



City of Keystone Heights City Council

Keystone Heights City Council Meeting Nov 17, 2025, 6pm

555 S. LAWRENCE BLVD. KEYSTONE HEIGHTS, FL 32656

Date: Nov 17 2025 (6:00 PM)

Call To Order

1. Call to Order-Mayor Nina Rodenroth

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

Invocation

2. Invocation

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

Pledge of Allegiance

3. Pledge of Allegiance

Vice Mayor Elston Kussler led the meeting in the pledge of allegiance.

Roll Call

4. Roll Call-James Booth, Interim City Manager

James Booth, City Manager, called roll.
Mayor Nina Rodenroth-present
Vice Mayor Elston Kussler-present
Councilman Dave Welch-present
Councilman Ryan Knight-present
City Manager James Booth-present
City Attorney Rich Komando-present
Councilman Dan Lewandowski-absent

Public Comments

5. Public Comments

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

Mr. Thornton addressed the council regarding feral cats within the City Limits. He feels they are out of control, and people are feeding them, making the situation worse. The City does not have a specific ordinance regarding feral animals. Mayor Nina Rodenroth stated she will look further into this issue, working with the Clay County Animal Control and Betsy Condon, County Commissioner.

Mr. Thornton addressed the council regarding the electric dirt bikes within the City Limits. He feels they are out of control and unsafe. The City does not have a specific ordinance regarding e-bikes and electric dirt bikes. James Booth, City Manager, explained that Clay County and the State of Florida are presently working on legislation regarding the e-bikes and electric dirt bikes. City Officials are watching closely as to the outcome of the current legislation, noting that the City of Keystone and CCSO may have the authority to enforce the laws once passed.

Amanda Thacker, 142 Deep Lake Trail, Melrose, FL 32666

Mrs. Thacker addressed the City Council regarding the special event, the 5 K Reindeer Trot. The run will take place on December 13, 2025. She explained that this is a scholarship run in honor of her niece. She explained they will be prepared and follow all of the guidelines the City of Keystone Heights has in place. She stated that Spikes and Spurs, her non-profit organization, hope to make this an annual event.

Consent Agenda6. C1 - Special Event Request – 5K Reindeer Trot

📎 [Event Letter 5K Reindeer Trot.pdf](#)

📎 [Dakota Brooke Thacker Obituary July 13, 2025 - Archer-Milton Funeral Home.pdf](#)

📎 [Thacker_special_event_application \(1\).pdf](#)

Vice Mayor Elston Kussler made a motion to approve consent agenda items.

Councilman Dave Welch seconded the motion.

The vote was 4-0. Motion approved.

7. C2 - Pavilion Rental Alcohol Request-William Forsythe

📎 [Pavilion Alcohol Request, William Forsythe.pdf](#)

Vice Mayor Elston Kussler made a motion to approve the consent agenda items.

Councilman Dave Welch seconded the motion.

The vote was 4-0. Motion approved.

Wendy Harris, Office Manager left a message for Mr. Forsythe informing him the pavilion alcohol request had been approved.

8. C3 - Approval of Minutes Keystone Heights City Council Special Meeting Sept 29, 25, 6pm 2nd budget Reading

📎 [Keystone Heights City Council Special Meeting Sept 29 2025 2nd Budget Reading.pdf](#)

Vice Mayor Elston Kussler made a motion to approve the consent agenda items.

Councilman Dave Welch seconded the motion.

The vote was 4-0. Motion approved.

9. C4 - Approval for: Museum, Welcome Center, and Parking Site Visit 5pm Minutes

📎 [museum, welcome center, and parking site visit Nov 3rd 5 pm.pdf](#)

Vice Mayor Elston Kussler made a motion to approve the consent agenda items.

Councilman Dave Welch seconded the motion.

The vote was 4-0. Motion approved.

10. C5 - September 2025 Financials

📎 [Sept 2025 Financials.pdf](#)

**Vice Mayor Elston Kussler made a motion to approve the consent agenda items.
Councilman Dave Welch seconded the motion.
The vote was 4-0. Motion approved.**

11. C6 - Chen Moore and Associates Agreement

[!\[\]\(c507f772dba2b921f86777f01218e570_img.jpg\) 01_CMA_Work Authorization No1_City of Keystone Heights_11142025.pdf](#)

**Vice Mayor Elston Kussler made a motion to approve the consent agenda items.
Councilman Dave Welch seconded the motion.
The vote was 4-0. Motion approved.**

12. C7 - ICE Agreement

[!\[\]\(a03a7eb2f4046e1d3c76772003e549ea_img.jpg\) Agreement-City of Keystone Heights-On Call Professional Services-10032025.pdf](#)

**Vice Mayor Elston Kussler made a motion to approve the consent agenda items.
Councilman Dave Welch seconded the motion.
The vote was 4-0. Motion approved.**

Action Items

13. SWAT-Students Working Against Tobacco

[!\[\]\(5361750c22c4e047a52f4eac1ec2d4cc_img.jpg\) TFC Tobacco-Free Parks & Beaches Presentation.pptx](#)

SWAT member and sophomore student from Orange Park High School, Valencia Johnson spoke with the City Council about the Tobacco Free Clay program. She explained the need for tobacco-free public spaces and parks within Clay County.

Tina Bullock presented a PowerPoint presentation regarding the need for the program. She asked the City Council to consider adopting the program.

City Attorney, Rich Komando, stated the City of Keystone Heights does not presently have an ordinance regarding tobacco use in public spaces and parks of the city.

It was decided to readdress the request at the January Meeting. The City Council approved the staff to work on an ordinance.

14. Public Hearing-FLUM, 200 Commercial Circle

[!\[\]\(2bae76de5ebbd5c4d7d47162f1673734_img.jpg\) Ordinance 2025-615 200 NE Commercial Circle FLUM - RC.docx](#)

[!\[\]\(b64b40baaee5acddc1eab8538ba84754_img.jpg\) Staff report FLUM - Commercial to Light Industrial.pdf](#)

[!\[\]\(84f47badaad7772cd95667a7c387a639_img.jpg\) 200 NE Commercial Circle - 1st Reading.pptx](#)

Mayor Nina Rodenroth opened the Public Hearing for the FLUM request for 200 Commercial Circle. She requested public comments, but there were none. She closed the Public Hearing. She then asked if there were any ex parte communications between Mr. Robert Mitchell and the City Council members.

Councilman Ryan Knight received an email from Mr. Mitchell on 9/24. He also rode past the property at 200 Commercial Circle.

Councilman Dave Welch received an email from Mr. Mitchell on 9/24. He also rode past the property at 200 Commercial Circle.

Vice Mayor Kussler has had no contact.

Mayor Nina Rodenroth received an email from Mr. Mitchell on 9/24. She also had a meeting with City Manager James Booth, Deputy City Manager Beau Wright, and Mr. Mitchell.

Ms. Janis Fleet, City Planner, presented a PowerPoint regarding the FLUM for 200 Commercial Cir. She explained the goal at this meeting is to move the process forward.

Mayor Nina Rodenroth asked for a motion to read the ordinance by title.

Councilman Knight made the motion. Councilman Dave Welch seconded the motion

Vote 4-0, Motion passed.

City Attorney Rich Komando read the motion by title.

Mayor Nina Rodenroth asked for a motion to move forward with the process for FLUM for 200 Commercial Circle.

Councilman Knight made the motion. Councilman Dave Welch seconded the motion

Vote 4-0, Motion passed.

Revisit at January City Council Meeting for 2nd reading.

15. Public Hearing-Rezoning, 200 Commercial Circle

[!\[\]\(248b91fcdac4810ffd15cf33fb6aec6f_img.jpg\) Staff report Rezoning - Commercial to Light Industrial.pdf](#)

[!\[\]\(899d8b7697d64725bf017d3296cfcf1b_img.jpg\) Ordinance 2025-616 200 NE Commercial Circle Rezoning - RC.docx](#)

Mayor Nina Rodenroth opened the Public Hearing for the rezoning request for 200 Commercial Circle. She requested public comments, but there were none. She closed the Public Hearing.

Ms. Janis Fleet, City Planner, presented a PowerPoint regarding the rezoning request for 200 Commercial Cir. She explained that the goal at this meeting is to move the process forward.

Mayor Nina Rodenroth asked for a motion to read the ordinance by title.

Councilman Knight made the motion. Councilman Dave Welch seconded the motion

Vote 4-0, Motion passed.

City Attorney Rich Komando read the motion by title.

Mayor Nina Rodenroth asked for a motion to move forward with the process for rezoning of 200 Commercial Circle..

Councilman Knight made the motion. Councilman Dave Welch seconded the motion

Vote 4-0, Motion passed.

Revisit at January City Council Meeting for 2nd reading.

16. Planning and Technical Assistance Grant Agreement

[!\[\]\(4c3510be7e062b88b134d9fe870478aa_img.jpg\) CONTRACT TEMPLATE- FY25-26_TA_Template.pdf](#)

[!\[\]\(9352cdb2fdfaf3ccfd4037374b35da5d_img.jpg\) Awarded - City of Keystone Heights Letter.pdf](#)

City Manager James Booth stated the City of Keystone Heights has been granted a \$60,000 Community Planning and Technical Assistance Grant from Florida Commerce to complete our Comprehensive Plan. We must enter a grant agreement with them to begin receiving the funds. The funds may be used for Staff and City Planner hours when working on the Comprehensive Plan.

Ms. Janis Fleet, City Planner, brought the grant application to the City Manager's attention.

Mayor Nina Rodenroth requested a motion for City Staff to enter into a grant agreement.

Councilman Dave Welch made the motion.

Councilman Elston Kussler seconded the motion.

Vote 4-0, Motion passed.

17. Charter Review Committee Nominations

[!\[\]\(a687e136caa4577106f3dd7ee20612b0_img.jpg\) City of Keystone Heights Charter.docx](#)

City Manager James Booth withdrew the action item. He did explain to the city council the importance of their providing a name for the committee of City residents to be on the Charter Review. Action will be readdressed at a later City Council Meeting.+

18. Heritage Commsision Recommendation for new Commission Member-Jen Samsel

[!\[\]\(dff16eb91fad07a22c76e16adcd431cc_img.jpg\) Jen Samsel HC Application.pdf](#)

Jennifer Samsel addressed the City Council regarding her nomination for Heritage Commission. She would be honored to serve.

Mayor Nina Rodenroth asked for a motion to appoint Ms. Samsel to the Heritage Commission.

Councilman Dave Welch provided the motion.

Councilman Elston Kussler seconded the motion.

Vote-4-0, motion passed.

19. Keystone Heights Airport Authority Board Member Nominee Mr. Frank Fields and Mr Matthew O'Berry

[!\[\]\(9f2db5f114305bb79d67a8373c30add3_img.jpg\) Airport Authority Application_Matthew O'Berry.pdf](#)

[!\[\]\(77403498e4353f26eeddb1f57cbd651a_img.jpg\) Airport Authority Application_Franklin Fields.pdf](#)

[!\[\]\(3ac848a704d4a9a04f8ad831916832b6_img.jpg\) AGENDA ITEM SUBMISSION FORM_KHAA Board Nomination_17NOV2025.docx](#)

[!\[\]\(aed01fb9cddb5c5ff97f976c4581b7ec_img.jpg\) Ordinance 2011-519.pdf](#)

Mr Matthew Oberry addressed the City Council regarding his application for the Keystone Heights Airport Authority Seat 1.

Mr. Franklin Fields addressed the City Council regarding his application for the Keystone Heights Airport Authority Seat 1.

Mr. James Booth, City Manager, explained the "Greater Keystone Heights 2011-519 ordinance.

Councilman Ryan Knight moved to appoint Mr. Franklin Fields to the Keystone Heights Airport Authority Seat 1.

Councilman Dave Welch seconded.

Vote 4-0, motion passed.

20. Vice Mayor Elston Speedy Kussler Resignation

[!\[\]\(2ee758176ead86272f1a27191ececa94_img.jpg\) Vice Mayor Kussler Resignation.pdf](#)

Vice Mayor Elston Kussler has tendered his resignation after relocating outside the city limits. He shared that it has been an honor to serve the residents of Keystone Heights. He noted that he greatly enjoyed working with the City Council and Staff, each of whom brought valuable skills and support when needed.

Mayor Nina Rodenroth expressed her appreciation for the hard work Vice Mayor Kussler contributed during his time as both a councilman and Vice Mayor. She wished him the very best in his future endeavors. Councilmen Welch and Knight thanked Vice Mayor Kussler for his service on the City Council. City Manager James Booth expressed his appreciation as well.

City Manager, James Booth, summarized the City Charter Requirements for the City Council to appoint a council member to Seat #5, until the next election. The City Attorney, Rich Komando, explained that the City Charter gives the council broad latitude in how they select their appointee. The City Council discussed an appointee. There was one public comment in favor of the appointed. Mayor Nina Rodenroth closed the public comment.

Councilman Ryan Knight motioned for Councilman Dave Welch to become Vice Mayor.

Councilman Elston Kussler seconded the motion.

Vote 3-0, motion passed.

Councilman Ryan Knight made a motion to appoint Brandon Ludwig to Seat 5, effective Dec.16, 2025.

Councilman Elston Kussler seconded the motion.

Vote 4-0, motion passed.

21. CRA Project Museum & Welcome Center

[!\[\]\(d738d5652e771ea67b6a507e1fd24ce6_img.jpg\) heritage-museum-2026-1\(3\).pptx](#)

The City Council approved for the City Manager and Staff to move forward with getting bids and plans for the CRA Museum and Welcome Center.

22. CRA Parking Areas

[!\[\]\(5eb1325dfdc3f1cad8426726c0db51cd_img.jpg\) parking-site-visit_workshop_03NOV25.pptx](#)

The City Council approved for the City Manager and Staff to move forward with getting bids and plans for the CRA City Parking Lots.

23. FDOT SR100 and SR21 Turn Lane Right of Way Acquisition Donation, Resolution, and Deed

[!\[\]\(950a62bbddad88d64435fd35607dfc42_img.jpg\) FDOT Right of Way Packet.pdf](#)

The City Council agreed to have the City Manager and the Mayor enter into an agreement with FDOT for a donation of land at the corner of SR 100 and SR 21. This will enable the much-needed turning lane project to move forward.

Motion made by Vice Mayor-Elston Kussler.

The second was made by Councilman Ryan Knight.

Vote 4-0 Motion Passed

24. Calendar Year 2026 Schedule

[!\[\]\(35dc653d59570f8f891c312eeece91a2_img.jpg\) 2026 City Calendar.pdf](#)

City Manager Jamie Booth presented the City Council with the 2025-26 City Calendar.

Councilman Dave Welch made a motion to approve.

Vice Mayor Elston Kussler seconded the motion.

Vote was 4-0, Motion Passed.

25. City Manager Contract

[!\[\]\(21226b58c700e5231ab98d27101bac58_img.jpg\) CM Employment Agreement November 2025 rk edits.doc](#)

The City Manager, James Booth's contract, was presented to the City Council.

The consensus was that Mr. Booth has been doing a fantastic job as interim City Manager and should be permanently hired as City Manager.

Vice Mayor Elston Kussler made the motion to approve.

Councilman Ryan Knight made the second.

The vote was 4-0, motion passed.

26. KH Centennial Time Capsule Creation & Dedication Support for FOKH

There was a discussion regarding placing a time capsule on December 31, 2025, commemorating the 100th anniversary of the City of Keystone Heights.

Councilman Dave Welch made a motion.

Councilman Ryan Knight provided a second.

The vote was 4-0, motion passed.

27. Waste Management Contract Issues

Jamie Booth, City Manager, discussed an issue with Waste Management. He found in the contract that Waste Management should not have been charging the City a monthly amount. Instead, the City had been paying Waste Management. He negotiated an agreement for Waste Management to pay back 50% of the payments in question. The payment will be \$19,400.

Councilman Dave Welch made a motion to approve.

Councilman Ryan Knight made a second.

Vote 4-0, motion passed.

Discussion Only

28. Discussions

Council Comments

29. Council Comments

Work in progress as we were having technical difficulties

City Manager Report

30. City Manager Report

City Manager, James Booth, stated that he had filed state legislative appropriations requests for:
Septic to Sewer (\$950K)
Nightingale Culvert repair (\$210K)
Consolidated Government Facility Feasibility Study (\$50K)
The City Manager thanked the staff for all of their efforts over the last 2 months.

City Attorney Report

31. City Attorney Report

Work in progress as we were having technical difficulties

Adjournment

32. Adjournment

Mayor Nina Rodenroth adjourned the meeting at 8:56 pm.