



City Of Keystone Heights

555 South Lawrence Blvd Keystone Heights, Florida 32656
352.473.4807 Office 352.473.5101 Fax
Heritage Commission Agenda
January 18, 2024 – 12:00 PM



- I. **Call to Order:** 12:02 pm by Chair Christine Arnold
- i. **Roll Call** – All present. Chair Christine Arnold, Co-Chair Deirdre Murphy, Co-Chair Kerry Collins, Helen Hersey and Karen Nagel
 - ii. **Pledge of Allegiance** led by Chair Christine Arnold

II. **Approval of Meeting Minutes:**

- i. Approval of minutes from November 21, 2023

Co-Chair Murphy stated on page one of the minutes in section 4: the motion should say “to amend” not “to add”.

Co- Chair Collins moved to approve the minutes with the change requested by Co-Chair Murphy. The motion was seconded by Co-Chair Murphy. **The motion carried 5-0.**

III. **Old Business:**

- i. Co-Chair Collins term expiration
 - City Clerk Silva was directed to get clarification for term expiration dates for terms.
- ii. The Halloween paddleboard event
 - Chair Arnold spoke about a potential paddle board event to take place in Keystone Heights. There needs to be further research done as to how this event would take place.

Public Comments: Gregory Gay

When you rotate off in two years do you have to remain off or can you reapply immediately?

Chair Arnold responded that members do have the ability to re-run immediately after their current term would end.

- iii. Update on the Yesterday’s festival to be held on January 27
 - Co-Chair Murphy spoke about the upcoming event.
 1. Volunteer forms must be filled out for all participants
 2. The gates open at 8am
 3. Items needed:
 - a) Long folding table
 - b) Updated Brochures
 - c) Three panel city map
 - d) Sign in / Donation sheet
- iv. Historic oak designation
 - Co-Chair Collins spoke about the Clay County Preservation Board and how to add the oak tree behind the local library to the que to receive a natural plaque and to be protected. She spoke



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on the different ways to get the oak tree recognized.

Co-Chair Collins moved that the Heritage Commission pursue a historic designation of the oak tree located behind the local library at the nature park in the City of Keystone Heights. The motion was seconded by Karen Nagel. **The motion carried 5-0.**

v. Plaque for Fort 11 and the City of Keystone Heights

Co-Chair Murphy spoke about placing a plaque at Fort 11 and stated she believes the Commission should move forward with this.

Chair Arnold spoke about the budget in place to pay for this project.

Co-Chair Murphy stated that to move forward the Commission would need to provide a draft of what the plaque would state.

Co-Chair Collins moved to pursue plaquing for Fort 11 in the nature park through the City of Keystone Heights. The motion was seconded by Co-Chair Murphy. **The motion carried 5-0.**

Chair Arnold and Co-Chair Murphy discussed a two-sided City plaque.

Co-Chair Collins moved to move forward with a double sided plaque for the City of Keystone Heights. One side will contain information about the Lawrence Development Cooperation in 1922 and the other side would be the actual City In-cooperation in 1925. The motion was seconded by Karen Nagel. **The motion carried 5-0.**

IV. New Business:

i. Ordering of Centennial flags for 2025

- Co-Chair Murphy spoke about a Centennial Flag for the 100th year celebration of the City of Keystone Heights and what the design might look like.
- Co-Chair Collins gave a brief description of The Friend's of Keystone Heights to the City Clerk.

ii. Update on historical information tools:

- Chair Arnold spoke about updating all information tools with the correct meeting time and date, member names and updating the houses featured in the pamphlet itself.

iii. Large trifold brochures

- Chair Arnold stated this will need to be updated in the future.

iv. Small paper brochures

- Chair Arnold spoke about updating the paper tri-folds. The City Clerk agreed to update them



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before the upcoming event on January 27th, 2024.

v. Membership cards and application

- Chair Arnold stated that the application needs to be updated and also possibly developing a membership card with a QR code linking the card to the Heritage Commission Facebook page.

vi. Update on walking tour app and Facebook page

- Chair Arnold spoke with Clay County Tourism about the upcoming walking tour and how they can help with that event. The Heritage Commission will work with them to incorporate our local home tour into their “walking” app.

vii. Educational field trip planning for 2024

- Co-Chair Collins spoke about the upcoming 4th Grade field trip to City Hall, Library, and other local areas. This event will take place on April 19th, 2024. She spoke about having several stations at this year’s event, needing members and additional volunteers to run the stations, and having volunteers/chaperones help students cross any roads for safety reasons.

Helen Hersey moved to set a limit of \$400.00 to spend on the 4th Grade field trip on April 19th, 2024. The motion was seconded by Co-Chair Collins. **The motion carried 5-0.**

- Co-Chair Collins suggested a workshop in March to prepare for the upcoming field trip. The date for this workshop would be April 16th, 2024.

viii. Christmas tour of homes planning for 2024

- Chair Arnold spoke about the historic home walking tour to take place in December of 2024 and the importance of tickets and restrictions for the event. The commission was shown an example of what St. Augustine does for their historic home brochure. She also asked that the Heritage Commission look for outside sponsors to help fund this event. A possible date for this event would be December 21st, 2024.
- Co-Chair Murphy spoke about the Mother’s Day home tour and state this would take place on May 11th, 2024.

V. Reports:

i. Overview of the Historical round table discussion

- Chair Arnold stated she met with the Tourism Board from Clay County and they are going to be developing a “walking” tour app. The Heritage Commission would need to provide them with any pictures and additional information that the app should include.

ii. Report on Christmas wreaths

- Chair Arnold reported that there is only one Christmas Wreath that needs to be returned from Fidelity and she will make an appointment to do so. The other wreaths are available to pick up at Chair Arnold’s location.



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- iii. Museum proposal
 - Tabled until next meeting.

VI. Announcements:

- i. None.

VII. Public Comments:

- i. None.

VIII. Future Meetings:

- Next meeting scheduled for February 20, 2024, at Keystone Heights City Hall

Meeting Adjourned: 1:49 PM

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