



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

Tamelyn Fillmore

John T. Higginson

Stephanie Ivie

Lawrence Wright

City Manager

Steve H. Thacker

Whitaker Museum Board Meeting Agenda

Wednesday June 10, 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.

Centerville City, in compliance with the Americans With Disabilities Act, provides accommodations and auxiliary communicative aids and services for all those citizens in need of assistance, including hearing devices. Persons requesting these accommodations for City-sponsored public meetings, services, programs, or events should call Blaine Lutz, Centerville Finance Director, at 295-3477, giving at least 24 hours-notice prior to the meeting.

6:30 A. BUSINESS

1. **Minutes Review and Acceptance** – April 8, 2015 meeting minutes; May 27, 2015 meeting minutes
2. CLG updates
3. Board Member reports
4. Event review through August
5. Closed meeting if necessary, as allowed by state law
6. Possible action following closed meeting, including appointments to committees and docents
7. Next Meeting

B. ADJOURN

**Marsha L. Morrow, MMC
Centerville City Recorder**



PRELIMINARY DRAFT

Minutes of the Centerville City Whitaker Museum Board meeting held Wednesday, April 8, 2015 at 6:30 p.m. in the Administrative Conference Room at City Hall, 250 North Main Street, Centerville, Utah.

PRESENT

Diane Chamberlain
Spencer Packer, Chair
Nancy Smith
Paul Thomas Smith

ABSENT

Bridget Lee

VISITORS

Alex Creer
Julie Creer

STAFF PRESENT

Larry Wright, City Council Liaison, was excused at 7:54 p.m.
Lyndsey Kunzler, Youth Council Liaison, was excused at 7:40 p.m.
Lisa Linn Sommer, Whitaker Museum Director, was excused at 9:42 p.m.
Connie Larson, Recording Secretary

POTENTIAL EAGLE PRESENTATION

Alex Creer, Boy Scout, is planning to build a community garden beehive frame and six-foot fence around the hive frame, for his Eagle Scout project. His scout leader and scout troop will be helping and they will be placed on posts that will be painted. The estimated cost of this project is \$313. Chair Packer will meet with Alex Creer when the hives are completed to choose a suitable location to place the hives. Chair Packer said the front of the hive must be in direct sun, as bees are susceptible to bee mold.

Diane Chamberlain made a **motion** to accept the proposal from Alex Creer for the construction of the beehive and fencing, and the Board thanked him for his efforts on this project. Alex will be asked to meet with Julie Garlic to cover the details of the beehives, and then Alex will return to meet with the Whitaker Museum Board to finalize the details. Paul Thomas Smith seconded the motion, which was passed by unanimous vote (4-0).

YOUTH LIAISON – GEO CACHE UPDATE

Lyndsey Kunzler, Youth Council Liaison, reported she has not been able to get into the geo-caching account yet, but she should be able to shortly. She displayed two sizes of boxes for the Board to choose from. The Board agreed a leather journal to record visitors, will be placed in the box with museum coins that can be taken by the finder of the quest. Lyndsey also reported the Youth Council is working on the street dance for the Centennial Festivities this summer. Lyndsey will report to Lisa Linn Sommer on the number of young women volunteers for the Victorian Tea on May 30th.

MINUTES REVIEW AND APPROVAL

Minutes of the March 18, 2015 Whitaker Museum Board meeting minutes were reviewed. Nancy Smith made a **motion** to approve the minutes as written. Diane Chamberlain seconded the motion, which was passed by unanimous vote (4-0).

BOARD MEMBER REPORTS

Paul Thomas Smith read a thank you card written by David Parrish expressing appreciation for the opportunity to talk about his ancestor, Joel Parrish, who helped settle Centerville. He also gave the Board a \$100 donation for the Museum.

Nancy Smith reported the timeline she is making is nearly finished, and she is working to obtain a few remaining photographs. Nancy asked permission to pursue pricing for plumbing, an insert sink in the kitchen at the Museum. The Board gave Nancy permission to obtain price estimates on a sink and the plumbing for the Museum kitchen. Nancy asked Larry Wright, City Council Liaison, if he feels the City Council will allow the purchase of another recording device, as the Committee would like to meet on Tuesday evenings, which is also the same night as the City Council meetings. Mr. Wright suggested the Board send an email to the City Council for this request.

Diane Chamberlain reported she is working on the poster and genealogy chart of Thomas Whitaker as part of the Centennial events at the Museum. She displayed a draft of the genealogy poster that will show Thomas Whitaker with his four wives and all of their children. There will also be a binder that gives the history of Thomas Whitaker's parents, his wives, and children. An alphabetical list of names of Thomas' descendants will be posted for people to see if they are related to any of Thomas Whitaker's descendants. Along with that there will be a chart and program that will tell guests who they might be related to in history as well as Centerville.

At 7:40 p.m., Lyndsey Kunzler was excused from the meeting.

Chair Packer reported on the sign in front of the Museum, and he displayed a drawing for the proposed sign. He proposed building the sign up with a creekstone base with plantings around it. The estimated cost of the sign will be \$12,000. Difference in pole vs monument. The sign will be made of polystyrene and then painted to look like wood, wrought iron, concrete and stone. The Board will be asking the City Council in the next meeting, for funding for the sign. Outdoor lighting is also a problem at the Museum, and it has become a safety issue. Chair Packer met with Bruce Cox, Parks and Recreation Director, and Lisa Linn Sommer to review the flower garden on the northwest side of the building. This garden area is high maintenance, and Bruce Cox, Parks and Recreation Director, suggested reducing the garden size of the area by removing the rose bushes, and planting day lilies, and other easy to maintain plants. Mr. Cox is willing to do this work, but he will not be able to do it until his seasonal crew is available at the end of May. Lisa Linn Sommer suggested having people work at the Museum on the National Day of Service on April 18th.

CLG UPDATE

Chair Packer reported he spoke with Guy Carpenter about doing repairs at the Museum. Mr. Carpenter will be doing the north and south soffit and fascia on the addition and the east gable. He will also repair the framework and sills of the leaded glass window on the south side.

At 7:54 p.m., Larry Wright was excused from the meeting.

Lisa Linn Sommers, Museum Director, will obtain bids from Jim Rohletter on the installation of rain gutters. Bids also need to be obtained on additional brick walkways, and completion of the front and rear entrances. It is hoped the brick walkways can be an Eagle Scout project.

BUDGET REVIEW

Lisa Linn Sommer, Museum Director, distributed and reviewed the current budget status for the Museum. Nancy Smith said she would like to see the Museum have their own bank account at some point in the future for the fundraising events. The Zombie Run last October brought in \$964, and people are already asking about it for this year. The garden plots have brought in \$720 so far this year. The Victorian Tea Party last year brought in \$1,865. Envelopes to match the new Museum letterhead needs to be purchased. Lisa Linn Sommer will be meeting next week with Steve Thacker, City Manager, to discuss insuring the contents of the Museum. Lisa Buckmiller with the State Historic Society will also be contacted to see if she could advise on how to go about insuring specific items within the Museum.

REPORT ON THOMAS WHITAKER'S 200TH BIRTHDAY IN 2016

Paul Thomas Smith reported May 17, 2016 will be the 200th birthday for Thomas Whitaker. A poster of Thomas Whitaker that Mr. Smith made was displayed. Elizabeth Whitaker particularly enjoyed working in her flower gardens, and Mr. Smith suggested planting the same flowers that Elizabeth had in her garden on the Museum grounds. Thomas Whitaker was the first nurseryman in Centerville, and Mr. Smith would like to have the flowers and fruit trees that Thomas had planted on the Museum grounds. When Thomas married Hannah, it was very difficult to provide food, and Thomas worked in Ogden to earn more money to provide for his two wives. Mr. Smith would like to restore the driveway and have a period garage door installed for Thomas' birthday celebration. He would like to restore young Ruth Whitaker's bedroom upstairs, and perhaps have a group of Boy Scouts do this project, along with digging out the driveway. A musical of the courtship and marriage proposal of Elizabeth Whitaker to Thomas Whitaker was suggested.

MISCELLANEOUS

Story telling on the life of Jennie P. Stewart will be held next week with Susan Hainsworth at the Parrish Home on the corner of Parrish Lane and Main Street. There are already 35 confirmed reservations for this event, which is a full house.

PRELIMINARY DRAFT

Centerville City Whitaker Museum Board
Minutes of meeting
April 8, 2015

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1 Lisa Linn Sommer, Museum Director, reported Dennis Lyman, film producer for Channel
2 14, and the 'History of the Saints', program on the Mormon Channel, visited the Whitaker Museum
3 last week, and he wants to film the introductions for historic documentaries at the Whitaker
4 Museum. The next production they will be doing is on the history of the LDS Relief Society. In
5 exchange for doing these introductions at the Museum, Channel 14 will include the Museum and
6 Centerville City in their credits. They will also offer on Channel 14, a link to the Museum, and
7 they will advertise the Museum on KJAZZ.

8
9 Lisa Linn Sommer contacted Fort Douglas, and has obtained permission to borrow military
10 uniforms worn by soldiers from each war the United States was involved in to be displayed at the
11 Country Fair in August.

12
13 At 9:42 p.m., Lisa Linn Sommer was excused from the meeting.

14 15 CLOSED MEETING

16
17 At 9:42 p.m., Nancy Smith made a **motion** to adjourn to a closed meeting for reasons
18 allowed by law. Diane Chamberlain seconded the motion, which was passed by unanimous vote
19 (3-0). Members Present were: Spencer Packer, Chair; Paul Thomas Smith; Nancy Smith, Co-Chair;
20 and Diane Chamberlain.

21 22 RETURN TO OPEN MEETING

23
24 At 10:00 p.m., the Whitaker Museum Board returned to an open meeting.

25
26 Chair Spencer Packer made a **motion** that the Whitaker Museum Board Chair and Co-
27 Chair conduct an employee interview with the Museum Director, Lisa Linn Sommer. Following
28 that interview, the Board will then forward a recommendation to the City Council and Steve
29 Thacker, City Manager, with a recommendation concerning the current probation status that Lisa
30 Linn Sommer is currently working under. Nancy Smith seconded the motion, which was passed
31 by unanimous vote (4-0).

32 33 NEXT MEETING

34
35 The next Whitaker Museum Board meeting will be held on May 6, 2015 at 6:30 p.m.

36 37 ADJOURN

38
39 At 10:05 p.m., Chair Packer made a **motion** to adjourn the meeting. Paul Thomas Smith
40 seconded the motion, which was passed by unanimous vote (4-0).

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42
43 _____
44 Spencer Packer, Chair

Date Approved

45
46 _____
Connie Larson, Recording Secretary

PRELIMINARY DRAFT

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

PRESENT

Diane Chamberlain
Bridget Lee
Spencer Packer, Chair
Nancy Smith
Paul Thomas Smith

STAFF PRESENT

Abby Hodgson, Youth Council Liaison, was excused at 8:35 p.m.
Lyndsey Kunzler, Youth Council Liaison, was excused at 8:35 p.m.
Lisa Linn Sommer, Whitaker Museum Director
Connie Larson, Recording Secretary

MINUTES REVIEW AND APPROVAL

Minutes of the April 8, 2015 Whitaker Museum Board meeting minutes were tabled for further review.

CITY MANAGER FY 2016 BUDGET REVIEW

Lisa Linn Sommer, Whitaker Museum Director, distributed the Museum FY 2016 Budget. Lisa and Chair Packer recently met with Steve Thacker, City Manager, to review the Tentative Budget. An overview of the meeting was distributed. The City Council approved \$4,000 for the new monument sign in front of the Museum. The proposed budget for FY 2015-2016 is \$23,010.

CLG PROJECT UPDATE

Lisa Linn Sommer, Whitaker Museum Director, reported she gave a drawing of the sign for the front of the Museum to Thomas & Sons. Jack Thomas from Thomas & Sons said he will donate a sign for the Museum garden. The bid for the sign has been accepted, but Thomas & Sons had faux stone on the base of the sign, which will change the price. They will create a graphic drawing for approval, and then staff will review the sign for approval. The Public Works Department will be able to do some of the prep work for placement of the sign.

Chair Packer reported Guy Carpenter will be coming this week to work at the Museum. Lisa Sommer, Museum Director, reported she has contacted ten different companies, and they do not offer the half round rain gutters. Lisa Linn Sommer will contact Don Hartley, State Historical Society, and ask him to contact his supplier in California for the half round rain gutters. She will continue to follow up on the concrete for the steps with Mr. Youngberg and Mr. Padgett.

BOARD MEMBER REPORTS

Bridget Lee said she advertised the Mother's Day Tea in the Davis Clipper. She will also advertise the genealogy chart and timeline that can be viewed at the Museum in conjunction with the Centennial Celebration. The Scavenger Hunt will be advertised with the elementary schools.

Lyndsey Kunzler and Abby Hodgson, Youth Council Liaisons, reported the geocache website is now working and it will be ready this weekend. There will be wooden coins placed in the box, along with historical artifacts. Lyndsey and Abby will also be helping with the Mother's Day Tea.

Nancy Smith displayed a plastic sheet for the printing of the timeline. This plastic does not bend, but it is light enough that it will not pull the boards off of the wall. Public Works printed the timeline, but a few of the pictures did not print well and it will need to be reprinted.

At 7:20 p.m., the Board adjourned to the foyer of City Hall to view the timeline. The Board returned to the meeting at 7:30 p.m.

Nancy Smith reported Larry Wright, City Councilman, would like to donate a microphone for the story telling events at the Museum. Board members are to report their volunteer hours to Lisa Sommer each month at the Board meeting.

Diane Chamberlain displayed the wall hanging she made of Thomas Whitaker that lists his wives, along with their children, and the birth and death dates of the wives and children. She also displayed a binder she made of Thomas Whitaker's descendants.

Paul Thomas Smith reported he has been working on the Whitaker Story. There is not clarification on exactly when the Whitaker home was built, and where the silk worms were grown. He researched the stories of the wives of Thomas Whitaker to try and find clarification on these two events. The silk worm story began in the adobe home east of the Whitaker Museum in 1861 in the basement. The silk worms were moved to a Protestant Church on 400 East and 300 South, but then the worms died. According to Elizabeth Whitaker, it was Hannah Whitaker's fault the worms died. This home is now owned by Norm Beers, and Mr. Smith has viewed the inside of the home. Mr. Smith distributed a list of the qualities of Thomas Whitaker, and a list of the trees and plants that Thomas Whitaker had on his property.

Lisa Sommer, Museum Director, reported the May 17th Centennial Event at the Regional Center will be part of the City's archives. On May 9th, there will be 15 people coming to work on the Museum grounds as part of the National Service Day. The old electric pole on the grounds will be removed and hauled away to Spence Packer's barn.

Chair Packer made a **motion** to authorize the cleaning of the Museum windows on an annual basis the week before the Mother's Day Tea. Nancy Smith seconded the motion, which was passed by unanimous vote (5-0).

PRELIMINARY DRAFT

Centerville City Whitaker Museum Board
Minutes of meeting
May 7, 2015

Page 3

1 Lisa Linn Sommer is continuing to work with Beau Babcock at Fort Douglas on the
2 Veteran's Uniform Display.

3
4 Chair Packer reported Alex Creer, Boy Scout, is working on the construction of the beehive
5 for the Museum grounds. Alex will not be providing the bees and, therefore, a beekeeper will need
6 to be contacted to provide the bees. A letter from Brent Shick that was sent to Steve Thacker
7 expressing his disappointment of the Museum was discussed. Lisa Linn Sommer, Museum
8 Director, wrote a letter to Mr. Shick informing him that he is welcome to ask any questions to Paul
9 Thomas Smith, the Museum historian.

10
11 Nancy Smith reported Laura Toney would like to be a member of the Whitaker Museum
12 Board. The City Council has approved her name, and she will be attending the next meeting. The
13 Board would like to add another member to the Board in the near future.

14
15 At 8:35 p.m., Lyndsey Kunzler and Abby Hodgson were excused from the meeting.

16 17 LANDSCAPE AND HARDSCAPE REVIEW AND DISCUSSION

18
19 Chair Packer displayed an aerial view of the Whitaker grounds. A list of plants that were
20 provided by Paul Thomas Smith will be chosen to be planted on the south side of the Museum. At
21 a future date, a professional landscape architect will be asked to help with the design of the gardens.
22 A pole barn needs to be completed, so the wagon can be covered, as exposure to the weather is
23 causing it to warp. At least 20 more parking spaces need to be added at the Museum.

24 25 NEXT MEETING

26
27 The next Whitaker Museum Board meeting will be held on Wednesday, June 10, 2015 at
28 6:30 p.m.

29 30 ADJOURN

31
32 At 9:05 p.m., Nancy Smith made a **motion** to adjourn the meeting. Bridget Lee seconded
33 the motion, which was passed by unanimous vote (5-0).

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38 _____
39 Spencer Packer, Chair

Date Approved

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43 _____
Connie Larson, Recording Secretary

CLG awarded to the Whitaker 1st and 4th Quarter 2014

1st Quarter CLG Grant Award Matching grant of \$20,000 \$10,000 from the state, and \$10,000 from the City	CLG Award	Breakdown of CLG Landmarks	Breakdown of CLG Whitaker	Required City Match	Centerville City Match Landmarks	Centerville City Match Whitaker	Museum Shortage	Only Approved Budget Item
Approved Projects	10,000 10,000	2,200	7,800	10,000	2,200	0	7,800	
Lead Window / Venting Guy Carpenter								
Upstairs East Gable \$1,600 Guy Carpenter			800				800	
Rain Gutter \$3,000			1,500				1,500	
Stone/mortar sealing \$1,800 Guy			900				900	
Soffit & Fascia \$3,200 Guy Carpenter			1,600				1,600	
Whitaker Exterior sign \$6000			3,000				3,000	
Additional Need - Walkway 3,000								1,500 Steve approved (General funds)
Completion Deadline August 31, 2015								
Total Funds	20,000	2,200	7,800					
4th Quarter CLG Grant Award Matching grant of \$20,000 \$10,000 from the state, and \$10,000 from the City	CLG Award	Breakdown Of CLG Landmarks	Breakdown of CLG Whitaker	Required City Match	Centerville City Match Landmarks	Centerville City Match Whitaker	Museum Shortage	Only Approved Budget Item
Approved Projects	10,000 10,000	1,600	8,400	10,000	1,600		4,200	4,200 City Council funds
Wood replacement, repair/paint			3,400					3,400
Historic Record archival			2,500				1,700	800
Completion entrances and around bldg.			2,500				2,500	
Completion Deadline August 31, 2015								
Total Funds	20,000	1,600	8,400		1,600		4,200	4,200