



Courthouse Preservation Committee (CPC)

AGENDA

**January 17, 2019
Courthouse Jury Room 114
120 NW 4th Street
4:45 p.m. to 5:45 p.m.**

- I. INTRODUCTION AND VISITOR COMMENTS**
- II. AGENDA REVIEW**
- III. ADMINISTRATION**
 - Approval of November 2018 Minutes
- IV. OLD BUSINESS**
 - Follow-up to action items from November 2018 meeting
 - Update on Courthouse History Manuscript & publication Costs - Hon. Robert Gardner/Judy
 - Update on Courthouse Tours - Jill
 - Update on Courthouse Benches - Laurie
 - Update on Courthouse Doors - David
- V. NEW BUSINESS**
 - Update on potential preservation projects - Gary/David/Laurie
 - Update on Donation Fund Box and Display - Judy
 - Update on Webpage (Input for Jon in IT Department) - Jill/Judy/Nancy
 - Update on No Smoking Signs - Laurie
 - Update on Shingle Stamp - David
- VI. NEXT MEETING**
 - February 21, 2019
- VII. ADJOURNMENT**

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Courthouse Preservation Committee (CPC)

MINUTES

BENTON COUNTY COURTHOUSE PRESERVATION COMMITTEE (CPC)

January 17, 2019
4:45 p.m. ~ 5:45 p.m.

Benton County Commissioner's Office

205 N.W. 5th Street
Corvallis, Oregon 97330

Meeting Called to Order at 4:45 PM by Judy Juntunen, Chair.

Committee Members Present: Judy Juntunen, Peter Barnhisel, Nancy Hoffman, Daniel Read, Rob Gardner

Staff Members Present: David Ravert, Cathy Williams, Laurie Starha, Linda Hukari, Jon Stratton

Guest(s) Present: (None)

ACTION LIST:

- ✓ *Judy Juntunen to follow up with leads for more information regarding updating Courthouse history manuscript and publication costs. Also will research historic photos of original Courthouse exterior doors.*

- ✓ *Laurie Starha will attend future meeting to discuss bench status, provide update on "no smoking" signs, and image of Courthouse grounds with shrub removal suggestions.*

- ✓ *David Ravert to provide update on shingle stickers.*
- ✓ *Paul Wallsinger to obtain total cost of replacement shingles and confirm funding resources with Laurie Starha for shingle expenses.*
- ✓ *Jill Van Buren to provide website update at next meeting.*
- ✓ *Cathy Williams to redistribute list of potential projects to Committee members.*

I. INTRODUCTIONS AND VISITOR COMMENTS (There were none).

II. AGENDA REVIEW

Judy Juntunen one agenda item "County Attorney", regarding him reviewing all Committees in Benton County. She stated that by July 1, 2019, our Committee structure may be different than it is currently. She also noted that the Bylaws would be under County jurisdiction.

III. ADMINISTRATION

- Approval of November 2018 Minutes –There was unanimous approval of the Minutes as submitted.

IV. OLD BUSINESS

- Follow-up to action items from November 2018 – Judy confirmed that all follow-up items were included on the agenda.
- Update on Courthouse History Manuscript & Publication Costs – This item is still pending.

ACTION: Judy stated in previous meetings that she would follow up with leads for more information.

- Update on Courthouse Tours – No update was available since Jill Van Buren was not in attendance.
- Update on Courthouse Benches and No Smoking Signage – Laurie Starha

brought “no smoking” sign and lettering examples, and the Committee selected their choice for her to move forward on obtaining signs. Ms. Starha stated that the signs would be T-posts for temporary then ornate ones for permanent placement.

ACTION: Laurie Starha will attend future meeting to discuss bench status, and images of Courthouse grounds with shrub removal suggestions.

- Update on Courthouse Doors – David Ravert informed the Committee that vendor, Vintage Window Restoration LLC, will be completing restoration of the Courthouse exterior doors. The contract has been signed and they have begun preparing the temporary door.

ACTIONS: Paul Wallsinger to provide project update at next meeting.

V. NEW BUSINESS

- Update on Potential Preservation Projects – David Ravert will have shingle sticker cost.

ACTIONS: Paul Wallsinger to obtain total cost of replacement shingles and confirm funding resources with Laurie Starha for shingle expenses.

- Update on Donation Fund Box and Display – This item is currently on hold (donations can be made online soon).
- Update on Web Page – Nancy Hoffman has finished writing her father’s biography (Judge Mengler) for the website so it will be submitted to Jon Stratton to upload. It was noted that the Committee would like to use the photo in the Courthouse hallway. Jill Van Buren was not in attendance so no other updated information was available.

Jon Stratton said that he will need forms completed to submit to Mary Otley to set up vendor, register as client for Finance information, and to approve

individual products such as donations and shingle purchases. Jon will send the forms to Paul Wallsinger since he will be the liason for the Committee.

Mr. Stratton also needs direction from Committee on drone shots (he will check on regulations), linked locations, text description and/or audio on photos when they are clicked on, floors and special features to highlight, etc. These factors will make a difference on project costs. As soon as he receives the preferences from Jill Van Buren, he will proceed with obtaining a quote from the vendor.

ACTION: Jill Van Buren to provide update at next meeting in February 2019. Cathy Williams to resend list of potential projects with one week deadline for feedback/suggestions by Committee members. Jill will follow up with Jon regarding final decisions.

- County Attorney Review of Committees – Laurie Starha informed the Committee that the purpose of this is for standardizing Benton County Boards and streamlining ad-hoc Committee for issues needing immediate decisions instead of waiting for Board of Commissioners to approve.

The Committee expressed concerns for internal changes if it is restructured, and was hopeful that members can provide input prior to finalized changes being made. Ms. Starha will request to have a Representative from HRC attend the February meeting and to take concerns to County Council.

ACTION: Laurie Starha to request HRC Representative attend February meeting.

VI. NEXT MEETING – January 17th, 2019 (DECEMBER MEETING CANCELLED)

- **ADJOURNMENT** - The meeting adjourned at 5:45 PM.