



# City of Keystone Heights

555 South Lawrence Blvd  
Keystone Heights, Florida 32656  
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Heritage Commission Agenda

January 18, 2024

12:00 PM



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## I. Call to Order:

- A. Pledge of Allegiance

## II. Approval of Meeting Minutes:

- A. Approval of minutes from November 21, 2023

## III. Old Business:

- A. Kerry Collins term expiration
- B. The Halloween paddleboard event
- C. Update on the Yesterday's festival to be held on January 27
- D. Historic oak designation
- E. Plaque for Fort 11 and the City of Keystone Heights

## IV. New Business:

- A. Ordering of Centennial flags for 2025
- B. Update on historical information tools:
- C. Large trifold brochures
- D. Small paper brochures
- E. Membership cards and application
- F. Update on walking tour app and Facebook page
- G. Educational field trip planning for 2024
- H. Christmas tour of homes planning for 2024

## V. Reports:

- A. Overview of the Historical round table discussion
- B. Report on Christmas wreaths
- C. Museum proposal

## VI. Announcements:

## VII. Public Comments:

## VIII. Future Meetings:

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

# CITY OF KEYSTONE HEIGHTS

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## Heritage Commission Minutes

November 21, 2023

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

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

III **Pledge of Allegiance**

IV **Approval of Previous Meeting Minutes**

*Addendum to the previous minutes of October 17, 2023.*

*Minutes need to include under New Business the Update to the Trifold; monies will need to come out of the budget K. Collins made the motion to take monies from the budget/or the new Trifold; K. Nagel seconded the motion; passed 3:0*

*Item VIII Meeting/or the Heritage Commission will be held November 21, 2023, no meetings will be held in December 2023.*

*Workshop for Wreath Construction- Typo*

*Historical Educational Field Trip.- Typo*

Motion made by Co-Chair Murphy to add the addendum with the changes stated above to the Minutes of October 17, 2023, Seconded by: Helen Hersey

Passed 4-0

V **Old Business:**

**A. Boo On the Blvd:** The Commission agreed that the Event was a success. Since the Heritage Commission is part of the City Government, then they will work with them for next year's event on how to improve and make it even better,

**B. Paddleboard Event:** Heritage Commission would like to see if it is a possibility for next year to add this event to the Boo on the Blvd., Melrose has been successful with this event.

**C. Yesterday's Festival:** January 27, 2024, Outreach with a table and Trifold. It will be held at Gold Head State Park.

**D. Associates Member Appreciation Luncheon:** December 2, 2023 from 11:00 am to 1:00 pm, Chair Arnold stated that she had delegations from Orange Park, Palatka, Penney Farms and Clay County. She does have a head count but needs the RSVP's from the associates. Orange Blossom will be doing the catering. The menu will be discussed later at the workshop.

A comment was made to reach out the press to announce the event. Chair Arnold continued to say that a head count for the catering needs to be in by today.

## **VI New Business:**

**A. Keystone Historic Oak Designation:** Chair Arnold wanted to get a designation for one of the trees in the park. She spoke with Mr. Hobbs a Master Gardener of North Florida regarding how to get the age of the tree to get it designated. He gave her a list of certified arborists to get a date on the tree. Co -Chair Murphy spoke with Clay County Beth Carsons she mentioned that there is a certain verbiage to take to the city council to get this approved since it is on city property.

Moon tree has its designation, and we would need to follow the same process.

**B. Plaque for Fort 11:** Co-Chair Murphy said that the location of the fort is in the Nature Park location. She had gone to the Clay County Preservation Board, and they stated that since the fort is in the city of Keystone Heights the cost would be Keystone Heights instead of the county for the Plaque. It will need to come out of the next budget.

Chair Arnold would like to bring awareness to other heritage commissions of their forts, so that it is not lost in history.

Co-Chair Murphy stated that Keystone Heights does not have a designated plaque for the city. That needs to be a project for 2024 for the centennial in 2025.

**C. Term Expiration** date for Co-Chair Kerry Collins. Her term ends in October instead of May like the other members. We would like to see if she would like to continue and then talk with the City Council on how to proceed with getting her reinstated.

## **VII. Heritage Commission Christmas Party**

**A.** Palmetto Cottage on December 16, 2023, at 6:00 pm. Chair Arnold said to bring cookies or a bottle of wine. City council is invited. Active members in the neighborhood, RSVP's will be taken by Chair Arnold.

## **VIII. Announcements or Additional Comments**

- A. Co-Chair Murphy wanted to give an update on the Heritage Museum. She had initially approached the council with a relatively inexpensive way of having a shed for the museum, due to the time frame and before the centennial. The initial idea was given to them in a workshop. The Council would like to see it attached to a new city hall or a stand-alone stick building. She was told that no other buildings can be built on the beach property. The council suggests that she bring forth an in-depth cost of a stand-alone building from a commercial contractor. Co-chair Murphy stated that we need to find a commercial contractor that is familiar with working with government property. She will reach out possibly to Clay County to get some ideas of contractors that they use. This will be placed on the agenda for the next meeting.

Chair Arnold would like to talk about the walking tour app. Tourism of Clay County is using this app.

## **IX. Public Comments:**

Mr. Futch's service and funeral will be November 22, 2023. He will be sadly missed by all in the community.

School Field Trip the Date will need to be confirmed.

No meeting in December, the next meeting will be January 16, 2024 at 10:00 am at City Hall.

**Meeting Adjourned**