

1 Minutes of the Centerville City Whitaker Museum Board meeting held Wednesday, January 7,
2 2015 at 6:30 p.m. in the Administrative Conference Room at City Hall, 250 North Main Street,
3 Centerville, Utah.

4
5 **PRESENT**

6 Diane Chamberlain

7 Bridget Lee

8 Spencer Packer, Chair

9 Bruce Powell, was excused at 8:20 p.m.

10 Nancy Smith

11 Paul Thomas Smith

12 Abigail Hodgson, Youth Council Liaison

13 Lyndsey Kunzler, Youth Council Liaison, was excused at 6:50 p.m.

14
15 **STAFF PRESENT**

16 Lisa Linn Sommer, Whitaker Museum Director

17 Connie Larson, Recording Secretary

18
19 **YOUTH COUNCIL LIAISON REPORT - GEOCACHING**

20
21 Lyndsey Kunzler, Youth Council Liaison, reported on the geocaching for the Whitaker
22 Museum. Lyndsey will get the coordinates for the box. The Board agreed the geocache box will
23 be on the Museum property.

24
25 At 6:50 p.m., Lyndsey Kunzler was excused from the meeting.

26
27 Lisa Linn Sommer asked Abigail Hodgson to report on the Santa Claus Christmas Letter
28 project. Children sent letters to Santa Claus, and the Youth Council responded to the letters from
29 the children. It is estimated there were 200 letters written at the Museum. Lisa Linn Sommer
30 reported that the Museum received emails from several parents. Lisa Linn Sommer asked the
31 Youth Council liaisons to inform the Youth Council at their next meeting, how excited their
32 children were with their letters from Santa. The Youth Council enjoyed this project, and would
33 like to do it next Christmas.

34
35 **UPDATE ON CLG BIDS FOR PROJECTS/2014 BUDGET REPORT**

36
37 Lisa Linn Sommer, Museum Director, reported she contacted Guy Carpenter, and she will
38 be meeting with him this Friday to discuss the CLG bids. Steve Thacker, City Manager, told Lisa
39 that the CLG projects fell below the amount of \$25,000 dollars; therefore, no formal bid was
40 needed for City approval. However, the State Historical Department requests two formal bids for
41 projects unless Don Hartley has given a letter of exception. There must be a minimum of two bids
42 per project per State's guidelines. In addition, the following instructions were provided by the
43 City Manager in an email to Lisa Sommer on December 24, 2014:

- 1 • For the purchase of “any supply, service or construction having a unit value of \$500
2 or more, a Purchase Order shall be submitted to the Finance Department for approval,
3 except in circumstances permitted by this policy (i.e. emergency purchases).” There
4 are some exceptions for “service contracts”, “open purchase order” where purchases
5 are made regularly from the same vendor, etc. In your case, when you have made a
6 decision to purchase an item or service from a specific source, and it is \$500 or more,
7 you should fill out a purchase order and have it signed by the authorized Museum rep
8 and Blaine Lutz before placing the order.
9
- 10 • Informal bidding procedures are to be followed for any capital equipment purchase
11 between \$1,000 and \$9,999, and for any “project” estimated to be between \$1,000 and
12 \$24,999. Formal bidding procedures are to be followed for any capital equipment
13 purchase \$10,000 or more, and for any “project” estimated to be \$25,000 or more.
14
- 15 • In your case, you will not likely be using the formal bidding procedures, but it appears
16 the informal bidding procedures *may* apply to some of what you are doing with the
17 CLG funds. The policy does not provide a definition of “project”, but based on the
18 context of other provisions in the Procurement Policy, I am comfortable telling you
19 that “routine maintenance” and “routine repairs” of the building are not considered
20 “projects” that require you to follow the informal bidding procedures. So, if you would
21 give me a list of the items you are doing to the building (that will cost over 41,000
22 each), it will tell me whether it falls in the category of “projects”, and therefore should
23 follow the bidding procedures.
24
- 25 • If you are to follow the informal bidding procedures, you are to, “when possible . . .
26 solicit a minimum of three oral or written bids”, and these are to be “kept by the City.”
27 You are to determine the “lowest responsible and responsive bidder and award the
28 contract to such bidder.” If the work is specialty work, you may not be able to get
29 three bids, but let’s talk about the reasonableness of that if this is the case. I can
30 approve exceptions to the informal bidding procedures, if warranted.
31
- 32 • The Whitaker sign – because of the design requirements—seems to qualify as a
33 “professional service”, which is an exempt category in the Procurement Policy;
34 therefore, I will approve that one as exempt from the bidding procedures.
35

36 Please keep in mind that the CLG contract provisions require at least two bids, so be sure
37 you have written authorization (such as an email) from the State officials if you deviate from that
38 guideline.
39

40 If the informal bidding procedures in the City’s Procurement Policy do not apply, and the
41 State waives their requirement for a minimum of two bids, then my guidance is that you use good
42 judgment to be confident you have a competitive/reasonable price for the work to be done. With
43 Spencer’s experience in construction/remodeling, he may have sufficient experience to know when
44 the price is a good one. If there is some question and you can easily get a second quote, then that
45 would be my recommendation.

1 **OVERVIEW OF STORY TELLING FOR THE CENTENNIAL YEAR**
2

3 Paul Thomas Smith reported on the Storytelling schedule for 2015, and he distributed a list
4 of the planned events to the Board. The Storytelling event is held the second Tuesday of the month
5 at 7:00 p.m. These events will focus on the presentation of people and events that are pertinent to
6 Centerville and will be Centennial events. Mr. Smith is trying to contact Clive Romney to see if
7 he will come on one of the open days to give a concert with his musical group.
8

9 The Board discussed the possibility of having a "Centerville Country Fair" at the Museum
10 in August. There would be farm animals for the children to see, and storytelling from some of the
11 elderly citizens of Centerville, old fashioned yard games for example. Chair Packer made the
12 suggestion of serving simple refreshments at the storytelling events in celebration of the Centennial
13 this year.
14

15 **TRAFFIC SIGN NOTICES FOR THE MUSEUM**
16

17 Bruce Powell said he researched the rules for having a sign placed on the freeway off ramp
18 directing people to the Whitaker Museum. Main Street and Parrish Lane are State controlled roads.
19 There are several items that are necessary to have a sign, but the Whitaker Museum is not able to
20 comply with some of the regulations. The State sent Bruce the guidelines, and there are some areas
21 that are not in compliance. The State requires the Museum be open 8 hours a day/7 days a week,
22 and to have a working restroom in the Museum, which is not feasible at this time. It was noted that
23 we could meet those requirements with the City being open 7 days a week. This will be looked
24 into more fully at a later time.
25

26 Bruce Powell reported his term on the Whitaker Museum Board is ending, and this will be
27 his last meeting. The Board expressed appreciation to Mr. Powell for his service on behalf of the
28 Museum.
29

30 **ROTARY GRANT UPDATE**
31

32 Bruce Powell reported there are 50 Rotary Clubs that receive grants annually, and
33 Centerville received one of the grants. He announced that a check for \$1,622 will be given to the
34 Museum to be used for the sign on the Museum grounds.
35

36 **IDEAS FOR "THE WHITAKER", CENTENNIAL GENEALOGY**
37

38 Diane Chamberlain distributed genealogy fans of the Thomas Whitaker descendants that
39 she pulled from the LDS Church puzilla.com website. The Board reviewed the fans, and agreed to
40 move forward with the design of the fans. Abigail Hodgson will ask members of the Youth
41 Council if someone on the Youth Council would be able to design a chart advertising the genealogy
42 fans.

WOODEN NICKELS/LETTERS AND POTENTIAL PROJECT LIST FOR YOUTH GROUPS

Bridget Lee distributed a copy of the logo that will be used for the Centerville Centennial. She also distributed a wooden nickel the Board had previously discussed giving away for geocaching and tour visits. The Board agreed to order 2,000 wooden nickels at a cost of no more than \$300.

Chair Packer made a **motion** to approve the amount of \$300 for the purchase of 2,000 wooden nickels. Nancy Smith seconded the motion, which was passed by unanimous vote (6-0).

CENTERVILLE CENTENNIAL AT "THE WHITAKER: UPDATE/NAME TAGS

Nancy Smith asked Abigail Hodgson to report on her latest meeting on the Centennial. May of 2015 begins the Centennial Celebration of Centerville's incorporation. They are excited to do the geocaching activity. In celebration of the Centennial, it is possible that there may be 100 different pins for 100 different activities that can be earned by going to different businesses and locations throughout the city. The amount of pins will be determined by the number of businesses who wish to participate. A pin can be earned at Museum activities throughout the year, and the funding will be provided by the Centennial Committee.

At 8:20 p.m., Bruce Powell was excused from the meeting.

Nancy Smith displayed examples of name plates that could be used for the docents, volunteers, and Board members at the Museum. The Board decided name plates will be made from wood, at a cost of \$6.00 each.

Nancy Smith reported McGee's will print 1,000 plastic coated business cards for \$49.95. The Board agreed to allow the purchase of 1,000 business cards.

Nancy is working on the Policy and Procedures Guidelines that Steve Thacker is requesting these by February 15th. The Administrative Plan and the Collections Management Policy drafts have been completed, and were distributed to the Board for their review.

Laura Toney and Hendy Jensen are names for consideration as a possibility to be on the Museum Board to replace Bruce Powell. Christy Best cannot be on the Board at this time. A list of possible Eagle Scout Projects for the Centennial 100 Eagle Scout activity should be given to Nancy Smith, so that they can be given to the Centennial Committee. The Museum has many projects that could be completed by perspective Eagle Scouts allowing for in-kind and donation CLG matches. It will also allow the scouts to participate in a City-wide Centennial Court of Honor.

MUSEUM SIGN/CLOSET DOOR

Chair Packer reported he has not worked on the sign and door. Lisa Linn Sommer will remind Chair Packer during the week to follow on the Museum sign and door.

1 **MISCELLANEOUS**

2
3 Lisa Linn Sommer reported May 30th is the date for the Museum's 3rd annual Victorian
4 Tea. At least 24 volunteers are needed to help serve tables at the two seating's during this event.
5 String instruments are played during the Victorian Tea. Lisa Linn Sommer requested Abigail
6 Hodgson to take this information to the next Youth Council meeting, and ask if any of the Youth
7 City Council members would like to play their string instruments or act as table servers during the
8 event. There was discussion of raising the event price from \$14 to \$15 charge per person for this
9 event. A decision was not made at this meeting.

10
11 Lisa Linn Sommer contacted the Viewmont High School Cross Country Track Team coach
12 who has agreed to provide the "zombies" for the 2nd annual Zombie 5k Run to be held in October.
13 The Viewmont team is excited to participate in this race. Davis High School served in this capacity
14 last year.

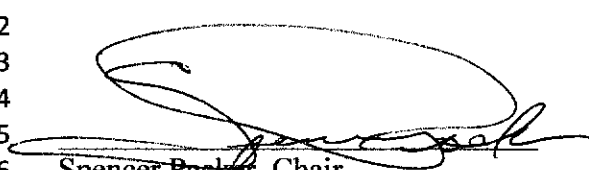
15
16 Lisa Linn Sommer distributed a list of expenses and income earned from the events held
17 at the Museum during the 2013-2014 fiscal year. The report shows success for the first and second
18 year of holding these events. It was decided that the Heritage Market would be struck from the
19 events for the present time. Weather was not compatible to allow for success of this event. It may
20 be reinstated in future years.

21
22 **NEXT MEETING**

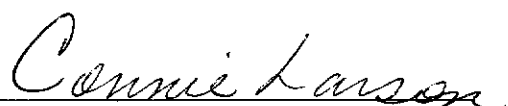
23
24 The next Whitaker Museum Board meeting will be held on Wednesday, February 4, 2015
25 at 6:30 p.m.

26
27 **ADJOURN**

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29 At 8:45 p.m., Diane Chamberlain made a **motion** to adjourn. Paul Thomas Smith seconded
30 the motion, which was passed by unanimous vote (6-0).

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37 Spencer Packer, Chair

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40
41 2-4-2015
Date Approved


Connie Larson, Recording Secretary

