



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, April 25, 2017, 6:30 p.m.

City Council 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 Mecham

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** – March 28, 2017 meeting minutes; April 13, 2017 emergency meeting minutes
2. Chair Packer
 - a. Parking and Lighting project
 - b. Updates of CLG project
3. ROP edit completion (Lisa Sommer)
4. Sound System / Whitaker 4th of July (Laura Toney)
5. Report on budget meeting with City Manager (Mel Miles)
6. Closed meeting if necessary, as allowed by state law
7. Possible action following closed meeting, including appointments to committees and docents
8. Next Meeting _____

B. ADJOURN

Marsha L. Morrow, MMC
Centerville City Recorder

NOTE: Please enter building through north door and go up the stairs to conference room.



PRELIMINARY DRAFT

Minutes of the Whitaker Museum Board meeting held Tuesday, March 28, 2017 at 6:30 p.m. in the City Council Room at City Hall, 250 North Main, Centerville, Utah.

MEMBERS PRESENT

Diane Chamberlain
Mel Miles
Spencer Packer, Chair
Nancy Smith
Paul Thomas Smith

MEMBERS ABSENT

Laura Toney

STAFF PRESENT

Stephanie Ivie, City Council Liaison
Lisa Linn Sommer, Museum Director
Connie Larson, Recording Secretary

MINUTES REVIEW AND APPROVAL

Minutes of the February 28, 2017 meeting minutes were reviewed. Mel Miles made a **motion** to approve the minutes as amended. Diane Chamberlain seconded the motion, which was passed by unanimous vote (5-0).

WHITAKER OPERATIONS WORK SESSION

Lisa Linn Sommer, Museum Director, distributed "The Whitaker" Centerville's Heritage Museum Recommended Operating Procedures (ROP), with the revisions that were recommended from the last meeting. The Board discussed and made other changes to the document, but ended at Section VII, Building Use Agreement. The Board will review the remainder of the Operating Procedures at the next meeting.

BUDGET REVIEW

Lisa Linn Sommer, Museum Director, distributed the Whitaker Museum Budget for 2017-2018. The Board made changes to the budget under Public Relations, and added the possibility of sharing the reproduction cost with Landmarks Commission's Walking Tour Pamphlet under Programs and Projects. The requested budget must be submitted to Jacob Smith by April 4, 2017.

Chair Packer made a **motion** to approve the Whitaker Museum Budget pending final numbers that are given by staff. Diane Chamberlain seconded the motion, which was passed by unanimous vote (5-0).

BOARD BUSINESS

Lisa Linn Sommer, Museum Director, reported the Garden Meeting was held last night. All of the garden plots have been rented for this season. Chair Packer signed a thank you letter to Oakdell for the compost they provided for the garden plots.

Chair Packer said there are two Boy Scouts that are working on two potential Eagle Scout projects. One of the Boy Scouts is considering making a pathway with bricks from the police station to the school house, and the other Boy Scout is considering making a covering over the walkway. The Board discussed the covering over the walkway, but agreed it may not be conducive for this area. Solar lighting was also suggested. Kevin Campbell, City Engineer, was going to provide a sketch of the parking lot for the Museum, but he has now sent the project out for bid. The Board agreed they do not want a covering over the walkway from the police station to the school house.

NEXT MEETING

The next Whitaker Museum Board meeting will be held on Tuesday, April 25, 2017 at 6:30 p.m. at City Hall.

ADJOURN

At 8:40 p.m. Chair Packer made a **motion** to adjourn the meeting. Diane Chamberlain seconded the motion, which was passed by unanimous vote (5-0).

Spencer Packer, Chair

Date Approved

Connie Larson, Recording Secretary

PRELIMINARY DRAFT

Minutes of the Whitaker Museum Board emergency meeting held Thursday, April 13, 2017 at 12:00 p.m. at the Centerville City Hall, 250 North Main, Centerville, Utah, 84014.

PRESENT

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

ABSENT

Diane Chamberlain

STAFF PRESENT

Stephanie Ivie, City Council Liaison
Lisa Linn Sommer, Museum Director
Marsha L. Morrow, City Recorder

DISCUSS POSSIBLE REVISIONS TO THE BUILDING REFURBISHING PLANS

Chair Spencer Packer informed the Board there was a problem in doing the revisions to the Museum. Work has been stopped in order to get a building permit. He said prior to the work being stopped they had pulled up the tile and the concrete flooring underneath was pulverized and need to be removed. City staff were willing to let us use their compressor jack hammer to break up the concrete. When they got through that concrete there was another layer of concrete that had cracks and therefore needed to be removed also. He reported that Lisa Sommer rallied some volunteers to haul out all the concrete.

Chair Packer said he had met with City Manager Steve Thacker to see if there was somewhere in the budget they could find another \$2,000 for the additional costs of the renovation. He said Mr. Thacker found some money and went to the Council and they approved the additional \$2,000. He said he also met with Myron, the City Building Inspector, he informed Mr. Packer that they would have to be compliant with the American Disabilities Act (ADA) in order to put in the bathroom. He explained that it a governmental law enforced through the building inspectors. Myron also informed Mr. Packer that they could not leave the 3 exterior walls as brick, as planned. They would have to be furred out, insulated and some kind of surface put on them, such as sheet rock. He also said they would not be required to change out the window with a thermo-pane window.

Chair Packer said the Board has a couple of choices to decide on. He distributed a drawing which showed the parameters they would have to following if they were going put in a bathroom and explained those parameters. They would have to have the sink in the bathroom. The door would have to an outswing door. Chair Packer said they need to decide if they want a toilet or just a sink and counter in the bathroom. The counter would need to be ADA compliant, which is 34 inches instead of the normal 36 inches so the sink could be reached by someone in a wheelchair.

1 They could just go with the sink and counter and not have a toilet. Mr. Packer said he consulted
2 with Don Hartley, who reviewed the codes and didn't see any issues with what they were doing.

3
4 Nancy Smith asked Chair Packer how much space would be lost by furring out the walls.
5 Chair Packer explained the number of inches for each wall. He explained that there might be a
6 portion of the north wall that would have to come out further in order to fit the gas line through
7 the wall, which is a 1 ½ inch gas line.

8
9 Paul Smith asked if it was really necessary to have a bathroom. Lisa Linn Sommer,
10 Museum Director said she would be fine in not having one. She could continue to go to the other
11 bathroom even though it would mean going out of her office and locking the door to use the other
12 bathroom. There was further discussion on whether to have the gas line run around the corner of
13 the building. Chair Packer explained the issues of having the gas meter around the corner. After
14 further discussion, each Board member expressed their desire to not have a bathroom and have the
15 gas meter on the north wall.

16
17 Chair Packer made a **motion** to propose the drawing as the general plan to submit and
18 eliminate the bathroom, but see if it would be possible to rough plumb for a bathroom if they
19 decide to add the bathroom in the future, and have the gas meter on the north wall. Mel Miles
20 seconded the motion, which passed by unanimous vote (5-0).

21
22 **ADJOURN**

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24 At 12:43 p.m., Laura Toney made a **motion** to adjourn the meeting. Nancy Smith seconded
25 the motion, which passed by unanimous vote (5-0).

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31 Spencer Packer, Chair

Date Approved

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Marsha L. Morrow, City Recorder