

1 Minutes of the Centerville City Whitaker Museum Board meeting held Thursday, November 4,
2 2021 at 5:00 p.m. in the City Hall Conference Room, 250 North Main Street, Centerville, Utah
3 and via Zoom.

4
5 **MEMBERS PRESENT**

6 Debbie Dahl

7 Robin Jensen, was excused at 6:15 p.m.

8 Jim Morgan

9 Spencer Packer, Chair

10 Nancy Smith

11
12 **STAFF PRESENT**

13 Jennifer Hansen, City Recorder

14 Lisa Linn Sommer, Museum Director

15 Connie Larson, Recording Secretary

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17 **DETERMINATION LETTER**

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

22
23 **MINUTES REVIEW AND ACCEPTANCE**

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25 Minutes of the September 28, 2021 meeting were reviewed. Jim Morgan made a **motion**
26 to approve the minutes as amended. Debbie Dahl seconded the motion, which was passed by
27 unanimous vote (5-0).

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29 **DIRECTOR'S REPORT**

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31 **Three, five, and ten-year Museum plan**

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33 1. CLG project discussion and approval

34 Lisa Sommer, Museum Director, sent Board members an email detailing the activities
35 at the Museum over the summer. There were 700 visitors from May through August,
36 including the new exterior cell phone tour. The projects at the Museum have gone well,
37 and are ready to go forward with the three, five, and ten-year plans. Application for the
38 CLG grant application must be submitted by January 1, 2022. Some of the docents have
39 come back when the Museum reopened, but others will not be back, and there are two
40 openings on the Board. Lisa Sommer, Museum Director, discussed the purchase of a
41 handicap ramp that had been approved for ADA entrance to the Museum. The Board
42 discussed if RAP money can be used for the production of the virtual tour. CLG money

can only be used on an existing structure. Once/if a historic building is moved, it loses its existing value, and will usually not qualify for a CLG grant.

2. RAP Project and discussion and approval

The Board discussed the next possible capital improvement projects eligible for RAP in the 3, 5, 10-year plan. A bowery and barn on the property of the Museum were discussed as possibilities. The bowery would be open sided and used to store and show farm equipment, protect the wagon and handcart. The barn would house a loft and main floor with restroom, and emanates needed for events. The barn would act as a community center as first noted when purchased. The barn had a conceptual bid of \$250,000, and the bowery \$60,000. The projected RAP money for next year is \$25,000 to \$30,000. There are five years left on the RAP money. Chair Spencer suggested the barn could be located on the northeast portion of the lot. The Museum Board will begin research and preliminary drafts of barn or bowery plans before taking a proposal to the City Council. The original concept plan when the Museum property was purchased in 1996 by Mayor Todd, was to have a tithing barn and a place where elderly citizens could play games and do other activities. Justification for the barn is it will offer the citizens a place to gather, and the Museum to hold larger events and programs that will take place in the barn.

Landscaping

1. Leveling north lawn

Lisa Sommer reported she talked with Bruce Cox, Parks and Recreation Director, about the north lawn that needs to be leveled with sand. This is the time of year to place sand on the lawn, as the lawn will grow through the sand during the winter, and it will be level by spring. Mr. Cox told Lisa his department does not have the manpower to do this project. Lisa researched other options, but is unable to find anyone who provides this service. Golf courses use their own in-house staff.

2. Summer kitchen CLG RAP and garden exterior

Nancy Smith, and Lisa Sommer will meet to make a conceptual drawing for the summer kitchen garden.

State Approved CLG projects for FY22-23 Cycle:

- Oil and sealing of roof shingles on the summer kitchen.
- Sealing of rock and brick on the exterior walls.
- Sealing by the bay window to prevent leakage.

Possible RAP Project request.

- Gate on summer kitchen.
- Summer kitchen garden.
- Purchase plants and sprinklers
- Outhouse.
- Smoke house (storage).
- Repair of pavers.

Historic insulations must be used in the attic which must be done with cellulose or board insulation. Any projects approved for CLG grant must be completely historic and reversible.

Bryce King, Recreation Supervisor, came into the meeting and Lisa Sommer introduced him.

Chair Spencer Packer made a **motion** to allow Debbie Dahl to move forward with the application of the CLG grant. Robin Jensen seconded the motion, which was passed by unanimous vote (5-0).

Nancy Smith said she would like to get the production of the virtual tour completed. Museum Board members will prioritize the items they would like to have completed at the Museum with RAP Tax money, and bring those items to the meeting in January. Professional signs and a glass display cabinet for exhibits were discussed as possible RAP items. It will cost \$1,000 for a glass display cabinet for exhibits. Lisa Sommer will meet with Brant Hansen, City Manager, about the possibility of taking the out glass display case in the foyer out of City Hall and placing a wall mounted display for events and rotating Museum facts in its place.

Operations for Museum Success

1. Advertising

Lisa Sommer reported she met with Bryce King, Recreation Supervisor, and he would like to combine the advertising for the Museum with the other organizations so that there will be more exposure for the Museum. He would like the Museum to have its own Instagram and Facebook page.

2. Recruitment

Lisa Sommer said she put an advertisement on "Just Serve," for docents at the Museum, but no one responded.

3. Landmarks Commission

The Landmarks Commission has not met since onset of COVID, and has not had a quorum of board members. The Landmarks Commission researched historic structures

1 and sites to be placed on historic registers, and to have plaques placed on the structures.
2 When Brandon Toponce was the chair, he started the historic walking tour and made
3 the historic pamphlet listing the historic structures in Centerville. The Landmarks
4 Commission would have a dinner once a year and honor a person in Centerville who
5 had done historic work in the city.
6

7 Robin Jensen reported he has been doing inventory of the books at the Museum one day a
8 week. **At 6:15 p.m., Robin Jensen was excused from the meeting.**
9

10 Spencer Packer reported he talked with Brandon Toponce because of the lack of current
11 activity due to COVID, and overlap of interests. He suggested those individuals who were serving
12 on the Landmarks Commission could be docents at the Museum, or be on the Board. Nancy Smith
13 volunteered to meet with staff to discuss the pros and cons of combining the two committees into
14 one Board.
15

16 **Calendar of Events**

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18 Pioneer Christmas with Santa should be by reservation, so that large crowds are not in the
19 Museum at one time. Spencer Packer will get a Christmas tree for the Museum by November 30th.
20

21 **Keeping Our Stories Alive 2022**

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23 Lisa Sommer asked if other advertising should be added to utilize the Museum more.
24 Possible 'Keeping Our Stories Alive', subjects were discussed. One was a possible three night
25 series on the Transcontinental Railroad, but there would be a charge for this event. Lisa will see if
26 this event can still be held, and what the charge would be.
27

28 **Newsletter Items**

29

30 Any items for the Museum Newsletter should be given to Lisa Sommer. Lisa will have an
31 article in the newsletter about the need for more docents at the Museum.
32

33 **BOARD REPORTS**

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35 Jim Morgan said he will make contact with the Young Men and Young Women groups to
36 advertise possible visits to tour the Museum. He will also talk to churches in Centerville about the
37 need for docents at the Museum. Jim said he believes if a barn is constructed on the Museum
38 grounds, it would be good to have wedding receptions in the barn.
39

40 Debbie Dahl said she googled museums in Utah, and they are also asking for more docents.

1 Nancy Smith will meet with Lisa Sommer to view the summer kitchen. The goal is to come
2 back to the January meeting with a report on what should be done.

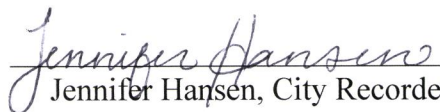
3
4 Spencer Packer said the Museum looks great, and he praised Lisa Sommer for her work at
5 the Museum.

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7 **NEXT MEETING**

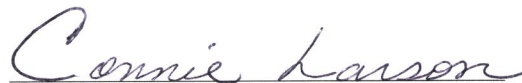
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9 The next Whitaker Museum Board meeting will be on January 25, 2022 at 5:00 p.m. at
10 City Hall.

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12 **ADJOURN**

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14 At 6:35 p.m., Nancy Smith made a **motion** to adjourn the meeting. Jim Morgan seconded
15 the motion, which was passed by unanimous vote (5-0).

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20 Jennifer Hansen, City Recorder

3-24-2022
Date Approved

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25 Connie Larson, Recording Secretary

