



CENTERVILLE CITY

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

Incorporated in 1915

Whitaker Museum Board Meeting Agenda

Tuesday, July 26, 2016, 6:30 p.m.

**Administrative Conference Room at City Hall
250 North Main, Centerville, UT 84014**

Mayor

Paul A. Cutler

City Council

Tamilyn Fillmore

William Ince

Stephanie Ivie

George McEwan

Robyn Mechem

City Manager

Steve H. Thacker

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** – June 21, 2016 meeting minutes
- 2. Director Report**
 - a. CLG
 - b. Garden / Sign
 - c. Marquee
 - d. Whitaker Budget review (moved to next month due to time sensitivity of the Collection Policy)
- 3. Board Member Reports**
- 4. Review Whitaker Museum Collections Policy**
- 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: Please enter building through north door and go up the stairs to the conference room.



Minutes of the Whitaker Museum Board meeting held Wednesday, June 21, 2016 in the Administrative Conference Room at City Hall, 250 North Main, Centerville, Utah.

MEMBERS PRESENT

Mel Miles
Spencer Packer, Chair
Nancy Smith
Paul Thomas Smith
Laura Toney

MEMBERS ABSENT

Diane Chamberlain

STAFF PRESENT

Lisa Linn Sommer, Whitaker Museum Director
Connie Larson, Recording Secretary

MINUTES REVIEW AND APPROVAL

Minutes of the May 4, 2016 meeting minutes were reviewed. Laura Toney made a **motion** to approve the minutes as amended. Mel Miles seconded the motion, which was passed by unanimous vote (5-0).

CLG PROJECTS

a. Prioritize and Outline

Lisa Linn Sommer, Whitaker Museum Director, reported the CLG contract was signed by Steve Thacker, City Manager, returned to the State Historical Department, and approved projects are ready for bids and work to begin. The projects must be completed by October 31, 2017. The State has awarded the CLG \$9,700 in matching funds. Whitaker Museum Rehabilitation:

DVD documentary on Centerville Beginnings - \$3,000 (the State requested these funds be added to another project. It was decided that the DVD would be too difficult to validate as a CLG project; these funds will be added to the carriage house renovation).

East door restoration, time period screen door and threshold - \$600.00 matching.
Kitchen faucet and functional tin sink - \$2,000 matched.

Carriage house/garage restoration - \$7,100 should have been \$12,000 plus the \$3,000 mentioned above \$15,000.

The State had pre-approved \$17,600 CLG award to the Museum. However, when the contract was written, an error occurred and the contract was submitted for a lesser amount. The City Manager, Steve Thacker, and the City Council have approved the additional fund match of \$4,900 to come from the RAP tax.

b. CLG project bids

Chair Spencer Packer will be meeting with Guy Carpenter to discuss the work that needs to be done and obtain bids. He will report on his findings at the next meeting.

c. Kitchen faucet and sink

Lisa Linn Sommer, Museum Director, will look for a kitchen faucet and sink, and report on the cost of these items at the next meeting.

d. Carriage house/garage/office

The Board discussed the renovations needed for the carriage house. Lisa reported people are coming to the Museum to do research and requesting historical information. She said it would be nice to have a working area for people to do their research. Board members discussed exposing the brick wall that would give an historic ambience feeling to the carriage house. The stairs should be removed allowing for the installation of a carriage door façade, adding to the aesthetics of the building. The Board discussed types of flooring and lighting to be used. Lisa Linn Sommer will contact Lisa Buckmiller to see what is acceptable for the standards required. Lisa Linn Sommer will contact Don Hartley at the State Historic Society for his recommendations for lighting in the carriage house. Guy Carpenter will be asked to give a bid on these renovations.

DIRECTOR REPORT

a. Tea party

Lisa Linn Sommer reported the Mother's Day Tea Party was a great success. There were 168 people in attendance, and the catering company did their work very well. The Tea Party had to be moved indoors to City Hall because of the rain. The cost of the tea was \$14.50 per person. Tickets will be increased to \$15.00 per person next year. The demand for tickets and the cost of living increase on food merits the ticket price increase for next year.

Garden Plots

There are three people who decided not to garden, and forfeited their plots. Because of the lateness of the season, these plots were offered to any gardener who would like to plant and care for them. All three gardens have been planted and cared for. The garden sign needs to be cemented into place. Bruce Cox, Parks and Recreation Director, has been asked to place the sign in concrete, so that it will not bend. Thomas and Sons will complete the artwork on the back side of the sign.

b. Whitaker End of Fiscal Year Budget Review

This items will be reviewed at the next meeting.

c. Maple Tree Removal

The maple tree on the north side of the museum that fell during the wind needs to be removed. It will cost around \$2,000 to have the tree removed. Bruce Cox, Parks and

Recreation Director, is collecting bids for this service. He will get approval from the Whitaker Museum Board before the work commences.

d. Roof Repair (shingles, fascia, soffit, rain gutter)

A budget amendment will be requested from the City Council to repair the roof and soffit damage caused by the tree. The rain gutter is bent and needs to be repaired. Steve Thacker informed Lisa that the cost to repair the roof may need to come from the Whitaker Museum budget. Guy Carpenter will be asked to give a bid to repair the fascia, soffit, and shingles.

e. Approval of Director Job Description

Steve Thacker, City Manager, and Jacob Smith, Assistant to the City Manager, met with Lisa Linn Sommer, Museum Director, to review and adjust the Museum Director job description. The job description has not been forwarded to Chair Packer, nor Vice Chair Nancy Smith for review.

f. Schedule help with the marquee installation

The marquee for the front of the Museum has been received. Help was requested with the installation, and Chair Packer and Mel Miles offered their help.

g. Flower Beds

Bruce Cox, Parks and Recreation Director, would like the Tea Party moved to the first Saturday in June, as the Parks Department is working in May to have the cemetery ready for Memorial Day. No decision on this change was made at this meeting.

BOARD MEMBER REPORTS

Lisa Linn Sommer reported the wagon is warping, and some of the floorboards have fallen out. It was mentioned that this would be a great Eagle Scout Project to repair the wagon.

Lisa Buckmiller with the State Historical Society informed Lisa Linn Sommer there is a new \$4,000 grant program through the State. Lisa will follow up on this grant application for programs and activities.

Nancy Smith reported the Museum will be open on July 4th from 11:00 a.m. to 2:00 p.m. Nancy Smith and Laura Toney will work at the Museum on this day. Judy Gunn will be asked to spin wool outside. Laura Toney reported she has tried to contact a member of the Ford family to speak at the Telling Our Story event, but her calls are not returned. She is trying to get Ann Ford for the September 13th Story Telling event. She talked with Janet Plew who lived in what was the Pony Express house on 200 East. Janet is willing to talk about her memories of Centerville. Laura is also working with a group of women in Centerville who would like to share their memories of Centerville. This group of women will be asked to talk at the November Story Telling event. The LDS Church on 300 South and 300 East is scheduled for major renovations. Clark Jenkins has been over other LDS Church renovations, and if he is, Laura will ask him if he would like to be

one of the Museums future storytellers. He would be asked to share historical buildings and their construction.

Paul Thomas Smith reported he is planning to give a presentation for the descendants of Thomas Whitaker, celebrating his 200th birthday. However, there are inconsistencies on what is happening for this event. Some people thought it was a private family event, but a flyer was mailed to citizens in the community from the Landmarks Commission inviting them to this event. It was agreed that Mr. Smith will give his presentation on August 9th at the Story Telling Event, and on August 13th, he will give the same presentation at the Whitaker Family Reunion. The Whitaker Museum Board is not paying for the flyers or food for these events.

Paul Thomas Smith displayed the new book he wrote on Thomas Whitaker. The cost of the book is \$47.00. This is a private venture, but Paul Smith is graciously donating all proceeds, after expenses, to the Whitaker Museum. This is the equivalent to about \$1.50 per book.

Paul Thomas Smith asked for approval of \$3,000 to move forward on the new documentary he and his son Brandon are developing. This documentary will share stories on the history of Centerville City. This DVD will broaden the scope of the Museum. Lisa Linn Sommer said this has been approved, with the initial \$3,000 coming from the Museum. Lisa will email the script for the DVD to Board members for their input and review.

Nancy Smith made a **motion** to approve the initial \$3,000 withdrawal with the understanding that Mr. Smith's draft will be sent for any additional comments and input, and that Mr. Smith will submit an outline summary of the script (including a cost outline) after the Whitaker Museum Board input is received before making a final script. Chair Spencer Packer seconded the motion, which was passed by unanimous vote (5-0).

Paul Thomas Smith would like to do docent training for the volunteers at the Museum. This training will be completed in two sessions at one and a half hours per session.

Lisa Linn Sommer, Museum Director, suggested a small antique car show in Centerville to be used as a fund raiser to honor first responders. There could also be a cooking contest among the police and fire department. The U S Forest Service has fire trucks that could be displayed. This event would be held in September. Lisa will find out more information about this possible event.

NEXT MEETING

The next Whitaker Museum Board meeting will be held on Tuesday, July 26, 2016 at 6:30 p.m. in the Administrative Conference Room at City Hall.

ADJOURN

At 8:20 p.m., Mel Miles made a **motion** to adjourn the meeting. Nancy Smith seconded the motion, which was passed by unanimous vote (5-0).

Centerville City Whitaker Museum Board
Minutes of meeting
June 21, 2016

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Spencer Packer, Chair

Date Approved

Connie Larson, Recording Secretary