

City of Keystone Heights City Council

June 9, 2025 City Council Meeting

Date: Jun 09 2025 (6:00 pm)

Invocation

[1. Invocation/Kelly Curry](#)

Mrs. Kelly Curry led the invocation.

Pledge of Allegiance

[2. Vice Mayor Kussler](#)

Vice Mayor Kussler led the pledge of allegiance.

Roll Call

[3. City Manager, Charlie Van Zant](#)

City Manager, Charlie Van Zant called roll.
Mayor Nina Rodenroth-present
Vice Mayor Speedy Kussler-present
Councilman Dan Lewandowski-present
Councilman Dave Welch-present
Councilman Ryan Knight-present

Public Comments

[4. Public Comments](#)

Vivian Katz James:
Interlocal agreement for tree removal is on the agenda. We are focused and do not want to get off track.

Special Recognition

[5. Kenny Hall's retirement after 20 years-Mayor Nina Rodenroth to present plaque.](#)

Tabled until next meeting.

Consent Agenda

[6. C1 - Interlocal Agreement with Clay County \(Lake Geneva Restoration \(to be signed\)](#)

🔗 [2024-2025-249 -Interlocal Keystone Heights Lake Geneva Restoration Project.pdf](#)

[7. C2 - April 2025 Financials](#)

🔗 [April 2025 Financials.pdf](#)

Councilman Lewandowski asked if budget amendments were made.
City Manager Charlie Van Zant will get with Fiscal Clerk to check.
Councilman Lewandowski motioned to approve. Vice Mayor Kussler seconded.

8. C3 - City Council Meeting Minutes May 5,2025

☺ [City Council May 5 2025 minutes.pdf](#)

Councilman Lewandowski motioned to approve. Vice Mayor Kussler seconded.

9. C4 - CRA, May 12, 2025 Minutes

☺ [May 12, 25 Minutes Community Redevelopment Agency Workshop.pdf](#)

approved by all of the members of the City Council

10. C5 - Food Truck Workshop May 19, 2025

☺ [Food Truck Workshop Minutes Masy 19 2025.pdf](#)

approved by all of the members of the City Council

11. C6 - May 20 2025 Minutes Keystone Heights Heritage Commission

☺ [May 20 2025 Minutes Keystone Heights Heritage Commission Meeting Agenda.pdf](#)

approve by all of the members of the City Council

12. C7 - New Organizational Chart

☺ [2025 COKH Organizational Chart-combined.pdf](#)

approved by all of the members of the City Council

13. C10 - Pavilion Rental Alcohol Request

☺ [Mary Jane Leibert Pavilion Rental Alcohol.pdf](#)

approved by all of the members of the City Council

14. C11 - Special Event Blood Drive

☺ [Blood Drive Special Event.pdf](#)

approved by all of the members of the City Council

15. C1 - Special Event Sunrise Park

☺ [cert_CLE_City of Keystone Heights_7360514_1.pdf](#)

☺ [fillable_cokh_special_event_application Xfinity.pdf](#)

approved by all of the members of the City Council

Committee Reports / Recommendations

16. Food Truck Ordinance

City Attorney, Rich Komando stated he and Ms. Bell are almost done and will give to City Council soon.

Action Items

17. Furniture Considerations for City Hall/Mayor Nina Rodenroth

Mayor Nina Rodenroth would like to present updates to City Council in August. We will be giving the City Council Room an economical facelift, from the furniture to the sound system.
Councilman Lewandowski would like to keep the cost down. He likes workshops to be set up with folding tables for the meetings.
Vice Mayor Kussler-states he has seen her work and knows it will be nice.
All consent agenda items are approved.

18. C9 - Pickleball Court and Basketball Court/Beau Wright

Beau Wright advertised an RFP for resurfacing the Pickleball and Basketball Courts. Two bids were received with a large cost variance. City Council approved Court Surfaces to proceed with the work proposed. Beau Wright will advertise a RFP to rebuild the tennis courts and provide city council with quotes (proposals) for the August 4th meeting.

19. CCUA Executive Director, Mr. Jeremy Johnston presentation regarding septic to sewer

📎 [CCUA 2025-06-04 KH Presentation.pdf](#)

Septic to Sewer

Jeremy Johnston, executive director presented powerpoint regarding CCUA Strategic Plan and operations in Keystone Heights.. The CCUA expects to double in the next 20 years. When the First Coast Expressway opens they expect the building permits to start flowing.

They are committed to keeping water safe. He explained their "Building for the Future: Workforce Development". This helps to sustain a technically trained professional workforce.

All of their costs are equal across the board. The slides showed a map of Keystone Heights and a total of the customers in Keystone Heights. The SJRWMD assisted in bringing sewer into the City, with a SJRWMD/State grant. Doctor's Lake Septic to Sewer project was grant facilitated and covered individual property connection. This was done at \$20K per home, new estimates are from \$40-\$50K per home. CCUA's infill policy requires 75% participation for projects, but 50% participation for grant funded projects.

Sewer main projects are expected to be municipality or developer financed and then donated to the CCUA for operations and maintenance.

Senate bill 643 requires septic to sewer conversion by 2032.

The Postmaster System is where most of the water supply from.

Planning for capital infrastructure generally has a 20-25 year horizon. Alternative Water Supply requires higher capital and operating costs.

CCUA instituted reclaimed water back in the 90s. They are now reaping the benefits from their earlier efforts. North Florida Regional Water supply Plan Project Partnership (NFRWSPPP).

Pathway for the state of Florida to sustainably manage water resources in perpetuity.

Questions:

Councilman Lewandowski asked if Mr. Johnston knew Joe Wiggins, Contractor. Does this plan match what Mr. Wiggins needs. Mr. Wiggins said yes it does.

What are the contingencies as far as no electrical power before we have no water. There are generators at every pump station. They have a 3 day fuel supply. There is also a 4000 gal fuel trucks in the CCUA fleet to resupply the generators,

The employees have assisted in the recent disasters.

20. FLC Conference Dates-Aug 14-16, 2025

Conference will be held in Orlando.

Registration is not open yet.

attending:

Councilman Dan Lewandowski

Councilman Dave Welch

City Engineer, Jamie Booth

21. Budget and Finance Committee Planning for 2025-2026 budget year

July 22nd at 10 am is set as meeting.

22. Septic to Sewer conversion for Keystone Beach Pavilion

We are pumping holding tank about once a month. City Manager asks for a little more flexibility to seek quotes up to \$25,000.00.

Councilman Lewandowski moves the City Manager to use \$25,000 to do the conversion.

Councilman Ryan Knights 2nds the motion. All were in favor.

23. Authorize City Manager to enter into lease agreement for additional office space.

September meeting will be on the 8th due to the Labor Day holiday.

Office Space: City Manager Van Zant would like approval to move forward with presenting a lease to acquire additional office space. He has located for around \$650.00. He will present at next meeting a lease.

Councilman Lewandowski would like to reiterate this is a temporary solution. He is in favor of a multi use building. He would like to see County and City placed in one building.

Councilman Welch asked Charlie to explain why there is a need. We have added additional staff due to the strategic plan.

Mayor Rodenroth reiterated the need for the additional space. As events has increased 40%, we need a space for CCSO to come in daily. She is in favor of the additional office space.

24. Tree Mitigation Plan for Sunrise Estates

🔗 [Backup - Tree Mitigation Information Submitted by Wiggins.pdf](#)

🔗 [Staff report - tree mitigation.pdf](#)

Deputy City Manager, Beau Wright presented the tree mitigation information for Sunrise Estates, Joe Wiggins Construction.

Councilman Lewandowski asked Mr. Joe Wiggins if he is happy with the plan Mr Wiggins states he approves.

Councilman Lewandowski motioned for approval, Vice Mayor Kussler 2nd. All approved.

Discussion Only

25. Comprehensive Plan/Councilman Lewandowski

City Engineer, Jamie Booth states he spoke with Ms. Fleet regarding presenting the presentation at the Planning and Zoning Meeting on June 16th and future meetings after that

26. C8 - Refurbish Rotary Wheel behind City Hall/Todd Beals

Mr. Todd Beals presented the Rotary Club would like to clean up and paint the Rotary Wheel and a monument behind City Hall.

He would like the council to approve. City Councilman Lewandowski thank him for doing this. Councilman Knight asked if there is anything we can do as a City to assist. Mr. Beals states it will be a community project. This was approved by all.

27. Museum Proposal

🔗 [Museum Proposal.pdf](#)

Mayor Rodenroth explained there was a workshop to discuss the museum proposal. She asked City Attorney, Rich Komando to explain public to private partnership. He stated we will need a public and business case analysis.

Councilman Lewandowski asked Deidre Murphy to speak on behalf of the museum proposal. In the Spring of 2025, there was a pop up museum. There was enormous attendance. She states we have a lot of artifacts. The encouragement of the pop up museum brought back the museum idea.

Dr. Rhonda Hiser would like to partner with the City to build a museum. There was a museum workshop. She states it was a time to ask questions of Dr. Hiser. She would like to offer the opportunity to fund and use her expertise in building the museum. Dr. Hiser presented that the museum will bring financial up tick to the city. She states we can get a metal building for \$85,000.00, negotiated down from \$200,000. Dr. Hiser stated the City will get a grant writer, municipal as well as museum grant writer. She states the City needs to be using grants. This museum will create 4 new careers fields in the City. She states she has so many opportunities for the young children who have no idea they exist.

She stated they have one of the largest digitized libraries in existence. Mayor Nina Rodenroth states we need additional information ie private to public partnership. The Heritage Commission has constraints. The Mayor would like 2 things-location and legality of the partnership. She states it has to be walkable and in the downtown area.

Councilman Knight has questions: Did you have a location on Herschel in Jacksonville? The answer is yes. Communities have a vibe. Ortega is comparable to Keystone Heights. He would like to see the museum. He would like to make sure it is "kid friendly".

Dr. Hiser stated legally the museum has ownership of the artifacts. They pay \$1,000.00 a month for storage. She donated the money from the Abraham Lincoln Flag. She states they have over \$300,000.00 in the bank account. The steel building will be price will be going up, due to the upcoming tariffs.

Councilman Knight states can we use an existing building? She states possibly. She does have a board to answer to. He asked to give them some time.

Councilman Lewandowski states he was at the meeting and workshop. He states we could make it: Keystone Heights Museum, Wings of Dreams and Southern History. He states he is 100% behind this. He asked the City Attorney to assist in helping to move forward. He doesn't want to hold this up until August.

Site work, Drainage, Parking will all need to be looked at. Councilman Lewandowski wants it to be at Sunrise Park. He would like to start working on this now.

Mayor Nina Rodenroth:

legal-We need to gain information on how to develop and approve a PPP, Public Private Partnership.

location-We need a location within the city and walkable downtown. Also, a Welcome Center inside the museum.

Deidre Murphy states there would be 3 locations and a shuttle to go back and forth.

Councilman Lewandowski wants the City Attorney to help with whatever type of agreement will be needed to keep this process moving. Rich Komando, City Attorney, said he needs additional guidance from the City Council. Councilman Lewandowski stated, he wants the City Attorney to look at the legal mechanisms needed for us to proceed, as he is 100% behind this.

City Attorney, Rich Komando would need guidance from council, as there are site plans, what are the parking site rules. Are there restrictions at the Sunrise Park?

28. City Manager (Charlie Van Zant) Performance Evaluation/Mayor Nina Rodenroth

Prior to City Manager Evaluation:

Chief Chad Ricks from CCSO stated the sheriff's department has formed a task force for the City of Keystone Heights. He states their goal is traffic, drug control, and crime control. He felt the latest task force has done a good job.

Discussion of Evaluation

Mayor Rodenroth states the evaluation has been recently completed. She would like the audience to know they completed a skills and roles templated evaluation form. City Attorney gather the results and presented to the City County.

She would like a motion to give City Manager, Van Zant a raise. She is asked the Council's input: Councilman Lewandowski is very happy with the City Manager. He states he gets on things and is a professional.

She is proud of the great leadership.

Councilman Lewandowski states he is getting an increase in his reimbursement for not having used the City's insurance. He thinks it should be 3-4%.

Councilman Lewandowski moved the pay increase to 4%.

Vice Mayor Kussler 2nd. All approved.

Council Comments

[29. Council Comments](#)

Councilman Lewandowski would like a CRA meeting.
Mayor Rodenroth would like a CRA Meeting and the Board can vote and a Special City Council Meeting after.
Mayor Rodenroth attended the Florida League of Mayors conference. She gave the Council paperwork and suggests they take these classes and encourages the City Council to attend.
Chief Ricks presented CCSO put together a task force and they made 220 traffic stops, 15 arrests,

City Manager Report

[30. City Manager Report](#)

City Manager feels things are good. He went over upcoming meetings. The KHAA meets at 4:00 pm tomorrow, June 10th, 2025.

City Attorney Report

[31. City Attorney Report](#)

Adjournment

[32. Adjournment](#)