

City of Keystone Heights City Council

Keystone Heights City Council Meeting March 2, 2026 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: Mar 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 6:05 pm.

Invocation

[2. Invocation, Beau Wright, Deputy City Manager](#)

Beau Wright, Deputy City Manager led the meeting in the invocation.

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](#)

Jamie Booth, City Manager, called roll:
Councilman Ryan Knight-present
Vice Mayor Dave Welch-present
Councilman Dan Lewandowski-present
Mayor Nina Rodenroth-present
Councilman Brandon Ludwig-present

City Manager Report

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

 [City Manager's Report _ March.docx](#)

Jamie Booth, City Manager, updated the council.

City Manager's Report (March 2nd, 2026)

Public Works (Garret Cox and Team)

- Time Capsule Monument (Match old city hall monument)
- Geneva Jungle Maintenance (Re-mulched, reinforced weak areas)
- Repaired office floor and demoed counter and cabinets in Records Vault
- Massive effort to clean or replace faded road signs throughout the city

Code Enforcement (Ms. Debbie Mullis)

-Coordination on Motor Vehicles, boats, RVs, and Trailers in front yards.
-Numerous letters of concern were issued and followed up on. No current need for special magistrate hearings. Again, we appreciate that most residents are just unaware of our ordinances and appreciate them working with us.

Cemetery (Mr. Matt Cole)

- Completed the trimming of Front Row/Fence line Cedar Trees
- Assessing and coordinating perimeter fence repairs
- Implementing a new fee schedule and enforcing grave site standards in a caring way.

City Hall (Wendy Harris and Michelle Murphy)

- Excess reduction to improve efficiency and availability of office space in city hall

Events (Drew Bell):

- Held a very successful Coffee and Commerce at Harbor Commons
- Developed a cost assessment of summer concert series (will be presented next month)

Projects (Beau Wright)

- \$123K Tennis Court rebuild well underway

Fiscal – Tiffany Coleman

- Performing as expected with some pending midyear budget amendments, fringe costs
- \$260,000 in grants secured this year
- \$235,000 in legislative appropriations passed the House, pending conference with the Senate.

1. Look at Orange Park City Limits Signs. Should the Heritage Commission take on how we should mark the entrance to our city? Councilman Ludwig proposed having our street name signs identified in a specific way for Keystone Heights. (My thought- a simple white Keystone Symbol at the end of the street name). Discussion about standardizing the state championship signs at the town entrance...Is this a county program?

Next Community Redevelopment Area (CRA) and City Council Meeting will be Monday, April 6th at 5:30/6 pm

Public Comments

[6. Public Comments](#)

There were no public comments.

Consent Agenda

[7. C1 - Approval of Minutes Special City Council Meeting Feb 6, 2026 5 pm minutes](#)

📎 [Keystone Heights City Council Special Meeting Feb 6 2026 5 pm minutes.pdf](#)

Councilman Ryan Knight made the motion to approve, on the condition that edits could be made to the Feb 2 and Feb 6, 2026, meeting minutes.

Councilman Brandon Ludwig provided the second.

Vote 5-0

Motion approved.

[8. Approval of Minutes City Council Meeting Feb 2, 2026 6pm](#)

📎 [Feb 2nd 2026 City Council Meeting Minutes.pdf](#)

Councilman Ryan Knight made the motion to approve, on the condition that edits could be made to the Feb 2 and Feb 6, 2026, meeting minutes.

Councilman Brandon Ludwig provided the second.

Vote 5-0

Motion approved.

9. C3 - Interagency Agreement w/Department of Corrections

📎 [DOC interagency agreement.pdf](#)

Councilman Ryan Knight made the motion to approve, on the condition that edits could be made to the Feb 2 and Feb 6, 2026, meeting minutes.

Councilman Brandon Ludwig provided the second.

Vote 5-0

Motion approved.

10. C4 - Pavilion Rental Alcohol Request-Nicolas Zagami

📎 [2026.07.25 Zagami Nicolas Pavilion \\$100 BALANCE DUE.pdf](#)

Councilman Ryan Knight made the motion to approve, on the condition that edits could be made to the Feb 2 and Feb 6, 2026, meeting minutes.

Councilman Brandon Ludwig provided the second.

Vote 5-0

Motion approved.

11. C5 - January Fiscal Documents

📎 [Balance Sheets 2026.pdf](#)

📎 [Cemetery 25-26.pdf](#)

📎 [CIP Jan 2026.pdf](#)

📎 [CRA Jan 26.pdf](#)

📎 [GF Jan 2026.pdf](#)

Councilman Ryan Knight made the motion to approve, on the condition that edits could be made to the Feb 2 and Feb 6, 2026, meeting minutes.

Councilman Brandon Ludwig provided the second.

Vote 5-0

Motion approved.

12. C6 - Hanson Work Assignment-Historic Museum Preservation Grant Application

📎 [Scope and Fee_DHR App Keystone _2026-01-28.pdf](#)

Councilman Ryan Knight made the motion to approve, on the condition that edits could be made to the Feb 2 and Feb 6, 2026, meeting minutes.

Councilman Brandon Ludwig provided the second.

Vote 5-0

Motion approved.

13. C7 - FY24-25 CRA Audit Engagment Itr Substitution Assignment

📎 [2025 Audit Engagement Letter - CRA-1.docx](#)

📎 [2025 Substitution of Auditor and Assignement Agreement - CRA-1.docx](#)

Councilman Ryan Knight made the motion to approve, on the condition that edits could be made to the Feb 2 and Feb 6, 2026, meeting minutes.

Councilman Brandon Ludwig provided the second.

Vote 5-0

Motion approved.

14. Special Event-July 4th Kiwanis Parade

☞ [Kiwanis July 4th Parade Resolution.docx](#)

☞ [July 4th Parade Kiwanis.pdf](#)

Councilman Ryan Knight made the motion to approve, on the condition that edits could be made to the Feb 2 and Feb 6, 2026, meeting minutes.

Councilman Brandon Ludwig provided the second.

Vote 5-0

Motion approved.

Sent packet to Drew Bell on 3/6/26 for reserving CCSO officer and placing info in One Stop.

15. Special Event-Kiwanis Christmas Parade

☞ [Kiwanis Christmas Parade Resolution.docx](#)

☞ [2026 Kiwanis Christmas Parade.pdf](#)

Councilman Ryan Knight made the motion to approve, on the condition that edits could be made to the Feb 2 and Feb 6, 2026, meeting minutes.

Councilman Brandon Ludwig provided the second.

Vote 5-0

Motion approved.

Sent packet to Drew Bell on 3/6/26 for reserving CCSO officer and placing info in One Stop.

16. C10- Amendment (No. 2024/2025-249 AM1) to Terminate a 2025 Interlocal Agreement with Clay County

☞ [KH Prior Interlocal re Lake Geneva Restoration 2425-249 AM1.pdf](#)

Councilman Ryan Knight made the motion to approve, on the condition that edits could be made to the Feb 2 and Feb 6, 2026, meeting minutes.

Councilman Brandon Ludwig provided the second.

Vote 5-0

Motion approved.

Committee Reports / Recommendations

17. Planning and Zoning Board Update-Dr. John Zeiser.

Dr. John Zieser was not present.

18. KHAA Board Update-General Eifert

☞ [KH City Council update 3-2-26 v5.docx](#)

☞ [KH City Council update 3-2-26 v5-1.docx](#)

KHAA Chairman, Major General (Ret) Eifert. He stated there is interest from different companies to bring business to the KHA. (attachments in agenda).

Consensus to support the upcoming National Drone Association(NDA) with up to \$10K in support. Send out Major General (Retired) Eifert's notes to the city council and post them in minutes. Councilman Lewandowski proposed that the city support the KHAA if they need county support to reduce Clay County's impact fees. City Attorney, Mr. Rich Komando, noted that impact fees cannot be reduced, but other incentives can be provided. Councilman Knight noted that we need to look at 3rd order impacts of potential future developments in our future revisions of the City Strategic Plan.

Action Items

19. City Ordinance 2026 618, Public Hearing-Smoking and Vaping Ordinance 2nd Reading

☞ [ordinance-2026-618-antismoking-and-vaping-12032025.docx](#)

This was a Public Hearing for the second reading of the City Ordinance 2026-618, No Smoking/Vaping in City Parks/Property.

Councilman Ryan Knight made a motion to read the ordinance by title.

Councilman Dan Lewandowski provided the second.

City Attorney Rich Komando read the ordinance by title.

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

Public Comment:

Ms. Valencia Johnson, a student from Orange Park High School, provided information on the dangers of secondhand smoke. She also presented positive information regarding adopting the ordinance.

Councilman Brandon Ludwig made a motion to approve ordinance 2026-618.

Vice Mayor Dave Welch provided the second.

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

20. Keystone Heights Airport Authority Board Seat 4 Appointment

☞ [Ryan Begue KHAA Application Seat 4.pdf](#)

☞ [Brian Stewart KHAA App Seat 4.pdf](#)

Mr. Kirkland did not reapply for the seat. He was praised for his contributions to the Airport and City over many years.

Vice Mayor Dave Welch made a motion to appoint Mr. Ryan Begue to the KHAA Board.

Councilman Brandon Ludwig provided the second.

The vote was 5-0, appointment was approved.

Mr. Ryan Begue was appointed by the Council for the May 2026- May 2029 term.

21. Keystone Heights Airport Authority Board Clay Seat Appointment

☞ [KHAA Board Applicant Scott Fryar.pdf](#)

☞ [KHAA Board Applicant LaTonya Peterson.pdf](#)

☞ [Hooks Board app.pdf](#)

☞ [Drago KHAA Seat Clay and Lease.pdf](#)

Mr. Fryar spoke about his passion for the airport but decided to withdraw his re-application.

He was praised for his contributions to the Airport and City over many years as a board member. Mr. Hooks and Ms. Drago spoke about their background and desire to be appointed. All council members discussed that it was a tough decision as both candidates present at the meeting would be excellent choices for the board.

Vice Mayor Dave Welch made a motion to appoint Ms. Susan Drago to the KHAA Board.

Councilman Brandon Ludwig provided the second.

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

Ms. Drago was appointed by the Council for the May 2026- May 2029 term.

22. Charter Review Commission Formation Delay

☞ [Charter Review Commission Application-2.pdf](#)

☞ [Charter Review App Dr. Robbins.pdf](#)

Charter Review Commission Formation Delay. Only two applicants, but they both already serve on the Planning and Zoning Board and are ineligible due to the state statute preventing dual office holding. City Council reached concurrence that all members would seek and encourage candidates to apply. The window will be held open until at least five eligible candidates have applied.

[23. Code Enforcement preventing boats, numerous motor vehicles, motor homes, and trailers parked in residential front yards and storage of unlicensed and inoperable vehicles on residential properties.](#)

Code Enforcement of boats, numerous motor vehicles, motor homes, and trailers in front yards. The city manager presented how these activities were not in compliance with city code; however, the city cannot proactively issue violation notifications, as we are a complaint-based code enforcement municipality. City Attorney Rich Komando summarized the code enforcement process and emphasized that we are complaint-driven by ordinance/code.

City Attorney Report

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

City Attorney Rich Komando did not have anything to report.

Council Comments

[25. Council Comments](#)

A) Councilman Ludwig proposed amending the fee schedule for local food trucks from \$250 for the first year to \$150. Council consensus on the reduction but defining the local area ranged from the greater Keystone Heights area, 32656 zip code, or 32566 and 32666 zip codes. Councilman Ludwig will submit this as an action item for the next meeting. Councilman Ludwig is now serving on the North East Florida Regional Planning Council and will be focusing on the Military Installation Readiness Review (MIRR) due to Camp Blanding and the Keystone Heights Airport assessment as part of the MIRR.

B) Vice Mayor Dave Welch did not have any comments.

C) Councilman Lewandowski summarized the February Budget and Finance Committee meeting and the need for a midyear budget amendment that will be presented to the City Council during a future council meeting.

D) Councilman Knight discussed the complexities of Septic to Sewer conversion in the city and the need to begin to educate our residents about the requirements and potential future costs. He offered to be the council lead for the effort and may write an article for publication in a local newspaper.

E) Mayor Rodenroth attended a meeting with a gentleman from Kuntz. It seemed very positive. She also attended a Florida League of City Mayors meeting. The meeting was about crisis management. She learned a lot from it.

She and Jamie Booth, City Manager, stated they met with representatives from the High School regarding the homecoming parade. They are going to the Clay County Sheriff's Office (CCSO), the principal of Keystone Heights High School, and the School Board for support to try to make a plan regarding having the homecoming parade in town again.

She attended the Lake Region Prosperity Partners (LRPP) Howard Wannamaker spoke. He explained the upcoming property tax bill.

She is working with the Career Technical Education (CTE), having mock interviews and meetings.

Adjournment

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

Mayor Nina Rodenroth adjourned the meeting at 8:40 pm.