

City of Keystone Heights City Council

Heritage Commission Meeting 11/18/25 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: Nov 18 2025 (6:00 PM)

Call to Order

1. Call to Order-Chairwoman Murphy

Chairwoman Deirdre Murphy called the meeting to order at 6:00 pm.
She welcomed Jennifer Samsel to the commission.

Roll Call

2. Roll Call-James Booth, Interim City Manager

Chairwoman Deirdre Murphy-present
Co-chairwoman Kim Willis-present
Commissioner Jenn Samsel-present
Commissioner Kat Glenn-absent
Commissioner Helen Hersey-absent
There is a quorum for voting.

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 10/21/2025

📎 [keystone-heights-heritage-commission-meeting-102125-6pm_agenda_packet-2.pdf](#)

10/21/25 Heritage Commission meeting minutes were approved.

Kim Willis made the motion.

Jenn Samsel added the second.

Vote 3-0 motion approved.

Old Business

5. REMINDER Christmas Wreath Project-Next Saturday, November 22, 2025 9:00 am to ?

The Heritage Commission will place a Christmas Wreath on the doors of the Keystone Heights businesses.
This will take place on Saturday, November 22, 2025, at 9:00 am.

6. REMINDER KHHHC Inventory Project-Saturday, January 17, 2026 9-12

Reminder to the group that they are going to do an inventory on January 17th from 9-12.

[7. Keystone Heights State Historical Marker-Deirdre](#)

There is no additional information at this time.

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

The festival at Gold Head will be discussed at the next meeting.

[9. Heritage Commission FACEBOOK Page-Update](#)

Commissioner Kat Glenn will be heading up the new Heritage Commission Facebook page. The staff is working to remove the historic information from the old page to a shared drive.

[10. Tom Parham-Introduction Letter-Completed and emailed to Mr. Parham on city letterhead](#)

📎 [SIGNED LETTER OF INTRODUCTION PARHAM_0001.pdf](#)

The letter introducing Tom Parham has been created and sent to him. This is regarding the Fort 11 project.

[11. Mural-Ribbon Cutting-All Members Present-Thank you](#)

The Mural Ribbon Cutting was a beautiful event. All members were present.

[12. Kim and I met for business plan/mkt plan for Chautauqua report.](#)

Co-Chairwoman Kim Willis and Chairwoman Deirdre Murphy met to work on a business plan for the Chautauqua. Chairwoman Murphy has begun the report.

[13. HC tee Shirt Ordered](#)

The Heritage Commission Shirts for new members have been ordered.

[14. A. Revise Heritage Commission Board Application-Revised](#)

Chairwoman Deirdre Murphy has revised the Keystone Heights Heritage Commission Application to better reflect the needs of the commission.

New Business

[15. Walking Tour with City Manager and City Council for Museum site location](#)

The Heritage Commission members, Chairwoman Murphy and Co-Chairwoman Willis, participated in a walking tour with the Keystone Heights City Council. The tour started at the old Public Works site and continued to different city owned property, which may be used for additional parking.

[16. Plaque Application change-need to add fee to form and website \(discussion , vote\)](#)

Chairwoman Murphy and Wendy Harris will work together to update the process for the historical plaque application.

Chairwoman Deirdre Murphy explained the issue with the Williams Historical plaque. It was not presented to them that they would have to pay for the plaque.

Kim Willis made a motion for the Heritage Commission to cover the costs of the William's Historical Plaque.

Jenn Samsel seconded the motion.

The vote was 3-0; the motion was approved.

17. CLG Report completed

Chairwoman Dierdre Murphy and Wendy Harris completed the CLG form and added the requested submissions.

Adjournment

18. Next Heritage Commission Meeting is January 20, 2026 6:00 pm City Hall, Keystone Heights, FL

The next Heritage Commission Meeting is Jan 20, 2026.

19. Adjournment-Deirdre Murphy, Chairwoman

Chairwoman Murphy adjourned the meeting at 6:32 pm.