

## City of Keystone Heights City Council

### City of Keystone Heights Heritage Commission, January 20, 2026, 6pm

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 CLERK. SPEAKERS ARE RESPECTFULLY REQUIRED TO LIMIT THEIR COMMENTS TO THREE (3) MINUTES.  
THE CITY COUNCIL PROHIBITS THE USE OF CELL PHONES AND PAGERS WHICH EMIT AN AUDIBLE SOUND DURING ALL MEETINGS WITH THE EXCEPTION OF LAW ENFORCEMENT, FIRE AND RESCUE OR HEALTH CARE PROVIDERS ON CALL. PERSONS IN VIOLATION WILL BE REQUESTED TO LEAVE THE MEETING.

**"Please turn off cell phones"**

**Date: Jan 20 2026**

#### Call to Order

1. Call to Order-Chairwoman Murphy

Chairwoman Deirdre Murphy at 6pm.

#### Roll Call

2. Roll Call-James Booth, City Manager

City Manager James Booth called the roll.  
Commissioner Jenn Samsel-present  
Commissioner Kat Glenn-present  
Chairwoman Deirdre Murphy-present  
Co-Chairwoman-Kim Willis  
Commissioner Helen Hersey-absent

#### Pledge of Allegiance

3. Pledge of Allegiance-Deirdre Murphy Chairwoman

Chairwoman Deirdre Murphy led the meeting in the Pledge of Allegiance.

#### Approval of Minutes

4. Approval of Minutes

📎 [Keystone Heights Heritage Commission Meeting Minutes-11-18-2025.pdf](#)

**Kim Willis made a motion to approve the minutes.**

**Jen Samsell made a second.**

**4-0 all in favor, motion approved.**

#### Old Business

5. Christmas Wreath Project Debrief-November 22, 2025

Chairwoman Deirdre Murphy said we did a Christmas Wreath Project. The wreaths were placed in November and picked up in January. They are stored in the Public Works storage. There are a few wreath hangers still to pick up.

A receipt was submitted for additional hangers. MaryLou Hull was reimbursed.

6. Inventory Project Debrief-Saturday, January 17, 2026

The Commission worked on the inventory of historic items and artifacts. Their goal is to have all in climate-controlled storage. The Commission took photos of all of the items. Another goal is to be able to locate items using a database.

All items were inventoried in the KO Storage unit. It is ongoing; they would like to do an inventory quarterly.

#### 7. Keystone Heights State Historical Marker-Deirdre

The state historical marker is still in process. There is a backlog of the processing of the request. Chairwoman Murphy will update next month.

#### 8. REMINDER Festival at Gold Head Branch State Park-Saturday, January 31, 2026 9-3

Chairwoman Murphy and Co-chair Willis will attend the Yesterday Festival at Gold Head State Park on Jan. 31, 2026. It was discussed what items are needed from the staff.

\*\*Due to severe winter weather warning, it was decided not to attend\*\*

#### 9. Heritage Commission Facebook Page Update-Deirdre Murphy

Commission Kat Glenn provided an update on the status of the Facebook page. She will email the login/password to Chairwoman Murphy.

Please let her know if anything needs to be posted. It was discussed that we need to link the Facebook page and Instagram.

#### 10. Heritage Commission Board Application Revised on Website

📎 [Heritage Comm Application.pdf](#)

The Heritage Commission's application has been updated and is also available on the City's website.

#### 11. Plaque Application change-add fee of \$150.00 and change revision date to REVISED 2026- (Office Manager)?

📎 [HC building plaque app.pdf](#)

The Heritage Commission plaque application has been updated and is available on the City's website.

#### 12. Museum

There are five (5) functions of a museum.

1. Collection
2. Preservation
3. Research
4. Education
5. Exhibition

We are checking all of the boxes. Chairwoman Murphy visited the Flagler Beach Museum to learn as much as possible about our museum. Very important...lighting.

#### 13. Williams Plaque Delivered

The William's plaque was delivered. Chairwoman Murphy toured the location. She asked Mrs. Williams to consider placing the home on the next Heritage Commission Tour of Homes.

#### 14. KHHC-Budget Review

Chairwoman Murphy went over the budget from last year and this year.

Upcoming items to purchase/print

1. Tour of Home Brochures
2. Andy the Whooping Crane books (for 4th-grade field trip). We need permission from Ms. Christine Arnold.
3. Chautauqua Brochure/Newspaper ad.

City Manager Jamie Booth brought up the Clay County Tourism Grant. The decision is to move forward in attempting to obtain the grant.

## **New Business**

### 15. 4th Grade Field Trip April 23, 2026-see procedures

Chairwoman Murphy gave a synopsis of the 4th-grade field trip. It is time to begin planning.

### 16. Chautauqua Event-begin planning

The Chautauqua is on May 2nd and 3rd. We need speakers, musicians, and artists. The artifacts will need to be organized for the pop-up museum. We will need a few workshops.

The first workshop is Wed Feb 11th at 6:00. The Heritage Commission will take its own minutes.

### 17. Update Heritage Commission Brochures

There is a six-panel brochure. This is an overview. This needs to be redone prior to the Chautauqua and 4th Grade Field Trip.

### 18. Jenn proposing a photo album through the years (Jenn to expand on idea)

Jenn is leading the photo albums (creating and organizing the photos). It was agreed that everyone would take pictures at the different events. Jenn will make the albums.

## **Public Comments**

### 19. Public Comments

There were no public comments.

## **Announcements and Open Discussion**

### 20. Members Comments

Chairwoman Murphy explained the need for a nicer name tag. It was agreed that Wendy will work on this.

**Jenn Samsell made the motion to have Wendy purchase nice name plates.**

**Kim Willis seconded the motion.**

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

**Jenn Samsell is excited for the new year.**

**The new name plates are here!!**

### 21. Next Meeting: February 17, 2026, 6:00 pm

The next Heritage Commission Meeting is Feb 17th.

The workshop is Feb 11th.

## **Adjournment**

### 22. Adjournment-Deirdre Murphy, Chairwoman

Chairwoman Murphy adjourned the meeting at 6:40 pm.