

# Keystone Heights Heritage Commission

## Minutes

June 20, 2023

10:00 a.m.

Keystone Heights City Hall

**Call to Order:** 10:00 am

### **I. Welcome**

### **II. Roll Call –**

Present: Chair C. Arnold, Co-Chair K. Collins, Co-Chair D. Murphy, Ms. H. Hersey (10:09 am) Absent: Ms. K. Nagel

City Staff: Administrative Clerk, Ms. Andrews; Public Works, Mr. Cox

### **III. Pledge of Allegiance**

### **IV. May 9, 2023 Minutes (vote)**

*Motion was made by Co-Chair D. Murphy and seconded by Co-Chair K. Collins to approve May 9, 2023 Minutes. Passed 3:0 (Ms. K. Nagel was not present for this vote)*

### **V. Public Comment - none**

### **VI. Old Business:**

#### **A. KHHC Directory Project – data base (City Admin)**

- City website host CivicPlus is currently working on building a page on the City website.

#### **B. Review of Mother's Day Tour of Homes – comments**

- Ms. Murphy stated event was good with 30-35 attendees but suggested for future tours to focus on quality vs quantity and only showcase homes 100+ years old.
- Ms. Collins agreed and said the 50-year-old homes do not get as good as a response.

#### **C. KHHC – Appreciation Reception for all members and associates**

- Ms. Murphy was in favor of recognizing those dedicated to the Heritage Commission
- Need to compile list of associate members, reach out to the area and round up info for the database to email.
- Ms. Collins will work on invitations, food, decorations, etc.
- Tentatively schedule reception for Saturday, September 23, 2023 11:00-1:00 pm at Pavilion

*Motion was made by Chair C. Arnold and seconded by Co-Chair D. Murphy use the remainder of the Heritage Commission 22/23 Budget for the costs of the Appreciation Reception. Passed 4:0*

#### **D. Heritage Museum – Deirdre Create Proposal to present to City Council**

- Ms. Murphy stated she would like to go before a Budget meeting with a complete package first, then present formally to the Council
- Used Melrose Museum as example of potential and suggested in the park next to the Pavilion as a location.

#### **E. Update on Design Review for CRA Business grant – Deirdre**

- Presented to the Council at the last CRA Meeting with changes that need to be made. Council passed the changes.
- Village Doctors & Hatch Realty are complete, Barber shop area getting ready to begin.
- Made the Council aware of the Locker Room's change in color from the approved green to blue. Will be up to the Council to award grant.

#### **F. Update on Sunshine Law for new members – schedule**

- New member will need to go to class.
- Suggested checking with City Attorney for a tutorial or looking at info in binder

- G. Status on shirt for Karen Nagle** – already has them
- H. Status on Plaque for church** – has been ordered

**VII. New Business:**

**A. Future Projects for 2023-2024 – Budget**

- Both Tour of Homes and Student Event costs are known
- Funds to purchase building for museum
- Christmas 2024
- Buffer for sprucing up some wreaths, booth at Spring Fling, banners and pamphlets
- Yesteryears Festival

**B. Archiving and creating an inventory of historically significant items – Christine**

*Motion was made by Co-Chair K. Collins and seconded by Co-Chair D. Murphy to Hold a Workshop after the September Heritage Commission Meeting to Archive and Inventory Historic Items in Cabinets. Passed 4:0*

**C. Keystone Heights Historic Homes Meet and Greet**

- Ms. K Collins requested money to be added to budget for Meet & Greet

**D. Christmas Tour of Homes (2023?) (2024) (2025)**

- Tentatively scheduled Tour for Sunday, December 8, 2024 from 1:00-4:00 pm beginning at the Pavilion and then tour in inside of homes. Will need all associates assistance for event.

**E. Yesteryears Festival at Gold Head Branch State Park**

- Ms. Murphy offered to participate since the smoke is too much for Ms. Arnold

**F. Host gathering of other Heritage Commissions from local area and cities/towns**

- Many cities/towns were very interested in hearing on how to conduct the student tours as well.

**G. Centennial 2025 event preparation**

- Would like to pick May as their month to coincide with Mother's Day event
- Ms. Collins suggested keeping the Mother's Day event distinct, but would be nice to have museum ready for Centennial.

**H. Other suggestions?**

- Proposed budget to be \$14,000.00 with a one-time \$9,000.00 allowance for museum building and \$1,000 increase from last fiscal year's budget to \$5,000 annually.

**VIII. Next Meeting:**

September 19, 2023

10:00 a.m. City Hall, Keystone Heights, FL

\*Workshop to follow for archiving and documenting historical items in Council Room cabinets.

**Meeting Adjourned: 11:05 am**