



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 SEPTEMBER 28, 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
 - February 23, 2021 Minutes
 - March 23, 2021 Minutes
 - June 22, 2021 Minutes
2. Director's Report
 - 1) Project Review
 - Completed
 - In progress
 - 2) Volunteer report
 - 3) Archive update
 - 4) Garden
3. Possible Whitaker Media pages
 - What the board desires for these sites
4. Calendar Events for 2022
5. Review and Revise 5,10,20 year plan for the Whitaker Museum
6. Board Member Reports

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 9/28/2021

Item No. 1.

Short Title: Minutes Review and Acceptance

Initiated By:

Staff Representative:

SUBJECT

February 23, 2021 Minutes

March 23, 2021 Minutes

June 22, 2021 Minutes

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- ☐ 2-23-21 Minutes
- ☐ 3-23-21 Minutes
- ☐ 6-22-21 Minutes

Minutes of the Whitaker Museum Board meeting held Tuesday, February 23, 2021 at 5:00 p.m. via Zoom.

MEMBERS PRESENT

Debbie Dahl
Robin Jensen
Jim Morgan
Spencer Packer, Chair
Nancy Smith

MEMBERS ABSENT

Carol Bake

STAFF PRESENT

Stephanie Ivie, City Council Liaison
Brant Hanson, City Manager
Janet Denison, City Recorder
Lisa Linn Sommer, Museum Director

DETERMINATION STATEMENT

Chair Spencer Packer read the Determination Statement in accordance with Utah Code 52-4-207(4) of the Utah Open and Public Meeting Act, that allows the Whitaker Museum to conduct electronic meetings due to the COVID-19 pandemic.

501c3 DISCUSSION

Brant Hanson, City Manager, explained the 501c3 gives an organization a tax-exempt status through the IRS. If an organization is tax-exempt, then it becomes a charitable organization and donations are tax exempt. If the Museum becomes tax exempt, then it would no longer fall under control of the city. If the Museum Board elects to not be 501c3, it will give the Board flexibility in managing the activities of the Board. If The Museum becomes 501c3 status, the portions of the budget could remain the same, and there would be more need for receiving donations from outside sources rather than trying to get funding alone. Chair Spencer Packer asked if funds are given to the Museum and banked, what would happen under 501c3? Mr. Hanson explained the City cannot call funds back and use them for another project. The bank account would be held and managed by the Museum director. The City would require the Board to acquire Museum insurance. Under 501c3, the Board would not have to deal with GRMA (Government Records Management Access Act). In staying with the city, the City Council, staff, and finance people are able to help the Board. More discussion will be held on this item at the next meeting.

NOMINATE AND VOTE FOR CHAIR AND VICE CHAIR

Debbie Dahl made a **motion** to nominate Spencer Packer as chair of the Whitaker Musuem Board. Robin Jensen seconded the motion, which was passed by unanimous vote (5-0).

1 Debbie Dahl made a **motion** to nominate Nancy Smith as vice chair of the Whitaker
2 Museum Board. Robin Jensen seconded the motion, which was passed by unanimous vote (5-0).
3

4 **DIRECTOR'S REPORT**

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6 Lisa Linn Sommer, Museum Director, is making a virtual tour of the exterior of the
7 Whitaker Museum. The script has six different stops on the outside of the Museum. Grant Nielsen
8 from KSL, who is also a citizen of Centerville, will narrate the virtual tour. Mike Smith, who is a
9 Centerville employee in the IT department, will edit the scripts in his studio at home.

10
11 The CLG grant has an 18-month cycle, and it ends in August 2021. The budget is \$19,100,
12 with \$10,000 match coming from the City RAP Tax, and \$9,100 match coming from the State.
13 Brant Hanson, City Manager, said the budget was amended because of COVID. Focus for the CLG
14 funds is rehabilitation of the summer kitchen. At the next Board meeting, a decision will be made
15 on how the FY22 RAP budget will be used. One suggestion is for a barn, which will include a roof
16 structure to protect the wagon. At present, the RAP Tax can only be used for capital projects.

17
18 The Museum has been given permission to begin the 'Keeping the Stories Alive', event
19 again with masks and distancing. More information will be given at the next meeting.
20

21 **WIND DAMAGE REPAIR REPORT**

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23 Lisa Linn Sommer, Museum Director, reported the lead glass window in the upstairs
24 window blew out; the screen door blew away; tree branches fell on the wrought iron fence,
25 damaging finials and detaching it from the base, and the fence by the car wash blew down. All of
26 the items have been repaired, except for the window. City insurance has covered the cost of these
27 repairs, with the possibility of disaster fund reimbursement for those costs.

28 **LANDMARKS COMMISSION**

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31 The Landmarks Commission is on hiatus, as they do not have a quorum. The Whitaker
32 Museum Board could possibly take the Landmarks Commission under its umbrella, as they do
33 have similar goals with the Whitaker Museum.

34 **OPMA TRAINING**

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37 Janet Denison, City Recorder, will be conducting Open Public Meetings Act training after
38 the Board meeting for Nancy Smith, Debbie Dahl, Jim Morgan, and Spencer Packer.

39 **NEXT MEETING**

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42 The next Whitaker Museum Board meeting will be held on Tuesday, March 23, 2021 at
43 5:00 p.m. via Zoom.

ADJOURN

At 6:10 p.m., Jim Morgan made a **motion** to adjourn the meeting. Debbie Dahl seconded the motion, which was passed by unanimous vote (5-0).

Janet Denison, City Recorder

Date Approved

Connie Larson, Recording Secretary

Minutes of the Whitaker Museum Board meeting held Tuesday, March 23, 2021 at 5:00 p.m. via Zoom.

MEMBERS PRESENT

Debbie Dahl
Robin Jensen
Jim Morgan
Spencer Packer, Chair
Nancy Smith

MEMBERS ABSENT

Carol Bake

STAFF PRESENT

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

DETERMINATION LETTER

Chair Spencer Packer 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 APPROVAL

Minutes of the June 23, 2020 Whitaker Museum Board meeting were reviewed. Nancy Smith made a **motion** to approve the minutes as written. Jim Morgan seconded the motion, which was passed by unanimous vote (5-0).

Minutes of the February 23, 2021 meeting will be discussed at the next meeting.

ADOPT ANNUAL MEETING SCHEDULE

The Whitaker Museum Board reviewed the Annual Meeting Schedule.

Nancy Smith made a **motion** to approve the Whitaker Museum Board Annual Meeting Schedule unless noticed otherwise as per the calendar in the agenda. Jim Morgan seconded the motion, which was passed by unanimous vote (5-0).

BUDGET UPDATE

Lisa Linn Sommer, Museum Director, reported the budget for fiscal year 2021 is doing well in each area. The Story Telling events have been approved, and the first event will begin in April. The City Council has approved the continuation of \$1,000 to finish the archiving and filing of documents by Claudia Cole. The RAP projects budget for FY22 have been approved in the amount of \$22,800. Plans are to finish the summer kitchen and planning for the barn.

501c3 DISCUSSION

Nancy Smith spoke with Alayna Franco at the State Historic Society. Alayna feels it would be a mistake for the Museum to go to a 501c3 status, and that it would be better to remain an entity of the City. Stephanie Ivie, City Council Liaison, said the only positive incentive to change to a 501c3 status is the Board would not be subject to the GRAMA Act or Open Meetings Act. After discussion, the Board agreed to not pursue the 501c3 status at this time.

Chair Spencer Packer made a **motion** to not make any changes relative to the 501c3 status at this time. Robin Jensen seconded the motion, which was passed by unanimous vote (5-0).

MEMBER REPORTS

Chair Spencer Packer reported he has been working with Lee Meitzler on the windows at the Museum. Pella windows gave the best bid, and they could have the windows in within six weeks after ordering. Mr. Meitzler looked at the current windows, and said he can restore them and reglaze the windows with tempered glass on the bottom for safety and poured glass in the top pains for historic content. The window frames are original and of a unique design that Mr. Meitzler recommends restoration. He can complete this project in six weeks. After discussion, the Board agreed to have the current windows restored and reglazed.

Chair Spencer Packer made a **motion** to move forward with the restoration of the Whitaker Museum windows. Jim Morgan seconded the motion, which was passed by unanimous vote (5-0).

Chair Spencer Packer said he would like to talk with the chair of the Landmarks Commission to see if the Commission would be interested in combining with the Whitaker Museum Board. The Landmarks Commission has not met since January 2020. Chair Packer will attempt to contact Matt Larsen, who is chair of the Landmarks Commission.

Chair Spencer Packer said he is impressed with the stone bench, planters, and the summer kitchen that is under restoration at the Museum. Jim Rohletter with Western Metal, emailed that the rain gutters should be installed in April, and the chimney caps should be installed in May.

Lisa Linn Sommer reported the Story Telling events will begin April 13th in the City Council chambers. Twenty people will be allowed in the chambers, and this event can also be viewed on Zoom. The April event will be on World War I propaganda posters.

NEXT MEETING

The next Whitaker Museum Board meeting will be held on Tuesday, April 27, 2021 at 5:00 p.m. via Zoom.

ADJOURN

At 5:55 p.m., Chair Spencer Packer made a **motion** to adjourn the meeting. Debbie Dahl seconded the motion, which was passed by unanimous vote (5-0).

Janet Denison, City Recorder

Date Approved

Connie Larson, Recording Secretary

Minutes of the Whitaker Museum Board meeting held Tuesday, June 22, 2021 at 5:00 p.m. in the Centerville City Hall Conference Room, 250 North Main Street, Centerville, Utah.

PRESENT

Debbie Dahl

Nancy Smith, Acting Chair

MEMBERS ABSENT

Carol Bake

Robin Jensen

Jim Morgan

Spencer Packer, Chair

STAFF PRESENT

Lisa Linn Sommer, Museum Director

Connie Larson, Recording Secretary

Acting Chair, Nancy Smith, stated a quorum was not present at the meeting, and this meeting was for discussion purposes only. There were no decisions or voting that took place.

MINUTES REVIEW

The minutes of the February 23, 2021 and March 23, 2021 meetings will be approved electronically, as there was not a quorum present.

DIRECTOR'S REPORT

CLG

Lisa Linn Sommer, Museum Director, reported the current CLG grant will come to an end on August 30th. Contractors have been very busy due to the current construction climate, and there is currently no concrete available. The State Historic Society will not allow a rain gutter that extends down the front of the Museum, and Lisa Sommer suggested a "rain chain". Debbie Dahl will talk with Steve Cornell at the State Historic Society for his suggestions on a rain gutter for the front of the Museum. All of the other sides of the Museum have rain gutters. Water damage has occurred on the carriage door in front because there is not a rain gutter.

The summer kitchen work is progressing, but there is still a plastic covering over the window where it was broken from the windstorm last September. Buena from Basil and Rose is currently designing a summer kitchen garden and farm implements outside of the kitchen door.

RAP

The fiscal year ends on June 30, 2021. The ribbon drive on the driveway needs to be completed. All of the wind damage projects are completed, except for the kitchen window. The garden has been weeded and the butterfly bushes are trimmed. The water system has been repaired.

Debbie Dahl will make a list of plants that need to be replaced. There are aphids on the south side of the Museum that destroyed the flowers in one day that were planted there.

BUDGET

Lisa Linn Sommer displayed before and after pictures of the portrait of Thomas Whitaker that was cleaned by a professional. The portrait will be reframed with a gold frame at a cost of \$900.00. The money for the frame will be paid from the Whitaker Family Trust Fund.

EVENTS

There were 20 people in attendance at the June Story Telling Event. The July Story Telling event will be held on July 13th. Robin Jensen will be talking about John Mills. An email has been sent to his descendants of this event.

Lisa Linn Sommer displayed a picture of a proposed banner advertising the Story Telling events. The Board discussed the banner and made changes. The banner will be displayed in front of City Hall one week prior to the Story Telling events.

BOARD REPORTS

Nancy Smith discussed the city Facebook and Instagram sites, and why the events taking place at the Whitaker Museum are not listed on these social media sites. Lisa Linn Sommer will talk with Jennifer Hansen, City Recorder, to have the Story Telling events and the Walking Tour on these social media sites.

The Board discussed when to reopen the Whitaker Museum for tours. Lisa Linn Sommer reported the docents want to return to the Museum, but there are a few who do not want to return. The Board agreed the Museum will try to open on August 1, 2021.

NEXT MEETING

The next Whitaker Museum Board meeting will be held on Tuesday, August 24, 2021 at 5:00 p.m. at City Hall.

ADJOURN

At 5:45 p.m., Nancy Smith made a **motion** to adjourn the meeting. Debbie Dahl seconded the motion, which was passed by unanimous vote (2-0).

Jennifer Hansen, City Recorder

Date Approved

Connie Larson, Recording Secretary

CENTERVILLE

Staff Backup Report 9/28/2021

Item No. 2.

Short Title: Director's Report

Initiated By:

Staff Representative:

SUBJECT

- 1) Project Review
 - Completed
 - In progress
- 2) Volunteer report
- 3) Archive update
- 4) Garden

RECOMMENDATION

BACKGROUND

CENTERVILLE

**Staff Backup Report
9/28/2021**

Item No. 3.

Short Title: Possible Whitaker Media pages

Initiated By:

Staff Representative:

SUBJECT

What the board desires for these sites

RECOMMENDATION

BACKGROUND

CENTERVILLE

**Staff Backup Report
9/28/2021**

Item No. 4.

Short Title: Calendar Events for 2022

Initiated By:

Staff Representative:

SUBJECT

RECOMMENDATION

BACKGROUND

CENTERVILLE

**Staff Backup Report
9/28/2021**

Item No. 5.

Short Title: Review and Revise 5,10,20 year plan for the Whitaker Museum

Initiated By:

Staff Representative:

SUBJECT

RECOMMENDATION

BACKGROUND

CENTERVILLE

**Staff Backup Report
9/28/2021**

Item No. 6.

Short Title: Board Member Reports

Initiated By:

Staff Representative:

SUBJECT

RECOMMENDATION

BACKGROUND