

**COTTONWOOD HEIGHTS HISTORIC COMMITTEE MEETING**  
**WEDNESDAY, May 13, 2020, 5:30 P.M. Held via Zoom Conference Call**  
**MINUTES**

ATTENDANCE (Via Zoom):

Members: Beverly Beckstead, Paul Benner, Jerry Christensen, Gayle Conger, Melinda Hortin, Jim Kichas, Ken Verdoia, Carol Woodside.  
Excused: Don Antczak, Allen Erikson.  
Staff: Tali Bruce, City Council Rep.; Ann Eatchel, Culture Mgr.; Paula Melgar, CH City Records, Culture, & HR Director.

WELCOME/CALL TO ORDER

Jim Kichas, Chair, welcomed the group and thanked them for their virtual attendance.

MINUTES APPROVAL

The March 11, 2020 meeting minutes were unanimously approved by motion and second.

PUBLIC COMMENT

None

CITY UPDATE

Tali reported having a conversation with Tim Tingey regarding what the Historic Committee could be doing right now. Tim pointed to the Arts Council, who in general are working from home and have moved to on-line information. He suggested we get our recorded images online and he would make every effort to accommodate us. Also, limited access to the building, which is sparsely staffed could be arranged to scan/photograph documents. The City is *hunkered down*, with a hiring freeze in place, budgeting numbers are being closely watched and sales tax income is anticipated to be lower. Staff morale is generally good.

Ann added Butlerville Days has not been officially cancelled, but it probably is cancelled. The final word will come from the City. It was reiterated, we are on a spending freeze. Any expenditures should be discussed with City officials.

**Social Media Page.** We have talked about and it has been approved for us to get a social media page. Since so many people are homebound and getting information online, establishment of a Facebook Page for our historical information was suggested.

Ken agreed to be part of this effort, as this is something we can do immediately in this time of social distancing. We can probably get three or four posts per week. Also, this may be a great time to tie in history with trails, as many people are out walking these days and being able to identify historical information on the walks would be interesting. Because of the present need for social distancing, Jim agreed to move this initiative forward. A working group is needed to share the load, and Ken, Jim, Melinda, & Paul volunteered to be part of the group.

**Information Posting to Media Account.** To maintain order, one person from the Historic Committee will be administrator/monitor, the HC working group feeds in information, Ann/Caroline/Tim Beery will do backend monitoring (answer questions regarding what to say or appropriateness of

information). All posting must go through the chain of command. Jim summarized we have a good working group outlined, we will continue conversation offline, and continue coordinating via email.

**HC Budget/Expenditures.** Because of the current situation, Jim has not yet submitted a formal committee budget for this fiscal year. We will go forward and if a need arises, we will submit it to the City for approval. Ann recommended we go with that plan for the rest of this fiscal year. However, the 2021 Fiscal Year (July 1 – June 30) budget needs to be submitted. Jim responded the budget is underway and asked the group to send him ideas to be included in next year's budget. Via email we will finalize and submit to meet the deadline.

#### WORKING GROUP UPDATES

**Archives (Jim).** Jim reported the work we were able to do before the City Offices were closed, he has keyed in the inventory information that people gathered and we have a snapshot of the boxes that were inventoried up to the point where we stopped. We will pick up again when things are more normal. The historic records are not going anywhere, so Jim is not overly concerned about the delay.

**CLG/Historic Preservation (Gayle).** Gayle began by letting us know she and Carol are finishing a project started by consultants several years ago, who identified several homes which may qualify for listing on the **National Register of Historic Places**. Ann needed to be brought up to date on this project. Gayle continued, funding for this project could come from our next grant from the State, and permission to do this must be received from the homeowners. C&G have been working on a letter and permission form to be sent to homeowners of qualifying houses. Our question, do we need to go through the City's attorney with regards to our permission form to make sure it is all legal. Ann responded to write up what we want, pass it by Jim, then send her our letter and permission form, and she will talk to Paula and Tim to see what to do next. Jim responded to send him a draft and we would go from there.

**Oral History (Ken).** Ken reported we are still waiting for two key elements before going ahead with this project, (1) Get City management's legal approval of the release form language. (2) Storage is an issue and has been discussed as part of the budget. Ken had the option of doing interviews by Zoom or Skype, but he prefers sitting down one-on-one with people as a more effective approach. He is reluctant to do anything on camera or recording until these qualifications can be met. Ken said he is excited about the Facebook discussion. He and Paul have already been working through potential topics. Jim remarked the storage budget line item can be moved to the 2021 budget. He is sorry the Covid situation has put a delay on the release form language. Ann will follow through with where this stands with the attorney. Jim's final comments were that the work on the closet has pointed out we have a lot of historical information to work with.

#### OTHER BUSINESS

**Trails Committee Collaboration.** Carol and Gayle are working as a team with Ronna Cohen from the Trails Committee. Eight city walks have been identified on three city maps by the Trails group. Carol did some preliminary work by assigning each walk a name, a number, and described the addresses of each. Gayle identified historic houses, areas, sites, and homestead owners for each of the walks. The Trails people have decided to have the information online first, rather than have a printed leaflet.

Gayle updated the group on recent activity. She has numbered the historic information on each walk and is creating a narrative about each. This information was turned over to Ronna and she was going to put it into Google Maps. The maps would then be given to the person who suggested each walk and they would be asked to “walk the walk.” Their assignment was to check out the information and make sure they had no questions. To date, they have reviewed six of the walks and came back with additional questions which Gayle has answered. Along with the historical information, they will be adding geologic and botanical information. The Trails Group is excited about the project they call *Adventure Walks*. Jim summarized by saying he has been included in the email activity for this project and everyone involved is excited. We will continue to keep the committee up to date on the project.

**Butlerville Days Update.** This was mentioned earlier in the meeting. Part of our March discussion was getting an exhibit ready for the July BVD, but since it probably will not take place, that discussion does not need to continue. However, an event in the Fall at City Hall is still a possibility and could benefit from discussion. Jim suggests we keep it as an ongoing item of discussion.

**Other discussion.** An interview with Don has been a priority of our group, as we want to honor him and his many contributions to the community over the years. The question was asked if an Interview online, given his present health condition, could take place. Ken’s concern is an online interview might be even more distressing for him. He suggested he would personally try to have a conversation with Don. **National Register Question.** A question was asked and answered that six homes in CH qualify for National Register Status. Gayle clarified that not all six owners may want to apply for this designation. **Roundabout Street Question.** A question was asked where we stand on the timeline on construction of the roundabout. Neither Ann nor Tali knew the answer. However, Tali said she would find out and let us know. Another part of this question is the roundabout plaque which honors the Japanese berry farmers’ family homes, two of which, will be demolished to expand the road. Jim stated we will try to get answers to these questions.

ADJOURN:

Jim suggested the group continue the between meeting, remote communications of the group and we continue to take our que from the City and work with the restrictions of the times. There being no further business, by motion and second, the meeting adjourned at 6:30 p.m.

NEXT MEETING: Remote meeting tentatively set for **Wednesday, June 10, 2020, 5:30 p.m. via Zoom.**