



City of Keystone Heights

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

Heritage Commission Agenda

October 17, 2023

10:00 AM



I. Call to Order

- A. Roll call of members present
- B. Approval of the minutes from the previous meeting

II. Old Business

A. Boo on the Boulevard Halloween Event

- 1. Discussion and updates regarding the previously discussed Boo on the Boulevard Halloween event on October 28.

III. New Business

A. Team Reach App

- 1. Presentation and discussion on the implementation of the Team Reach app for the Heritage Commission.

B. Historical Education Field Trip

- 1. Discussion and planning of the upcoming historical education field trip.

C. Associate Member Luncheon

- 1. Details and planning for the associate member luncheon scheduled for December 2, from 11 AM to 1 PM at the Keystone Heights Historic Pavilion.

D. Workshop for Wreath Distribution

- 1. Discussion and planning for the workshop regarding wreath distribution (Please provide date and time for this workshop).

IV. Heritage Commission Workshop

- A. Heritage Commission Workshop on October 23, from 10:30 AM to 11:30 AM.

V. Announcements

A. Next Heritage Commission Meeting

- 1. The next regular meeting for the Heritage Commission is scheduled for November 14, 2023, at 10:00 AM at City Hall.

VI. Adjournment

- A. Closing remarks
- B. Adjournment of the meeting

CITY OF KEYSTONE HEIGHTS

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Heritage Commission Minutes September 19, 2023

(Video and sound Difficulties for the Beginning of the Meeting)

I Call to Order: 10:00 a.m.

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

III Pledge of Allegiance

IV Approval of Previous Meeting Minutes

Motion made by: Co-Chair D. Murphy

Seconded by: Ms. K. Nagel

Passed 3-0

V Old Business:

- Chair C. Arnold said that she would talk to the City Attorney concerning the sign-up sheet in regards to the privacy of the info that is put on the sheet. Also, the Database will be discussed when Co-chair K. Collins returns.
- The purchasing form needs to be forwarded to the City Manager through email and CC'd the Heritage Commission and Mayor Rodenroth to request funds. Ms. Nagel said there is approximately around \$1,000 in the account.
- Chair C. Arnold went to the Community Christian Church for the plaque presentation on September 10, 2023.
- Appreciation luncheon will now need to be rescheduled from the original date. Discussion of having it in the Christmas season. Co-Chair D. Murphy made the motion that the luncheon be held at the Keystone Heritage Pavilion on December 2, 2023 from 11:00 am to 1:00 pm. Motion seconded by K. Nagel. Passed 3-0.
- Chair C. Arnold said that the wreaths need to be purchased before October 1, 2023. Mayor Rodenroth said that 40 were already made and she will assist in putting together the cost of the 10 more that is needed. Co-Chair D. Murphy will Contact the City Manager via email to get the wreaths and also to be able to use the City hall to work with putting together the wreaths.

- Wreaths will be put up Thanksgiving weekend, a list will be used to check off who receives the wreath.
- Boo on the Blvd. Chair C Arnold will be having a table for the Heritage Commission on her driveway. She bought a backdrop to have family take photos of their children in costume. She will also hand out information about the Heritage Commission.

VI New Business:

- Directory Project – Co-Chair Collins will be at the next meeting. Inventory Workshop will be after this meeting.
- Co-Chair D. Murphy wanted to discuss the Heritage Museum. Proposal was brought forth to do something for the upcoming centennial. A workshop with the City Council to only discuss this matter was suggested and to send the request through email to City Manager, L Rutkowski and cc Mayor Rodenroth..

VII Public Comments:

- Janice Kozman confirmed her telephone and email to get information. She Suggested using the Team Reach App on your phone to get information to associate members.
- Co-Chair D. Murphy said that this was not on the agenda, but that the Sunshine Laws need to be reviewed and how to go about doing that. Either by pamphlet or other means . She would speak with City Attorney Rich Komando on how to proceed.

MEETING ADJORNED.