

Heritage Commisison Meeting August 18 2026 6pm; Historic Pavilion

ANYONE WISHING TO ADDRESS THE HERITAGE COMMISSION REGARDING ANY TOPIC ON THIS EVENING'S AGENDA IS REQUESTED TO COMPLETE A CARD AND RETURN IT TO THE STAFF. 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 EXCEPT 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: Aug 18 2026 (6pm)

Call to Order

1. Call to Order-Chairwoman Murphy

Chairwoman Deirdre Murphy called the meeting to order at 6:06 pm.

Roll Call

2. Roll Call-James Booth City Manager: Jenn Samsel, Kat Glenn, Deirdre Murphy, Kim Willis, Helen Hersey

City Manager Jamie Booth called the roll:

Jenn Samsel-present

Kat Glenn-present

Chairwoman Deirdre Murphy-present

Vice Chairwoman Kim Willis-absent

Helen Hersey-present

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-July 13th 2026 minutes

📎 [Heritage Commisison June 16 2026 6pm Minutes.pdf](#)

Jenn Samsel made a motion to approve the minutes from the June 13, 2026 meeting.

Kat Glenn made a second to approve.

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

Public Comments

5. Public Comments

There were no public comments.

Old Business

6. State Marker update

Chairwoman Deirdre Murphy is working on the Historic State Marker. She has a copy of the original document that made Keystone Heights a town in 1925.

She will be sending the information in asap.

7. Inventory-ongoing updates to Kim

Chairwoman Deirdre Murphy updated the meeting on the status of the inventory list. It is a work in progress, but going fine.

8. Chautauqua New Banner received and in A/C storage unit-Inventory systems was updated (will send to Kim)

A new Chautauqua Banner was purchased for the 2027 Chautauqua. This should bring additional visibility to the event.

9. Chautauqua Article in the Discover Clay page 20. History of Keystone Heights page 17-19

There was a nice article in the Discover Clay newspaper. This should also add information to the public for the Chautauqua Event in 2027.

10. Round Table Discussion-Jenn has made a tape available for all participates/Helen can you provide names and contact info to Jenn to forward

Jenn Samsel and Helen Hersey will work on identifying the speakers at the round table event during the 2026 Chautauqua. Jenn Samsel has made tapes for each speaker.

11. Pie Contest-Debrief 2026 (see attached) stored items updated in the inventory system. (Kim will send out)

The Pie Contest Debriefing was discussed. There is an attachment to the agenda.
The Pie Contest went well. Some necessary changes may be addressed by holding the pie-baking contest in the historic pavilion.
The Commission will have contestants label their dishes.

12. Boo on the Blvd- Do we want to have a table?

There was a discussion about hosting a table for Boo on the Blvd. The final thoughts were to add handouts to the Friends of Keystone's table. Chairwoman Deirdre Murphy will speak with the Friends of Keystone at their next meeting.

13. Embosser-Photos and size of item emailed to Custom Embossers for quote

Chairwoman Deirdre Murphy has sent the information for repairing the embosser to a company that does repairs. She will update the costs when she receives them.

14. Pop up Museum-order for easels given to Wendy for International Description of Items

The acrylic easels have arrived and are in the Office Manager, Wendy Harris' office.

15. Photo Album-Jenn update

No update at this time.

16. Facebook Page-Kat Update

Kat Glenn is doing a great job with the social media. She was able to use AI to generate a facebook/Instagram post for the Clay County Historic Society's talk at the library.

New Business

17. Historic Plaque Requested-Morgans

**Jenn Samsel made a motion to approve the application for the Morgans' Historic Plaque.
Kat Glenn made the second.
Vote 4-0, all in favor; motion passes.**

18. BUDGET

The Heritage Commission's budget was discussed. They felt it would be vital to use the funds left from this fiscal year to acquire things needed for the 2026-2027 fiscal year.

City Manager Jamie Booth went over the different scenarios with the Homestead Property Tax bill and how it will affect future budgets. He requested the Commission send him a zero-based budget ahead of budget approval in September.

19. Christmas Wreath Project-Date to Distribute Friday, need to order items and repair/replace

The Heritage Commission will check the shape of the Christmas Wreaths. It was agreed that they purchase another 10-15 wreaths and accessories.

Jenn Samsel moved to approve the purchase of additional wreaths.

Kat Glenn provided a second.

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

20. CLG Annual Report for 2026-2027

Chairwoman Deirdre Murphy will work with city staff to fill out the form when it is time.

21. Historic Events Throughout Clay County

Chairwoman Deirdre Murphy discussed upcoming events. She will be at Club Continental on Aug 24 for a historic curriculum to be recorded for school students. She stated she felt the lakes/resort was a draw at the beginning of the Town of Keystone Heights. She then stated she felt Camp Blanding provided infrastructure for better roads for travel to Keystone Heights.

She expressed the importance of AI identification on historic documents.

August 24, 2026, at 8 pm on the WUFT PBS channel will be a show focusing on Clay County. Keystone Heights will be focused on as well.

On Dec 11, from 5-8 will be a Clay County Historical Society Christmas Party in the Historic Pavilion. All are welcome; please bring a dish.

22. Tour of Homes 2026-update Kim/Deirdre

Chairwoman Deirdre Murphy discussed the upcoming Tour of Homes 2026. Vice Chairwoman Willis will be heading up the event. She stated the Keystone Woman's Club receives the proceeds from the ticket sales. She would like to discuss them assisting with the costs of publishing the brochures in the future.

They would like to have a 'mini pop-up museum in the historic to start the tour of homes. This also would be great advertising for the Chatuagua.

23. CRA-Facade Grants-Jamie Booth, City Manager

Chairwoman Deirdre Murphy explained the CRA facade grants. She presented the meeting with historic colors for the paint colors for the businesses. We do not have an exact monetary amount for the CRA grants at this time. She requested that Kat Glenn work on AI presentations on how the businesses would look with certain historic colors and awnings.

24. Museum Business Plan-Jamie Booth, City Manager

City Manager Jamie Booth would like the Heritage Commission to move forward with the business plan for the Museum. This is a requirement of the strategic plan.

Member Comments

25. Members Comment

Jenn Samsel is excited about Boo on the Blvd and the Tour of Homes.

Kat Glenn had no comment.

Helen Hersey is excited about the museum.

Chairwoman Deirdre Murphy feels everyone is doing a great job.

Next Meeting

[26. September 22, 2026 6pm](#)

The next meeting is Sept. 22, 2026 6 pm.

Adjournment

[27. Adjournment, Deirdre Murphy, Chairwoman](#)

Chairwoman Deirdre Murphy adjourned the meeting at 7:45 pm.