



**Museum Board Meeting**  
**Thursday November 16, 2017**

Board Members attending: Jenny Fernelius, Keela Goudy, Jake Kester, Ron Petersen, Marianne Stevenson.

Others attending: Community Development Director Jason Bond, Museum Director Annette Bott, and Katie Davis.

Board Chair Fernelius called the meeting to order at 4:09 p.m.

**Pledge:** Board member Petersen led the pledge of allegiance.

**Invocation:** Director Bott offered an invocation.

**Minutes:**

Board Member Petersen stated that the September 21<sup>st</sup> minutes need to be changed to state that Board Member Kester planned to approach the Monument Company rather than the Cemetery.

Museum Board member Goudy motioned to approve the minutes from September 21<sup>st</sup>, and October 19<sup>th</sup> pending corrections in the September minutes. Board Member Petersen seconded. The vote was unanimous in the affirmative.

**Museum Overview:**

Mr. Bond read an excerpt from City Ordinance Number 04-02-2013 which explains the purpose of the Museum Board;

“Whereas, the City of Santaquin recognizes the need to acquire financial support for the Chieftain Museum to insure the protection of the heritage of community, and its artifacts found therein, for the enjoyment of current and future generations;”

**Sales and Use Tax:**

Mr. Bond stated that the City provided an option to use a RAP Tax for the Museum Board to raise money. Board Chair Fernelius asked who would approve this tax. Mr. Bond stated that the City Council would have to approve it and then it would go to a Citizen Ballot vote. A RAP Tax would raise local sales tax slightly, with the extra revenue used for the purpose of the Museum. Board Member Kester asked if this tax has been used for the museum before. Mr. Bond stated that it has not.

**Structural Analysis:**

Mr. Bond explained the monetary breakdown to retrofit the museum. Roof replacement cost is 561,000 dollars. A full retrofit for roof and structural reports would cost almost 2 million dollars. Replacement of architecture would cost around 1.5 million dollars. The whole museum retrofit would cost almost 4

## **MUSEUM BOARD MEETING**

**November 16, 2017**

**PAGE 2 OF 4**

million dollars. Mr. Bond stated that this number doesn't include electrical or mechanical upgrades, lead paint removal, or asbestos removal.

Director Bott stated that when this analysis was done they were told that the roof could be retrofitted first. She has since heard information circulating that fixing the roof first would result in the walls collapsing under the snow load. Director Bott explained that she doesn't want the public to get the wrong idea if it isn't true. Mr. Bond stated that fixing the roof was one aspect of the renovation and that Mr. Reeves, who is familiar with this situation has provided the intent of this study to the public. Mr. Bond clarified that this estimate includes seismic safety upgrades.

Board Member Goudy explained that she and Board Member Robbins toured Fairview's Museum and learned that their building didn't have seismic upgrades. Board Member Kester stated that he toured a restored school that wasn't up to seismic standards. He said they told him that since it's a historical building it is exempt from seismic upgrades and building codes.

Mr. Bond explained that if the Museum isn't updated to seismic code it can't be insured. Board Member Kester stated that it is still possible to insure the items in the museum. Director Bott expressed the need to convince the City Council and the Mayor that the museum is worth the time and money needed to preserve it. Director Bott believes that the Museum deserves to look better while the Board is working toward the goal of preserving it.

### **Budgeting:**

Mr. Bond explained that he thinks it's appropriate for the Board to create a proposal for improvements. He stated that effort needs to be put in to find funding sources. Mr. Reeves is working on getting a 501 C3 for the City so that potential Museum donors can be insured a tax write off. Mr. Bond explained that 501 C3 must be under an individual name such as a City Council member or directors of specific programs. Mr. Bond stated that without the 501 C3 donors can still work with accountants to get a tax write off, but the 501 C3 gives a reassurance of getting a tax write off.

Board Member Kester explained that Fairview sends letters requesting patrons of the Museum to donate money each year. Director Bott stated that she would like the City Council to tour the Museum again so they can understand its importance.

Mr. Bond explained the budget. The fund balance, or money set aside for Museum purposes is 2,644.07. He explained that the reason the amount is low is because of the structural analysis. The general fund, money dedicated to the Museum for supplies and employee salaries is 10,200 dollars. The City Council must approve money for specific projects. Mr. Bond explained that a 1,000-dollar grant was given to the Museum and is included in the general fund total. Board Member Petersen asked where the grant money goes. Mr. Bond stated that it is incorporated into the budget for the Museum. He explained that the grant is being used to pay salary for the inventory project.

## **MUSEUM BOARD MEETING**

**November 16, 2017**

**PAGE 3 OF 4**

Board Member Petersen asked if the extra 1,000-dollar grant takes away money from the general fund. Mr. Bond explained that whatever isn't covered by the grant comes from the general fund.

Board Member Goudy asked if the Museum Board could plan a date for the City Council to tour the Museum. Council Member Stevenson suggested holding it on a day other than Council Meeting. Mr. Bond said that it could also be added as an agenda item during a slower time of the year. He suggested that the Museum Board pick a tour date at their January meeting.

### **Special Project Brochure:**

Board member Kester suggested that the board create an informational brochure to be used when approaching donors. Director Bott stated that she and Mr. Bond made a list of items to include on the brochure. Mr. Bond suggested that board members bring their ideas to Director Bott to create a good representation of the Museum. Board Member Petersen asked if the 501 C3 needs to be created before donations are made. Mr. Bond stated that donations can be made without the 501 C3. Board Chair Fernelius asked if a letterhead could be created reassuring donors that their donation can be used as a tax write off before the 501 C3 is created. Mr. Bond stated that he would need to check with Mr. Reeves.

Board Member Petersen explained that Fairview's Museum shared the information they used while approaching donors. Such as the purpose on the fundraiser, how much the project will cost, and who will contribute to the project.

### **Staff Report**

Mr. Bond explained that the Community Center bond did not pass. Board Chair Fernelius asked what the vote percentage was. Mr. Bond explained that about 2 to 1 of the votes were against the bond. The City Council was in support of the Bond but it didn't pass the residential vote.

Director Bott stated that Katie has added 360 degree views of Museum rooms on the Facebook page. She explained that from September to November there were 161 Visitors. Those visitors include Scout groups, and second grade tours. Director Bott stated that the museum is a very valuable resource for teaching children.

### **Board Member Communication**

Board Member Kester explained a few money saving ways the Fairview Museum redid their building. By covering structurally smooth lead paint with a neutralizing paint. Boarding up windows and creating shelves. Fairview also has a book in their military room that saves space without giving up information. Board Member Petersen stated that Fairview Museum had their clothing enclosed in glass cases and thinks it would be a good idea to look into.

Board Member Petersen asked about attending a future Museum Board Convention meeting. Board Member Goudy stated that she receives emails for the meetings and will forward the information.

**MUSEUM BOARD MEETING**

**November 16, 2017**

**PAGE 4 OF 4**

Board Member Kester explained that he has been looking for the original Museum plans but hasn't been able to find any. The Utah State Historical Society will help get the Museum on the Historical Registry if wanted. The Board agreed to have Board Member Kester look into the process for registering the building on the Historical Society and then presenting that information. Board Member Petersen asked if a historical registry would it have to go through the city. Mr. Bond stated that he will check with Mr. Reeves.

Board Chair Fernelius reminded that board that the next meeting won't be held until January 2018.

Board Member Goudy motioned to adjourn at 5:17 p.m. The vote to adjourn was unanimous.

---

Jenny Fernelius, Museum Board Chair

---

Kira Petersen, Deputy Recorder