



City of Keystone Heights

555 South Lawrence Blvd
Keystone Heights, Florida 32656
352.473.4807 Off 352.473.5101 Fax

Heritage Commission Agenda
September 19, 2023
10:00 AM



I. Call to Order

- Welcome and Opening Remarks
- Roll Call

II. Approval of Previous Meeting Minutes

- Vote to approve the minutes of the August 15, 2023, meeting

III. Old Business

- Discussion and updates on old business items, including:
- Associate Members Appreciation Luncheon

IV. New Business

- Update on the Keystone Heights City Heritage Commission Directories Project Database
- Archiving and Inventory of Historically Significant Items
- Boo on the Boulevard Event

V. 2023-2024 Budget Planning

- Discussion of projects for the upcoming budget year
- Heritage Museum Proposal Presentation and Discussion

VI. Public Comment

- Open the floor for public comments

VII. Upcoming Events

- Boo on the Boulevard (October 28)
- Distributing Christmas Wreaths

VIII. Adjournment

- Next Meeting Date and Time: October 17, 2023, at 10:00 AM
- Next Meeting Location: Keystone Heights City



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Heritage Commission Minutes
August 15, 2023
10:00 AM



I. Call to Order: 10:00 am

II. Roll Call: Present: Chair C. Arnold, Co-Chair D. Murphy, Ms. H. Hersey, Ms. K. Nagel
Absent: Co-Chair K. Collins

III. Pledge of Allegiance

IV. Approval of Previous Meeting Minutes

Motion Made by Co-Chair D. Murphy and seconded by Ms. K. Nagel to Approve the June 20, 2023 Minutes. Passed 4:0

V. Old Business:

- A. Update on KHHC directories project database - Co-Chair Murphy stated the issue is that the city is supposed to handle the database, but due to the recent turnover with staff, she is not sure if everyone is on the same page to getting it accomplished.

VI. New Business:

- A. Archiving and Inventory: Discussion on archiving and creating an inventory of historically significant items - Scheduled for a workshop for September meeting.
- B. Future Projects for 2023-2024 Budget: Discussion of projects planned for the upcoming budget year. – Projects planned are the museum, field trip, mother’s day tour, student tour, and yesteryears.
- C. Heritage Museum Proposal: Presentation and discussion of the proposal. - Co-Chair Murphy went to the Budget and Finance meeting and gave all a copy of the packet to understand proposal before the council meeting to understand and explain layout and design. City manager stated that there is a little more involved such as a slab, insurance, etc. City Manager will get back for next steps.
- D. KHHC Appreciation Reception Planning and Discussion: Planning and discussion for the appreciation reception scheduled for September 23, 11 AM to 1 PM at the Keystone Heights historic pavilion. - Co-Chair Murphy stated there was \$1035.64 left in the budget. She suggested using the \$1,000.00 for the City to have a plaque, for the county plaque application. They will ask Lynn if the balance roll over to the next fiscal year? Chair Arnold suggested using the remaining funds to fix and purchase wreaths.

VII. Public Comment: None

VIII. Upcoming Events:

- A. KHHC Appreciation Reception: Scheduled for September 23, 11 AM to 1 PM at the Keystone Heights historic pavilion. – Chair Arnold stated the reception invitations need to go out and suggested using Orange Blossom for the luncheon. Need to see if the Pavilion is available.

Motion Made by Co-Chair D. Murphy and seconded by Ms. K. Nagel to use other local restaurants such as Orange Blossom for Heritage Commission events. Passed 4:0



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- B. Christmas Tour of Homes: Planning for the 2023, 2024, and 2025 tours. – The In-home tour will be in 2024 around Christmas. Co-Chair Murphy suggested 5-6 people in at a time to tour through the home in a certain format. Will need the help of the associates.

- C. Boo on the Boulevard: Discussion and planning for the event. - Chair Arnold suggested putting table at her house to pass out candy. Co-Chair Murphy agreed it would be good to have presence and suggested hand out flyers along with candy.

Motion Made by Co-Chair Murphy and seconded by Ms. K. Nagel to have a Heritage Commission table at the Boo on the Boulevard Event. Passed 4:0

- D. Yesteryears Festival at Goldhead Branch State Park: - Karen Nagel will be there and will have the banner, pamphlets, and display. Chair Arnold stated the biggest thing during that event is looking for old photos.

IX. Status Updates:

- A. Community Christian Church Plaque: Update that the plaque for Community Christian Church has been delivered. – They received their plaque and will be sending out invitations to event which will be Sept 10th in the building behind the church.

X. Next Meeting Date and Time: The next meeting will be on September 19, 2023, at 10 AM at City Hall in Keystone Heights, Florida, with a workshop immediately following. - Going to have workshop to do inventory, archive things that won't be on display. Chair Arnold will talk to the county to see if they want a presence there.

XI. Meeting Adjourned: 10:30 am

