

MINUTES
KEYSTONE HEIGHTS CITY COUNCIL SPECIAL MEETING
555 S. Lawrence Blvd., Keystone Heights, Florida
Monday, July 22, 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 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: Beau Wright

Pledge: Councilman Dan Lewandowski

Roll Call: City Clerk – Stephanie Silva

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

Absent:

Mayor Rodenroth called the meeting to order at 6:01 PM.

1. Action Items

a) Public Comments for 2024-2025 Budget for City of Keystone Heights

None.

b) Appoint Councilmember to Budget and Finance Committee

Mayor Rodenroth asked the council if any member would be interested in serving on Budget and Finance Committee and Councilman Dan Lewandowski volunteered. Councilman Lewandowski was appointed to the Budget and Finance Committee by consensus.

c) Adopt updated Historic Pavilion Rental Agreement – City Manager Van Zant

City Manager Van Zant presented the updated Historic Pavilion rental agreement which reduces rental rates for those who live within the city limits.

Vice Mayor Thompson moved to adopt the updated Historic Pavilion rental agreement. The motion was seconded by Councilman Lewandowski. **The motion carried 5-0.**

d) Adopt Millage rate – City Manager Van Zant

City Manager Van Zant discussed the millage rate with the council.

Councilman Brown moved to adopt the millage rate of 4.2901. Vice Mayor Thompson seconded the motion.

Councilman Lewandowski asked for discussion and stated he would not be in support of keeping the millage rate of 4.2901 but would like it lowered.

City Manager Van Zant clarified that the council is only adopting the mileage rate for advertisement only.

The motion carried 4-1 with Councilman Lewandowski in decent.

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e) Tennis / Basketball Court – Beau Wright

Beau Wright discussed the tennis and basketball courts, and stated Clay County recommended the company Court Surfaces. This was put out for Request for Proposal (RFP), however only two responses were received as not many companies do this kind of work. The start date for this project would be in January 2025 and the longest project would be the tennis courts.

City Manager Van Zant asked that the council bifurcate the basketball court away from the tennis court and pickleball court. The current purchasing policy states that if an item is over ten thousand in cost, then it will go out for bid unless you “piggyback” off an existing company who has already been through the RFP process with the county for a recent project. The tennis and pickleball court would not have to go through an RFP process if the city “piggybacks” off the county’s RFP. City Manager Van Zant stated that the council could request an RFP for the basketball court or make a motion to forego the city’s purchasing policy and allow Court Surfaces to do all three projects.

Councilman Brown gave his support for “piggybacking” and stated that he would prefer the same company do all three projects.

Councilman Lewandowski shared his concerns about “piggybacking” and stated if this is legal then he is in support of using the same company for all three projects.

City Manager Van Zant advised that “piggybacking” is a legal method and applicable for the tennis and pickleball courts but will not apply to the basketball court. City Manager Van Zant stated that an RFP could be created for the basketball court, or the council could make a motion to forego the city’s purchasing policy and allow the City Manager to use Court Services for this project as well.

Vice Mayor Thompson asked if the gates and lighting currently work at the tennis courts.

Councilman Brown stated that lights for the tennis court used to run on a timer.

Vice Mayor Thompson stated she would like to see motion or timed lights for the tennis courts because it is very hot outside, and the public would most likely use the courts at night if lit.

Mayor Rodenroth asked the City Manager what the process of a one-time approval would look like, and City Manager Van Zant stated a councilmember would motion to allow \$15,500 to be used for the work on the basketball courts.

Councilman Lewandowski moved to use Court Surfaces for the basketball and pickleball courts paying no more than \$16,000.00 per project. Vice Mayor Thompson seconded the motion. **The motion carried 5-0.**

Councilman Brown moved to go forward with the tennis courts. Councilman Lewandowski seconded for discussion.

Councilman Lewandowski stated he would like City Attorney Komando to weigh in and make sure the city can use the same company for all three projects without completing an additional RFP for the tennis courts.

Councilman Brown withdrew his motion.

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f) Geneva Jungle – Beau Wright

Beau Wright discussed the Geneva Jungle and stated the general contractor who walked through the structure was impressed with all the work that went in to building it and there are a few repairs that will need to be made such as: bowed deck boards, replace stringers, replace one support pole, etc. The rough estimate for this project is between six and seven thousand dollars.

Councilman Kussler moved to repair the Geneva Jungle. Councilman Brown seconded the motion. **The motion carried 5-0.**

g) Pickle Ball Court – Beau Wright

Bring topic back to August 5, 2024, meeting.

h) SOLO Fishing Pier / ADA Compliant Walkway – Beau Wright

Beau Wright spoke about the donation the city made to the Save Our Lakes Organization (SOLO) of \$25,000.00 and informed council members that the donated funds will specifically be used for the ADA compliant walkway. The walkway would need to run from the top gate all the way down to the fishing pier itself.

Councilman Brown asked if the driveway at the beach would heavy enforced.

Beau Wright responded saying it would have to be for emergency vehicles and the grade is also an issue they will need to resolve.

Vice Mayor Thompson asked where the pier will be located.

Beau Wright responded that the pier would be constructed where the spillway is now on the opposite side of the swing set.

i) Picnic Tables – Beau Wright

Beau Wright spoke about replacing the six concrete picnic tables with composite tables to match the newer tables previously installed. There will be no outside labor necessary for this project.

Councilman Brown stated the concrete tables are considered historical and would like the city to salvage one if possible.

Beau Wright stated he would do his best to salvage one or two of the concrete tables.

Vice Mayor Thompson moved to approve the replacement of the six picnic tables. Councilman Kussler seconded the motion. **The motion carried 5-0.**

2. Discussion Only

a) Streetscapes – Councilman Brown

Councilman Brown discussed the streetscapes and stated he would like to see a plan to finish this project by April of 2025. Councilman Brown asked that each member look at the streetscapes plan and provide their opinions.

Clerk Silva expressed to the council that a digital copy of the streetscapes plan has been emailed to them.

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Beau Wright stated he has reached out to DRMP's Elizabeth Manley who was the landscape architect for this project and is still awaiting a response. Beau Wright spoke about locating an actual physical landscape irrigation hardscape design that the city can look at.

Mayor Rodenroth asked about the Department of Transportation (DOT) and their involvement.

City Manager Van Zant expressed that FDOT will be working in conjunction with the City of Keystone Heights on the streetscape project.

3. Council Comments

Councilman Kussler spoke highly of the Sounds of Freedom Fourth of July event that the city coordinated.

Vice Mayor Thompson agreed that the Sounds of Freedom Fourth of July event was great, and she also informed the council that there is five miles of pipeline left to lay for the Black Creek Water project.

Councilman Lewandowski informed the council that he recently drove by the area where the pipeline is being installed and there is 3.5 miles remaining. Councilman Lewandowski shared with the council his attendance to Mr. Randy Harris' funeral, stating it was nice to see so much support from the city itself. Councilman Lewandowski met with Christine Arnold, Chair of the Heritage Commission, to discuss the upcoming Chautauqua event to be held May 3-4 of 2025.

Councilman Brown stated his support for the Sounds of Freedom Fourth of July event.

Mayor Rodenroth spoke about the Sounds of Freedom Fourth of July event and shared that she hosted 20-30 individuals during the month of July.

4. City Clerk Report – Stephanie Silva

Clerk Silva stated she will be attending Fundamentals of Code Enforcement training in Panama City from August 26th – August 30th, 2024.

5. City Manager Report – Charlie Van Zant

a) 2024 Budget Building Dates

City Manager Van Zant stated that the city is able to keep the bills paid and payroll functioning, however the level of accounting that needs to be accomplished is behind due to the current fiscal clerk's current situation. City Manager Van Zant spoke about the potential need for outside help during this time and will address the council again if this is deemed necessary.

City Manager Van Zant informed the council that he has received the auditor's comments and has provided responses. The auditor will be at the August 5th meeting to present the audit to the council.

Councilman Lewandowski asked that the budget from last year be provided for review.

Clerk Silva agreed to provide hard copies of these documents to each councilmember.

City Manager Van Zant spoke about the RFP placed for the demolition of the China Chef and the two bids that were received by the city and he would like to do another RFP for additional bidders.

Mayor Rodenroth stated that she saw the ad in the paper, and it was very detailed.

Councilmember Lewandowski voiced his concern about prices and doesn't think we will receive comparable prices with an additional RFP.

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City Manager Van Zant stated that this will go on the August 5th, 2024, agenda.

Beau Wright explained the scopes of work for each submission received from the China Chef RFP.

Vice Mayor Thompson asked Mr. Wright if he could contact the lower bidder and double check that all line items are included in the \$22,000.00 bid.

Beau Wright stated he would provide this information at the August 5th, 2024, agenda.

Councilman Kussler wished Clerk Silva a happy birthday as did each councilmember.

The meeting was adjourned at 7:07 PM.