



CENTERVILLE CITY

250 North Main • Centerville, Utah 84014-1824 • (801) 295-3477 • Fax: (801) 292-8034

Incorporated in 1915

Mayor

Paul A. Cutler

City Council

Ken S. Averett

Tamilyn Fillmore

John T. Higginson

Stephanie Ivie

Lawrence Wright

City Manager

Steve H. Thacker

Whitaker Museum Board Meeting Agenda

Wednesday, April 8, 2015, 6:30 p.m.

Administrative Conference Room at City Hall

250 North Main, Centerville, UT 84014

Meetings of the Whitaker Museum Board of Centerville City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207, as amended. In such circumstances, contact will be established and maintained via electronic means and the meeting will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

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6:30 A. BUSINESS

1. **Minutes Review and Acceptance** – March 18, 2015 meeting minutes
2. Potential Eagle – presentation
3. Youth Liaison – Geo Cache update
4. Board Member Reports
5. Report on Thomas Whitaker's 200th Birthday in 2016 - Paul
6. CLG update
7. Budget Review
8. Closed meeting if necessary, as allowed by state law
9. Possible action following closed meeting, including appointments to committees and docents
10. Next Meeting

B. ADJOURN

Marsha L. Morrow, MMC
Centerville City Recorder



PRELIMINARY DRAFT

Minutes of the Centerville City Whitaker Museum Board meeting held Wednesday, March 18, 2015 at 6:40 p.m. in the Administrative Conference Room at City Hall, 250 North Main Street, Centerville, Utah.

PRESENT

Bridget Lee
Spencer Packer, Chair
Nancy Smith

ABSENT

Diane Chamberlain
Paul Thomas Smith

STAFF PRESENT

Larry Wright, City Council Liaison, arrived at 7:35 p.m., and was excused at 8:35 p.m.
Lisa Linn Sommer, Whitaker Museum Director
Connie Larson, Recording Secretary

VISITORS

Lori Henderson
Erin Redd
Ryan Redd

REPORT ON THE WHITAKER COMMUNITY GARDENS

Erin Redd reported in 2014, 34 large and eight small garden plots were rented, with a total of \$ 1, 315 collected. A new rake and plastic garden cart is needed, and Erin will ask Bruce Cox, Parks and Recreation Director, to service the tiller and make sure it is ready for the coming season. The budget request is \$285 for 2015, which includes the end-of-season barbeque. Only five large garden plots are left for rent. The Davis Clipper featured an article on Erin and her work with the Community Garden two weeks ago. She has since received several calls from people who read the article and asked to rent a garden plot. Orientation for those who will be renting plots at the Community Garden will be on Wednesday, April 8th at 7:00 p.m. the Whitaker Museum. A beehive is in the planning stage to be placed in the garden this year, but more research must be done on a proper location and requirements. The board discussed having an Eagle Scout make a sign for the garden as an Eagle Scout project. The Board discussed if the Brown's should be asked to pay for rental of a garden plot, since their property borders the Community Garden on the east side. Erin has not charged them in previous years. It was decided that because of all of the service the Brown family has offered to fellow gardeners i.e., tilling, water, loaning of garden tools, they would be comfortable leaving that decision up to Erin. Bridget was thanked for getting articles out in the Davis Clipper and Standard Examiner.

Bridget Lee made a **motion** to adopt the 2015 garden budget as presented, and Erin Redd will be allowed to decide if the Brown's should pay for their share of the garden space. Nancy Smith seconded the motion, which was passed by unanimous vote (3-0).

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REPORT ON LAST YEAR'S VICTORIAN TEA PARTY AND PLANS FOR THIS YEAR

Lori Henderson displayed the invitations for the Victorian Tea Party which will be held on May 30th. The invitations will be the same as last year, but a picture of Elizabeth Whitaker will be printed on the invitations. Clarion Events will be catering the party, and the decorations will be done in lavender. Lisa Linn Sommer will research the cost of having peppermint tea bags, and black tea will be offered, by request, as this beverage was requested last year. Homemade peppermint is delicious, but it is time consuming to make.

There will be an 11:00 a.m. and a 2:30 p.m. Tea for a total of 144 seatings, and signup sheets will be available on April 1st at City Hall for people to register. The Board agreed that children under the age of six should not be allowed at this event, and a notice of this policy will be on the registration sheet. Music will be provided by women playing string instruments.

At 7:35 p.m., Larry Wright arrived at the meeting.

The Victorian Tea will be noticed in the Ogden Standard Examiner, and the Davis Clipper.

MINUTES REVIEW AND APPROVAL

Minutes of the February 4, 2015 meeting minutes were reviewed. Nancy Smith made a **motion** to approve the minutes as written. Bridget Lee seconded the motion, which was passed by unanimous vote (3-0).

BUDGET OVERVIEW FOR 2015-2016 FISCAL YEAR

The budget overview for 2015-2016 fiscal year will be reviewed at the April meeting.

BOARD MEMBER REPORTS

Bridget Lee distributed wooden nickels to the Board that will be used for the Whitaker Centennial activities.

Lisa Linn Sommer reported Diane Chamberlain's genealogy project she is making of Thomas Whitaker is going well. Diane's niece is working on the graphics for the chart. Paul Thomas Smith received a thank you letter from David Parrish for the Story Telling Event that he spoke at, along with a \$100 donation for the Whitaker Museum. Lyndsey Kunzler and Abigail Hodgson, Youth Council Liaison, told Lisa Linn Sommer the box size for the geocaching must be registered, and it must be a specific size. The pass word came back as incorrect.

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1 Chair Packer reported he received a second bid in the amount of \$2,200 from Bert Rawlins
2 for the soffit and fascia repair on the north side of the Museum. This also includes the weather seal
3 grout on the dormer on the east side. The missing siding installed in front will also be installed.
4 The bid from Guy Carpenter is \$2,000. The Board agreed to allow Guy Carpenter to do the repairs
5 on the Museum in the amount of \$2,000.

6
7 Chair Spencer Packer made a **motion** to reward the bid for the repairs at the Whitaker
8 Museum to Guy Carpenter in the amount of \$2,000. Nancy Smith seconded the motion, which
9 was passed by unanimous vote (3-0).

10
11 Chair Packer distributed a cost breakdown for a sign in front of the Whitaker Museum
12 made of polyurethane material. A single-sided sign would be \$6,750.00, and a double-sided sign
13 would be about \$3,000 more. Chair Packer will contact Bruce Powel, former board member, who
14 has indicated he would like to secure a second bid for the Museum. City Manager, Steve Thacker,
15 stepped into the meeting to see the drawing of the potential sign. The Board asked if there was a
16 possibility of receiving assistance from staff, Bruce Cox, Parks and Recreation Director, to
17 excavate and install the posts, which would save \$1,000 in installation costs. Steve felt that was a
18 reasonable request. It is hoped the sign can be installed before May 17th in time for the Centennial
19 Celebration.

20
21 Nancy Smith made a **motion** to approve funding for the Whitaker Museum exterior sign
22 subject to the second bid coming in, and doing the sign on the lesser of the two bids if there is a
23 significant difference, and if Spencer feels the quality is the same. Also, should the Board choose
24 not to go with Allied Signs, funds will be allocated for the graphic design work done by Allied
25 Sign. Bridget Lee seconded the motion, which was passed by unanimous vote (3-0).

26
27 Lisa Linn Sommer distributed samples of letterhead for the Whitaker Museum for the
28 Board to review.

29
30 Chair Packer made a **motion** to approve the sepia stationery with the ability to use color as
31 desired. Nancy Smith seconded the motion, which was passed by unanimous vote (3-0).

32
33 Nancy Smith reminded the Board that any Whitaker Museum goals need to be given to
34 Steve Thacker tomorrow. The Board discussed the needs of lighting and safety. At the last event,
35 Chair Spencer Packer and others had to walk patrons out to the parking due to no outside lighting
36 in the parking lot, and unsafe pathways as the gravel falls onto the pathways, which becomes a
37 safety issue. Safety issues at the Museum are a big concern, as well as the maintenance of the
38 flower beds which reflect poorly to patrons.

39
40 Nancy Smith displayed the timeline from 1847 to present of major events in the United
41 States and Centerville that she has been working on. What is left to complete is mostly the
42 Centerville pictures and events. The board gave their input. This timeline will be displayed at the
43 Museum in the Gathering Room. Paul Thomas Smith is making a video production of Centerville
44 that will be shown at the Centennial Kick Off on May 17th.

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1
2 At 8:35 p.m., Larry Wright, City Council Liaison, was excused.

3
4 The Board viewed a picture of the proposed Whitaker Museum sign on the internet.

5
6 **NEXT MEETING**

7
8 The next Whitaker Museum Board meeting will be held on Wednesday, April 1, 2015 at
9 6:30 p.m. in the Administrative Conference Room at City Hall.

10
11 **ADJOURN**

12
13 At 8:55 p.m., Nancy Smith made a **motion** to adjourn the meeting. Bridget Lee seconded
14 the motion, which was passed by unanimous vote (3-0).

15
16
17
18
19 _____
Spencer Packer, Chair

Date Approved

20
21
22
23
24 _____
Connie Larson, Recording Secretary

	Contributions	Grants	Book Sales	Director	FICA	Wrk Comp	Prof & Tech	Custodial	Engineer	Budget
Carry Over	477.26		788.44	0.00	0.00	0.0	0.00	0.00	0.00	
Transfer	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Current Budget	0.00	0.00	0.00	15000.00	750.00	750.00	2,000.00	400.00	0.00	18900.00
Jul '14	0.00		4.00	-1153.84	-88.28	-23.92	0.00	0.00	0.00	
Aug '14	119.17	0.00	138.00	-1730.76	-132.42	-35.88	-64.13	0.00	0.00	
Sep '14	0.00	0.00	0.00	-1153.84	-88.28	-23.92	0.00	0.00	0.00	
Oct '14	0.00	0.00	0.00	-1153.84	-88.28	-11.96	-58.93	0.00	0.00	
Nov '14	0.00	0.00	0.00	-1153.84	-88.28	-23.92	-53.73	0.00	0.00	
Dec '14	0.00	0.00	0.00	-1153.84	-89.81	-23.92	-53.73	0.00	0.00	
Jan '15	0.00	0.00	0.00	-1153.84	-88.28	-23.92	-63.67	0.00	0.00	
Feb '15	0.00	0.00	0.00	-1153.84	-88.28	-23.92	-86.66	0.00	0.00	
Mar '15	0.00	0.00	4.00	-1153.84	-88.28	-23.92	-86.66	0.00	0.00	
Apr '15										
May '15										
Jun '15										
	596.43		934.44	4038.52	-90.19	534.72	1532.49	400.00	0.00	

	Building		Preservation							
	Maint & Repair	Misc.	Restoration	Deuel Creek	Insurance	UPL	Questar	Sewer	% Earned	
Carry Over	0.00	-95.60	0.00	-24.00	50.00	0.00	0.00	0.00	0.00	
Transfer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Current Budget	600.00	2,500	0.00	200.00	400.00	700.00	800.00	60.00	0.00	5260.00
Jul '14	-178.54	-2.37	0.00	0.00	0.00	-91.29	-29.42	-30.00	0.00	
Aug '14	-95.00	0.00	0.00	0.00	0.00	-47.39	-7.16	0.00	0.00	
Sep '14	-259.12	-1.9	0.00	0.00	0.00	-46.72	-7.16	0.00	0.00	
Oct '14	0.00	-27.02	0.00	0.00	0.00	-28.00	-8.90	0.00	0.00	
Nov '14	0.00	-29.28	0.00	0.00	0.00	-32.16	0.00	0.00	0.00	
Dec '14	0.00	-67.01	0.00	0.00	0.00	-41.34	-157.65	0.00	0.00	
Jan '15	0.00	0.00	0.00	0.00	0.00	-54.56	-94.50	0.00	0.00	
Feb '15	-274.32	-289.54	0.00	0.00	0.00			0.00	0.00	
Mar '15	-200	-33.02	0.00	0.00	0.00			0.00	0.00	
Apr '15										
May '15										
Jun '15										
	-406.98	1954.26	0.00	176.00	450.00	358.54	495.21	30.00	0.00	

The Whitaker Museum Budget

Expenses

	2013-2014	2014-2015	2015-2016
Utilities	\$1,660	\$1,760	
# 271 UPL, #276 Questar, #277Sewer & #278 Duel Creek			
#482 Building Maintenance and Repair	\$500	\$600	
Carpet, Upholstery & Window Cleaning, Floor, Yearly Bug Extermination, & Rodent Control, Air Duct Cleaning, Filters (quarterly), Equip. Maintenance, Equip. Repair & Replacement			
#368 Equipment Maintenance and Repair		\$0	
#514 Property Insurance		\$400	
Miscellaneous	\$2,000	\$2,500	
#480 Miscellaneous Supplies \$2,500			
Toiletries, hand towels, drinking water, light bulbs, etc. Advertising, Stamps, Paper, Printing, Thank you, Business Cards, Professional Brochure Docent & Director name tags, Cash/Donation Box, Period Costumes, Indexing & Organizing archives, Printing & Xeroxing. Territorial map, Silk pods & display, Gummy silk worms, Signs (<i>do not touch, watch your step</i>)			
#330 Training and Education \$0			
#310 Professional & Technical Services	\$2,000	\$2,000	
Recording Secretary fees, Background Checks			
Museum Director	\$16,500	\$13,500	
#120 Director Stipend \$15,000 #130 FICA -750.00 #135 Work Comp Incl. No benefits -750.00			
#750 Essential Preservation & Safety Hazard Projects			
Capital Improvements	\$42,500	\$5,800*	

First Award

**Upstairs East Gable \$1,600

Exterior Repairs needed due to installation of window. Eventual leaking from missing shingles

**Rain gutters \$3,000

Outside Water is pooling & leaking through the Parlor wall causing damage. Needed around the new addition

**Stone and mortar sealing \$1,800

In addition to the rain gutters, this will further help prevent seepage into the East wall of building

**Soffit & Fascia \$3,200

Has not been completed on the north kitchen side

**Whitaker Exterior Sign \$6,000

Walkway \$3,000

Finish walkway south of museum to back door. Install on north side of museum to back door & archive room

**Items that qualified for CLG Grant \$7,800

TOTAL for these projects	\$18,600
Museum secured CLG Funding	- \$7,800
Museum donation (Director Salary)	- \$5,000
	\$5,800 * Requesting from City Council

*City CLG Match of \$2,800 & Capital Improvements of 3,000

Second Award****Wood repair/paint \$6,800****** Entrances walkways \$ 5,000****** Historic Record archival \$**

Special Project	\$0.00	\$500 ?	\$0
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Centennial Celebration Project \$500

Genealogy, Centennial coin, Geocaching

Timeline, Scavenger Hunt

	Subtotal	\$76,660	\$34,860
Museum funding/grants			
	TOTAL REQUESTED	\$48,560	\$34,860
	ADOPTED	\$23,360	\$24,160

3-5-10 YEAR PROJECTS

One Time Project Expense

Completed Projects

Security

Security Cameras \$2,500

Entry Locks \$500

Essential Preservation & Safety Hazard Projects

Exterior Caulking \$500

Rain Gutters \$1,200*

Soffit & Fascia on North Side \$1,600*

Backdoor screen/storm door \$300

Completion of walk around home \$1,500

Museum sign \$3,000*

Pole Barn for wagons and artifacts \$3,000*

Stone and mortar sealing \$900*

Duct Cleaning \$300

Exterior Painting Windows \$1,200

Wagon Repair x 2 \$500*

Window Shades \$510*

Develop Landscape Master Plan

Accurate Existing Site Plan \$300

Elevation & Survey Plan before landscaping begins \$1,000

Landscaping Plan \$1,000*

Exterior

Sprinkler Repair - City

Carriage Doors \$1,200*

Driveway & Parking - City

Porch Lighting \$600

Repair/redo walk around home \$1,500*

Reproduction of stolen gate/supplies

\$200*

Drip System between West/South sidewalk & museum - City

Drip system between West/North sidewalk and museum - City

Complete flower bed planting West/South side \$200*

Complete flower bed planting West/North side \$200*

Replacement Trees \$1,200*

Plant Identification Plaques \$1,000*

Exterior Lighting

Interior

Major Donor Plaque \$300*

Kitchen Faucet \$400

Donation Boxes \$100*

Signs \$500 (*do not touch, watch your step, hours of operation*)

Handicap ramp \$1,500

Time period furniture \$8,000*

Bathroom Door \$200*

Vacuum \$100

Work Desk/Laptop \$700

Special Projects

File Extraction \$1,000

Centerville Centennial Projects - \$4,000

Documentary "The Story begins here" DVD of founding fathers by Historian Paul Smith \$3,000

Children's Coloring Book - Educational activity book that allows hands-on learning for younger ages.

Appraisals on Museum valuables - City

Portrait of Brigham Young for Gathering Room \$2,000*

Territorial Map

*Indicates possible Museum shared efforts to accomplish through Eagle Scout Projects, Volunteers, Fundraisers, in kind services, grants.