

City of Keystone Heights City Council

Keystone Heights Heritage Commission Meeting Agenda Aug. 19, 2025

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: Aug 19 2025 (6:00 PM)

Call to Order

1. Call to Order-Chairwoman Murphy

Chairwoman Murphy called the meeting to order at 6:07pm.

Roll Call

2. Roll Call-James Booth, Interim City Manager

Interim City Manager called roll:
Chairwoman-Deirdre Murphy-present
John Silva-absent
Kim Willis-present
Helen Hersey-present
Kat Glenn-present

Pledge of Allegiance

3. Pledge of Allegiance-Deirdre Murphy Chairwoman

Chairwoman Murphy led the attendees in the pledge of allegiance.

4. Welcome New Member Kat Glenn

New member Kat Glenn was welcomed.

5. Change Heritage Commission Chair

Kim Willis motioned to make Deirdre Murphy Chairwoman of the Heritage Commission.
Helen Hersey second the motion.
All were in favor 4-0; motion carries.
Helen Hersey motioned to make Kim Willis Co-chairwoman of the Heritage Commission.
Kat Glenn second the motion.
All were in favor 4-0 motion carries.

Approval of Minutes

6. Approval of Minutes June 17, 2025

🔗 [HC June 17th minutes.pdf](#)

Kim Willis motion to approve minutes from June 17, 2025, Heritage Commission.
Helen Hersey second motion.
All were in favor, motion carried 4-0.

Old Business

7. A. 4th of July Pie Contest-Overview and Recommendations

The July 4th, 2025 Pie Eating Contest went well. They Heritage Commission will provide staff with diagram for July 4th, 2026 to improve on the contest.

8. B. Showbox Project (Commemorating Firefighters and Police Officers)

Shadowbox Project went well on July 4th, 2025. John Silve recognized as doing a wonderful job.

9. C. KHHC Inventory Project (See Inventory List)

Inventory is completed for the artifacts of the Heritage Commission. Items have been moved to storage unit.

10. D. Heritage Museum (in the KH Strategic Plan)

Heritage Commission has completed parts of the Strategic Plan. They will work with Interim City Manager, James Booth to complete status.

11. E. Status on Sunshine Law for all members

All members must complete Sunshine Law education. Staff will send out link to members.

12. F. Status on Plaque for Cadman House (Invoice/Paid)?

Chairwoman Murphy will get with the Cadman's to acquire payment for plaque.

13. G. Boo on the Boulevard

Heritage Commission will not have photo booth on Oct 31, 2025, for Boo on the Blvd.

14. H. Keystone Heights State Historical Marker-Deirdre

Chairwoman Murphy is continuing to work on the Keystone Heights State Historical Marker.

New Business

15. A. Christmas Wreath Project-Place n businesses 1 week prior to Thanksgiving

Members will meet to beautify existing wreaths. They will distribute the wreaths on November 22, 2025 (weekend before Thanksgiving).

16. B.YesterYears Festival at Gold Head Branch State Park-Interest from Board?

This item was moved to next meeting for further discussion.

17. C. CHAUTAUGUA Event and POP-UP MUSEUM (DATE)

Chautaugua was planned for May 2nd and 3rd of 2026.

18. D. 4th Grade Field Trip (Date)

Chairwoman Murphy contacted MaCrae Elementary to offer 4th grade field trip participation. The date will be set at a later date, once Keystone Elementary is notified.

19. E. TOUR OF HOMES-2026 (date)

The 2026 Tour of Homes date was set for Dec. 5th 2026.

[20. F. Heritage Commission FB Page](#)

Kat Glenn volunteered to head up the Heritage Commission Facebook page.

[21. G. Volunteers-Suggestions?](#)

The Heritage Commission will look at their lists and send an email to residents who showed interest in volunteering. The Heritage Commission Associates form will be set up to give to residents. As well as notification on the electronic sign.

[22. H. Mural](#)

The mural on the side of Keystone Gifts and Guns is a the halfway point.

[23. I. City Staff, who to call](#)

The Heritage Commission members will call Wendy Harris, Office Manager, for any administrative assistance. If she is unreachable, they will reach out to James Booth, Interim City Manager.

Public Comments

[24. Public Comments](#)

[25. Members Comments](#)

Adjournment

[26. Adjournment-Deirdre Murphy, Chairwoman](#)

Chairwoman Murphy adjourned the meeting at 6:53 pm.