CENTERVILLE WHITAKER MUSEUM BOARD AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE WHITAKER MUSEUM BOARD WILL HOLD ITS REGULAR PUBLIC MEETING AT 5:00 PM ON NOVEMBER 4, 2021 AT CENTERVILLE CITY HALL CONFERENCE ROOM, 250 N. MAIN STREET. THE AGENDA IS SHOWN BELOW:

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, Administrative Services Director, at 801-295-3477, giving at least 24 hours notice prior to the meeting.

The full packet of backups materials can be found at http://centerville.novusagenda.com/agendapublic.

A. ROLL CALL

B. BUSINESS

1. Minutes Review and Acceptance

   September 28, 2021 WMB Minutes
2. Director's Report
3. 3, 5, and 10 Year Museum Plan
   1. CLG project discussion and approval
   2. RAP project discussion and approval
4. Operations for Museum Success
   1. Advertising
   2. Recruitment
5. Landmarks Commission
   1. Absorption
   2. Umbrella
6. Calendar Events for 2022
7. Keeping Our Story Alive 2022
8. Newsletter Items

9. Board Reports and Requests

C. CLOSED SESSION (Closed Meeting, if necessary, for reasons allowed by State Law, including, but not limited to, the provisions of section 52-4-205 of the Utah Open and Public Meetings Act, and for the Attorney-Client matters that are privileged pursuant to Utah Code ann. 78B-1-137, as amended)

D. ADJOURNMENT

Jennifer Hansen
Centerville City Recorder

CENTERVILLE

Staff Backup Report
11/4/2021

Item No. 1.

Short Title: Minutes Review and Acceptance

Initiated By:

Staff Representative:

SUBJECT

September 28, 2021 WMB Minutes

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- 9-28-2021 WMB Minutes

Minutes of the Centerville Whitaker Museum Board meeting held Tuesday, September 28, 2021 at 5:00 p.m. in the City Hall Conference Room, 250 North Main Street, Centerville, Utah and via Zoom.

MEMBERS PRESENT

Debbie Dahl
Robin Jensen
Jim Morgan
Spencer Packer, Chair, arrived at 5:40 p.m.
Nancy Smith

STAFF PRESENT

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

DETERMINATION LETTER

Nancy Smith read the Determination Letter in accordance with Utah Code 52-4-207(4) of the Utah Open and Public Meeting Act that states according to the COVID-19 pandemic, the meeting may be held electronically.

MINUTES REVIEW AND ACCEPTANCE

Minutes of the February 23, 2021 meeting were reviewed. Jim Morgan made a **motion** to approve the minutes as amended. Debbie Dahl seconded the motion, which was passed by unanimous vote (4-0).

Minutes of the March 23, 2021 meeting were reviewed. Debbie Dahl made a **motion** to approve the minutes as written. Robin Jensen seconded the motion, which was passed by unanimous vote (4-0).

Minutes of the June 22, 2021 meeting were reviewed. Nancy Smith made a **motion** to approve the minutes as written. Jim Morgan seconded the motion, which was approved by unanimous vote (4-0).

DIRECTOR'S REPORT

Project Review - Completed

Lisa Linn Sommer, Museum Director, reported there have been several projects completed at the Museum in the past 18 months with CLG grant money. Alena Franco and Lisa Buckmiller from the State Historic Society did a walkthrough of the Museum to see what has been done with the CLG money, and they were very pleased with the work that has been completed.

The west rain gutters are completed, and the inside insulation has been finished. The tongue and groove were completed with the WRAP money, and the new water feature with a pump for children is done. The summer kitchen is almost completed, and the stove will be finished when the pipe arrives. Work is currently being done on the chimney to make it more of the time period. The State is pleased with the work that has been done, and they asked for the CLG grant to be submitted again in the spring to continue the work at the Museum.

Volunteer Report

There is a need for more docents at the Museum. Docents are asked to work three to six hours a week, and Board members were asked to think of individuals who have an interest in history that might be an asset to the Museum. A request for volunteers will be added to the "Just Serve" website.

Archive Update

Claudia Cole has done an amazing job of digitizing the records at the Museum. Alan from the State Archives said he is very pleased how the Museum is preserving Centerville's history. Lisa Sommer is doing a monthly report on the activities at the Museum for the City Manager, and she will also send this report to staff and Museum Board members. There have been 400 visitors at the Museum since it opened this year, and there was a DUP and an LDS Young Men tour group recently.

Garden

All of the garden plots were leased out this season. Extra produce from the gardens were donated to the Food Bank, and the herb garden did very well this year. There are extra pumpkins for people to take at no charge.

POSSIBLE WHITAKER MEDIA PAGES

Lisa Linn Sommer reported that Bryce King is the new City Recreation Coordinator. He will also be the coordinator for the social media website. The Board discussed having a Facebook page for the Whitaker Museum and their own webpage, which Mr. King would manage.

HAUNTING AT THE MUSEUM

Lisa Linn Sommer reported the attendance at the Story Telling events this year have been well attended. The next Story Telling event will be on October 12th from 7:00 p.m. to 8:30 p.m. at the Museum. There will be a bonfire and refreshments. There will be three story tellers who are members of a guild that do storytelling, and they will be family friendly stories.

CALENDAR OF EVENTS FOR 2022

Lisa Linn Sommer said there is an SUP group that will talk about Centerville's history, and Carl Belling will be talking about mountain men. John Clark would like to talk about Zions Park. Board members were asked to think of names of people who could do the Story Telling events. This item will be discussed at the next meeting.

CHRISTMAS AT THE MUSEUM

The Board discussed if Christmas activities should be held at the Museum for 2021. This item will be discussed at the next meeting.

REVIEW AND REVISE 5, 10, 20 YEAR PLAN FOR THE WHITAKER MUSEUM.

This item will be discussed at the next meeting.

BOARD MEMBER REPORTS

Lisa Linn Sommers asked Robin Jensen to go through the books at the Museum.

At 5:40 p.m., Chair Spencer Packer arrived at the meeting.

Nancy Smith expressed concern that Board members try to find people to work at the Museum, as Lisa is often at the Museum by herself, which is not safe.

Debbie Dahl asked if the CLG paperwork has been submitted. Lisa Linn Sommer said the paperwork has been submitted, and the full amount of $9,900 was received. The application for the CLG grant for 2022 must be submitted by February 2022. The State is pleased with how the Museum has used the grant money.

Chair Spencer Packer said the State has been very complimentary of how the grant money has been used, and of the work Lisa has done at the Museum. He also thanked Lisa for her work at the Museum.

NEXT MEETING

The next Whitaker Museum Board meeting will be held on Tuesday, October 26, 2021 at 5:00 p.m. at City Hall.

ADJOURN

At 5:45 p.m., Chair Spencer Packer made a **motion** to adjourn the meeting. Robin Jensen seconded the motion, which was passed by unanimous vote (5-0).

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Jennifer Hansen, City Recorder Date Approved

_____

Connie Larson, Recording Secretary

CENTERVILLE

Staff Backup Report
11/4/2021

Item No. 2.

Short Title: Director's Report

Initiated By:

Staff Representative:

SUBJECT

RECOMMENDATION

BACKGROUND

CENTERVILLE

Staff Backup Report
11/4/2021

Item No. 3.

Short Title: 3, 5, and 10 Year Museum Plan

Initiated By:

Staff Representative:

SUBJECT

1. CLG project discussion and approval
2. RAP project discussion and approval

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- 3-5 Year Capital Improvements

The Whitaker Museum Capital Improvement Plan

Three year plan includes Number 1 through 4 *

High to Low Priority

Whitaker Exterior Park - Phase 1: Safety & Handicap Accessibility **1a. Master Site Plan (hardscape and landscape)** Handicap Ramp. Security cameras **2 Physical Facility/Functional - Phase 1: Operations** ~~Sensor lighting on building exterior,~~ Production of virtual tour, Operational kitchen sink/faucet. *Programing	$ $
Preservation & Restoration **4 Preservation & Restoration - Phase 2: Preservation of Archives/Artifacts** **a.** Digitize Archives, ~~Protective, archival glass box for 115 year old Whitaker silk wedding dress (sericulture story)~~ , Appraisal of collections **b.** ~~Summer Kitchen rehabilitation: windows, doors, floor, shingles (without proper preservation items are deteriorating in the schoolhouse).~~ **c.** ~~Grand Room (wood exterior door refinished, period screen door, threshold completed)~~ **d.** *Barn/Bowery (storage for wagon, handcart, log benches, garden tools, etc.) **5 Preservation & Restoration - Phase 3: Exterior Restoration Carriage House** ~~Exterior façade of carriage doors , *driveway to carriage house, wrought iron gate rehabilitation*~~	$ $
6 Whitaker Exterior Park - Phase 2: Landscaping ~~Master landscape plan, north, west, south flower bed planting/ drip system Sprinkler system/entire yard, Complete Sprinkler system and reroute away from sign. Landscape around utilities,~~ level north lawn, remove all ground cover under trees/plant grass, tree replacement. *Outhouse, *Orchard, Whitaker Summer Kitchen Gardens. *Reset pavers. *Fence and gate surrounding summer kitchen garden.	$
7 Physical Facility/Utilitarian - Phase 1: Preventative *Upgrade kitchen door by appeal of Fire Marshall. ~~Gas connected to fireplace. Re-finish flooring in original building, repair and functional, re-point chimney/seal, seal wood-shake shingles, front rain-gutters.~~ *Oil and Seal roof shingles on home. *Seal all exterior walls of home. *Extension /splash block on rain gutter downspouts. *Sand and recoat front door of home. *Insulate attic. *Seal bay window repair leak. *Prep and Paint exterior of home. **8 Physical Facility/Functional - Phase 2: Operations** ~~East door restoration, time period screen door, threshold. West door restoration. Period brass plate outlet covers (incl. electrical plugs) Metal exterior calendar display of events, donation box, and area rug~~. ~~Hand pump~~ ~~*Functional fireplace*~~, ~~*Plant Identification plaques*~~, Outdoor picnic table, Bathroom light fixture, ~~Time period furniture~~ *Children's Bedroom?	$ $
9 One Time Essential ~~Lawn sleeves and posts for banner displays.~~ Professional Signs (parking at city hall, do not touch, watch your step, etc.) Storytelling Banner, Display cabinet (house temporary exhibits) ~~Restore T. Whitaker self-portrait, convert kitchen oven to electrical~~	$

~~Crossed Through~~ – Complete Yellow – Present budget *Italics* – FY22-23 CLG

* Reviewing and Renewing 3-5-10 year plan for the Whitaker Museum at Nov'21 WMB meeting

CENTERVILLE

Staff Backup Report
11/4/2021

Item No. 4.

Short Title: Operations for Museum Success

Initiated By:

Staff Representative:

SUBJECT

1. Advertising
2. Recruitment

RECOMMENDATION

BACKGROUND

CENTERVILLE

Staff Backup Report
11/4/2021

Item No. 5.

Short Title: Landmarks Commission

Initiated By:

Staff Representative:

SUBJECT

1. Absorption
2. Umbrella

RECOMMENDATION

BACKGROUND

CENTERVILLE

Staff Backup Report
11/4/2021

Item No. 6.

Short Title: Calendar Events for 2022

Initiated By:

Staff Representative:

SUBJECT

RECOMMENDATION

BACKGROUND

Events:

November: 30 Pioneer Christmas
Closed Thanksgiving Week
December: 7, 14 Pioneer Christmas
Closed Christmas/New Year Week
January: Museum Day on the Hill?
February: Arts Day on the Hill?
Garden Registrations Begin
CLG application turned in
March: Vestal Harrison Day
April: 'Keeping Our Stories Alive'
Gardening Begin
May: 'Keeping Our Stories Alive'
School Tours
FY23 Budget Request Draft
June: 'Keeping Our Stories Alive'
Victorian Tea?
July: 'Keeping Our Stories Alive'
July Festivities w/city
August: 'Keeping Our Stories Alive'
Country Fair/ Founders Fair?
September: 'Keeping Our Stories Alive'
Clara Goudy Day
October: 'Keeping Our Stories Alive'
Haunting with Pumpkin Fest
Cemetery Tour
November: Closed Thanksgiving Week
Pioneer Christmas Begins
December: Pioneer Christmas
Closed week of Christmas/New Years

Events that need dates:
CC liaison report, Volunteer Thank You Dinner/lunch with Board members, City staff and council open house

Quilting Bees, Tatting Classes, Early Car Show, Blacksmith Competition, Tractor Display, Pony Express Race, and Wells Fargo Exhibit, etc.....

CENTERVILLE

Staff Backup Report
11/4/2021

Item No. 7.

Short Title: Keeping Our Story Alive 2022

Initiated By:

Staff Representative:

SUBJECT

RECOMMENDATION

BACKGROUND

1. SUP Bob Brown 1897 Jubilee
2. Beau Burgess – Connor and the Transcontinental Railroad
3. John Clark and the Making of Zion's National Park
4. Karl Behling Mountain Men and Utah Territory
5. 2020 Women Presenter
6. ?

Possible multiple presentations requiring a charge:
The Birth of The Transcontinental Railroad from Spaniards to Brigham Young 3 evening class. Presenter – Karl Behling

CENTERVILLE

Staff Backup Report
11/4/2021

Item No. 8.

Short Title: Newsletter Items

Initiated By:

Staff Representative:

SUBJECT

RECOMMENDATION

BACKGROUND

CENTERVILLE

Staff Backup Report
11/4/2021

Item No. 9.

Short Title: Board Reports and Requests

Initiated By:

Staff Representative:

SUBJECT

RECOMMENDATION

BACKGROUND

1. Landscape Committee Update: Debbie Dahl, Nancy Smith: Set meeting for summer kitchen garden review and planning.
2. Robin Jensen: Book inventory report
3. Spencer Packer: Christmas tree donation, before November 30?
4. Jim Morgan: Possible volunteer / Connection with local churches, SUP and DUP camps to advertise the museums tours?