

City of Keystone Heights City Council

Keystone Heights City Council Meeting 9/18/25, 6pm

555 S. LAWRENCE BLVD. KEYSTONE HEIGHTS, FL 32656

Date: Sep 18 2025 (6:00 pm)

Call To Order

1. Call to Order-Vice Mayor Elston Kussler

Vice Mayor Elston Kussler called the meeting to order at 7:13 pm.

Roll Call

2. Roll Call-James Booth, Interim City Manager

Mr. James Booth, Interim City Manager called roll.

Vice Mayor Elston Kussler-present

Councilman Ryan Knight-present

Councilman Dan Lewandowski-present

Councilmna Dave Welch-present

Mayor Nina Rodenroth-absent

Consent Agenda

3. C1 - Minutes Approval July 10, 2025

📎 [KH City Council Mtg Mintues July 10, 2025.pdf](#)

Councilman Dan Lewandowski made the motion to approve the consent agendas with the addition of "termination language" added to the POI contract.

Councilman Dave Welch made the second.

All were in favor.

4. C2 - Pavilion Rental Alcohol Request-Lynn Sims

📎 [sims pavilion.pdf](#)

Wendy Harris called Mrs. Sims to notify her that her request for alcohol in the pavilion has been approved. 9/19/2025

Councilman Dan Lewandowski made the motion to approve the consent agendas with the addition of "termination language" added to the POI contract.

Councilman Dave Welch made the second.

All were in favor.

5. C3 - Minutes Approval City Council Meeting Aug 4, 2025

📎 [Aug 4, 2025 City Council Minutes.pdf](#)

Councilman Dan Lewandowski made the motion to approve the consent agendas with the addition of "termination language" added to the POI contract.

Councilman Dave Welch made the second.

All were in favor.

6. C4 - Early Voting Site Lease Agreement

🔗 [2025-2026 Lease encrypted \(1\).pdf](#)

Councilman Dan Lewandowski made the motion to approve the consent agendas with the addition of "termination language" added to the POI contract.

Councilman Dave Welch made the second.

All were in favor.

Wendy Harris, Office Manager emailed the agreement to the Supervisor of Election's Office, 9/19/2025.

7. C5 - July 2025 Financials

🔗 [July 2025 Financials.pdf](#)

Councilman Dan Lewandowski made the motion to approve the consent agendas with the addition of "termination language" added to the POI contract.

Councilman Dave Welch made the second.

All were in favor.

8. C6 - Aug 2025 Financials

🔗 [August 2025 Financials.pdf](#)

Councilman Dan Lewandowski made the motion to approve the consent agendas with the addition of "termination language" added to the POI contract.

Councilman Dave Welch made the second.

All were in favor.

9. C7 - Christmas Parade

🔗 [Parade City Application 1.pdf](#)

🔗 [Resolution Christmas Parade Kiwanis 2025.docx](#)

Councilman Dan Lewandowski made the motion to approve the consent agendas with the addition of "termination language" added to the POI contract.

Councilman Dave Welch made the second.

All were in favor.

Wendy Harris, Office Manager emailed the resolution to Todd Beals, representative for the Kiwanis. 9/19/2025.

10. C8 - City Public Information Officer Support

🔗 [PIO Staff Augmentation Agreement.pdf](#)

🔗 [AGREEMENT FOR CONTRACTOR SERVICES KH PIO-2.docx](#)

Councilman Dan Lewandowski made the motion to approve the consent agendas with the addition of "termination language" added to the POI contract.

Councilman Dave Welch made the second.

All were in favor.

11. C1 - National Night Out

🔗 [national night out.pdf](#)

Councilman Dan Lewandowski made the motion to approve the consent agendas with the addition of "termination language" added to the POI contract.

Councilman Dave Welch made the second.

All were in favor.

12. C2 - Sunrise Esate Ordinance Number Correction

🔗 [Sunrise Estate Ordinance Number Correct.docx](#)

Councilman Dan Lewandowski made the motion to approve the consent agendas with the addition of "termination language" added to the POI contract.
Councilman Dave Welch made the second.
All were in favor.

13. C3 - Food Truck Ordinance Number Correction

🔗 [Food Truck Ordinance Number Change.docx](#)

Councilman Dan Lewandowski made the motion to approve the consent agendas with the addition of "termination language" added to the POI contract.
Councilman Dave Welch made the second.
All were in favor.

14. C4 - Clay County Temporary Construction Easement (TCE) to Repair Crystal Lake Road Stormwater Drainage Pond and Prevent Nuisance Flooding

🔗 [Crystal Lake Rd TCE_encrypted_-1.pdf](#)

Councilman Dan Lewandowski made the motion to approve the consent agendas with the addition of "termination language" added to the POI contract.
Councilman Dave Welch made the second.
All were in favor.
Mr. Jamie Booth sent the agreement to Clay County by email. 9/19/2025.

Committee Reports / Recommendations

15. Director of Events, Drew Bell-Event Update

🔗 [Events Update Aug-Dec 2025.pptx](#)

Mrs. Drew Bell presented a powerpoint presentation featuring completed and upcoming events. She gave a description of each. She also stated the local businesses have been open to participating and sponsoring the different events.

Action Items

16. Public Hearing-Ordinance PUD Sunrise Estates 2nd reading

🔗 [Staff report - Sunrise Estates Rezoning - PUD to PUD -Council - 2nd and Final.pdf](#)

🔗 [Ordinance 2025-608 - Rezoning PUD -to PUD-1.docx](#)

Vice Mayor Kussler opened the Public Hearing for the PUD Ordinance-Sunrise Estates 2nd Reading.
Rich Komando asked if there was a motion to read the Sunrise Estate Ordinance by title.
Councilman Dan Lewandowski made the motion to read by title.
Councilman Ryan Knight seconded the motion.
City Attorney Rich Komando read the ordinance by title.
Vice Mayor Kussler opened the floor to public hearing/comments.
There were no registered comments.
Vice Mayor Kussler closed the public hearing.
The Council had a limited discussion on the topic. Mr. Joe Wiggins w/Wiggins Construction answered questions regarding a start date for the development. He believes the first of the year would be the first opportunity to begin.
Councilman Ryan Knight made a motion to approve.
Councilman Dave Welch seconded the motion.
Vote: All were in favor 4-0. Motion passes.

17. Friends of Keystone, Fireworks for New Years Eve, Debbie Beals

🔗 Event Application with COI and Letter - Friends of Keystone Heig.pdf

Debbie Beals with Friends of Keystone Heights requests funds for the New Year's Eve Fireworks Display. She requested assistance for helping with the CCSO deputies.

Motion to approve funds for Friends of Keystone for Fireworks display up to \$2400.00.

Councilman Ryan Knight moved to approve the motion as stated.

Councilman Dave Welch seconded the motion.

Vote all were in favor 4-0.

18. Food Truck Ordinance 2nd reading

🔗 Food Truck Location Ordinance 2025-609.docx

Food Truck ordinance (second reading) by title only.

Councilman Dan Lewandowski moved to read the ordinance by title only.

Councilman Dave Welch seconded the motion.

City Attorney Rich Komando read the ordinance by title.

Vice Mayor Kussler opened the Public Hearing.

Public Comments:

Todd Beals, business owner, asked about the regulations for having a food truck located at their business.

Vice Mayor Kussler closed the Public Hearing.

Councilman Lewandowski moved for approval.

Councilman Ryan Knight seconded motion.

Vote: all in favor 4-0.

Motion passed.

Councilman

19. Amended CRA FY 24-25 Budget

James Booth summarized the amended FY 24-25 audit.

The CRA Board previously recommended approval.

Councilman Dave Welch moved to approve the motion

Councilman Dan Lewandowski seconded the motion.

Vote: all in favor 4-0.

Motion passed.

Council Comments:

Vice Mayor Kussler enjoyed Coffee and Commerce. The City Hall windows look amazing. He stated Drew Bell does an amazing job!

Councilman Lewandowski stated we were not able to attend the NEFLC dinner in Palatka due to our meeting. He enjoyed the FLC conference and would like to attend next year. He asked about the timing of the next meeting in Oct.

James Booth stated we will address at the next meeting on Sept 29th, as an agenda item to consider. Mr. Lewandowski asked for an update of the child of the moon tree. There are 2 left.

Councilman Ryan Knight would like the budget status advertised to the public. He also would like to see the Bill of Rights read at City Events due to the nature of the country. He stated it is awful for people in this country to believe it is ok to ever kill another.

City Manager Comments:

James Booth, Interim City Manager, stated he would like to have them take a look at the refreshed Moon Tree area. He stated we are getting alot done through the support of the council and the hard work of the staff.

Adjournment

Vice Mayor Kussler adjourned the meeting at 8:07 pm