

City of Keystone Heights City Council

Heritage Commission Sept 16,2025, 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: Sep 16 2025 (6pm)

Call to Order

1. Call to Order-Chairwoman Murphy

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

Roll Call

2. Roll Call-James Booth, Interim City Manager

Interim City Manager call roll.
Chairwoman Deirdre Murphy-present
Co-Chairwoman Kim Willis-present
Kat Glenn-present
Helen Hersey-absent

Pledge of Allegiance

3. Pledge of Allegiance-Deirdre Murphy Chairwoman

Chairwoman Deirdre Murphy led the attendees in the pledge of allegiance.

Approval of Minutes

4. Approval of Minutes Aug 19, 2025

📎 [Aug 19, 2025 HC meeting minutes.pdf](#)

Co-Chairwoman Kim Willis motioned to approve minutes from August 19th minutes with the corrects of Ms. Hersey's name and the date for Chautauqua.
Ms. Kat Glenn second the motion.
All were in favor.

Old Business

5. 4th of July Pie Contest-Debrief/Comments

Formal written debrief was sent to Interim City Manager, James Booth.

6. Chautauqua-Debrief/Comments

Formal written debrief was sent to Interim City Manager, James Booth.

7. Keystone Heights Elementary School Field Trip/Debrief/comments

Formal written debrief was sent to Interim City Manager, James Booth.

8. KHHHC Inventory Project (Set date to inventory items and move to A/C storage

KHHHC Inventory Work Day-January 17,2025 9:00 to 12:00.

9. Status on Plaque for Cadman House (Invoice mailed)

Mrs. Tiffany Coleman is in process of sending out invoice.

10. Christmas Wreath Project-Nov 22, 2025

Christmas Wreaths will be organized and placed on November 22, 2025. They will be stored in climate control after holidays.

11. YesterYears Festival at Gold Head Branch State Park-Deirdre

Chairwoman Deirdre Murphy will be setting up table on Jan 31, 9-3 with handouts and flyers.

12. 4th Grade Field Trip April 23, 2026

Keystone Heights Elementary are on board for field trip. No word from McRae.

13. Chatauqua Event and Pop Up Museum Sat/Sun May 2-3, 2026

Chautauqua Event will need speakers and artists invited.

14. TOUR OF HOMES-2026, Dec 5,2026

Six historic homes will be needed for the tour of homes event.

15. Mural Project Update

Ribbon cutting ceremony is tentatively set for Oct 18, 2025.

16. Fort 11-Update

Chairwoman Deirdre Murphy is working with a couple individuals for a historic marker to be placed for Fort 11. The City will need to decide on the location for the marker. Must have parking nearby.

New Business

17. Business Plan for Museum in support of City Strategic Plan

🔗 [Keystone Heights Strategic Plan - 2025 - FINAL.pdf](#)

Chairwoman Deirdre Murphy and Co-chairwoman Kim Willis will work together to develop business plan for museum. Ms. Willis will take the lead.

18. Develop Marketing plan for Chautauqua for Strategic Plan

🔗 [Keystone Heights Strategic Plan - 2025 - FINAL-1.pdf](#)

Chairwoman Deirdre Murphy and Co-chairwoman Kim Willis will work together to develop marketing plan for Chautauqua event. Ms. Willis will take the lead.

19. New Plaque application

New plaque application was received by Rebecca Williams.

20. Heritage Commission Procedural Manual

The new Heritage Commission Manual is greatly appreciated. Thanks to the City Hall Staff for taking care of the project.

Public Comments

21. Public Comments

No public comments.

Adjournment

22. Adjournment-Deirdre Murphy, Chairwoman

Member discussion:

Co-chairwoman Kim Willis would like the Sunshine law and Ethics training on the next meeting's agenda. James Booth, Interim City Manager stated the importance of the training classes.

Kat Glenn would like to get started on the social media for Heritage Commission. Ms. Murphy will facilitate getting Ms. Glenn in contact with Ms. Christine Arnold.

Chairwoman Deirdre Murphy adjourned the meeting at 6:37 pm.

Announcements and Open Discussion

23. October 21, 2025, 6:00 pm City Hall, Keystone Heights, FL