



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

Tamilyn Fillmore

William Ince

Stephanie Ivie

George McEwan

Robyn Mecham

City Manager

Steve H. Thacker

Whitaker Museum Board Meeting Agenda

Wednesday, April 6, 2016, 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 – March 2, 2016 meeting minutes
2. CLG award - Outline order of completion
3. Education / travel expenses
4. Board Member Reports
 - a. 'Keeping the Stories Alive' lecture series – Laura Toney
 - b. August Storytelling/ TW 200 birthday – Diane Chamberlain
 - c. Oakdell compost/ Thomas and Sons Sign State recognition at Heritage Conference Fillmore training, artifact preservation - Lisa
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

NOTE: You will still need to enter through the door on the north side of the building and go up the stairs to the conference room.



PRELIMINARY DRAFT

Minutes of the Whitaker Museum Board meeting held Wednesday, March 2, 2016 at 6:30 p.m. in the Multi-Purpose Room (downstairs) at City Hall, 250 North Main, Centerville, Utah.

MEMBERS PRESENT

Diane Chamberlain

Mel Miles

Spence Packer, Chair, arrived at 6:40 p.m.

Nancy Smith

Paul Thomas Smith

Laura Toney, arrived at 7:20 p.m.

STAFF PRESENT

Stephanie Ivie, City Council Liaison

Lisa Linn Sommer, Whitaker Museum Director

Connie Larson, Recording Secretary

VISITORS

Spencer Majors

Brian Redd

Erin Redd

NEW MEMBER

Mel Miles was welcomed as a new member of the Whitaker Museum Board. Mr. Miles is from Star Valley, Wyoming, and attended Brigham Young University. He worked for Davis County as Personnel Director and recently retired.

EAGLE SCOUT

Spencer Majors completed his Eagle Scout project by weather proofing the wagon and benches at the Whitaker Museum. He sprayed these items with linseed oil and mineral spirits, and put everything in the wagon and covered it with tarp.

COMMUNITY GARDEN REPORT

Brian and Erin Redd have been in charge of the Community Garden for six years. Erin Redd reported 33 large plots were rented last year; eight small plots were rented, and two plots were given away. A total of \$ 1,200 was collected for the garden plots last year. One woman was refunded because her garden was ruined when a City worker accidentally dug up part of her garden and dumped weeds and leaves on her plot. Erin spent \$160 for the end of season barbeque.

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1 Some small garden equipment seems to disappear each year. It was discussed on measures
2 to secure these items, i.e., shovels, and rakes. Two garden carts, two shovels, and one rake were
3 added to the 2016 garden budget for a total of \$295. The garden will need nitrogen next fall at a
4 cost of \$200, if we do not add compost. Erin reported Oakdell is requesting \$2,100 for compost
5 this year. In previous years, Oakdell only charged \$400 for compost. Chair Packer requested for
6 Erin to contact Oakdell again, and ask what they are willing to offer. Spending \$2,100 is not
7 advisable.

8 Erin is waiting to hear from Oakdell as to why the cost has risen so high from previous
9 years. Seven large and four small plots have been rented so far for this year. Large plots 15 x 30
10 are \$35, and small plots 15 x 15 are \$25. The garden orientation meeting is scheduled for April 7th
11 at 6:30 p.m. at the Whitaker Museum.

12
13 Brian Redd has ordered the bees for the two beehives in the garden, and the bees will be
14 shipped in April. The queen bee is \$40. The Board discussed and determined that if someone can
15 be found to maintain the beehive and receive the honey, they should also be providing the costs
16 for the initial set up. The Redd's are willing to let gardeners know if anyone might be interested
17 in maintaining the beehive.

18
19 Nancy Smith made a **motion** to approve the garden budget for the year 2016, without the
20 compost charge, for Lisa Sommer to add into the garden budget \$100 to \$200 for purchasing
21 nitrogen to be added when the leaves are tilled in the fall, and to contact Bruce Cox, Parks and
22 Recreation Director, in the fall. Mel Miles seconded the motion, which was passed by unanimous
23 vote (5-0)

24
25 At 7:20 p.m., Laura Toney arrived at the meeting.

26 27 MINUTES REVIEW AND ACCEPTANCE

28
29 Minutes of the February 3, 2016 meeting minutes were reviewed. Chair Spencer Packer
30 made a **motion** to approve the minutes as amended. Diane Chamberlain seconded the motion,
31 which was passed by unanimous vote (6-0).

32 33 DISCUSS AND DECIDE THE PROJECT LIST REQUEST FOR THE CITY 34 COUNCIL, AS PER EMAIL FROM STEVE THACKER

35
36 Lisa Linn Sommer, Whitaker Museum Director, reported the City Council wants a list of
37 projects from all of the City departments including the Whitaker Museum Board listed by priority
38 to decide how to prioritize each department's project list, and how much money to allot for the
39 projects. Nancy Smith distributed the Whitaker Museum Capital Improvement Plan projects list,
40 and the Board reviewed each item and gave an estimation of the cost on each item. The projects
41 will be prioritized, and then emailed to each Board member for approval. The final list must be
42 submitted to Steve Thacker by March 14, 2016.

BOARD MEMBER REPORTS

Nancy Smith distributed the basic insurance policy information on the Whitaker Museum. The City shows the square footage of the Museum at 3,157. The County shows the square footage at 3,631. The insurance policy covers all risk – replacement coverage to any physical loss at \$153,000 to the building with \$10,000 deductible, and \$25,500 in personal contents coverage with \$10,000 deductible. The insurance includes flood and earthquake coverage with a \$100,000 deductible. It also covers fine arts at \$100,000 with a \$10,000 deductible. Exclusions are “mysterious disappearance,” and the other items as shown. The age and exact square footage of the building must be determined. Chair Spencer Packer said he will measure the correct footage of the Museum. Paul Thomas Smith stated the Museum was completed in 1882. Nancy recommended the Museum obtain appraisals and photographs of artifacts with values for the insurance company, and to follow up with staff on the building value, square footage and age of dwelling for changes.

Nancy reported she was approached by Chris Green from the July 4th Parade Committee to see if the Whitaker Museum would like to be a part of the July 4th festivities. Chair Packer had been approached about participating in a Sunday evening program. The Museum would like to participate, however, it is doubtful the new DVD will be ready due to funding, and not all Board members will be available on that Sunday. One suggestion was to have the Whitaker Museum be open on July 4th, which is Monday, rather than Tuesday. The Board discussed if they would like to do an event at the Museum on this date. The Board agreed it would be nice to support the July 4th Committee and have the Museum open for two hours. Chair Packer will follow up with Mayor Cutler for more information regarding the Sunday evening program.

Paul Thomas Smith reported a separate budget of \$5,000 to \$6,000 is needed for research and development for the new Centerville DVD, “The Story Begins Here.”

Lisa Linn Sommer reported on the Mother’s Day Tea Party that will be held in May. Lisa asked for a bid from a catering company to do everything at a cost of \$10.65 per person. For 165 people, this would cost \$2,007, which includes the gratuity. This would save countless hours of her and the Committee’s time, and would still leave \$3.00 profit a plate.

Mel Miles made a **motion** to have the Mother’s Day Tea Party professionally catered at a cost of \$2,007. Chair Spencer Packer seconded the motion, which was passed by unanimous vote (6-0).

Lisa Linn Sommer proposed the Story Telling events be taken away from Paul Thomas Smith, as he is working on “The Story Begins Here” project. Paul Thomas Smith agreed to this change. Nancy Smith indicated she would be happy to assist, and asked if Laura Toney and Mel Miles could help with finding presenters. They all agreed.

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NEXT MEETING

The next Whitaker Museum Board meeting will be held on Wednesday, April 6, 2016 at 6:30 p.m. at City Hall in the Multi-Purpose Room (downstairs).

ADJOURN

At 10:00 p.m., Nancy Smith made a **motion** to adjourn. Mel Miles seconded the motion, which was passed by unanimous vote (6-0).

Spencer Packer, Chair

Date Approved

Connie Larson, Recording Secretary