



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

Tamelyn Fillmore

William Ince

Stephanie Ivie

George McEwan

Robyn Mecham

City Manager

Steve H. Thacker

Whitaker Museum Board Meeting Agenda

Tuesday, May 23, 2017, 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 Jacob Smith, Centerville Assistant to the City Manager, at 801-295-3477, giving at least 24 hours-notice prior to the meeting.

6:30 A. BUSINESS

1. **Minutes Review and Acceptance** – April 25, 2017 meeting minutes
2. Whitaker Title 8 - Ordinance
3. Board Member Reports
4. Closed meeting if necessary, as allowed by state law
5. Possible action following closed meeting, including appointments to committees and docents
6. 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, April 25, 2017 at 6:30 p.m. in the Business Office Conference Room at City Hall, 250 North Main Street, Centerville, Utah.

MEMBERS PRESENT

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

MEMBERS ABSENT

Nancy Chamberlain

STAFF PRESENT

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

MINUTES REVIEW AND ACCEPTANCE

Minutes of the March 28, 2017 meeting minutes were reviewed. Mel Miles made a **motion** to approve the minutes as written. Paul Thomas Smith seconded the motion, which was passed by unanimous vote (5-0).

Minutes of the April 13, 2017 emergency meeting were reviewed. Chair Spencer Packer made a **motion** to approve the minutes as amended in red. Nancy Smith seconded the motion, which was passed by unanimous vote (5-0).

CHAIR PACKER REPORT

a. Parking and Lighting Project

Chair Spencer Packer reported the City has received bids for the parking area at the Museum. He recently met with the Public Works Department to show them the parking layout design, and the preliminary design was sent by email to Board members last week. The new parking area shows ten parking spaces. The flag pole will need to be moved, and a design for the electric system will involve conduit to run the wires in and through concrete bases. A low estimate on lighting is \$3,600 a piece up to \$5,000. An Eagle Scout has expressed interest to do the conduit for his Eagle Scout project. One of the problems with the current paving is it covers the main sprinkler lines, and the sprinklers will need to be reworked. A bumper block can be placed on the pavement line to keep cars from going onto the grass and damaging the sprinkler lines. Bruce Cox, Parks and Recreation Director, wants to run a line from inside the basement to the sprinklers, so they can control the sprinklers by phone. A concern was expressed that a bumper block wouldn't deter drivers from still backing over the sprinkler and another alternative would be to have the sprinklers up next to the pathway shooting south, avoiding any problems of driving over sprinkler heads.

b. Updates of CLG Project

Chair Spencer recently met with Guy Carpenter and the building inspector, and the plans were redone adding more detail. The size calculations for the heating and air conditioning system were received today, and he will submit the application for the permit this evening. The south wall next to the fireplace is the best place where the ceiling air conditioning element can be placed. The building inspector, has given approval to rough-in the toilet.

ROP EDIT COMPLETION

The Board discussed and made changes to the Building Use Agreement from the Policies & Procedures for the Whitaker Museum.

SOUND SYSTEM/WHITAKER 4th of JULY

Laura Toney reported the current sound system at the Museum is a small speaker with a headset and speaker. The concern is that speakers who talk at the Story Telling events who have soft voices are hard to hear. Laura contacted Performance Audio, and they can do a wireless microphone, receiver, and cables to go between the receiver and speaker at a cost of \$750 for the low end, and this is with their discount. Chair Packer proposed upgrading the system by purchasing a second speaker to go with the current sound system that could also be used outside.

Lisa Sommer, Museum Director, reported Judy Gunn will be spinning wool on the lawn of the Museum at the 4th of July events this year. Visitors may view the video in the Gathering Room, but there will be no tours of the Museum on July 4th. Paul Thomas Smith said he has a pioneer period costume that he could portray Thomas Whitaker in the parade if a car is available for him to ride him. The parade will begin at Pages Lane this year and travel north on Main Street.

REPORT ON BUDGET MEETING WITH CITY MANAGER

Mel Miles reported he met with Steve Thacker, City Manager, and Lisa Sommers, Museum Director to discuss the Museum budget. The current Museum budget is a little less than \$10,000 for the remaining fiscal year, and the RAP Tax is five percent for the Museum. Lisa Sommer will look at the priorities of the Museum budget to see where the \$10,000 was to be spent.

Mel Miles made a **motion** to substitute purchasing a sound system in place of the Museum brochure, with the understanding that the publishing of the brochure will be pursued at a future date. Laura Toney seconded the motion, which was passed by unanimous vote (5-0).

BOARD MEMBER REPORTS

Paul Thomas Smith reported the Museum video is moving forward. Former City Council member, Dean Layton, who moved to St. George, visited the Whitaker Museum last week, and he was very happy with the renovations at the Museum and how well it looks. Mr. Smith will be

1 doing the May Story Telling event. Lisa Sommer was asked to send an invitation via email to the
2 City, including elected and appointed officials inviting them to this event.

3
4 Nancy Smith reported three to four people have expressed an interest in editing the videos
5 of the Story Telling events and asked Lisa to report on the outcome of that.

6
7 Lisa Sommers reported she went to a meeting at the State last week on museum collections,
8 and she was told her forms look great. She was told to make sure the building contents are well
9 insured. The forms will be vetted by the City Attorney, along with the recommendations from the
10 Board on the entire document.

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12 **NEXT MEETING**

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14 The next Whitaker Museum Board meeting will be held on Tuesday, May 23, 2017 at 6:30
15 p.m. at City Hall.

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17 **ADJOURN**

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19 At 8:30 p.m., Mel Miles made a **motion** to adjourn the meeting. Nancy Smith seconded
20 the motion, which was passed by unanimous vote (5-0).

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25 _____
26 Spencer Packer, Chair

Date Approved

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29 _____
30 Connie Larson, Recording Secretary

TITLE 8

PUBLIC PROPERTY

CHAPTER 8-01.	GENERAL PROVISIONS
CHAPTER 8-02.	PARKS AND PLAYGROUNDS
CHAPTER 8-03.	CEMETERY REGULATIONS
CHAPTER 8-04.	WHITAKER MUSEUM

CHAPTER 8-04. WHITAKER MUSEUM

8-04-010.	Purpose.
8-04-020.	Legislative Authority.
8-04-030.	Administration.
8-04-040.	Regulations and Fees.
8-04-050.	Museum Hours.
8-04-060.	Prohibited Conduct.
8-04-070.	Animals.
8-04-080.	Injury to Property.

8-04-010. Purpose.

It is the purpose of this Chapter to set forth applicable provisions and regulations for the operation and maintenance of "The Whitaker" Centerville's Heritage Museum located at 168 North Main Street in Centerville City ("The Whitaker" or "Museum").

8-04-020. Legislative Authority.

Pursuant to the provisions of Utah Code Ann. § 10-8-85.9, as amended, the City is authorized to expend public funds to acquire, preserve, protect, or enhance an historical area or site for the benefit of its citizens.

8-04-030. Administration.

The Whitaker is owned by the City and operated and administered by a variety of personnel. The administration and operational duties are set forth as follows:

(a) The Museum Director manages the basic operations and programs of the Museum under the direct supervision of the Museum Board and the general supervision of the City Manager, in accordance with provisions of Centerville Municipal Code § 3-03-060.

(b) The Museum Board is responsible for the management and operation of the Museum and Museum programs in accordance with provisions of Centerville Municipal Code § 3-03-060 and any policies, guidelines and procedures regarding the use, administration and operation of The Whitaker as adopted by the City.

(c) The general upkeep of the grounds of the Museum is the responsibility of the Parks Department under the general supervision of the Parks and Recreation Director. Any specialty flora or gardens shall be the responsibility of the Museum Director, Museum Board and/or volunteers.

8-04-040. Regulations and Fees.

The City may promulgate rules and regulations relating to The Whitaker and may amend such rules and regulations from time to time. Fees for use of the Museum facilities shall be adopted by the City and set forth in the City Fee Schedule.

8-04-050. Museum Hours.

The hours of operation for The Whitaker shall be set forth in applicable policies, guidelines and procedures adopted by the Museum Board and approved by the City Manager and/or City Council, as applicable.

8-04-060. Prohibited Conduct.

No person shall engage in fighting or indulge in riotous, boisterous, intoxicated, threatening, promiscuous or indecent conduct or use any abusive, threatening, profane or indecent language in the Museum or within the grounds of the Museum. No person shall engage in any activities or conduct on public property prohibited by law.

8-04-070. Animals.

Animals shall not be allowed in The Whitaker, except animals considered "working animals" accompanying and aiding an individual with a disability.

8-04-080. Injury to Property.

It shall be unlawful for any person to injure, deface, break, destroy or remove any property of the Museum or Museum grounds unless such an act is within the legal duties of fulfilling one's job and such duties are permitted or have been requested by the City.

NEW FUTURE CARRIAGE DOORS (NON WORKING)

EXISTING WINDOW TO REMAIN

NEW GAS METER LOCATION

W/ P/ G/ E/ C/

CONDENSER PLACED FOR SILENT LIGHTS

FUELS & INSULATE THERM. EXTERIOR WALLS

1" FOAM INSULATION TYPED TEN.

H2O SINK 34" MAX HEIGHT

APPROX 18' X 11'

EXISTING METER LOCATION

ROUGH IN TOILET ONLY

— TANKER RESISTANT

— A/C CONDENSER SET BY EXISTING

A/C ELECTRICAL

THE HANDBOOK REQUIRED

SCALE 1/2" = 1'

NOTE: INSULATE WITH JOIST.



