

City of Keystone Heights City Council

City of Keystone Heights City Council Meeting May 5, 2025

Date: May 05 2025 (6:00 PM)

Call To Order

1. Call to Order

Mayor Nina Rodenroth called the meeting to order.

2. City of Keystone Heights City Council Meeting May 5, 2025

Invocation

3. Invocation: Charlie Van Zant

Mr. Charlie Van Zant, City Manager led the prayer.
Mr. Charlie Van Zant, City Manager called roll.
All City Council Members were present.

Pledge of Allegiance

4. Pledge of Allegiance

Mayor Nina Rodenroth led the pledge of allegiance.

Special Recognition

5. Official Swearing in of Councilmen, Ryan Knight and Dave Welch

Mayor Nina Rodenroth gave the oath to Councilman Ryan Knight. He was joined by his wife and children.
Mayor Nina Rodenroth gave the oath to Councilman Dave Welch. He was joined by his wife.

6. Heritage Commission Plaque presented to Mrs. Sue Plaster, Mayor Nina Rodenroth

Mayor Nina Rodenroth presented the Heritage Commission plaque to Mrs. Sue Plaster. It was given as the house was built in 1942, and she met the qualifications in order to receive the plaque.

Consent Agenda

7. C1 - Meeting Minutes

🔗 [Agenda Plus - City Council Regular Meeting - April 07, 2025 \(Location_ Historic Pavilion 565 S. Lawrence Blvd, Keystone Heights, FL 32656\).pdf](#)

🔗 [Agenda Plus - Community Redevelopment Agency Meeting \(Historic Pavilion, 565 S Lawrence Blvd, Keystone Heights, FL 32656\).pdf](#)

🔗 [Agenda Plus - Keystone Heights Heritage Commission Meeting Agenda April 15, 2025.pdf](#)

Councilman Dan Lewandowski approved, Councilman Dave Welch 2nd. All were in favor.

8. C2 - Jessica Gardepe Pavilion Alcohol Approval May 31st

☞ [gardepe alcohol approval-special event.pdf](#)

Consent agenda approved.

9. C3 - March 2025 Financials

☞ [March 2025 Financial Packet.pdf](#)

Consent approval

10. C4 - February 2025 Financials

☞ [Feb 2025 Financial packet.pdf](#)

Consent agenda.

11. C.5 City Manager Updated Contract

☞ [City Manager Contract.pdf](#)

Consent agenda approved.

Councilman Welch wanted to readdress the City Manager's Contract. He wants to make sure we are in compliance in regards to reimbursement of not taking City Health Insurance.

Councilman Welch would like to meet with City Attorney to discuss.

Rich Komando, City Attorney, states the contract was made by looking at City Managers unilaterally.

Councilman Lewandowski asked to move the meeting to June 9th. Councilman Lewandowski made the motion, Councilman Knight 2nd. motion approved 5-0.

Councilman Lewandowski asked to revisit the Pro Water Cross paying funds to use facilities. Mrs. Drew Bell states she could not come up with past events. She stated they could possibly pay for Pavilion Rental. Not sure what to charge for the event. She also stated the event brings in tourist dollars.

Councilman Lewandowski would like to set up next fiscal years budget.

Rich Komando stated we cannot schedule budget meetings until County and School board have had their meetings.

Councilman Lewandowski would like workshops set up. He would like them to start in June.

City Manager asked if council would like budget and finance committee to consist of two council members.

City Manager states he will work on a schedule.

Committee Reports / Recommendations

12. Airport Authority-David Kirkland

High school students visited the KHAA.

FAA BIL funding for a hanger at the airport. Bids must be submitted by May 29th, low bid will be brought to the KHAA June meeting. Documents are then submitted to FAA for their review and funding.

The Firm reconfiguration of the race track is under the review.

13. Heritage Commission-Chairwoman, Christine Arnold

Christine Arnold was present to discuss Keystone Heights Heritage Commission.

The 4th grade field trip went very well.

The Heritage Commission will sponsor and support the pie baking contest on July 4th.

Memorial Shadow boxes for KH police and volunteer fire fighters will be presented on the 4th of July.

The storage unit is now rented.

Mayor Nina Rodenroth thank Heritage Commission for their hard work on the 4th grade trip.

14. Save Our Lakes Organization- Scott Slater, James Booth

Mrs. Vivian Katz and Mr. Scott Slater presented update for SOLO.

The county is moving forward with survey team, this should take place in about 3 weeks. The environmental survey is also being conducted.

The Geneva Lake cleanup was a success. There were between 35 and 40 volunteers. 1.5 tons of debris. Denmark Builders provided the dumpster for free. the cost of dump cost and lunches were the only cost to SOLO. There may be funds donated to cover these costs.

The filtration cells are being tested. As of April...the Black Creek project should be flowing before June.

Lt. Colonel James Booth was thanked for all of his work on the project.

Project should be in final stages by July.

The fishing pier-no new information.

Scott Slater will work on ADA project,for the city.

The drought is causing lake levels to drop.

They receive lots of questions about when the Black Creek Project going to start flowing. There will be a dashboard provided online for the public to see how much water is flowing.

Longterm: water flows, no agreement to let it flow from Lake Geneva to Old Field Pond. The stop will happen in Lake Geneva. This is to prevent flooding.

15. Friends of Keystone Heights-Ginger Lee, Deirdre Murphy, Debbie Beals

Deidre Murphy presented Friends of Keystone Heights.

Scholarship for \$2,000.00 will be awarded to a Keystone Heights Jr. Sr.High Senior.

The Mayors Ball will be in November.

Working on a float for the July 4th parade.

Working on murals for Keystone Heights.

16. Planning and Zoning Board-Dr. John Zieser

Dr. John Zisers presented for Planing and Zoning. Meetings will begin to happened once a month. City Hall Staff will assist.

Food Trucks policy will be discussed at next meeting.

Comprehensive Plan: Planng and Zoning needs to be here.

Lt Colonel James Booth will provide Strategic and Comprehensive Plan.

17. Event / Project Updates-Drew Bell, Events Coordinator

Mrs. Drew Bell presented in regards to Events:

She provided two calendars for City Council.

One with City Closures and the other with a list of events, categorized by who's doing the event.

Questions:

Councilman Dan Lewandowski asked for Centennial Events be added.

What is the turnaround for calendar updates? It is typically less than an hour or two. (question by Councilman Dave Welch.)

Councilman Dan Lewandowski was pleased that Drew Bell and Wendy Harris have access to update calendar on the City's website.

18. Project Updates-Beau Wright, Project Manager

📎 [Projects Update - April.docx](#)

Mr Beau Wright highlighted projects we are working on.
 Cemetery upgrade is in progress. The building on the Bradford County side can be updated.
 CemSites is progressing as well. The upgrade is expected in a few months. CemSites helps loved one to find where their loved ones are buried.
 Fishing/Pier has sent elevation markers to make sure we get what we need.
 Streetscapes: Mr Wright has meet with engineer to discuss: CEM
 They have a DOT landscape architect on staff. This will assist in making DOT improvements.
 Geneva Jungle: The playground has been made safe.
 Street Sign Refresh: Some of the Stop Signs are not regulatory.
 Councilman Dan Lewandowski would like signs at every point of City Limits. Beau Wright stated this will need to be done in phases. The signs are quite expensive. Gold Head State Park has a sign shop. He will look into, to see if we can utilized them.
 ADA sidewalks, initial inspection has been completed. Mr.James Booth gave him a briefing last Monday.
 We are trying to make decisions on moving forward within the next few months.
 The company suggested budgeting every year for example about 5 miles per year. There are about 22/23 miles of sidewalks.
 Mayor Rodenroth discussed how the sidewalks are scanned and data collected. There is a website to look at a demonstration.
 The picnic tables are done. There was one left to honor Tony Brown.
 Cemetery well has been down. Mr Wright has been collecting bids to fix/improve irrigation.
 RFPs for pickleball and basketball courts are completed. This week they should be advertised.
 The Tennis court may need a 2nd set of eyes as it is a complete rebuild, prior to RFPs being sought.
 The fencing around tennis courts. One side has a tear, as a seperate line item for repair and lights.
 The lighting is proving to be challenging to find companies.
 Hand dryers are being replaced in Public Restrooms.
 Trailhead, engineer has information. We need to get construction documents created.
 New buoyies have been ordered for Lake Geneva. They should be here in a few weeks.
 Electrical box for City Hall roof is in the works.

19. City Engineer Update: Jamie Booth Nightingale Street Culvert Repair

☛ Scope of Services-Nightingale Rd Wingwall Repl-Pipe Ext Option-FINAL-04292025.docx

Lt Colonel James Booth presented information in regards to Nightingale Street Culvert Repair/Design.
 There is a sidewalk bridge over the culvert. He is asking for \$35,500 on the design to repair the downstream side of Nightingale.
 The only flow through culvert by Alligator Creek has not seen flow since 2008.
 ICE Engineering is handling the project for the City.
 Councilman Lewandowski was not very happy with price. It is alot of money. He does recognize the amount of work ICE is providing for the price.
 It is difficult to provide cost with our design plan completed.
 Future: look forward a few years and seek out grants.
 Mayor Rodenroth explained the current Nightingale culvert has been there for over 50 years. Councilman Welch likes the idea of ICE Engineering following project all the way through.
 Councilman Knight states we have a few choices:
 1. Do nothing.
 2. Are there are other projects to be brought to City Council. Yes is the most significant issue for storm water and the City of Keystone Heights.
 3. Can this just be repaired? It would not be cost effective.
 Councilman Kussler makes a motion for approval.. Councilman Knight 2nds, motion carries 5-0.

Action Items

20. Interim Clerk / Executive Assistant

Councilman Lewandowski states in the City Charter the city council can approve to hire a City Clerk. Councilman Kussler agrees with letting the City Clerk hire go. Councilman Knight states there is efficiency in staff taking over the responsibilities. Mayor Nina Rodenroth agrees that with the current setup, the position should be changed, not hiring a City Clerk. City Manager, Charlie Van Zant states we have distributed duties to other staff. He is working on an organizational chart. Councilman Lewandowski stated every 4 years there is a charter review. in 2026. Agenda item tabled

21. Clay Electric Easement at the Keystone Heights Airport-David Kirkland

☞ [Keystone Airport Sketch.pdf](#)

☞ [Keystone Heights Airport.dn.pdf](#)

Agenda item tabled.

22. Records Management Bid

☞ [ServicesClarificationLetterKeystoneHeightsFSU.pdf](#)

Discussion on records management. Councilman Lewandowski asked if this is on the budget? City Manager states the amended budget has Record Management in it. Record Management has to be done, it is a very crucial responsibility. Councilman Lewandowski states he would like us to try and do better with future. City Manager, Charlie Van Zant states this will assist with future record management. Councilman Kussler made a motion, Councilman Welch 2nd. Councilman Lewandowski made a note of it costing \$24,000.00. The vote was 5-0. motion carried.

23. Appoint Vice Mayor

Mayor Rodenroth states she believes it should be one of the older councilman. Councilman Knight asked Councilman Kussler if he would like to be nominated. He agreed. All voted in favor. Mr. Elston Kussler is now Vice Mayor.

24. City Manager (Charlie Van Zant) Performance Evaluation

Rich Komando City Attorney has compiled data and emailed to the City Council. Mayor Rodenroth gave overview of how the City Manager's Performance Evaluation was conducted. The review will be done individually by the City Council each meeting with City Manager Charlie Van Zant.

25. Florida League of Cities Conference Aug 14-16

Mayor Rodenroth spoke on the FLC Conference. She does not typically attend this one, she does attend the FLC Mayors Meeting. The FLC is for city leaders to attend seminars. The City Council will tell Mrs. Harris who would like to attend. Councilman Lewandowski stated the line item of the budget is there for the council to attend conferences. The new councilmen do not have to complete the ETHICS course.

26. Food Truck Workshop

Mayor Nina Rodenroth would like a workshop date set. She is concerned about parking. She states the ordinances are out of date. We need to make the process easier. example: Food truck owner comes in and fills out application the day after City Council Meeting. They will then need to wait for the next meeting. She feels the City Council needs to set up the framework. She would like them to meet and come up with some suggestions. May 19th at 6:00 was picked.

27. New Organizational Chart

tabled until next meeting.

28. 2025 Budget

📎 [2025 Budget.pdf](#)

Budget amendment 2024-2025 was presented. Several line items were adjusted.

Two major items: City Staff Salary-\$50,000.00 was added.

We are \$6,000.00 below forecasted budget.

Payroll for public works \$290,000.

We are below forecasted budet.

Councilman Lewandowski would like the FRS to be added to budget. This is in the works with advice from the City CPA, Rebecca Williams.

City Manager, Charlie Van Zant woluld like to make the changes in the next quarter.

Councilman Kussler made the motion, Councilman Welch seconded. The motion was approved 5-0.

29. New Salary Schedule

📎 [Salary Schedule.pdf](#)

City Manager Charlie VanZant states he adjusted the salary schedule. He states the salary schedule is needed to maintain staff. We have done well with retaining staff. The few that have left, where offered better jobs.

Councilman Knight states-should we develop a reimbursement for education. City Manager, Charlie Van Zant states this would benefit the city. He will be glad to work with him.

City Councilman Knight made a motion to approve.

Councilman Welch asked if the salaries were compared to similar positions. He states it is hard to attract solid applicant because of the size of the City.

City Councilman Kussler 2nd the motion.

Motion carries 5-0.

Discussion Only

30. Discussion Only

City Manager, Charles Van Zant states the City Hall staff need additional room. He would like to meet individually with City Council Members to discuss.

He asked the City Council to be thinking about it.

He states the City Council Room has been reserved for the last couple weeks of June and into July for the July 4th event.

City Attorney welcomed new members.

Adjournment

31. Meeting Adjournment

The City Council Meeting was adjourned at 836 pm by Mayor Nina Rodenroth.