

City of Keystone Heights City Council

Keystone Heights City Council Meeting, Feb 2, 2026 6pm

555 S. LAWRENCE BLVD. KEYSTONE HEIGHTS, FL 32656

Date: Feb 02 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, Beau Wright, Deputy City Manager](#)

Mr Beau Wright led the invocation for the meeting.

Pledge of Allegiance

[3. Pledge of Allegiance-Dan Lewandowski, City Councilman](#)

Councilman Dan Lewandowski led the meeting in the pledge of allegiance.

Roll Call, Councilman Ryan Knight, Vice Mayor Dave Welch, Councilman Dan Lewandowski, Mayor Nina Rodenroth, Councilman Brandon Ludwig

[4. Roll Call-James Booth, City Manager](#)

City Manager James Booth called roll.
Councilman Knight-present
Councilman Lewandowski-present
Mayor Nina Rodenroth-present
Vice Mayor Dave Welch-present
Councilman Ludwig-present
City Attorney-Rich Komando-present

City Manager Report

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

City Manager James Booth gave an update on the progress of the Cemetery. We have replaced the roof, lighting, and well pump. There are still quite a few things needed. We have upgraded the CEM Sites software to assist in finding graves. Our Public Works is tracking with work orders.

A big thank you to the KHAA for loaning us their bucket truck to take down Christmas decorations. Code enforcement has been sending out courtesy letters to potential residents regarding violations. Fiscal Clerk Tiffany Coleman has done a wonderful job with the budget. The City is right where it should be.

Thank you to Michele Murphy and Wendy Harris for their work on the pavilion and office spaces. Drew Bell, event director, has worked very hard on the Commerce and Coffee meetings.

The City has a \$60,000.00 grant for the labor being used for the Comprehensive Plan. The City was also awarded a \$200,000 grant for a vulnerability assessment study with Chen, Moore and Associates. We are also looking at a historic grant to assist with the museum.-

Kathryn Wills is doing a great job with our Social Media. The tennis courts will be started in late Feb or early March.

Beam and Beasley Lanes are now both completed with asphalt millings. The septic to sewer conversion for the Historic Keystone Beach Pavilion is complete. Beau Wright, Deputy City Manager, has done a fabulous job leading that job.

We have a special city council meeting on Feb 6 to certify qualified candidates for the upcoming elections. The Budget and Finance meeting will be held on Feb 24th at 10:00 am. The next City Council Meeting will be on March 2nd.

Public Comments

6. Public Comments

Betsy Condon City Commissioner, spoke on the Lake Geneva Restoration Project. She wanted to thank Jamie for all of his hard work. She also thanked the City Council for its support. She is hopeful the project will be approved.

Consent Agenda

7. C1 - Special Event-July 4th 5K Run

📎 [5K July 4th 2026 Run.pdf](#)

📎 [july-4th-run-resolution\(7\).docx](#)

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

Councilman Ryan Knight seconded the motion.

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

8. C2 - : Chen Moore and Associates (CMA) Work Assignment for \$200K Vulnerability Assessment

📎 [20260122-KeystoneHeights-VA-Scope-FINAL_.pdf](#)

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

Councilman Ryan Knight seconded the motion.

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

9. C3 - Charter Review Committe Application

📎 [charter review application.docx](#)

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

Councilman Ryan Knight made a motion to second.

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

10. C4 - Approval of Minutes Jan 5th, 2026

📎 [Jan 5 2026 City Council Meeting Minutes.pdf](#)

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

Councilman Ryan Knight seconded the motion.

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

11. C1 - : FY24/25 Audit Engagement Letter and Substitution Assignment

- 📎 [2025 Audit Engagement Letter - Keystone Heights.docx](#)
- 📎 [2025 Substitution of Auditor and Assignment Agreement.docx](#)
- 📎 [Signature page.pdf](#)

**Councilman Brandon Ludwig made a motion to approve the Consent Agenda Items.
Councilman Ryan Knight seconded the motion.
Vote 5-0, all in favor, motion passed.**

Committee Reports / Recommendations

12. Planning and Zoning Board Update-Dr. John Zieser

Chairman, Dr. John Zieser, spoke regarding the FLUM policy. The board is working on the comprehensive plan.

Action Items

13. Workshop-Proposal to Remove One On-Street Parking Space On Lawrence Blvd

- 📎 [FDOT Parking Proposal.png](#)
- 📎 [Resolution 2026-3.docx](#)

Mayor Nina Rodenroth opened the Public Hearing at 6:17 pm, for the FDOT removal of one (1) parking space on State Road 21 (Lawrence Blvd) in front of Gifts and Guns. This is to assist the traffic flow, making right-hand turns onto State Road 100. This is an updated design. The engineers designed the safest possible turning lane.

Public Comment: Karen Nelson, property owner of the property that will be impacted. She is not opposed to taking one (1) parking spot. She would like to see upgrades to the parking behind the buildings.

Ms. Kimberly Edgey is ok with one parking space (1) being taken.

Mr. Christian Hickey spoke regarding how to preserve parking in the future for the businesses.

Council Discussion:

Councilman Dan Lewandowski has been following the studies for the last 20 years. He stated we are looking into the future for additional parking.

Vice Mayor Dave Welch stated he would like to see a bypass around Keystone Heights to reduce semi traffic.

Councilman Brandon Ludwig expressed his thanks to City Manager James Booth for his hard work.

Mayor Nina Rodenroth stated that this project was started due to accidents happening at the intersection.

A resident asked for the bulb out to be removed on Nightingale and Lawrence Blvd as it is a one-way road.

City Manager James Booth explained that the bump-outs are intended to slow traffic down. The construction should begin in late 2027.

All were in general consensus that requesting FDOT to remove the parking space was the best course of action.

Mayor Nina Rodenroth closed the Public Hearing at 6:55 pm.

14. Resolution 2026-3 Removal of One On-Street Parking Space on Lawrence Blvd

- 📎 [SR 21 Parking Space Resolution with FDOT.docx](#)

Resolution 2026-3

Councilman Dan Lewandowski moved to read the resolution by title.

Councilman Brandon Ludwig seconded the motion. Rich Komando, City Attorney, read the resolution by title.

Councilman Bradon Ludwig motion to approve the resolution.

Councilman Dan Lewandoski seconded the motion.

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

15. Planning and Zoning (P&Z) Seat #4 Application

☺ [P and Z applicant Carolyn Vanzo.pdf](#)

Planning and Zoning Seat 4 applicant, Mrs. Carolyn Vanzo. She is a new resident and looks forward to assisting on the Planning and Zoning Board.

Councilman Brandon made a motion to appoint Mrs Vanzo.

Councilman Ryan Knight seconded the motion.

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

16. Keystone Heights Airport Authority (KHAA) Board Seat Advertisement and Appointment (City Seat 4 and Clay County Seat)

James Booth City Manager, explained that the upcoming KHAA Board seats are now up for appointment/reappointment. Seat 4 is up at this time. This is the greater Keystone Area. The Clay County Seat is also up at this time.

We will advertise on the city website, the electronic sign, and in the newspaper until Feb 20, 2026. The applications should be ready for the city council meeting on March 2, 2026.

All agreed.

17. Interlocal Agreement to Transfer Funds From Lakes Checking Account to Clay County in Support of Lake Geneva Restoration

☺ [KH Interlocal re Lake Geneva Restoration Funding.doc](#)

The Interlocal Agreement for the Lake Geneva Restoration Project is asking for \$41,000.00 to assist with the project. SOLO supports the city in supporting the project.

Councilman Dan Lewandowski moved to approve the Interlocal Agreement for the Lake Geneva Restoration Project.

Councilman Brandon Ludwig made the second.

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

18. Reschedule May City Council Meeting

☺ [City of Keystone Heights 2026 Calendar.docx](#)

Councilman Dan Lewandoski would like the May meeting moved from May 4th to May 11th (this is a conflict with Coffee and Commerce).

Councilman Dan Lewandowski made a motion to approve,

Vice Mayor Dave Welch seconded.

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

City Attorney Report

19. City Attorney Report-Rich Komando

Rich Komando, City Attorney

Council Comments

20. Council Comments

Councilman Ryan Knight did not have any comments.

Councilman Dan Lewandowski spoke on the upcoming Budget and Finance Meeting.

The council discussed the July meeting.

Councilman Dave Welch did not have any comments.

Councilman Brandon Ludwig thanked everyone. He felt the Coffee and Commerce was really good. He encouraged everyone to attend. It will be at Harbor Commons on Lawrence Blvd at 6 pm on Feb 9, 2026.

Councilman Brandon Ludwig has been appointed to Clay County's Municipal Representative to the Northeast Florida Regional Council. It should be advantageous for Keystone Heights to be represented.

Mayor Nina Rodenroth has been busy. She was able to host the spelling bee at MacRae Elementary School.

She enjoyed the synergy of the business owners at the Coffee and Commerce Meeting.

She had the privilege of attending the Rotary Meeting. She shared the highlights of 2025 and what is upcoming in 2026. She would like to come up with an annual festival for our community. She would like to have it be a family-friendly event.

She also spoke at the State of Clay County Luncheon. She gave an update for the past year. It was a privilege to represent Keystone Heights.

Adjournment

[21. Adjournment, Mayor Nina Rodenroth](#)

Mayor Nina Rodenroth adjourned the meeting at 7:22 pm.