

## City of Keystone Heights City Council

### Heritage Commission March 17, 2026 6 pm

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: Mar 17 2026 (6 pm)**

#### Call to Order

1. Call to Order-Co-Chairwoman, Kim Willis

Kim Willis, Co-Chairwoman, called the meeting to order at 6:00 pm.

#### Roll Call

2. Roll Call-Jenn Samsell, Kat Glenn, Chairwoman Deirdre Murphy, Co-Chairwoman Kim Willis, Helen Hersey

Jamie Booth, City Manager, called the roll.  
Jenn Samsell-present  
Kat Glenn-present  
Deirdre Murphy, Chairwoman-absent  
Kim Willis-Co-Chairwoman-present  
Helen Hersey-present (arrived a few minutes late).

#### Pledge of Allegiance

3. Pledge of Allegiance-Vice Chairwoman Kim Willis

Co-chairwoman Kim Willis led the meeting in the Pledge of Allegiance.

#### Approval of Minutes

4. Approval of Minutes-Heritage Commission February 17, 2026

📎 [Heritage Commission Minutes, Meeting Feb 17, 2026.pdf](#)

**Kat Glenn made a motion to approve the minutes from the Heritage Commission meeting on Feb 17, 2026**

**Jenn Samsell made a second to approve.**

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

#### Public Comments

5. Public Comments

There were no public comments.

#### Old Business

6. A. State Marker-in process

State Marker is still in process.

#### 7. B. 4th GRADE FIELD TRIP

A special thank you to City Staff member Michele Murphy for organizing the "gift bags" for the 4th-grade field trip.

#### 8. Information for each "STATION" has been disseminated to the members

Everyone is aware of the station they will be overseeing.

#### 9. Fort 11-Dr. John Zieser has agreed to continue this year with his role at Fort 11 Station and bring cannon.

Dr. John Zieser has agreed to bring the cannon and represent Fort 11.

#### 10. Goodie bags for the students have been ordered, received and assembled.

The bags need the pamphlets and the pencils.

#### 11. Need to add pencils and 6 panel brochurs to bags once copies have been made (see status from Jenn on 6 panel).

Chairwoman Diedre Murphy has the bags at her home.

#### 12. Water will be provided by "Friends of Keystone Heights, Inc." shold school not provide.

Friends of Keystone voted to provide the bottled water for the 4th-grade field trip.

#### 13. Crosswalk Volunteers-Mary Lou Hull and Joni Huff.

Mary Lou Hull and Joni Huff are volunteering for the crosswalk.

#### 14. Original Embosser will not be used by students and 2 replicas will be ordered by staff-Deidre will provide website.

Chairwoman Diedre Murphy will provide the website to Wendy Harris to order an additional embosser.

#### 15. Need 300 sheets of paper cut in half for students to create seal from Historic Inn-ask if city has a paper cutter-paper cost will come from our budget.

The city has a paper cutter for use by the Commission.

#### 16. Follow up with City if we are on the schedule for Gazebo and walkway to be power washed?

Beau Wright, Deputy City Manager, confirmed the pressure washing is on the schedule.

#### 17. INVENTORY

#### 18. Items moved from public works and cemetary to KO Climate Controlled storage unit.

Dierdre Murphy, Chairwoman moved the inventory.

#### 19. Inventory updated-Need to create a data base

There is a need for a database for the inventory. There were no decisions made at this time.

#### 20. CHAUTAUQUA

#### 21. 2 replica pillars of original entrance to the city has been moved to Keith's for touch up.

The replica pillars are at Keith Huff's home for painting. The pillars will be at the front of the pavilion during the Chautauqua.

22. Speakers need assigned time-working around ideal time for round table event (Helen to provide).

Helen Hersey stated the round table will begin at 11:00 am.

23. Plein Air Artists-contacted

The Plein Air Artists have been contacted.

24. Posters/Flyers for event completed.

Posters and flyers are completed for the event.

25. Need to complete daily program\*\*\*\*\*

This will be completed as soon as the times are set.

26. Photo Album Update-Jenn will update.

Jenn Samsell will print additional photos.

27. FaceBook-Kat will update.

Kat Glenn will post a few of the older posts with photographs a few times a week.

**New Business**

28. New Business

There was no new business presented.

**Member Comments**

29. Members Comments

Jenn Samsell-She has contacted the CCFRD to set up a truck and a possible table at the Chautauqua. She will also contact CCSO to join.

Kat Glenn-Her and Jenn Samsell will work on connecting to Instagram.

Kim Willis-no additional comments.

Helen Hersey-no additional comments.

**Next Meeting**

30. Next meeting: Tuesday April 21, 2026, 6:00 pm at Keystone Heights City Hall

The next meeting is April 21, 2026, at 6 pm in City Hall.

**Adjournment**

31. Adjournment-Kim Willis, Co-Chairwoman

Kim Willis-Co-Chairwoman adjourned the meeting at 6:24.