City Council Meeting October 5, 2026, City Hall 6pm

555 S. LAWRENCE BLVD. KEYSTONE HEIGHTS, FL 32656
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 (3) three minutes.
The City Council prohibits the use of cell phones and pagers that emit an audible sound during all meetings, with the exception of Law Enforcement, Fire and Rescue or Healthcare providers on call. Persons in violation will be asked to leave the meeting.

Date: Oct 05 2026 (6pm)

Call to Order-Mayor Nina Rodenroth

1. Call to Order-Mayor Nina Rodenroth

Call to Order-Mayor Nina Rodenroth
At 6:00 pm

Invocation

2. Invocation, Beau Wright. Deputy City Manager

Deputy City Manager Beau Wright led the meeting in an innovation,

Pledge of Allegiance

3. Pledge of Allegiance-Vice Mayor Welch

Vice Mayor Dave Welch led the meeting in the Pledge of Allegiance.

Roll Call,

4. Roll Call-James Booth, City Manager: Councilman Ryan Knight, Vice Mayor Dave Welch, Councilman Dan Lewandowski, Mayor Nina Rodenroth, Councilman Brandon Ludwig

City Manager-Jamie Booth called the roll.
Councilman Ryan Knight-present
Vice Mayor-Dave Welch-present
Councilman Dan Lewandowski-present
Mayor Nina Rodenroth-present
Councilman Brandon Ludwig-present
City Attorney-Rich Komando-present

Public Comments

5. Public Comments

There were no public comments.

City Manager Report

6. City Manager Jamie Booth

City Manager's Report (October 5th , 2026)

Public Works (Garret Cox and Team)

- Public Works continued stormwater drainage repairs with a heavy focus on Beasley Lane drainage. $100K grant submitted to the county Local Mitigation Strategy Team for this issue.

-Worked with IT team to install three security cameras at Sunrise Park overwatching the parking area, Public Works building, Dog Park, bathrooms, and pickle ball court.

-Lots of mowing! We are clearly still in the rainy season!

Code Enforcement (Ms. Debbie Mullis)

- Debbie has coordinated the repairs of our crosswalks and of one of the two sets are now up and running. Second is just waiting on an antenna cable.

- Heavy push on residents whose property has spilled over onto public sidewalks. To residents have come into compliance. Reminder to the public- we need a written complaint to act.

Cemetery (Mr. Matt Cole)

Matt continues to keep the cemetery looking amazing!

City Hall / Front Desk (Wendy Harris, Teresa Kilgor, Mia Rivera)

-Wendy and the ladies facilitated the collection of $5,200 in business license fees this year. The bulk of it this last month.

-Wendy is at training this week participating in the annual Florida Association of City Clerks conference.

-Teresa and Mia continue to do an amazing job serving as the face of the city. They deal with a lot of great folks, but also disrespectful folks as well. Warning, if you are disrespectful to our staff, you get to deal with Beau or me.

Events (Drew Bell):

- Drew oversaw our last Fall Festival a couple of weeks ago. We had 35 vendors and 4 food trucks and a live band. Another great event, however, due to efforts to reduce expenses this fiscal year, we will not be holding the Fall Festival next September.

Projects (Beau Wright)

- Sidewalk Maintenance- Beau oversaw the completion of $15,000 worth of sidewalk grinding Lakeview Lane, Nightingale, around City Hall, and around Azalea Park. We could not pull off the sidewalk replacement at the end of the FY25/26 so I will bring you an amended infrastructure budget that rolls the $10,000 forward into this FY.

Fiscal – Tiffany Coleman

- Tiffany did a terrific job closing out FY25/26. Lots of stress trying to complete all necessary procurements with end of year funds!

The initial assessment of the general fund shows that we ended the FY with a revenue of $1,722,000 of a $1,711,000 budget so $11,000 more than planned. This was 0.6% off of budget! For expenses, we ended the year at $1,699,000 expended of a $1,739,000 budget. This means that we budgeted to draw $28,000 from reserves but ended up adding $23,000 to the reserves. This is 2.3% under budget.

Grant Program: $410,000 Received, $ 1,174,000 Pending

Grants Received= $475,000: Comprehensive Flood Vulnerability Resiliency Grant $200K (Overdue Legal Requirement), Nightingale Culvert Restoration Legislative Appropriation/ Grant $210K,

Grant Applications Pending: $ 1,284,000-Community Center/ Museum Acquisition Grant ($610K), Land Development Regulation (LDR) Technical Assistance Grant ($40K), 2026-2027 Rural Infrastructure Fund (RIF) Application Cycle ($524K), (New) $150,000 in Local Mitigation Strategy (LMS) grant requests for stormwater projects.

Project execution. $0 FY to date

Next Meetings:

Next CRA and City Council Meeting will be Monday November 2nd at 5:30 and 6 p.m. respectively.

Committee Reports / Recommendations

7. Committee Report-Planning and Zoning, Dr. John Zieser

No update due to lack of business for the board.

Consent Agenda

8. C1 - Approval of Minutes City Council Meeting Sept 21 2026 minutes

City Council Meeting Sept 21 minutes.pdf

Motion to approve by Councilman Brandon Ludwig.
Seconded by Vice Mayor Welch.
Motion passed 5-0.

Councilman Lewandowski noted that portions of the minutes were truncated along the left margin of the paper.

9. C2 - August 2026 Financials

August 2026 Financials.pdf

Motion to approve from Councilman Ludwig seconded by Vice Mayor Welch. Motion passed 5-0.

10. C1 - Keystone Lake Region Business Association (KLRBA) $500.00 donation for Boo on the Blvd Expenses

Resolution 2026-17_FY26-27 Budget Amendment.docx

Motion to approve from Councilman Ludwig seconded by Vice Mayor Welch. Motion passed 5-0.

Action Items

11. Cemetery Fees Amendment

2026-16_Cemetery Fees.docx

2026-16_Cemetery Fees.docx
Motion to read the resolution by title by Vice Mayor Welch, seconded by Councilman Lewandowski.
The city manager summarized Section 9-225. - Fees of the Keystone Heights Code of Ordinances authorizes the establishment of reasonable and necessary fees for the issuance of burial permits and the sale of grave sites. City Staff conducted a review of local cemetery fees to ensure we are priced in a reasonably similar range to ensure that we are properly funding our staff and maintenance expenses while also investing in the cemetery's perpetual account to fund perpetual care of the cemetery once it is full. The analysis shows the average low for a lot is $2000, the average high for a plot is $3200, and the average cost for a niche is $2300. Based on this analysis, this year's fee adjustment moves lots from $2,000/lot to $2,500/ lot, niches from $850 to $1,250/ niche, and sustains burial permits at $200/permit and lot/niche resales at $100/ resale. We will continue to look at niche costs to confirm proper price setting but did not want to massively jump the cost to nearly equal to the lot cost. We have seen an increased use of niches this last year once we created a noticeable cost differential between the lots and the niches. The proposed pricing scheme maintains that differential to encourage the use of the lower-cost option that will also serve to extend the usable life of the cemetery beyond our current estimate of 45-50 years.
Vice Mayor Welch motioned to adopt Resolution 2026-16, approving the updated cemetery fees as proposed.
Councilman Lewandowski seconded the motion.
Motion passed 5-0.

12. City Manager Evaluation Update

Mayor Rodenroth asked the City Attorney for an update on the City Manager's Evaluation. Two evaluations are outstanding. Councilman Lewandowski asked for and was provided a hardcopy of the evaluation. Vice Mayor Welch asked for and was provided a digital copy of the evaluation packet.

13. Draft 2027 City Calendar

2027 Draft of Calendar.xlsx

The City Manager summarized the proposed city calendar for calendar year 2027. This is the draft calendar is provided for City Council review and feedback. Once comments are provided by council members over the next month, we will provide a finalized version for council approval during the November City Council meeting. This calendar proposes to change city recognized holidays to match State of Florida Holiday Schedule provided by the Florida Department of Management Services located at https://url.avanan.click/v2/r01/___https://www.dms.myflorida.com/workforce_operations human_resource_management/for_state_personnel_system_hr_practitioners/state_holidays___.YXAzOmNva2g6YTpvOjQ1MTQ0ODYyMjQ4YjMwOWM5ZjgxZTI2NTZjMTVkYjNlOjc6NjAwYjpmM2E2MDgwZjEwNTBkODMyNDk4MzkyNzdmMWRhZDBiMzBhYWMzMjY2ZjFlODEwNmZlM2EyY2RhYjY2MWMwNTc1OnQ6VDpO . With this change, the city would also automatically recognize any additional holidays announced by the Governor or the President.
The council had a robust discussion about the draft calendar focusing mainly on which holidays would be recognized. Councilman Lewandowski was in favor of matching the state holiday schedule. Councilmen Knight and Ludwig were in favor of adding in Christmas Eve and Good Friday. The discussion shifted the need for the city's 1990s era personal policy to be updated with the assistance of an human resources professional to cover a full picture of the city's benefits package. The City Manager noted that the city is now using human resources support from PayChex to complete this update. Councilman Ludwig noted that he will be requesting the establishment of Municipal Affairs Committee to look at personal policy, insurance, and other similar issues.

City Attorney Report

14. City Attorney Report-Rich Komando

Mr. Komando provided an update dealing with several letters that he and many of the city council members had received. The author claimed that the city should intervene with development proposals at the airport to prevent heavy draws on the aquifer by a data center. Mr. Komando stated that no data centers had been proposed at the airport and that the airport operates as a special dependent district which means that the city has the authority to appoint the airport board and approve the annual budget. After that, the airport board runs the airport.

Council Comments

15. City Council Comments

Councilman Ludwig thanked the staff for their efforts to address stormwater impacts to local businesses along Beasley Lane.
-Vice Mayor asked a few questions about the ongoing FDOT traffic study downtown. He continues to be passionate about reducing speeds of vehicles moving **through town along Lawrence Blvd.**
-Councilman Knight stated that he and met with a Tallahassee law firm regarding possibly establishing special districts and taxing units. Councilman Knight does not believe property tax millage is the way the city should receive resident funding in the future. He will likely propose a resolution at the November council meeting that will begin a process of public discussion about future funding mechanisms (Bonds, special districts, taxing units). This process would play out over the next year.
- **Mayor Rodenroth** stated that on September 24th she attended the Clay County Sheriff's Office (CCSO) "Deputy for the Day" event that is offered by CCSO several times a year. She thought it was an excellent way to learn everything about the CCSO. She also thanked Clay County Supervisor of Elections Chris Chambless for his outstanding summary of upcoming state amendments on the November ballot. He summarized what voting yes or no meant on each amendment as sometimes the ballot language is hard to understand. She closed by thanking the Keystone Lake Region Business Association (KLRBA) for their $500 donation in support of Boo on the Blvd.

Adjournment

16. Adjournment, Mayor Nina Rodenroth

Mayor NIna Rodenroth adjourned the meeting at 7:47 pm