

City of Keystone Heights City Council Meeting Sept 14, 2026

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: Sep 14 2026 (6pm)

Call to Order-Mayor Nina Rodenroth[1. Call to Order-Mayor Nina Rodenroth](#)

Mayor Nina Rodenroth called the meeting to order at 6:00 pm.

Invocation[2. Invocation, Councilman Brandon Ludwig](#)

City Manager Jamie Booth led the meeting in an invocation.

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

Rich Komando, City Attorney-present

Public Hearing[5. 1st Reading of Fiscal Year \(FY\) 26/27 Millage and Budget Ordinances](#)

🔗 [2_Ordinance 2026-621_Budget 2026.docx](#)

🔗 [1_Ordinance 2026-620_Millage 2026-1.docx](#)

🔗 [20260910_Draft FY26_27 Budget.pdf](#)

🔗 [KH Property Tax Analysis Mil Rate Increase September 2026.xlsx](#)

🔗 [Keith Hatch Public Comment.pdf](#)

Public Hearing

1st Reading of Fiscal Year (FY) 26/27 Millage and Budget Ordinances

Ordinance 2026-621_Budget 2026.docx

Ordinance 2026-620_Millage 2026-1.docx

20260910_Draft FY26_27 Budget.pdf

KH Property Tax Analysis Mil Rate Increase September 2026.xlsx

Councilman Ryan Knight made a motion to have the 26/27 Budget and Millage Ordinances read by short title.

Vice Mayor Dave Welch seconded.

Vote: 5-0, all in favor.

Rich Komando, City Attorney ready the Budget Ordinance by short title.

Public Comments:

Keith Hatch-Millage

Mr Hatch provided a handout, which is attached to these minutes. He was in support of the 3.5158 rollback.

Christine Arnold-Millage

503 SE Palmetto Ave, Keystone Heights, FL 32656

Ms. Arnold would like to see the millage rate be rolled back. This would mean no new taxes.

Evan Stanley-Millage

455 SE Lakeview would like to see the residents of Keystone Heights have no tax increases.

Jenn Samsel

Ms. Samsel spoke regarding Public Safety Assessments maybe needed to offset costs.

Mayor Rodenroth closed public comment. Councilman Knight moved to approve the rolled-back rate of 3.5158, as he was not supportive of increased taxes. The motion failed for lack of a second. Councilman Lewandowski was not supportive of the rolled-back rate. Councilman Ludwig motioned to approve the current rate of 3.6073. Vice Mayor Welch seconded. Motion passed 4-1 by roll call vote.

Vote by Roll:

Councilman Brandon Ludwig-yeah

Vice Mayor Dave Welch-yeah

Mayor Nina Rodenroth-yeah

Councilman Dan Lewandowski- yeah

Councilman Ryan Knight-Nay

Mayor Rodenroth opened the hearing on the tentative budget. City Attorney Rich Komando read Ordinance 2026-621 by title.

There were no public comments

Mayor Rodenroth closed public comment.

Councilman Knight motioned to approve the tentative budget.

Vice Mayor Welch seconded. Motion passed 5-0 by roll call vote.

Budget Vote:

Councilman Ludwig-yeah

Vice Mayor Welch-yeah

Mayor Nina Rodenroth-yeah

Councilman Lewandowski-yeah

Councilman Knight-yeah

5-0 motion approved.

Public Comments

[6. Public Comments](#)

Raheema "Rae Rae" Evans is the new commander for the American Legion. She introduced herself to the council. She stated that she would like to work with the city for our local veterans. She announced their Veterans Day service on November 11, 2026 at 11:00 am.

City Manager Report

[7. City Manager Report, James Booth](#)

City Manager Jamie Booth gave an update. He expressed his satisfaction with how hard the staff has been working.

Public Works (Garret Cox and Team)

- Public Works continued stormwater drainage repairs with the Clay County Public Works VacCon Truck and also used a remote camera system to assess two blockages in the system. One at Palmetto and Sylvan Way, one at the orchid just past the old Gym.
- Emergency clearance of an oak tree that fell across Lakeview Lane
- Installation of four benches in Theme Park (Playground and Tennis Courts)
- Lots of mowing!

Code Enforcement (Ms. Debbie Mullis)

- Debbie has coordinated the repairs of numerous pieces of equipment (Zero Turn Mowers, Tractor, and two Crosswalk Systems).
- Debbie also facilitated the digitization of all our infrastructure blueprints. Debbie's blueprint work resulted in 18 gigabytes of data.
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Cemetery (Mr. Matt Cole)

Matt has been staying ahead of mowing and sandspurs this season. At about 8 am each morning you will see Matt out on a mower or weed eater working to stay ahead of the growth.

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

- Wendy has coordinated the meeting times of the Charter Review Committee: Five proposed amendments have been identified as well as one scrivener's error and the need to have several approved amendments from 2007 and 2023 codified into our online charter.
- Wendy also facilitated the digitization of a large portion of the records in our vault and records room. Wendy's records vault work resulted in two gigabytes of data. We now have a digital, text-searchable file system for meeting minutes dating back to 1925!
- Conference Room Clean Out: Wendy cleaned out the conference room as part of the ongoing organization effort and found a camcorder in mint condition.

Other notes from city hall

- Challenge/Award Coins: 100 coins ordered and pending delivery in mid-October. Total cost just under \$600.
- City of Keystone Heights Population Estimate: 1,561, a 6% increase over last year's estimate of 1,471.

Events (Drew Bell):

- Summer Concert Series "End of Summer Blues": On Friday, August 7th, approximately 70 attendees participated throughout the evening. Drew did a terrific job planning and executing all three concerts this summer, and we appreciate her efforts.
- Tourism Development Council (TDC) Grants: Drew and I attended the Clay County Tourist Development Council meeting. Drew successfully applied for and received TDC Special Events Grants for Boo on the Boulevard (\$1,500) and Christmas Market (\$1,500). The Kiwanis Club received \$1,500 for the Christmas Parade, offsetting \$4,500 budgeted for CCSO support in FY 26/27.

Projects (Beau Wright)

- Infrastructure and CRA CIP schedules are drafted and pending Council input/approval as part of the September budget approval process. No change.
- City Hall Back Up Generator Exhaust Modification- I authorized \$1,300 out of our Generator Maintenance line item to extend the exhaust of the city hall backup generator up above the city hall roof line. As previously configured, when the winds blows towards city hall, we are experiencing exhaust entering the building during monthly generator tests. This makes regular operations difficult and possibly unsafe if we had to operate under generated power for extended periods during an emergency. We will follow up with investigations on why/ how the exhaust is entering the building envelope.
- Finish what we started (Council Chambers Overhaul)- Local Information Technology Handy Man Chris Vanzo is going through our council chambers audio, visual, and digital systems simplify and optimize our configuration.
- Tennis/Basketball Court Lighting: The Invitation to Bid received only one bid, but the bid was not responsive to all our criteria so we will have to readvertise and reach out to a broader audience.
- Sidewalk Maintenance- Pending: \$15,000 worth of sidewalk grinding and \$10,000 in sidewalk replacement in the next three weeks.
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Fiscal – Tiffany Coleman

- FY 26/29 Auditor Review Committee: Audit request for proposal was announced in the Clay Today on Thursday and emailed to all known auditors in the state on Friday. Submissions are due not later than 2pm on October 15th, 2026.
- Human Resources support: We have signed on to a monthly Paychex HR support service with a \$1,500

startup fee and a \$220 per pay period support fee. Tiffany and I will work with the representative and system to get the Personnel Policy, job descriptions, and performance evaluation processes back up and running. The service can be cancelled at any time.

- Fiscal activity remains focused on the September budget approval process, including Council consideration of the Infrastructure and CRA CIP schedules.

Over the last year the city staff has found \$105,000 in reoccurring spending reductions and an additional \$30,000 in one time savings totaling \$130,000 saved. The reoccurring savings will carry on through future fiscal years.

- Grant Program: \$475,000 Received, \$ 1,174,000 Pending

o Grants Received= \$475,000: Comprehensive Planning Grant \$60K, Comprehensive Flood Vulnerability Resiliency Grant \$200K (Overdue Legal Requirement), Nightingale Culvert Restoration Legislative Appropriation/ Grant \$210K, Insurance Safety Grant \$5K

o Grant Applications Pending: \$ 1,174,000-Community Center/ Museum Acquisition Grant (\$610K), Land Development Regulation (LDR) Technical Assistance Grant (\$40K), 2026-2027 Rural Infrastructure Fund (RIF) Application Cycle (\$524K)

Project execution. Over \$900,000 in project execution.

Project Managed a \$660K Lake Geneva Restoration Project; Tennis Court Rebuild (\$120K); Historic Pavilion Mural (\$20K); Cemetery Overhaul (Building, Well, Irrigation, Grounds, Digital Services) (\$20K); Keystone Beach Septic to Sewer Conversion (\$15K); Basketball Court Refurb. (\$15K); Pickleball Court Refurb. (\$15K); Beam and Beasley Lane Road Improvement (\$15K); Cargo Way ditch block installation \$(5K); City Pavement Management Assessment and Plan (\$7K)

Next Meetings:

Special City Council Meeting Monday September 21st at 6pm for the final millage and budget hearing

Next CRA and City Council Meeting will be Monday October 5th at 5:30 and 6 p.m. respectively

Consent Agenda

8. C1 - Approve Minutes-City Council Meeting August 3, 2026

🔗 [City of Keystone Heights City Council Meeting Aug 3, 2026 6 pm minutes.pdf](#)

Councilman Brandon Ludwig made a motion to approve the Consent Agenda Items.

Councilman Dan Lewandowski made a second.

Vote 5-0, all in favor motion approved.

9. C1 - Annual Amendment to the Traffic Signal and Maintenance Agreement with FDOT

🔗 [City of Keystone Heights Exhibit A FY27.pdf](#)

🔗 [City of Keystone Heights Amendment FY27.pdf](#)

Councilman Brandon Ludwig made a motion to approve the Consent Agenda Items.

Vice Mayor Dave Welch made a second.

Vote 5-0, all in favor, motion approved.

10. C2 - Keystone Heights Airport Turn Lanes ERP Application

🔗 [260820 APP Keystone Heights Airport Turn Lanes.pdf](#)

Councilman Brandon Ludwig made a motion to approve the Consent Agenda Items.

Vice Mayor Dave Welch made a second.

Vote 5-0, all in favor; motion approved.

11. C3 - July 2026 Financials

🔗 [July 2026 Financials.pdf](#)

Councilman Brandon Ludwig made a motion to approve the consent agenda items.

Vice Mayor Dave Welch made a second to approve.

Vote 5-0, all in favor, motion passed.

12. C4 - Community Redevelopment Area (CRA) and Infrastructure Capital Improvement Plan (CIP) Schedules

📎 [20260909_Infrastructure Fund CIP Schedule.pdf](#)

📎 [20260910_CRA Trust Fund CIP Schedule-1.pdf](#)

Councilman Brandon Ludwig made a motion to approve the Consent Agenda Items.

Vice Mayor Dave Welch made a second to approve.

Vote: 5-0, all in favor; motion approved.

13. C5 - City Staff Organization Chart and Wage Schedule

📎 [20260902_Amended Salary Schedule.docx](#)

📎 [20260824_COKH Organizational Chart.pdf](#)

Councilman Brandon Ludwig made a motion to approve the Consent Agenda Items.

Vice Mayor Dave Welch made a second to approve.

Vote: 5-0, all in favor; motion approved.

14. C3 - Pavilion Rental Alcohol Request-Donald Triest-June 25, 2027

📎 [pavilion rental 062527.pdf](#)

Councilman Brandon Ludwig made a motion to approve the Consent Agenda Items.

Vice Mayor Dave Welch made a second to approve.

Vote: 5-0, all in favor; motion approved.

15. C2 - Pavilion Rental Alcohol Request Deirdre Murphy, Special Event for Historic Societies, Dec 11, 2026

📎 [alcohol request Pavilion Deirdre Murphy 12.11.26.pdf](#)

Councilman Brandon Ludwig made a motion to approve the Consent Agenda Items.

Vice Mayor Dave Welch made a second to approve.

Vote: 5-0, all in favor; motion approved.

16. C6 - Pavilion Rental Alcohol Request Michael Herrera

📎 [pavilion rental 102426-3.pdf](#)

Councilman Brandon Ludwig made a motion to approve the Consent Agenda Items.

Vice Mayor Dave Welch made a second to approve.

Vote: 5-0, all in favor; motion approved.

17. C7 - Veteran's Day Ceremony-Melrose Keystone Heights American Legion

📎 [Vets Day American Legion.pdf](#)

Councilman Brandon Ludwig made a motion to approve the Consent Agenda Items.

Vice Mayor Dave Welch made a second to approve.

Vote: 5-0, all in favor; motion approved.

Committee Reports / Recommendations

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

Dr. John Zieser, Planning and Zoning Chairman, gave a brief summary of the Comprehensive Plan, with no new changes.

Action Items

19. Fiscal Year (FY) 25/26 Final Budget Amendment

🔗 [20250909_Resolution 2026-16_FY25_26 Final Budget Amendment.docx](#)

🔗 [20260909_FY25_26 Final Budget Amendment.pdf](#)

City Manager Jamie Booth summarized the item using the language published in the agenda item.
Councilman Ludwig motioned to approve resolution 2026-16.
Councilman Lewandowski seconded. Motion passed 5-0.

20. Alternate Revenue Options

Councilman Knight summarized a proposal to investigate alternate revenue options for long term future funding of the city. He proposed funding an external firm to analyze city funding. The council reached concurrence to start 6-9 month process in January with a workshop where each council member should propose a funding tool for discussion and analysis. Councilman Ludwig mentioned the importance of roads to potential voluntary annexations. Councilman Lewandowski stated that we should always be looking at ways to increase revenue, reduce expenses, and spend other people's money through grants.

21. Flock Cameras

Councilman Lewandowski expressed his frustration that CCSO installed flock cameras inside city limits without consulting the city council. He does not support the use of these types of cameras as they are used for stalking. By order of the Governor, these camera systems will be removed from state right of way so the issue has been overcome by events. Councilman Knight requested a copy of the agreement where the city handed over policing powers to the Clay County Sheriff. Vice Mayor Welch and Mayor Rodenroth spoke in support of the cameras.

City Attorney Report

22. City Attorney Report-Rich Komando

Rich Komando, City Manager had no comments.

Council Comments

23. City Council Comments

Councilman Knight expressed appreciation for the good discussion and connection amongst the council this evening

Councilman Brandon Ludwig had no additional comments.

Councilman Dan Lewandowski had no additional comments.

Vice Mayor Dave Welch had no additional comments

Mayor Nina Rodenroth stated she attended the Florida League of Mayors Conference. She stated the consensus of the other Mayors was pretty much the same. This is an uncharted time for municipalities. There will be cuts that hurt.

She attended the 9/11 25th anniversary ceremony in Green Cove Springs. There were quite a few dignitaries, including Governor Ron DeSantis. The ceremony was well attended and very moving.

She also attended the ribbon-cutting ceremonies for the new Winn-Dixie and Clay County Tax Collectors' offices..

She also discussed the importance of workshops and their subject matter.

Adjournment

24. Adjournment, Mayor Nina Rodenroth

Mayor Nina Rodenroth adjourned the meeting at 8:50 pm.