net Income	(4,894.75)	25,394.11	0.00	(25,394.11)

City of Keystone Heights
Balance Sheet
As of June 30, 2022

	Jun 30, 22
ASSETS	
Current Assets	
Checking/Savings	
Need Account	6.50
101010 · AMERIS BANK - GENERAL ACCOUNT	704,103.63
101015 · BILL ACCOUNT	15,497.03
101018 · AMERIS BANK-GRANT ACCOUNT	82,391.00
101030 · AMERIS BANK - CD	
Ameris Bank CD #50153	118,901.88
Certificate of Deposit 0249	61,546.65
Certificate of Deposit 0267	59,021.08
Total 101030 · AMERIS BANK - CD	239,469.61
101070 · AMERIS BANK - LOAN DEBT	3,943.11
Total Checking/Savings	1,045,410.88
Accounts Receivable	
115000 · ACCOUNTS RECEIVABLE	-12,724.31
131100 · DUE FROM THE AIRPORT	6,571.73
131115 · Due from CIP	-148,204.24
131120 · DUE FROM CEMETERY	528.67
133000 · DUE FROM STATE	31,770.53
Total Accounts Receivable	-122,057.62
Other Current Assets	
Cemetery Lot Sales Payment	22,750.00
Cemetery Lot Sales Received	-22,750.00
Total Other Current Assets	0.00
Total Current Assets	923,353.26
TOTAL ASSETS	923,353.26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202000 · ACCOUNTS PAYABLE	-996.87
Total Accounts Payable	-996.87
Other Current Liabilities	
202052 · Company Paid 401(K)	-527.41
202053 · 457 CO. CONTRIBUTION	0.02
202059 · Ameritas	134.91
202060 · Principal - Dependent Dental Ca	-598.81
202062 · Union dues 2	-0.30
202063 · Principal-Dependent Life	3.78
202064 · Principal - Dependent Vision	36.11
202066 · BC/BS Dependent Health	1,125.86
2100 · Payroll Liabilities	2,326.51
2300 · Pending Transfers - GF/CIP	
2300.1 · Due To/From CIP Fund	-52,934.69
2300 · Pending Transfers - GF/CIP - Other	52,934.69
Total 2300 · Pending Transfers - GF/CIP	0.00
Total Other Current Liabilities	2,500.67
Total Current Liabilities	1,503.80
Total Liabilities	1,503.80
Equity	
Accounts removed from General	-601,210.70
271222 · FUND BALANCE - RESTRICTED	698,290.18
271223 · FUND BALANCE - UNASSIGNED	392,490.12
271225 · FUND BALANCE - ASSIGNED	53,348.64
3900 · Retained Earnings	648,218.80
Net Income	-269,287.58
Total Equity	921,849.46

City of Keystone Heights
Balance Sheet
As of June 30, 2022

	Jun 30, 22
TOTAL LIABILITIES & EQUITY	<u>923,353.26</u>

Balance Sheet

As of June 30, 2022

	<u>Jun 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
AMERIS BANK LAKE REPLENISH	43,037.35
Total Checking/Savings	43,037.35
Total Current Assets	43,037.35
TOTAL ASSETS	<u>43,037.35</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	35,425.74
Net Income	7,611.61
Total Equity	43,037.35
TOTAL LIABILITIES & EQUITY	<u>43,037.35</u>

LAKE REPLENISH/RESTORATION ACCOUNT
Profit & Loss Budget Performance
 June 2022

	Jun 22	Oct '21 - Jun 22	Annual Budget	Over/Under Budget
Ordinary Income/Expense				
Income				
Annual Transfer from GF	10,000.00	10,000.00	10,000.00	0.00
Interest Income	0.00	11.61	100.00	88.39
Total Income	10,000.00	10,011.61	10,100.00	88.39
Expense				
Audit	0.00	1,200.00	0.00	(1,200.00)
Lake Maintenance	0.00	1,200.00	6,000.00	4,800.00
Total Expense	0.00	2,400.00	6,000.00	3,600.00
Net Ordinary Income	10,000.00	7,611.61	4,100.00	(3,511.61)
Net Income	10,000.00	7,611.61	4,100.00	(3,511.61)

RECAPITALIZATION
Balance Sheet
As of June 30, 2022

	<u>Jun 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
101010 · AMERIS RECAP ACCOUNT	1,601.17
Total Checking/Savings	<u>1,601.17</u>
Total Current Assets	<u>1,601.17</u>
TOTAL ASSETS	<u>1,601.17</u>
LIABILITIES & EQUITY	
Equity	
Fund Balance	12,007.35
32000 · Retained Earnings	-8,341.48
Net Income	<u>-2,064.70</u>
Total Equity	<u>1,601.17</u>
TOTAL LIABILITIES & EQUITY	<u>1,601.17</u>

RECAPITALIZATION
Profit & Loss Budget Performance
 June 2022

	Jun 22	Oct '21 - Jun 22	Annual Budget	Over/Under Budget
Ordinary Income/Expense				
Expense				
511.300 · OPERATING EXPENSES				
511320 · BUILDING PROJECTS	0.00	0.00	0.00	0.00
511500 · TREE SCAPES				
511510 · TREE MAINTENANCE	0.00	1,850.00	0.00	(1,850.00)
511500 · TREE SCAPES - Other	0.00	17.62	0.00	(17.62)
Total 511500 · TREE SCAPES	0.00	1,867.62	0.00	(1,867.62)
511.300 · OPERATING EXPENSES - Other	0.00	197.73		(197.73)
Total 511.300 · OPERATING EXPENSES	0.00	2,065.35	0.00	(2,065.35)
Total Expense	0.00	2,065.35	0.00	(2,065.35)
Net Ordinary Income	0.00	(2,065.35)	0.00	2,065.35
Other Income/Expense	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
Interest	0.00	0.65	0.00	(0.65)
Total Other Income	0.00	0.65	0.00	(0.65)
Net Other Income	0.00	0.65	0.00	(0.65)
Net Income	0.00	(2,064.70)	0.00	2,064.70

Type	Date	Num	Memo	Account	Clr	Split	Original Amount	Paid Amount	Balance
City of Keystone Heights									
Bill	06/17/2022		PW REIMBU...	Salaries & Taxes		*Accounts Pay...	143.00	143.00	143.00
Total City of Keystone Heights								143.00	143.00
Clay Electric Cooperative, Inc.									
Bill	06/01/2022		Keystone Ce...	Utilities		*Accounts Pay...	34.00	34.00	34.00
Bill	06/01/2022		Keystone Ce...	Utilities		*Accounts Pay...	33.00	33.00	67.00
Total Clay Electric Cooperative, Inc.								67.00	67.00
Clerk of Court - CLAY									
Bill	06/28/2022	DEED...	DEED RECO...	Deed Recording Fees		*Accounts Pay...	17.00	17.00	17.00
Total Clerk of Court - CLAY								17.00	17.00
CRYSTAL									
Bill	06/17/2022	P01489	MOWER RE...	Equipment Repairs ...		*Accounts Pay...	138.13	138.13	138.13
Bill	06/17/2022	P01546	HI-LIFT BLAD...	Equipment Repairs ...		*Accounts Pay...	102.77	102.77	240.90
Bill	06/28/2022	P01375	HI-LIFT BLADE	Equipment Repairs ...		*Accounts Pay...	26.92	26.92	267.82
Total CRYSTAL								267.82	267.82
WINNING CONCEPTS USA, INC									
Bill	06/17/2022	36397	1 BRICK EN...	Veterans Memorial ...		*Accounts Pay...	26.25	26.25	26.25
Total WINNING CONCEPTS USA, INC								26.25	26.25
TOTAL								521.07	521.07

INFRASTRUCTURE
Expenses by Vendor Detail
June 2022

Type	Date	Num	Memo	Account	Clr	Split	Original Amount	Paid Amount	Balance
TOTAL									0.00

Type	Date	Num	Memo	Account	Clr	Split	Original Amount	Paid Amount	Balance
ALLEN LEE									
Bill	06/28/2022	5K RU...	5K RUN - 4T...	5K Run July 4th		Accounts Paya...	114.00	114.00	114.00
Total ALLEN LEE								114.00	114.00
CLAY COUNTY SHERIFF'S OFFICE									
Bill	06/28/2022	5K RU...	5K RUN-JUL...	5K Run July 4th		Accounts Paya...	175.00	175.00	175.00
Total CLAY COUNTY SHERIFF'S OFFICE								175.00	175.00
CLAYTON DAILEY									
Bill	06/28/2022	5K RU...	5K RUN - 4T...	5K Run July 4th		Accounts Paya...	114.00	114.00	114.00
Total CLAYTON DAILEY								114.00	114.00
DEEL, COURTNEY									
Bill	06/28/2022	5K RU...	5K RUN - 4T...	5K Run July 4th		Accounts Paya...	114.00	114.00	114.00
Total DEEL, COURTNEY								114.00	114.00
HURLEY, CLAUDE									
Bill	06/28/2022	5K RU...	5K RUN 4TH ...	5K Run July 4th		Accounts Paya...	114.00	114.00	114.00
Total HURLEY, CLAUDE								114.00	114.00
JOEL SMITH									
Bill	06/28/2022	5K RU...	5K RUN - 4T...	5K Run July 4th		Accounts Paya...	114.00	114.00	114.00
Total JOEL SMITH								114.00	114.00
JOSEPH HALL									
Bill	06/28/2022	5K RU...	5K RUN - 4T...	5K Run July 4th		Accounts Paya...	114.00	114.00	114.00
Total JOSEPH HALL								114.00	114.00
MICHAEL WHITE									
Bill	06/28/2022	5K RU...	5K RUN 4TH ...	5K Run July 4th		Accounts Paya...	114.00	114.00	114.00
Total MICHAEL WHITE								114.00	114.00
MIKE PUNSKY									
Bill	06/28/2022	5K RU...	5K RUN - 4T...	5K Run July 4th		Accounts Paya...	126.00	126.00	126.00
Total MIKE PUNSKY								126.00	126.00
NASHLEY MORALES									
Bill	06/28/2022	5K RU...	5K RUN - 4T...	5K Run July 4th		Accounts Paya...	114.00	114.00	114.00
Total NASHLEY MORALES								114.00	114.00
NATE BAUMGARTNER									
Bill	06/28/2022	5K RU...	5K RUN - 4T...	5K Run July 4th		Accounts Paya...	114.00	114.00	114.00
Total NATE BAUMGARTNER								114.00	114.00
REDDISH & WHITE, CPA'S									
Bill	06/28/2022	112837	CRA AUDIT ...	Audit/Accounting Fees		Accounts Paya...	3,567.75	3,567.75	3,567.75
Total REDDISH & WHITE, CPA'S								3,567.75	3,567.75
TOTAL								4,894.75	4,894.75

LAKE REPLENISH/RESTORATION ACCOUNT
Expenses by Vendor Detail
June 2022

Type	Date	Num	Memo	Account	Clr	Split	Original Amount	Paid Amount	Balance
TOTAL									0.00

RECAPITALIZATION
Expenses by Vendor Detail
June 2022

Type	Date	Num	Memo	Account	Clr	Split	Original Amount	Paid Amount	Balance
TOTAL									0.00

Minutes
KEYSTONE HEIGHTS CITY COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, July 11, 2022 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 by: Pastor Will Smith, Lake Hill Baptist Church

Pledge of Allegiance:

Roll Call: City Manager

Present: Mayor Lake; Vice Mayor Hart; Councilwoman Kelly; Councilman B. Brown; Councilman T. Brown

Staff: City Manager, Ms. Rutkowski; City Attorney, Mr. Komando; Executive Assistant, Christina Meeks; Public Works Director, Kenny Hall

1. Presentations

- A. Northeast Florida League of Cities Board Charitable Donation – Presented to Lake Area Ministries
- B. Clay County School District, Keystone Heights Elementary School – New Resolution 1) Saving money 2) Support KH Schools. In attendance: CCSC Tina Bullock; Bruce Harvin; Architect Ken Cobb of Paul Stressing Associates.

2. Public Comments

- 1. Elston Kussler - Golf Carts in the City
- 2. Daniel Findley – Thank you and farewell.

3. Public Hearing – 19-08-23-022578-001-00

- A. [Country Meadows Zoning 2nd Hearing](#)

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

Motion Made by Vice Mayor Hart and second by Councilman T. Brown to approve Country Meadows Zoning. Passed 5:0

4. Resolutions

- A. [2022- 05 Road Closure Resolution](#)

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

Motion Made by Vice Mayor Hart and second by Councilwoman C. Thompson to approve Resolution 2022-05 Road Closure. Passed 5:0

5. Events

- A. [National Night Out – CCSO](#)

Motion Made by Councilman T. Brown and second by Councilwoman C. Thompson to approve National Night Out Event. Passed 5:0

- B. [KHHHC Plaque Workshop](#)

Motion Made by Vice Mayor S. Hart and second by Councilman B. Brown to approve KHHHC Workshop. Passed 5:0

- C. [KLRBA Christmas Party \(Pavilion Rental w/Alcohol\)](#)

Motion Made by Vice Mayor S. Hart and second by Councilwoman C. Thompson to approve KLRBA Christmas Party. Passed 5:0

6. Consent Agenda

- A. [Financials May 2022](#)
- B. [Payables May 2022](#)
- C. [Minutes for 2022.06.06 Council Meeting](#)

Motion Made by Councilman T. Brown and second by Vice Mayor S. Hart to approve consent Agenda. Passed 5:0

7. Old Business

8. Committee Reports/Recommendations

- A. Budget & Finance
[2021 Audit](#) – Will be presenting Audit during August Council Meeting.
- B. Growth Management- Nothing at this moment.
- C. Keystone Heights Airport Authority-see attached APT
- D. Planning & Zoning-Nothing at this time
- E. Heritage Commission

Mayor Lake/Councilman Brown

Vice Mayor Hart
Chairman Kirkland
City Manager
Nina Rodenroth

AGENDA
KEYSTONE HEIGHTS CITY COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, June 6, 2022 6:00 p.m.

9. New Business

10. Council Comments

- A.) Councilman T. Brown – Thankful for all the efforts for the July 4th celebration
- B.) Councilman B. Brown – Expressed gratitude to Pastor Finley.
- C.) Councilwoman C. Thompson – Expressed gratitude to Pastor Finley
- D.) Vice Mayor S. Hart-Expressed gratitude to Pastor Finley
- E.) Mayor K. Lake-Expressed gratitude to Pastor Finley; Great July 4th celebration; recapped events she got to participate in for the month of June.

11. City Manager and City Attorney Reports:

City Manager L. Rutkowski reviewed CUA, Airport, Our Country Day Event and Keystone Korner Market.

CITY OF KEYSTONE HEIGHTS, FLORIDA

ORDINANCE 2022 - 595

BEFORE THE CITY COUNCIL

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KEYSTONE HEIGHTS, FLORIDA AMENDING THE CITY ZONING MAP BY AMENDING APPROXIMATELY 13.87 ACRES OF REAL PROPERTY OWNED BY DUCKRO DEVELOPMENT GROUP, INC., FROM RESIDENTIAL SINGLE FAMILY (RSF) TO A PLANNED UNIT DEVELOPMENT (PUD); PROVIDING FINDINGS BY THE CITY COUNCIL; PROVIDING DIRECTIONS FOR RECORDING; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Community Planning Act; Section 163.3161 through 163.3215, Florida Statutes, require that each local government prepare and adopt a comprehensive land use plan, Zoning Map, and regulations; and

WHEREAS, the City Council of the City of Keystone Heights, Florida wishes to amend the City of Keystone Heights Zoning Map; and

WHEREAS, the proposed zoning change is for approximately 13.87 acres of real property owned by Duckro Development Group, Inc., which is zoned Residential Single Family (RSF); and

WHEREAS, the corresponding parcel identification numbers are 19-08-23-022578-001-00; and

WHEREAS, a duly advertised public hearing was conducted on Thursday, May 19th, 2022, after 5:00 P.M. by the Planning and Zoning Committee of the City of Keystone Heights, Florida; and who provided its recommendations to the City Council of the City of Keystone Heights, Florida; and

WHEREAS, the City Council of the City of Keystone Heights, Florida held a duly advertised public hearing on Monday, June 6, 2022, after 5:00 P.M. for the purpose of hearing public comments; and

WHEREAS, the City Council of the City of Keystone Heights, Florida held a duly advertised public hearing on Monday, July 11, 2022, after 5:00 P.M. for the purpose of hearing public comments; and

WHEREAS, the City Council of the City of Keystone Heights, Florida finds that the adoption of this ordinance for the Rezoning, and the reclassification of real property described herein is consistent with the Goals, Objectives, and Policies of the City of Keystone Heights Comprehensive Plan and the Land Development Regulations of the City of Keystone Heights Ordinance Code and is in the best interest of the City of Keystone Heights, Florida and its citizens.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KEYSTONE HEIGHTS, FLORIDA:

Section 1. Adoption and Incorporation of Recitals. The City Council of the City of Keystone Heights, Florida hereby adopts the above recitals and incorporates them herein as a part of this ordinance.

Section 2. Property Zoned. The real property described in Exhibit "A" is zoned and classified as Planned Unit Development

(PUD) as defined and classified under the Land Development Regulations, City of Keystone Heights, Florida.

Section 3. Exhibits. The following exhibits are hereby adopted and incorporated herein by reference:

- Exhibit A PUD Application
- Exhibit B Development Plan
- Exhibit C Trip Generation Letter
- Exhibit D Conceptual Elevation and Floor Plan
- Exhibit E CCUA Capacity Letter
- Exhibit F Geotechnical Report
- Exhibit G Wetlands and Wildlife Report
- Exhibit H Soils Map

Section 4. Special Conditions. The following special conditions are approved for the PUD:

- A. 52 SINGLE FAMILY LOTS
- B. LOT WIDTH MINIMUM = 55 FEET
- C. LOT DEPTH MINIMUM = 110 FEET
- D. LOT AREA MINIMUM = 6050 SQUARE FEET
- E. LOT COVERAGE MAXIMUM = 45%
- F. SIDE SETBACK = MINIMUM 5 FEET, COMBINED MINIMUM IS 15 FEET
- G. REAR SETBACK = 20 FEET
- H. FRONT SETBACK = 20 FEET
- I. MAXIMUM BUILDING HEIGHT = 35 FEET


Section 5. Recording of Ordinance. Following approval by the City Council for the City of Keystone Heights, Florida, the City Manager is directed to file the same in the records of the City.

Section 6. Effective Date. This ordinance shall become effective upon its adoption by the City Council.

Passed on first reading this 6th day of June, 2022.

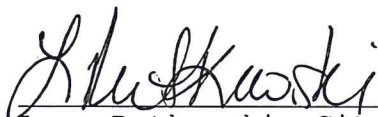
Passed on second reading this 11th day of July 2022.

City Council
Keystone Heights, Florida



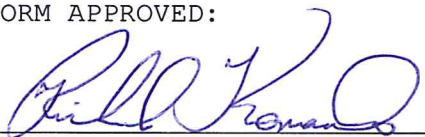
Karen Lake, Mayor

ATTEST:



Lynn Rutkowski, City Manager

FORM APPROVED:



Rich Komando, City Attorney

CITY OF KEYSTONE HEIGHTS, FLORIDA

RESOLUTION 2022- 05

BEFORE THE CITY COUNCIL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KEYSTONE HEIGHTS, FLORIDA AUTHORIZING THE EXECUTION OF A FLORIDA DEPARTMENT OF TRANSPORTATION TEMPORARY ROAD CLOSING PERMIT APPLICATION; PROVIDING FOR AN IMMEDIATE EFFECTIVE DATE

WHEREAS, the city is requesting that State Road 21 in the City's corporate limits be closed for the City of Keystone Heights Boo on The Blvd Halloween Event; now therefore

BE IT RESOLVED by the City Council of the City of Keystone Heights:

Section 1. The City Executive Assistant is hereby authorized to execute a Request for Temporary Closing of State Road on behalf of the City for the Events that are scheduled to take place on State Road 21 within the City's corporate limits on October 29th, 2022.

Section 2. That this resolution shall become effective immediately upon adoption hereof.

DULY ADOPTED AND APPROVED this 11th day of July, 2022, by the City Council of the City of Keystone Heights, Florida.

City Council of the City of Keystone Heights, Florida

By: Karen Lake

Karen Lake, Mayor

ATTEST:

Lynn Rutkowski

Lynn Rutkowski, City Manager



City of Keystone Heights
 555 South Lawrence Blvd
 Keystone Heights, Florida 32656
 352.473.4807 Office 352.473.5101 Fax



Special Event Application

EVENT PROPERTY

Property Address: 565 S LAWRENCE Phone: (352) 473 - 4807

Tax Parcel # _____ Zoning _____ Land Use: _____

APPLICANT INFORMATION

Applicant: DIMITRI A. SANTIAGO Address: 901 N. ORANGE AVE

Phone: (904) 473 - 6568 Email: DSANTIAGO@CLAYSHERIFF.COM

PROPERTY OWNER INFORMATION

Property Owner: CITY OF KEYSTONE HEIGHTS Phone: (352) 473 - 4807

Address: 555 S LAWRENCE City KEYSTONE HEIGHTS

State: FLORIDA Zip Code: 32656 Phone: () -

Email: _____

TYPE OF REQUEST

Not to Exceed 3 Days:

Not to Exceed 45 Days:

Special Event (city property)

Seasonal Sales

Other _____

Event Dates 8-2 to 8-2

Event Times 6pm to 9pm

Description of event or items to be sold:

2022 NATIONAL NIGHT OUT.



City of Keystone Heights
 555 South Lawrence Blvd
 Keystone Heights, Florida 32656
 352.473.4807 Office 352.473.5101 Fax



REQUIRED INFORMATION

The following items must accompany your application at the time of submittal. No applications will be reviewed without these attachments.

- General description of request including purpose of event, types of proposed activities, and anticipated attendance
- Insurance Coverage: Evidence by a Certificate of Insurance naming the City of Keystone Heights as additional insured and must provide a Hold Harmless Agreement.

OR

- Notarized permission from property owner
- Security/Crowd Control: Plans to include a detailed description of where the attendees will be located security measures, security personnel, etc. A copy of the notification of event to the Clay Sheriff Department must be included and must have verification or receipt by the sheriff department.
- Fire Department Notification Letter: A letter must be attached notifying the local fire department of the event and must verify receipt of the letter by the local fire department.
- Conceptual Site Plan (to scale) including property boundaries, access to the site, location of tents or other temporary structures, location of proposed activities, parking, signs (in compliance with Article XIX of the LDR), temporary lighting, utilities, generators and other mechanical
- Sanitation and Public Health: Plans for sanitation and public health protection including temporary bathroom facilities, inspection of food facilities, drainage, and garbage and litter control. A minimum of three (3) dumpsters must be provided unless otherwise stated by City Council. (Proof of compliance with ADA standards must accompany this application)
- Set-up and Take-down: Plans outlining times of set-up and take-down of all event related structures; signage, barricades, tents, vendors, dumpsters/trash receptacles, port-a-potties etc.
- Road Closures: Application for State road closures or map and description of city road closure
- Meeting set up with City Manager to review event. DATE 6/24/22

Must comply with LFC 101 (life Safety Code); NFPA 1 (National Fire Protection Association); existing ordinances; County Permitting

Signature of Applicant *[Handwritten Signature]* Date 6/24/22



City of Keystone Heights
 555 South Lawrence Blvd
 Keystone Heights, Florida 32656
 352.473.4807 Office 352.473.5101 Fax

Christina



Special Event Application

EVENT PROPERTY

Property Address: Keystone Heights Historic Pavilion Phone: () -
 Tax Parcel # _____ Zoning _____ Land Use: _____

APPLICANT INFORMATION

Applicant: Heritage Commission Address: 555 S Lawrence Blvd. Keystone Heights, FL
 Phone: (904) 307 - 2714 Email: ninarody@earthlink.net

PROPERTY OWNER INFORMATION

Property Owner: City of Keystone Heights Phone: () -
 Address: _____ City _____
 State: _____ Zip Code: _____ Phone: () -
 Email: _____

TYPE OF REQUEST

Not to Exceed 3 Days: Special Event (city property) Other _____
 Not to Exceed 45 Days: Seasonal Sales
 Event Dates Sept. 17 to Sept. 17 Event Times 10:00 am to 1:00pm

Description of event or items to be sold:
See Attached



Keystone Heights Heritage Commission

Historic Home Plaque Workshop

Vishi Garig, Archives Specialist Clay County

Nina Rodenroth, Chair, Keystone Heights Heritage Commission

Where: Keystone Heights Historic Pavilion

When: Saturday, September 17th

Time: 10:00 AM – 1:00 PM

Guests: 10 – 20 Homeowners Phase I Homes (75+year old)

Brunch is Included

Vishi will share:

- History about Keystone Heights.
- She will outline in detail, how to research your historic home.
- How to use the available resources within her office in Green Cove Springs.

Nina will discuss:

- The role of the KHHC to the community.
- Our inventory of historic homes 50-years and older in Keystone Heights.
- How do I apply for a KHHC plaque?
- What's the criteria to give a home a KHHC plaque?
- What's in it for Me?

Encourage homeowners to attend to our monthly meetings for input with upcoming projects further driving our community presence and support.



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Pavilion Rental Application

A three-hundred-dollar (\$300.00) deposit is required to be submitted with this application to reserve the requested date and time. Date and time MAY NOT be reserved without a deposit. Deposit may be returned within 10 business days following the event after inspection by city staff and keys being returned. Keys must be returned to city staff the following business day or placed in the mail slot at city hall.

Alcohol consumption MUST be approved by the City Council. Application for alcohol consumption MUST be 60 days prior to event.

APPLICANT INFORMATION

Applicant: KEYSTONE LAKE REGION BUSINESS ASSOC. Address: 7388 SIL 21 KSH, FL 32656

Phone: (904) 588-2083 Email: bealsteam@gmail.com

EVENT INFORMATION

MAXIMUM CAPACITY IS 120 PEOPLE

Event Date: 8 Dec 2022 Event Description: KLRBA MEMBERSHIP CHRISTMAS PARTY

Refrigerator/Freezer-Non-Profit Only
 Mon.-Fri. (7:30am-3:00pm)/\$20 a day

Civic/Non-Profit - Business Hours/No Holidays (7:30 am - 3:30pm)
 \$20.00 per 3 hours / No Deposit Required

Private Rental/After Hours Rental
 2 Hours - \$150.00 + \$300.00 Deposit
 4 Hours - \$300.00 + \$300.00 Deposit
 Full Day - \$500.00 + \$300.00 Deposit

The consumption of alcohol is limited to within the Pavilion & deck ONLY. Sale of alcohol is not permitted. Any violation of the alcohol consumption terms will result in the forfeit of the applicant's \$300.00 deposit. Alcohol consumption MUST be submitted 60 days prior and be approved by the City Council

Government Entity
 NO COST

Alcohol Consumption

EVENT TIME 4:30 to 8:30

RULES AND SIGNATURE

I have received, read and agree to comply with all rules and regulations of the City of Keystone Heights, related to Pavilion use.

Print Name Todd Beals Signature [Signature] Date 7/6/22

FOR ADMINISTRATIVE USE ONLY

\$300.00 deposit collected on (date) _____ receipt number _____

Use Fee of \$ _____ collected on (date) _____ receipt number _____

Keys given to (name) _____ on (date) _____

Keys returned by (name) _____ on (date) _____



City of Keystone Heights
555 South Lawrence Blvd
Keystone Heights, Florida 32656
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- Deposit returned to (name) _____ on (date) _____
- I have received \$300.00 deposit (signature) _____



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Beach Pavilion Rules and Regulations

- Keys for the facility must be picked up Friday before 4:00 pm at city hall the business day prior to rental and must be returned the following business day after the event or dropped in the mail slot of city hall next to the entrance door.
- No one associated with the event (caterers, decorators, entertainment, hosts, etc.) may enter the facility more than **15 minutes prior** to the rental start time as indicated on the rental application. The facility must be cleaned and vacated within **30 minutes after** rental end time as indicated on the rental application.
- Walk-in refrigeration and freezer storage is **NOT** included with pavilion use.
- Parking inside the gated area of the park is prohibited. Parking is permitted within the designated areas provided.
- NO** nails, tacks, staples, adhesive, or any other related material shall be used to display any decorations or signage of any kind to the structure or to any city property. There shall be no tents, carports or other structures erected on city property without prior permit approval.
- All tables and chairs, **MUST** be wiped clean and properly stored after being in use. Sink, microwave, and refrigerator must be wiped clean and free from debris. Pavilion must be swept.
- All litter, trash and personal belongings **MUST** be removed from the facility immediately after the event.
- Cooking within the facility is **PROHIBITED**, there are charcoal grills provided within the beach area for guests use. (Guests must provide charcoal)
- NO ALCOHOLIC BEVERAGES ARE ALLOWED UNLESS APPROVED AND PERMITTED BY THE CITY COUNCIL as stated in Ordinance 2022-594.** Keystone Beach and Historic Pavilion is monitored by video cameras and will be used to determine consumption of alcoholic beverages. If it is determined that alcohol was on sight deposit will not be returned.
- The City of Keystone Heights shall be held harmless from any liability, claims, costs, damages, attorney's fee, or other charges, liens, or fees of any kind or nature as a result of the renter or any one associated with the event activities.
- Activities shall be limited to the event description as provided by the applicant in the pavilion application
- Insurance may be required depending by type of event anticipated and described in the application

I, Todd Beals, hereby known as the "applicant" have received, read and agree to all the above rules and regulations set forth by the City of Keystone Heights.


Signature of Applicant

7/6/2022
Date

speedy -

P.C.



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

Name: ELSTON KUSSLER
(Please Print)

City Council Meeting Date: 07/11/2022 Agenda Item No.: _____

Brief Overview of What You Wish to Discuss: GULF CARTS

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

Residence Address: _____

City, State, Zip: 420 S.E. PALMETTO AVE 32656

Email (Optional): ELSTON.BOATS@GMAIL.COM Phone No. (Optional): 352 494 2615

Comments are limited to 3 minutes
NOTE: ONCE COMPLETED, THIS CARD BECOMES A PUBLIC DOCUMENT



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

Name: Daniel Findley
(Please Print)

City Council Meeting Date: 7/11/22 Agenda Item No.: _____

Brief Overview of What You Wish to Discuss: Thank you and farewell

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

Residence Address: 560 SE Lakeview

City, State, Zip: KH FL 32656

Email (Optional): _____ Phone No. (Optional): _____

Comments are limited to 3 minutes
NOTE: ONCE COMPLETED, THIS CARD BECOMES A PUBLIC DOCUMENT



City of Keystone Heights

555 South Lawrence Blvd
Keystone Heights, Florida 32656
352.473.4807 Off 352.473.5101 Fax



Sidewalk List

<u>Address</u>	<u>Street</u>	<u>Dimensions</u>
345	Jasmine	5 x 12
315	Jasmine	5 x 8
260	Jasmine	5 x 9
	Jasmine	5 x 16
	Jasmine	5 x 22
335	Peach	5 x 8
325	Peach	5 x 16
360	Garden	5 x 5
	Garden	5 x 4
105	Peach	4 x 10
465	Live Oak	5 x 30
Beam	Sylvan Way	6 x 24

July 8, 2022

Ms. Lynn Rutowski
City Manager
City of Keystone Heights
555 South Lawrence Street
Keystone Heights, FL 32656

**Subject: Proposal for Professional Services
 Parks Master Plan**

Dear Ms. Rutowski

DRMP, Inc. (DRMP) is pleased to provide the City of Keystone Heights (City) with the following proposal for professional services related to the master planning of Nature Park, City Hall Park, and northern Geneva Jungle Park.

Project Description

The city is requesting master planning of the Nature Park and City Hall Park, located on either side of S. Lawrence Blvd. near SE Lakeview Drive. A partial masterplan for Geneva Jungle is also proposed regarding northern areas that will most interface with these other park sites. DRMP will contract with Manley Design, LLC (Manley) for landscape architectural services associated with the master planning effort. Manley's proposal is shown on Exhibit B. DRMP will not direct, supervise or influence their work activities or product. DRMP's responsibility will be to communicate with and manage the sub-consultant as part of the consulting team

Scope of Services

1.0 Master Planning (Manley)

- a. Conduct a project kick off meeting with the City. Discuss project vision and goals, issues, desired program, and project stakeholders. Identify available base information. Generally, discuss project schedule.
- b. Following the kickoff meeting, conduct a site visit for general inventory and analysis.
- c. Communicate with the City to receive available base information. Prepare initial base files. Confirm base information and supplement approximately and as needed per field measurements. (Survey is not included in the following scope but could be provided if needed and if approved as additional services.)
- d. Translate above input into a draft master plan, which will be a lightly rendered working drawing, to scale, labeled, and prepared either by hand or in AutoCAD. Provide comparable images of suggested improvements. Prepare an order of magnitude estimate of probable costs for, proposed improvements.
- e. Meet with the City to review the draft schematic plan and gain input.
- f. Revise and refine design into the preliminary master plan. Update images and the order of magnitude cost estimate. The preliminary plan will be to scale, illustrative, rendered, and labeled for use in stakeholder meetings, below. Prepare a PowerPoint presentation to assist in explaining



the plan per the following input meetings.

- g. Conduct up to two stakeholder and/or public meetings to present and gain input on the plan. Prepare meeting minutes to document input.
- h. Meet with City following the above meetings to discuss input and desired revisions. Identify Phase 1 of improvements.
- i. Refine design per direction and prepare the final master plan, which shall also be rendered and labeled, with updated images and estimate.
- j. Meet with the City to deliver the final master plan and discuss next steps.

Task 1.0 Lump Sum: \$19,800.00

2.0 Project Administration

DRMP will manage the project and the subconsultant throughout the course of the project. In addition, DRMP will schedule and attend project meetings with the City throughout the course of the project. It is anticipated there will be the four (4) meetings for the project.

Task 2.0 Lump Sum Fee: \$2,500.00

Project Schedule:

DRMP and Manley will begin performing the above services on the date written authorization to proceed is received.

Client Furnished Information and Responsibilities:

DRMP will rely upon the accuracy and completeness of information furnished by the client in connection with the performance of services under this agreement

Services Not Included:

The following services are not anticipated and therefore, not included in this Agreement at this time:

- Design Services
- Preparation of Construction Plans
- Preparation of Permit Applications
- Surveying and Geotechnical Services
- Environmental Services
- LEED or other sustainability rating studies or calculations
- Perspective renderings
- Additional meetings or presentations

Should work be required in these areas, or areas not previously described, DRMP will prepare a proposal or amendment at DRMP's request that contains the Scope of Services, fee, and schedule required to complete the additional work items.



Compensation. DRMP will perform the Scope of Services contained in this Agreement on a lump sum or time and materials basis as shown below.

Task	Description	Lump Sum Fee	Not-to Exceed Fee
1.0	Master Planning (Manley)	\$19,800.00	
2.0	Project Administration (DRMP)	\$2,800.00	
	Reimbursable Expenses		\$500.00
Total		\$22,600.00	\$500.00

In addition to the labor compensation, DRMP shall be reimbursed for expenditures made specifically for the project such as: printing and reprographics; travel and subsistence; computer charges; telephone charges; shipping, postage, and courier service charges; purchase of maps and similar documents; etc. These direct expenses will be billed at their actual cost. A total budget of \$500 is estimated in the compensation above.

The above fees for the Scope of Services total **\$23,100.00** and will be performed per the terms stated above. Direct expenses and production costs will be billed at cost.

Sincerely,
DRMP, Inc.

A handwritten signature in blue ink, appearing to read "Paul W. Yeargain".

Paul W Yeargain, P.E., CFM
Municipal Market Leader

This Scope of Services and Fee Schedule as authorized above is hereby accepted by:

Lynn Rutowski

Date

Attachment: Exhibit A

May 9, 2022

Mr. Chad Rishcar, PWS
DRMP
706 SW 4th Avenue
Gainesville, FL 32601

RE: Proposal for Professional Landscape Architectural Services for Nature Park, City Hall Park, and northern Geneva Jungle Parks Master Planning

Dear Chad:

Thank you for the opportunity to offer the following proposal for professional landscape architectural design services for concurrent master planning of the Nature Park and City Hall Park, located on either side of S. Lawrence Blvd. near SE Lakeview Drive. A partial masterplan for Geneva Jungle is also proposed regarding northern areas that will most interface with these other park sites. This proposal is based on the information provided and discussed at previous scoping meetings and the following project understanding:

The City of Keystone Heights (City) wishes to master plan their existing Natural Park and the existing park surrounding and including City Hall, the Moon Tree, and Public Library. The Natural Park is a 5.68-acre parcel located on the west side and fronting Lawrence Blvd. (parcel no. 19-08-23-022147-000-00). This park is important historically as it was the site of the original Keystone Inn. The park currently includes a gravel parking area, gazebo, historic monument, native gardens, picnic, trails, and perimeter split rail fencing. Previous improvements were partially funded by FRDAP funds. The park surrounding City Hall is a 2.59-acre parcel located on the east side of Lawrence Blvd. as defined by SE Lakeview Drive to the south, SE Palmetto Avenue to the east, and Oriole Street to the north (parcel no.s 20-08-23-022146-000-00 and 20-08-23-022146-001-00). This park includes City Hall and associated surface parking, the Moon Tree and kiosk, the Clay County Public Library, an amphitheater, playground, and tennis courts. This park site also includes one exceptionally large Live Oak as well as numerous others that are also of significant size. The Geneva Jungle/Keystone Beach park site lies south of SE Lakeview Drive and is defined by Lawrence Blvd to the west and Lake Geneva to the south/east. Upper park areas span two parcels and consist of approximately 2-acres (parcels 20-08-23-022130-000-00 and 19-08-23-022196-000-00). Existing uses include surface parking, terraced picnic seating, playground, restroom, new stage, northern entry to the historic Pavilion, and lake access and launch areas. Master planning is desired to analyze the highest and best use of park sites both individually and as a larger, connected system in this area.

Landscape architectural services needed include working with DRMP to master plan these sites as part of one master plan effort, including defining program, illustrating proposed improvements, preparing an associated order of magnitude cost estimate, and identifying a first phase of improvements. Master planning will utilize current aerials and base information that the City may be able to offer regarding previous improvement plans, utility maps, or surveys. Approximate field measurements may be added to supplement this information, but survey is not included as per this phase of work. Future scope may include preparation of technical documents for permitting and bidding for an identified Phase 1.

A. Scope of Services

Based on the above project understanding, Manley Design, LLC will provide the following scope of services.

1. Master Planning

- a. Conduct a project kick off meeting with the City and DRMP. Discuss project vision and goals, issues, desired program, and project stakeholders. Identify available base information. Generally discuss project schedule.
- b. Immediately following the kickoff meeting, conduct a site visit for general inventory and analysis.
- c. Coordinate to receive available base information. Prepare initial base files. Confirm base information and supplement approximately and as needed per field measurements. (Survey is not included in the following scope but could be provided if needed and if approved as additional services.)
- d. Translate above input into a draft master plan, which will be a lightly rendered working drawing, to scale, labeled, and prepared either by hand or in AutoCAD. Provide comparable images of suggested improvements. Prepare an order of magnitude cost estimate for proposed improvements.
- e. Meet with the City to review the draft schematic plan and gain input.
- f. Revise and refine design into the preliminary master plan. Update images and the order of magnitude cost estimate. The preliminary plan will be to scale, illustrative, rendered, and labeled for use in stakeholder meetings, below. Prepare a PowerPoint presentation to assist in explaining the plan per the following input meetings.
- g. Conduct up to two stakeholder and/or public meetings to present and gain input on the plan. Prepare meeting minutes to document input.
- h. Meet with City following the above meetings to discuss input and desired revisions. Identify Phase 1 of improvements.
- i. Refine design per direction and prepare the final master plan, which shall also be rendered and labeled, with updated images and estimate.
- j. Meet with the City to deliver the final master plan and discuss next steps.

B. Optional Additional Services

The below items are not included in the above scope and below fee. However, these services may be performed as additional services if desired and at your request.

1. Additional meetings or presentations
2. Survey
3. Preparation of construction, technical, or permitting documents
4. LEED or other sustainability rating studies or calculations
5. Perspective renderings

C. Schedule

Schedule will be discussed upon receipt of the signed proposal.

D. Fees

Fees for the above scope is lump sum and will be invoiced as percent complete. Note fees do not include reimbursable expenses for printing, which will be invoiced as listed in the Standard Agreement.

Task 1., Master Planning.....\$ 19,800.00

Please let me know if you wish to discuss or have any questions. If not, please sign below and return. This proposal shall be considered an addendum to our 'Continuing Subconsultant Agreement for Professional Services', dated 11/1/16. Thank you for your consideration, and I look forward to working together.

Sincerely,



C. Elisabeth Manley, PLA
Principal
Manley Design, LLC

DRMP, Inc.

Authorized By: _____

Printed Name: _____

Date: _____