

**COTTONWOOD HEIGHTS HISTORIC COMMITTEE MEETING  
WEDNESDAY, MARCH 13, 2019, 5:30 P.M. CITY HALL**

**MINUTES**

**ATTENDANCE:**

Members: Allen Ereksen, Max Evans, Jerri A. Harwell, Jim Kichas, Carol Woodside

Others: Mayor Mike Peterson

Excused: Don Antczak, Melinda Hortin, Sylvia Orton, Tali Bruce, Ann Eatchel, Paula Melgar

**MINUTES APPROVAL**

The minutes from the February 13, 2019 meeting were approved with no corrections.

**WELCOME**

Jerri Harwell, Chair welcomed the group. She thanked Mayor Peterson for standing in for Tali Bruce, who had a conflicting meeting. Jerri also said Ann Eatchel, who is in St. George on City business, will be joining us by conference call to give her report.

**CITY UPDATE**

Mayor Peterson updated the group on City business. He reported in the 14 months since taking office, there have been important changes in the city structure, budget, personnel, and volunteer committees.

Parks, Trails, and Open Space Committee. By popular demand, in 2018, a new volunteer committee was formed to meet the goal of preserving and enhancing the quality of life in the community. From 50 applicants, 15 people were chosen as members, and the group operates in conjunction with the City's *Community and Economic Development* staff. This group received a Salt Lake County award for funding to build the Bonneville Shoreline Trail on the east bench of CH City. Other projects include development of trails, parks, and open space. (Mayor Peterson thanked the Historic Committee for being an example of a very productive committee.)

Budget Process. Last year the budget went through some painful cuts and tax increases. To ensure the City continues to meet current financial obligations, as well as prepare for the future, the Council and Administration have created two new budget committees: *Benefits & Compensation Committee* and *Budget Committee*. Each committee is working collaboratively to ensure financial prudence.

Personnel Restructuring. Several staff changes have occurred in the last five months. CH City has a new City Manager, a new Finance Director, and two new Information Technology Specialists. The restructuring has made opportunities for many employees, giving them new, expanded titles and responsibilities. Some employees have left the City for new opportunities elsewhere.

### **Book Sales Update.**

Jerri displayed Historic Committee financial information (attached) provided by Ann Eatchel, and Ann joined us by telephone to discuss. The information updated the group regarding number of books purchased (2,000), sales price/bk (\$20), books sold (360)/Sales Revenues (\$6,298), book production cost (\$54,678.66), grants received (\$11,100), production cost minus grants (\$43,578.66), cost/book (\$21.79), sales tax/bk sold \$1.33. Using these numbers, our sales price of \$20/book is low. **However, Carol Woodside questions whether the two Intensive Level Survey debits (Allan Roberts \$10,000, and Angie Abrams \$9,200) should be charged to the book?** Allen Roberts worked on two projects for us: authored the book (\$19,500 debit) *and* conducted intensive level surveys on historic buildings.

The group will continue to promote book sales, and we thank Ann and Dan Metcalf for making sure “Buy a book” information is included on the *Historic Question* page in every Newsletter. **Ann was asked to give us a monthly book sales update**, Allen Erikson suggested at some point having a ½ page Book presentation in the Newsletter. **(Talli and Dan can help with this)**

### **Web Site update.**

Jerri reminded the group that **up-to-date Historic Committee member photos and short bio’s** need to be submitted for the website. We have pictures, need bio’s. It was suggested we update whatever has been submitted in the past. The website should also include a robust Historic Landing Page and personal testimonials regarding the book. Jim commented a good Landing Page enables the setup of Google tagging and other communication processes. **We need to articulate our needs.** Mike said our timing is good since a contract has just been signed with Granicus Inc. to enhance the City’s website with more tools for information dissemination.

### **Email & Snail Mail Communications.**

To overcome the problem of Historic Committee communications being sent to the wrong person or place, specific mailboxes will be setup. **Email communications will go to Jerri and/or Jim. Snail mail will go to a Historic Committee mailbox in the City office.** New information must be communicated to the sender as soon as items are received. Consistency must be maintained. **Have Ann help with this process.**

### ARCHIVING

Jim Kichas asked to postpone his report until the April meeting. He is putting together a proposal regarding Historic Committee compliance and CH City compliance.

### GOALS

Jerri reported she has the goals we submitted typed and they will be sent to the group for discussion and prioritization at the next meeting. Gayle has submitted several new and unfinished goals that will need our attention.

## 2019 BUTLERVILLE DAYS

Since Ann Eatchel is absent, there will be no report on Butlerville Days. Just a reminder, the dates for the event this year are Friday 7/26/19 and Saturday 7/27/19.

## NEW BUSINESS

Historical Item Removal & Storage. Jerri and Jim led the discussion. The Historic closet in the City Office needs to be cleaned. The boxes of Books take up most of the space, and a new home needs to be found for them. The boxes of Historic posters and memorabilia need to be removed from Sylvia Conger's home. **Mike Peterson said Public Works staff can be used to help with the move and Ann Eatchel can help make those arrangements.** Before this move can take place, several questions and decisions must be made. Where to store boxes of books? Where to store materials from Sylvia's home? Is Historic Committee closet big enough? Do we need to purchase shelving? Do we need budget requests? The boxes of posters and materials coming from Sylvia's need to be sorted and analyzed. **Jim said this will be an excellent pilot archiving project.** It was mentioned there may be other agencies which can advise or help with storage.

Wasatch Fault Line/Historic Committee. Both the Wasatch Fault Line, and Wasatch Boulevard, (a main north-south arterial) run along the east side of Cottonwood Heights City. Allen Erekson asked the question "Does the Historic Committee have a responsibility to communicate information regarding older buildings located close to fault lines?" **Mayor Peterson commented the State sets the standards for newer buildings and the City Planners work with these situations. He will discuss with the appropriate committees and report back.** Max Evans commented the real value in our buildings/subdivisions research is we can identify (by age of buildings) what standards of construction (if any) were used in the construction. Perhaps our work can be a vehicle to educate people regarding older buildings.

Agenda/Minutes Editing Process. It was discussed that any agenda items for inclusion on the next meeting's agenda should be emailed to Jerri by the Friday before the meeting. Draft minutes will be emailed to committee the week prior to the next meeting and any changes should be emailed back to Carol Woodside ASAP. A Final Agenda and Edited Minutes will be sent to committee at least 24 hours before the next meeting to be approved at that meeting.

**NEXT MEETING: Wednesday, April 10, 2019, 5:30 p.m. Agenda items to Jerri by Friday April 5.**

**ADJOURN:** There being no further business, the meeting adjourned at 6:45 p.m.