



City of Keystone Heights

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Heritage Commission Minutes February

20, 2024

10:00 AM



1. Call to Order: 10:01 am by Chair Christine Arnold

- a. **Roll Call** – All present. Chair Christine Arnold, Co-Chair Deidre Murphy, Co-Chair Kerry Collins, Helen Hersey and Karen Nagel
Clerk Stephanie Silva
- b. **Pledge of Allegiance** led by Chair Christine Arnold

2. Approval of Meeting Minutes

- a. Approval of minutes from January 16, 2024

The minutes are not ready for review per Clerk Silva but will be emailed to the Commission as soon as they are available.

Clerk Silva spoke to the Commission about the upcoming Workshop on February 28th from 8:00 am – 12:00 pm.

3. Old Business

- a. Review of the paddleboard event
 - i. Co-Chair Collins asked who would like to take the lead on this event and Karen Nagel volunteered. The event itself was discussed and advised Karen Nagel to reach out to Melrose who does a very successful paddleboard event.
- b. Historic oak designation
 - i. Co-Chair Collins stated she read through the Clay County Preservation Board website about how to have a tree designated as historic. This requires either an evaluation by a certified Arborist or an Urban Forester as part of the application. After an online search Co-Chair Collins was able to locate an Arborist in the Melrose/Keystone Heights area and made contact with Arborist Robert Ramos. He has agreed to determine the age of the oak tree for a fee of one hundred dollars. Mr. Ramos will do a visual inspection rather than drill into the tree.

Co-Chair Murphy moved to hire Robert Ramos, an arborist, to get the information necessary to complete the application for the Historic Oak designation for a fee of one hundred dollars. If Robert Ramos is unable to provide this service the Commission would hire another arborist. This motion was seconded by Karen Nagel. **The motion carried 5-0.**

PUBLIC COMMENT: Gregory Gay spoke to the Commission about attempting to locate Mr. Bob Burns who is responsible for obtaining the Moon Tree planted near the City Hall.

- c. Plaque presentation for Fort 11 and the City of Keystone Heights
 - i. Co-Chair Murphy state the Clay County Preservation Board has Fort 11 back on their agenda and I would suggest we form a sub-committee to iron out the framework of what the two-sided plaque will look like for Keystone Heights. This can be fast tracked so it could be ready for the Centennial. The process does take around ten months so we would have to move quickly to have the plaque designated by 2025. Chair Arnold agreed to be on the subcommittee. Co-Chair

Murphy stated that Clay County has seven different plaques in que and she would like to get the City of Keystone Height's plaque pushed forward.

Clerk Silva asked that the subcommittee send a list of possible dates for meeting room or Pavilion so availability for meetings can be determined.

- d. Ordering of Centennial flags for 2025
 - i. Chair Arnold spoke about the Centennial flags and how they are ordered through the City of Keystone Heights.
 - ii. Co-Chair Murphy stated there is a brochure for Centennial flags and requested that staff locate the brochure or vendor for this purpose.
 - iii. Co-Chair Collins stated that the logo had for Friends of Keystone Heights who is going to be in partnership with the Heritage Commission as far as organizing the processes and events for the Centennial.
- e. Mother's Day tour of homes planning for Saturday, May 11, 2024
 - i. Co-Chair Murphy stated that she believes the Mother's Day tour event should not take place because the Commission is doing a larger tour of home later in the year. She met with the Garden Club of the Lakes and they agreed they would take on this event for the interior tour of the homes as the Garden Club is able to sell tickets for the event. The Garden Club would like to use any funds for scholarships for the local High School.

The tickets for the walkable house tour would need to be numbered. A date, time and location still need to be decided. This will be a December 21st, 2024 event. Marked on the ticket will be the following: restrooms will be at the Pavilion, no children under 10 years old, walking tour- transportation not provided. On the back: the route, list of homes and numbered as to order to visit.

Tickets could be sold at businesses in town starting in October as well as running ads about this event.

There was a milestone meeting in Clay County to coordinate all the County's historic milestones. The major discussion during this meeting was Centennial celebrations. Clay County suggested that Keystone Height's Heritage Commission share their Tour of Homes information with them and they could develop a QR code for the pamphlets that would connect to helpful information such as the Heritage Commission Facebook and the City of Keystone Heights webpage.

Co-Chair Murphy stated that the Commission need to pick six homes for the walking tour in December and the Commission needs to have tickets on hold. Each of the homes being used will need "do not enter" signs for areas that the Public would not be permitted to enter. The pavilion also need a sign stating: no children over 10, no smoking, no pets, no strollers/wagons, no food/drink, note that restrooms are located at the pavilion and state last entry of homes will be at 3:15 pm.

Samantha Kusters from Clay County has requested that the Heritage Commission to send all the verbage for the tour of homes and she will get that information out to every webpage in Clay County.
 - ii. Co-Chair Collins asked about the time frame for the event and Co-Chair Murphy stated the event should begin at 10 am and end by 3 pm.
 - iii. Clerk Silva stated that the Pavilion will be reserved for use on December 21st, 2024 for the Heritage Commission.
 - iv. Co-Chair Collins discussed accessibility to the homes and that it should be stated in the pavilion that all homes may not be ADA compliant due to the historic nature of the homes.
- f. Workshop for educational field trip planning on April 16, 2024
 - i. Co-Chair Collins stated that the field trip is set for April 19th, 2024 and there is a meeting for the Commission on April 16th, 2024 where they will complete a dry run of the event. How many volunteers will be needed to assist with the stations for this event and can some of the Associate Members who volunteered last year be contacted? Co-Chair Collins stated it would be

nice to invite the entire City Council to participate in this event as well as the City Manager and City Clerk.

- ii. Clerk Silva stated she would reach out to the City Council to secure this date so they can participate in this event.
 - iii. Chair Arnold asked if there are any original Keystone brochures available and if these could be found.
 - iv. Co-Chair Collins stated she would ask for volunteers on TeamReach, send out a detailed email about each station for the event and will discuss rotation. A list of items that will need to be ordered for this event will be sent to staff.
 - v. Co-Chair Collins stated that there is not enough money to pay for Officers for this event but they will be able to get parent volunteers.
- g. Update on historical information tools:
- i. Large trifold brochures
 - 1. Chair Arnold spoke about the brochure and thanked Clerk Silva for updating it. She stated the large tri-fold will need to be updated as well. Chair Arnold stated she would reach out to Mr. Steve to see where he got the large tri-fold.
 - ii. Membership cards and application
 - 1. Chair Arnold discussed membership cards with a QR code.
 - iii. Update on walking tour app and Facebook page
 - 1. Chair Arnold stated she now has control over the Facebook page and she has been updating all the photos from her personal collection in a chronological order. There are 250 followers currently.
- h. Christmas tour of homes planning for Saturday, December 21, 2024
- i. Co-Chair Murphy stated after the Heritage Commission completes the descriptions of the homes for the walking tour, which the information can be sent to Clay County to be digitized for ease of access and future use.

4. New Business

- a. Discussion on amphitheater
 - i. Chair Arnold discussed that City of Keystone Heights was a Chautauqua City and there was a Chautauqua complex on Chautauqua Way. There is Chautauqua Circle by the Women's Club that was an amphitheater that worked in conjunction with the Chautauqua annex where the Woman Club now resides. Perhaps we could suggest this be a new City park. The property is not worth much so perhaps the CRA could be of help with funding for this.
 - ii. Karen Nagel said this has lots of potential and many potential future uses. It would be nice to rededicate this property.
 - iii. Co-Chair Collins stated she believes this is a great idea and of importance to the City of Keystone Heights.

5. Reports

- a. Museum proposal
 - i. Co-Chair Murphy asked that this be addressed later in the year.
- b. Yesterday's festival report from Karen Nagel
 - i. Karen Nagel discussed the event and how successful it was. She spoke about obtaining a list of individuals who are willing to donate artifacts to the Heritage Commission. She stated the tri-fold possible have the Heritage Commission's Facebook page information on it.

6. Announcements

- a. Clerk Silva stated that the Workshop on the 28th will also be discussing updating the City of Keystone Heights webpage.
- b. Co-Chair Collins asked Clerk Silva if a list of the local residents could be provided.

7. Public Comments

- a. None

8. Future Meetings

- Next meeting scheduled for March 19, 2024, at Keystone Heights City Hall

Meeting Adjourned 11:17 am.