

MINUTES
KEYSTONE HEIGHTS CITY COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, June 03, 2024, at 6:00 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 CLERK. 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 led by: Reverend Carry Morford

Pledge of Allegiance led by: Councilman Elston Kussler

Mayor Rodenroth called the meeting to order at 6:03 PM.

Roll Call: City Clerk

Present: Mayor Nina Rodenroth, Vice Mayor Christine Thompson, Councilman Tony Brown, and Councilman Elston "Speedy" Kussler

Not Present: Councilman Dan Lewandowski

1. Public Comments

None.

Mayor Rodenroth spoke about using the Historic Pavilion as a test location for City Council meetings and asked that attendees fill out the comment card provided or use the QR code to provide feedback about the Historic Pavilion location.

2. Consent Agenda

a. Minutes

- i.** 2024.05.02 [Budget and Finance Committee Meeting Minutes](#)
- ii.** 2024.05.06 [City Council Meeting Minutes](#)
- iii.** 2024.05.21 [Heritage Commission Meeting Minutes](#)
- iv.** 2024.05.21 [Heritage Commission Make-up Meeting Minutes](#)
- v.** 2024.05.21 [Budget and Finance Committee Meeting Minutes](#)

b. [7/14/2024 Pavilion Rental Alcohol Request](#)

c. [6/22/2024 Waste Amnesty Day Event](#)

Councilman Brown moved to adopt the consent agenda. Vice Mayor Thompson seconded the motion. **The motion carried 4-0** with Councilman Lewandowski absent.

3. Action Items

a. Finance

- i.** [Salary Schedule](#)

City Manager Van Zant discussed the salary schedule and spoke about the previous Budget and Finance meeting where Mayor Rodenroth presented her ideas on the staffing model and salary ranges that would cover salary benefits, retirement, etc. for individuals working for the city. City Manager Van Zant stated that by approving the salary schedule the Council is approving him to make the proposed positions semi-permanent. City Manager Van Zant specified that the city has an annual budget and each year it can be reviewed to determine whether each position needs to remain. City Manager Van Zant proposed that the City Council review these documents yearly while discussing the budget. City Manager Van Zant declared that he is very comfortable that the salary schedule is financially sound.

MINUTES
KEYSTONE HEIGHTS CITY COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, June 03, 2024, 6:00 p.m.

Councilman Kussler moved to adopt the salary schedule. Councilman Brown seconded the motion for discussion.

Councilman Brown asked if the salary schedule only addresses the individuals working within City Hall.

City Manager Van Zant stated that the salary schedule also includes Public Works who will be issued a 3% increase.

Councilman Brown asked is the salary schedule would be put into the 2024-2025 budget or if it would begin immediately, meaning if Council passes this tonight, these salaries will put into the upcoming budget we will be working on.

City Manager Van Zant stated that what Councilman Brown said is a true statement and what Mr. Van Zant would like to advertise the positions that are listed but are not currently filled.

Councilman Brown asked that with the cost of living for Public Works and the additional positions created, does the city have the funds to start this before October?

City Manager Van Zant answered "yes."

Vice Mayor Thompson asked when the last time Public Works received a cost-of-living increase.

City Manager Van Zant stated he was unsure and would research that topic.

Vice Mayor Thompson stated that 3% is not very much, especially since the city does not know when they last had an increase in pay and further stated that she believes Public Works should receive a 5% increase.

City Manager Van Zant stated that since we could not confirm or deny that Public Works has received a cost-of-living increase that Council has two options: amend Councilman Kussler motion to increase the cost-of-living raise from 3% to some other percentage or Council could pass the motion as is and next time Council meets Mr. Van Zant could brief Council of what the cost-of-living has been historically and discuss further increase then.

Vice Mayor Thompson specified that Public Works is who keeps the City of Keystone Heights beautiful and believes 3% is not sufficient and that a 5% increase is far better.

Vice Mayor Thompson amended the motion as follows: adopt the salary schedule with a 5% increase for Public Works employees.

Mayor Rodenroth stated that after looking at the budget a 5% increase is obtainable based on the 40/60 guide used.

Councilman Brown seconded the motion. **The motion carried 4-0** with Councilman Lewandowski absent.

MINUTES
KEYSTONE HEIGHTS CITY COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, June 03, 2024, 6:00 p.m.

- b. Human Resources Job Descriptions
 - i. Executive Assistant & Event
 - ii. Project Manager
 - iii. Cemetery Manager
 - iv. Fiscal Clerk
 - v. Front Desk Clerk

Mayor Rodenroth discussed the Human Resources Job Descriptions.

Councilman Kussler moved to approve the Human Resources Job Descriptions. Councilman Brown seconded the motion for discussion.

Councilman Brown asked about the positions and if the Public Works Director and Project Manager roles would be combined after the Public Works Director retires.

City Manager Van Zant stated that the two positions would remain separate and can be re-evaluated yearly by the Council.

Vice Mayor Thompson asked who was currently functioning in the Project Manger role.

City Manager Van Zant stated Beau Wright was hired as an administrative assistant but functions currently as the Project Manager and has done wonderfully.

Vice Mayor Thompson asked that when the Public Works Director retires, is it the city's intention to hire from within to fill that role.

City Manager Van Zant stated that when that time comes, the job can be advertised as on board only. City Manager Van Zant further stated that the Public Works job description needs to be expanded to include additional duties and updated.

The motion carried 4-0 with Councilman Lewandowski absent.

- c. PTO Emergency Fund

Councilman Brown spoke about the need for a PTO Emergency Fund as the city does not currently have one in place for employees.

Action Item: Councilman Brown asked that the City Manager bring back a plan for a PTO Emergency Fund to the September 9, 2024, City Council Meeting.

Councilman Brown stated that Employees are family and you there is staff that would like to give a portion of their PTO to this PTO Emergency Fund bucket and the city should make a policy for this.

Mayor Rodenroth stated she would reach out and speak to other Mayors about how to create such a fund and she agrees that the city should embrace their employees.

City Attorney Komando stated that a PTO Emergency Fund is in the new personnel policy that the City Council will be asked to adopt.

MINUTES
KEYSTONE HEIGHTS CITY COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, June 03, 2024, 6:00 p.m.

4. Discussion Only

a. Lake Level Status– SOLO Update

Vivian Katz-James, President of the Save Our Lake Organization, gave Council an update stating that the Black Project is on schedule and the pipe should be in the ground by September or October, the filtration system testing will take two to three months after that. It is expected that the water to start flowing into Alligator Creek by December 2024 or January of 2025. SOLO is also working on getting funding for the fishing pier project and has already reached out to some individuals and are hopeful to get more funding sources. In the meantime, they are waiting for a permit from the DEP to allow them to move forward with the Geneva project.

b. Records Request – Councilman Brown

Councilman Brown spoke about records requests and how staff time spent on requests over thirty minutes should be charged for.

City Attorney Komando stated that there is a Florida Statute that allows charges for this.

Mayor Rodenroth spoke briefly on the subject and agreed that there should be a charge for staff time if the request takes extensive time to complete.

5. Committee Reports/Recommendations

a. Heritage Commission

Chair Christine Arnold of the Heritage Commission updated Council on upcoming events such as a walk thru museum combined with a Chautauqua event, the memorial for the Police and Fire Department and stated that the Heritage Commission is slowing down for the summer months.

Mayor Rodenroth asked about the event at the library that Chair Arnold will speak at.

Chair Arnold stated that she will be giving a historical presentation of the early history of Keystone Heights.

Councilman Brown asked when the next Heritage Commission meeting would be held so that he may bring some items from the fire department.

Chair Arnold responded that the Heritage Commission meets every third Tuesday at 10:00 AM at City Hall.

6. Council Comments

Councilman Kussler stated that the turnout for Memorial Day and the event was very well designed. Councilman Kussler also stated that the front counter staff at City Hall was able to give assistance to an individual with a hearing impairment and he thought that deserved a shout out for going above and beyond for our residents.

Mayor Rodenroth stated that she attended the SOLO meeting, and it was great. Mayor Rodenroth discussed her time spent researching the salary schedule for the city and the importance of the time spent doing so. Mayor Rodenroth spoke about her attendance at the Keystone Heights High School Graduation and the Keystone Heights Elementary School End of Year Awards ceremony. Mayor Rodenroth stated that the entire team did a wonderful job with the Memorial Day ceremony and that all the Council was present for the event.

MINUTES
KEYSTONE HEIGHTS CITY COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, June 03, 2024, 6:00 p.m.

7. City Clerk Report –Stephanie Silva

Clerk Silva asked the Council what day they would like the City Council meeting in September to be since the 2nd is Labor Day.

Council agreed to September 9th, 2024, at 6:00 PM.

8. City Manager Report – Charlie Van Zant

City Manager Van Zant stated that there is a request for proposal for demolition of the China Chef ready for submission so bidding can begin, and Clay Electric has removed the power poles and electrical wiring from property. City Manager Van Zant declared that the city is currently in process of writing additional requests for proposals, there is \$200,000 that the Clay County Commission has tagged for lakes, and once the city obligates those funds, we can spend them. City Manager Van Zant stated there are a couple of projects that will be upcoming, and he can Council informed on those. City Manager Van Zant spoke about the handicap accessible ramp at the beach that leads to the picnic tables and stated that from there to where the fishing pier would be located would need to be paved and include a wide sidewalk for ADA compliance. City Manager Van Zant said an RFP would be needed to develop the sidewalk, for the buildout of the fishing pier, for the cleaning out of the property within the city that is creek/lake beds, etc.

City Manager Van Zant stated that Fourth of July planning is coming along and requests to the Sheriff’s Office and DOT for road closure have been made.

City Manager Van Zant spoke about the airport and read a letter received from Airport Authority Chairman David Kirkland.

Public Comment to City of Keystone Heights

June 3, 2024 Meeting

Good evening, Madam Mayor and Council members. Councilman Tony Brown asked during the May 6th City Council meeting why the airport wasn’t providing the ATPT monthly report any longer so I wanted to clarify why this has changed.

The City Charter under Article XI, Section 38 states; “The city manager shall present a report on the activities of the airport authority to the city council on a monthly basis.”

Before the City Council implemented the Keystone Airpark Authority in 1991, the City Manager and staff were processing airport payroll, collecting tenant rent, paying invoices and handling lease contracts. Given the direct involvement of the City Manager and that person being the liaison between the airport and City Council, it was logical for that person to provide the report at that time.

Once the Airpark Authority became self-sustaining, I don’t know if former Chairman Bob Canady reported to the City Council but I do know that former Chairman Noel Thomas provided quarterly and sometimes monthly reports to the City Council.

When I became Chairman in 2009, I or the Airport Manager, Mrs. Maria Search have consistently provided and presented the monthly ATPT to this Council.

I don’t know when, but Mr. Rex Siemer contacted the City Manager and brought up the issue that the City Manager was to present the monthly report, not me or the Airport Manager. I understand what the Charter states, but your present and former City Managers, with limited staff have appreciated the Chairman or Airport Manager preparing and presenting a monthly report to this Council, that they didn’t have to take time to prepare.

This monthly reporting process has been going on for 15 plus years with no complaints or issues. So why bring it up now? I think it’s petty, unprofessional and clearly indicates that Mr. Siemer doesn’t realize this City Council, City Manager and staff has numerous projects ongoing that demands your time and attention *more* than who presents a monthly report.

I serve at the pleasure of this City Council and will be glad to continue presenting the monthly reports and be available for any questions you or the City Manager may have.

Thank you.

MINUTES
KEYSTONE HEIGHTS CITY COUNCIL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, June 03, 2024, 6:00 p.m.

Councilman Brown spoke about the importance of having an individual from the Airport Authority Board providing a monthly report because the individuals would be better prepared to answer questions if the City Council were to have any to ask.

Vice Mayor Thompson agree with Councilman Brown.

City Attorney Komando stated that the Council could ask that Airport Manger Kirkland continue giving updates to Council and then later amend the charter as to whom reports to Council.

City Manager Van Zant stated that the city can formally ask Mr. Kirkland to give the report and he would be happy to facilitate that conversation on the City Council's behalf.

Mayor Rodenroth agreed that Airport Manger Kirkland would be the best individual to update Council on Airport business.

9. City Attorney Report – Rich Komando

None.

Mayor Rodenroth adjourned the meeting at 6:44 PM.