



Courthouse Preservation Committee (CPC)

AGENDA

March 21, 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 February 2019 Minutes
- IV. OLD BUSINESS**
 - Follow-up to action items from February 2019 meeting
 - Update on Courthouse History Manuscript & publication Costs - Hon. Robert Gardner/Judy Juntunen
 - Update on Courthouse Tours - Jill Van Buren
 - Update on Courthouse Benches - Laurie Starha
 - Update on Courthouse Doors - Paul Wallsinger
- V. NEW BUSINESS**
 - Update on potential preservation projects - Paul Wallsinger/David Ravert
 - Update on Donation Fund Box and Display - Judy Juntunen
 - Update on Webpage (Input to Jon in IT Department) - Jill Van Buren/Judy Juntunen
 - Update on No Smoking Signs - Laurie Starha
 - Update on Shingle Stamp - David Ravert
 - Courthouse History Manuscript - Rob Gardner/Judy Juntunen
- VI. NEXT MEETING**
 - April 18, 2019
- VII. ADJOURNMENT**

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Courthouse Preservation Committee (CPC)

MINUTES

**BENTON COUNTY
COURTHOUSE PRESERVATION COMMITTEE
(CPC)**

March 21, 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 4:48 PM by Judy Juntunen, Chair.

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

Staff Members Present: David Ravert, Cathy Williams, Paul Wallsinger

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 exterior doors.*
- ✓ *Paul Wallsinger to obtain quotes for boiler replacement and pressure washing entire exterior of building. Contact Lil'a Neville regarding a press release in the Gazette Times for new courthouse door being hung.*
- ✓ *Jill Van Buren to provide website update at next meeting.*
- ✓ *Rob Gardner to contact vendor to have her start the process on digitizing transcript and having printed into books.*

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

II. AGENDA REVIEW

Judy Juntunen confirmed all items were on the agenda.

III. ADMINISTRATION

- Approval of February 2019 Minutes –There was unanimous approval of the Minutes as submitted.

IV. OLD BUSINESS

- Follow-up to action items from February 2019 – Judy confirmed that all follow-up items were included on the agenda.
- Update on Courthouse History Manuscript & Publication Costs – Rob Gardner received a quote from Caryn Davis at Cascadia Editing in Philomath to have text digitized and books printed. Services to be performed include digitizing text of book manuscript titled "History of the Benton County Courthouse". She will also provide a Word document so it can be edited. She is requesting print estimates from local printers for 200-400 copies of the finished book.

She will forward the Word document for Committee members to edit, and provide feedback on the high resolution scans made of any photos/illustrations we provide for her to use in the book layout. After Word editing is complete, Caryn will produce two sample designs of the book in

PDF form so Committee can change if desired. Then she will provide a complete first draft in PDF form and paper printout for Committee proofreading. Once she receives corrections then she will create a final proof for any additional corrections. Book files will then be taken to printer Committee chooses.

Proposed budget for services include: 1) \$400 for digitizing text (scanning, proofreading, typing as needed) and 2) \$2,000 design/layout of book (includes all necessary proofs and pre-press) for a total cost of \$2,400.

Additional project costs not included in the quote include: Printing book and purchasing an ISBN (normally about \$125 but she can help with this if Committee wants to get one). When books are ready for printing then the number can be purchased, so she can add it to the book files and will be printed onto the book.

Nancy Hoffman made a motion to have text digitized by Cascadia Editing. Daniel Read seconded the motion and all approved.

ACTION: Rob Gardner will contact vendor to have her start the process.

- Update on Courthouse Tours –Jill Van Buren was not at meeting so no update available.
- Update on Courthouse Benches and No Smoking Signage – Laurie Starha was not in attendance so current status unknown.

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 the door will be hung on Saturday, March 30th. Doors will have a doorknob and decorative push plate.

ACTIONS: Paul Wallsinger will check with Lil'a Neville regarding a press release in the Gazette Times.

V. NEW BUSINESS

- Update on Potential Preservation Projects – David Ravert informed the Committee that the collbrans for the clock are slightly out of tune, so he will contact a vendor to have them tuned and clean the clock.

Paul Wallsinger provided updates on the following:

- 1) **Shingles** – Due to severe cost difference than originally thought for stamps, he inspected the shingles roof (currently metal Victorian design). They have some decay on bottoms that have sealant on them, so as long as that doesn't come off, then they should be fine for now with increased inspections. He will bring other options to a future meeting.
- 2) **Boiler** – the system needs to be replaced so he will get a quote from a consultant since cost has been budgeted for next biennium.
- 3) **Elevator** – interior is deteriorating so he suggested choosing a photo to have made into a graphic on wallpaper and placed above the wainscot in the middle of the elevator. He requested photo ideas from Committee members.
- 4) **Building Entrances** – stone along sides of building is breaking so he suggested finding vendors that could match the type of stone from local rock quarries and replace over existing bricks. He will get a quote to pressure wash entire building since work can begin in July or after first part of August when new fiscal year begins.

ACTIONS: Paul Wallsinger to obtain quotes for boiler replacement and pressure washing entire exterior of building.

- Update on Donation Fund Box and Display – This item is currently on hold (donations can be made online soon).
- Update on Web Page – Jill Van Buren was not at meeting so no update available. Committee members agreed that the page looks good

so
far.

ACTION: Jill Van Buren to provide update at next meeting.

- County Attorney Review of Committees – At a previous meeting, 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 future meeting.

VI. NEXT MEETING – April 18th, 2019

- **ADJOURNMENT** - The meeting adjourned at 5:38 PM.