

## City of Keystone Heights City Council

### Keystone Heights City Council Meeting Jan 5 2026 at 6pm, City Hall

555 S. LAWRENCE BLVD. KEYSTONE HEIGHTS, FL 32656

**Date: Jan 05 2026 (6pm)**

#### Invocation

[1. Invocation: James Booth, City Manager](#)

The invocation was given by City Manager James Booth.

#### Pledge of Allegiance

[2. Pledge of Allegiance-Vice Mayor Welch](#)

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

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

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

Councilman Ryan Knight-absent  
Councilman-Dan Lewandowski-present  
Mayor-Nina Rodenoth-present  
Vice Mayor-Dave Welch-present  
Councilman-Brandon Ludwig-present  
City Manager-James Booth-present  
City Attorney-Rich Komando-present

#### City Manager Report

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

City Manager was grateful for the staff's hard work. The council agreed that the City Manager should participate in Leadership Clay.

#### Public Comments

[5. Public Comments](#)

- [📎 CC Jan 5 26 Public Comments.pdf](#)
- [📎 CC Jan 5 26 mtg. PC Note P and Z.pdf](#)

**Mr. Larry Thornton**  
**430 SW Jasmine Ave**  
**Keystone Heights, FL 32656**

Mr. Thornton expressed his concern over the number of feral animals and fecal matter around his backyard because of the neighbor feeding the feral animals. He was also concerned about the notifications he received from the City of Keystone Heights for "animal cruelty" due to his shooting a raccoon from his front porch. Referencing the feral animals and fecal matter, the City Manager, James Booth, explained to him the City's ordinances, which only allow the city to act in a limited capacity if the violation is witnessed by the Code Enforcement Officers (reference the City's animal sanctuary code). He stated he will confer with the Florida Wildlife Commission for further guidance. He also suggested residents call Clay County Fire Rescue Dispatch to ask for animal control to be sent out to any issues regarding feral animals within the city limits. The City Council's consensus was to update our ordinance to match Florida Fish and Wildlife's (FWC) policy.

**Kerry Collins**  
**555 SE Palmetto Ave**  
**Keystone Heights, FL 32656**

Ms. Kerry Collins addressed the city council concerning the 5K run she organizes on July 4th. She stated the packet was turned in late and should be on the February City Council Meeting for special event approval. She may not be able to attend the meeting in February.

## Consent Agenda

### [6. C1 - Approval of Minutes, Joint Workshop, Oct 15, 2025](#)

📎 [Approval of Joint Workshop Oct 15, 2025.pdf](#)

Consent Agendas:

Motion made by Councilman Daniel Lewandowski  
A second was made by Vice Mayor Dave Welch  
The vote was 4-0, and the motion was approved.

### [7. C2 - Approval of Minutes, Keystone Heights City Council Meeting, Nov 17th, 2025](#)

📎 [Keystone Heights City Council MRG Nov 17, 2025.pdf](#)

**Consent Agendas:**

**Motion made by Councilman Daniel Lewandowski**  
**A second was made by Vice Mayor Dave Welch**  
**The vote was 4-0, and the motion was approved.**

### [8. C3 - Approval of Minutes, Keystone Heights City Council Special Meeting, Dec 16, 2025 6:30 pm](#)

📎 [Special City Council Meeting Dec 16, 2025 Minutes.pdf](#)

**Consent Agendas:**

**Motion made by Councilman Daniel Lewandowski**  
**A second was made by Vice Mayor Dave Welch**  
**The vote was 4-0, and the motion was approved.**

### [9. C1 - Pixley Pavilion Alcohol Request](#)

📎 [Pixley Pavilion Alcohol Request.pdf](#)

**Consent Agendas:**

**Motion made by Councilman Daniel Lewandowski**  
**A second was made by Vice Mayor Dave Welch**  
**The vote was 4-0 motion was approved.**

Wendy Harris left a message for the resident regarding the request being approved. 1/7/26

### [10. C4 - Fowler Pavilion Alcohol Request](#)

📎 [Fowler Pavilion Alcohol Request.pdf](#)

**Consent Agendas:**

**Motion made by Councilman Daniel Lewandowski**

**A second was made by Vice Mayor Dave Welch**

**The vote was 4-0 motion was approved.**

Wendy Harris left a message for the resident regarding the request being approved. 1/7/26

**Action Items**

11. Approval of Fiscal Year 23-24 Financial Audit

☞ [FY23-24 City Mgt Rep Letter\\_COKH.docx](#)

☞ [Keystone Draft 3.pdf](#)

☞ [FY23-24 Audit Response Letter\\_COKH.pdf](#)

Representatives from Reddish and White CPA presented the findings of the audit for the year ending September 30, 2024. The representative went over the findings and stated we were in good shape. There are a couple of recommendations in the final packet, which is included in the agenda packet.

**Councilman Daniel Lewandowski made a motion to approve the 2023-2024 audit.**

**Councilman Brandon Ludwig seconded the motion.**

**Vote 4-0; motion approved.**

12. FLUM Amendment and Rezoning of 200 Commercial Circle

☞ [FLUM Application - 200 NE Commercial Circle.pdf](#)

☞ [Ordinance - 200 NE Commercial Circle FLUM.docx](#)

☞ [Jan 5 FLUM Map Amendment.pdf](#)

☞ [Rezoning Application - 200 NE Commercial Circle.pdf](#)

☞ [Ordinance - 200 NE Commercial Circle Rezoning.docx](#)

☞ [Staff report Rezoning - Commercial to Light Industrial.pdf](#)

☞ [200 NE Commercial Circle -2nd Reading.pptx](#)

Ordinance 615 FLUM for 200 NE Commercial Circle, Keystone Heights, FL  
Ordinance 616 Rezoning for 200 NE Commercial Circle, Keystone Heights, FL

**Ex parte Communication:**

**Councilman Dan Lewandowski-no conflict.** He may have received an email. Very familiar with property. He took students on a field trip to the property (previous business)

**Mayor Nina Rodenroth-no conflict.** Met with Mr. Mitchell. She received an email from Mr. Mitchell.

**Councilman Dave Welch-no conflict.** He took pictures of the property.

**Councilman Brandon Ludwig-no conflict.** He visited the property many times when it was a hardware store.

**Mayor Nina Rodenroth opened the Public Hearing for Public Comments.**

Dr. John Zieser addressed the city council on behalf of Dr. Geraldine Robbins, who was unable to attend the meeting.

He had two items:

1. He discussed the Planning and Zoning Board's position on the FLUM and Rezoning of 200 NE Commercial.
2. The request is for the Planning and Zoning Board to have a standing item on the City Council's agendas, to update when necessary.

**Councilman Dave Welch made a motion to have Ordinance 2026-615, FLUM of 200 NE Commercial Circle, read by title (second reading).**

**Councilman Dan Lewandowski made a second Vote 3-1 (Councilman Ludwig voted no)**

**Motion approved.**

**City Attorney. Rich Komando read Ordinance 2026-615 by title.**

**Councilman Dave Welch made a motion to have Ordinance 2026-616, Rezoning of 200 NE Commercial Circle, read by title (second reading).**

**Councilman Dan Lewandowski made a second Vote 3-1 (Councilman Ludwig voted no)**

**Motion approved.**

**City Attorney. Rich Komando read Ordinance 2016-616 by title.**

### 13. Public Information Officer (PIO) Update

📎 [City of Keystone Heights Facebook Analytics Aug - Dec 2025.pdf](#)

📎 [City of Keystone Heights Social demographics.pdf](#)

Kathryn Wills, Public Information Officer, presented the data for the city's social media account. Since she started, the Facebook page and website have seen increased participation. Events are the most popular posts. The Mayor's Ball was the highest viewed post.

Ms. Wills stated she is working on the business directory. She is also going to reconnect the City of Keystone Heights to Instagram.

### 14. Election Proclamation

📎 [2026 Election Proclamation.docx](#)

📎 [2026-CCSE\\_Candidate Packet and Checklist.pdf](#)

Mayor Nina Rodenroth read the Election Proclamation. The Mayor and City Manager, Jamie Booth, signed the proclamation.

### 15. Anti Smoking/Vaping Ordinance (1st reading)

📎 [Ordinance 2026-618 Antismoking and vaping 12032025.docx](#)

**Councilman Dan Lewandowski moved to read the ordinance by title only, Ordinance 2026-617 Vaping and Smoking.**

**Councilman Brandon Ludwig provided the second.**

Rich Komando read the ordinance by title.

Mayor Nina Rodenroth opened the public hearing. There were no Public Comments.  
**all in favor 4-0, motion carries.**

#### 16. City Fee Resolution

📎 [Resolution 2026-01.docx](#)

📎 [schedule of fees.docx](#)

The Summary of Fee Changes for the Historic Pavilion and other City activities will be presented to the City Council yearly. The Summary of Fee Changes requires the non-residents to follow the same rules as the residents and non-profits.

**Councilman Dan Lewandowski made the motion to adopt the 2026 Schedule of Fees, as amended, as read.**

**Councilman Brandon Ludwig made the second.**

**Vote 4-0, all in favor.**

#### 17. 2026 Events Update-Drew Bell

📎 [2026 Community Events Proposal.docx](#)

Event Director Drew Bell proposed an event schedule for 2026. She requested guidance on proceeding with the Event's Schedule. Councilman Lewandowski requests a Summer Concert Series. He would also like a Parks and Rec Director to head up the Summer Concert Series.

They also mentioned a Beach Volleyball Tournament. We need to wait a year on the Farmer's Market.

#### 18. Fernandina Beach's "Dickens on Centre" report

Councilman Lewandowski went to Amelia Island, the City of Fernandina Beach. He went to Dickens on the Centre. He went over a PowerPoint presentation. He said it was a Victorian Market. He would like to take away their good ideas.

#### 19. City Calendar for 2026

📎 [2026 City Calendar.pdf](#)

Councilman Dan Lewandowski went over the holidays on the City Calendar. He asked the council to discuss what is appropriate for our City Employees.

City Manager states he researched the holiday schedule. He would like to go back and overhaul city policy and look at the full package over the next year.

The City Manager has been given the authority to work on a new personnel policy.

#### 20. 2026 Holidays

📎 [2026 FLA Holiday Schedule.pdf](#)

It was agreed that the holiday calendar stay as it is for the next year.

#### 21. Future of Government Buildings

The future of city's government building was discussed by Councilman Dan Lewandowski. He would like an ad hoc meeting of 3 (one employee, one council member, and one resident) to discuss a future municipal building or government complex.

City Council consensus was to continue to pursue the \$50k feasibility study request. The City Manager will research establishing a committee.

There was a discussion regarding the strategic plan. The government complex is not a part of the current strategic plan.

## [22. Florida League of Cities Donation \(NEFLC\)](#)

The NEFLC asked questions of Councilman Lewandowski (who is also a delegate for the NEFLC). Because the City of Keystone and one other municipality changed from FMIT to Brown and Brown, the NEFLC lost \$2500.00 in donations. Councilman Lewandowski asked the council if they would like to donate to NEFLC to make up for the shortfall.

The decision reached was not to donate.

## [23. Budget and Finance Committee Meeting](#)

Councilman Dan Lewandowski requested input from the other council members and the public to assist in guiding the Budget and Finance Committee.

## [24. Possible Removal of FDOT Parking on Lawrence Blvd Parking](#)

📎 [20818275201-SR21ModificationExhibits- FDOT Parking\\_Lane Change Concept.pdf](#)

City Manager James Booth explained the parking along Lawrence Blvd in front of Gifts and Guns. He provided a PowerPoint to show the proposals from the FDOT. The Council discussed how the plan has changed since the beginning of the concept for the project.

There is a parking and a traffic issue (turning lane). The turning lane is in the final design. Any changes may risk pushing the project out further.

City Manager James Booth will ask the FDOT to come to a city council workshop to discuss the plans.

## **City Attorney Report**

### [25. City Attorney Report-Rich Komando](#)

City Attorney Rich Komando did not have comments.

## **Council Comments**

### [26. Council Comments](#)

Councilman Dan Lewandowski would like to send 2 Heritage Commissioners to Chautauqua, NY, to get the feel of their Chautauqua. He will reintroduce the market stalls.

Councilman Welch asked Drew Bell to stand and for the audience to recognize her with applause.

Councilman Ludwig thanked the Friends of Keystone for all of their efforts throughout the centennial year events.

Mayor Nina Rodenroth took the time to make photo packs from the events and the people attached. (They were added to the time capsule) Her letter for the time capsule included all the events and projects completed over the last year.

## **Adjournment**

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

The mayor adjourned the meeting at 10:10 pm.