

## City of Keystone Heights City Council

### Keystone Heights Heritage Commission Meeting 10/21/25, 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: Oct 21 2025 (6:00 pm)**

#### Call to Order

1. Call to Order-Chairwoman Murphy

The meeting was called to order by Chairwoman Deidre Murphy at 6:00 pm.

#### Roll Call

2. Roll Call-James Booth, Interim City Manager

James Booth, Interim City Manager, called roll:  
Chairwoman Deidre Murphy-Present  
Co-Chairwoman Kim Willis- Present  
Commissioner Kat Glenn-Present  
Commissioner Helen Hersey -Absent  
Interim City Manager-James Booth-Present

#### Pledge of Allegiance

3. Pledge of Allegiance-Deidre Murphy Chairwoman

Chairwoman Deidre Murphy led the group in the pledge of allegiance.

#### Approval of Minutes

4. Heritage Commission Meeting Minutes Sept 16, 2025

The minutes from the Sept 16, 2025, meeting were approved.  
Kim Willis made a motion to approve.  
Kat Glenn seconded the motion.  
All were in favor 3-0.

#### Old Business

5. A. Pavilion Rental Applications for Chautauqua and Pop-Up Museum Event, the Keystone Elementary 4th grade field trip, and Historic Tour of Homes has been completed and emailed to administration to secure the pavilion dates.

The applications have been processed and the calendars are blocked for the Heritage Commission events.

[6. B. KHHC Inventory Project-Saturday January 17, 2026 \(9:00 am to 12:00pm\)](#)

The inventory project is still on target.

[7. C. Status on Plaque for Cadman House \(Invoice/Paid\)?](#)

A second invoice has been mailed to Lisa Kanos.

[8. D. Keystone Heights State Historical Marker](#)

Chairwoman Deirdre Murphy is working with Tallahassee. She stated we are moving right along with the approvals needed for the Keystone Heights Historic Marker.

[9. E. Christmas Wreath Project-November 22, 2025 \(9:00 am to ?\)](#)

The Christmas Wreath Project was discussed. There will be a need to fluff the wreaths prior to delivering to local businesses.

[10. F. YesterYears Festival at Gold Head Branch State Park-Application completed and emailed to sponsor.](#)

The application to attend the YesterYears Festival has been submitted.

[11. G. Heritage Facebook page-Update](#)

Kat Glenn and Wendy Harris will work on retrieving historic documents from the original Facebook page. The decision has been made to start a new page, Keystone Heights Heritage Commission Facebook Page.

[12. H. Mural Update-Ribbon Cutting-Friday, October 31st, 2025 3:00 pm](#)

The ribbon cutting ceremony for the mural will be at 5:30 on October 31st, 2025.

[13. I. Kim and Deirdre to set the date for business plan/mkt plan for Chautauqua.](#)

Commissioner Kim Willis and Chairwoman Deirdre Murphy will work on the business plan for the Chautauqua event first. They will have a workshop after the November 3rd, City Council Museum Site Visits.

[14. J. Williams Plaque application-ordered plaque-120 NWS Citrus Avenue-C. Ray Lawrence House.](#)

The plaque for the J Williams house has been ordered.

[15. K. Fort 11 \(see write up\) location conference sent to CCPB](#)

📎 [Fort 11.pdf](#)

See Public Comments.

[16. Business Plan for Museum in support of City Strategic Plan](#)

Commissioner Kim Willis and Chairwoman Deirdre Murphy are going to begin with the Chautauqua Event/business plan. They will schedule the museum business plan workshop in the future.

**New Business**

[17. A. Revise Heritage Commission Board Application-Discussion](#)

Chairwoman Deirdre Murphy presented changes to the Heritage Commission Board application. There were suggestions made. Ms. Murphy will work on the revised version.

#### 18. B. Grant applications for events-discussion-who would like to head this up?

There are 2 types of grants that may be available for the museum project. Chairwoman Deirdre Murphy and Interim City Manager James Booth discussed the different options. We will continue to gather information in regards to the grants.

#### 19. C. Order HC Black tee for Kat

Wendy Harris will order the T-shirt for Commissioner Kat Glenn.

#### 20. New applicant for Heritage Commission

📎 [Jen Samsel HC Application.pdf](#)

The board voted to approve recommendation of Jan Samsel for the Heritage Commission to the Keystone Heights City Council.

Kim Willis made the motion.

Kat Glenn provided the second.

All voted in favor 3-0.

#### 21. New applicant for Heritage Commission/volunteer, Matthew O'Berry

📎 [O'Berry HC app volunteer.pdf](#)

The board will be happy to have Mr. Matthew O'Berry volunteer for future events.

### **Announcements and Open Discussion**

#### 22. Next Meeting: Nov 18, 2025 City Hall, Keystone Heights, FL 32656

##### **Public Comments**

Mr. Thom Parham spoke in regards to Fort 11. He is an accomplished historian. He believes Fort 11 has been found around Jasmine Street and Shady Lane. He was able to investigate with a metal detector in various locations. He ran into resistance with a few homeowners who were fearful of eminent domain. Mr. Parham would like a letter introducing him as a historian. He feels this letter will assist him in moving forward with the homeowners.

Chairwoman Deirdre Murphy will write a letter, and she will send it to Wendy Harris, who will have Rich Komando, City Attorney, review and approve.

Co-chairwoman Kim Willis made a motion to approve.

Commissioner Kat Gleen provided the second.

All were in favor, 3-0 motion approved.

Kat Glenn provided the second.

Motion approved: 3-0, all in favor.

##### **Next meeting:**

The next meeting is on November 18, 2025, at 6:00 pm.

##### **Adjournment**

Chairwoman Deirdre Murphy adjourned the meeting at 6:50 pm.