



Courthouse Preservation Committee (CPC)

AGENDA

April 19, 2018
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 March 2018 Minutes
 - **NEW MEETING TIME**
- IV. OLD BUSINESS
 - Follow-up to action items from March 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 - Laurie
- V. NEW BUSINESS
 - Update on potential preservation projects - All
 - Update on Donation Fund Box and Display - Judy
 - Update on webpage - Jill
 - Filing Cabinet - Judy
 - Fund Balance - Laurie
- VI. NEXT MEETING
 - May 17, 2018
- VII. ADJOURNMENT

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Courthouse Preservation Committee (CPC)

MINUTES

BENTON COUNTY COURTHOUSE PRESERVATION COMMITTEE (CPC)

April 19, 2018

4:45 p.m. ~ 5:45 p.m.

Courthouse Jury Room 114

120 NW 4th St.
Corvallis, Oregon

Meeting Called to Order at 4:45 PM.

Committee Members Present: Judy Juntunen, Peter Barnhisel, Robert Gardner, Nancy Hoffman, P. Daniel Read, Jill Van Buren

Staff Members Present: Laurie Starha, David Ravart, James Morales

Guest(s) Present: (None)

I. **INTRODUCTIONS AND VISITOR COMMENTS**

David Ravert is the Facilities Maintenance Technician and has been with Benton County for 8 months now. He has read a couple of articles and a book regarding the history of the Benton County Courthouse. Mr. Ravert is open to any advice and/or information Committee members may have, and will also be attending future meetings.

II. **AGENDA REVIEW**

The agenda was approved as presented.

III. ADMINISTRATION

- Approval of March 2018 Minutes – Robert Gardner made a motion to approve all minutes as presented. James Morales seconded the motion. Unanimous approval of all minutes as they were presented.

IV. OLD BUSINESS

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

ACTION: Judy to follow up with leads for more information.

- Update on Courthouse Tours– Jill has done several tours and was contacted by a gentleman that has been involved with the Philomath Historical Museum so she will be doing a tour for him. Ms. Van Buren expressed concern regarding needing to train another person to do tours once the website is working, since she has been doing them regularly and is expecting an increase of requests.

Jill suggested that the option for legacy donations be an option to honor loved ones of the donors. There was discussion by Committee regarding what items to have on website for facts, trivial, and virtual tour components.

ACTION: Jill to begin placing pictures and information onto website design for start of data and contact Jon with the IT Department.

- Update on Courthouse Benches– Judy reported that the benches are still in pending status.
- Update on Courthouse Doors– Laurie Starha informed the Committee that she is in the process of receiving price quotes for doors. Judy informed Laurie of past concerns that Scott McClure expressed previously when a contractor was being considered. Laurie will contact Scott for more details regarding his concerns.

ACTIONS: Laurie to provide updates at future meetings as information becomes available.

V. NEW BUSINESS

Update on Potential Preservation Projects – Laurie Starha reported that she and Jill attended the Benton County Board of Commissioners on April 17, 2018, to request their approval of 3 items. Those items included 1) stripping the doors to their original condition (estimated just below \$5,000) and 2) purchase of shingles for the roof (approximately \$37,000 total cost) and 3) website page that Jill has been working with IT Department on. Ms. Starha stated that the items were moved to the May 1, 2018 meeting agenda for BOC approval.

She indicated that there was also notice taken that the \$2,000 annual spending limit for this Committee seems extremely low so possibly could raise that amount. Jill presented the idea to them that the old shingles be set aside and preserved to sell then return that money back to the Committee fund. Also possible stamp purchase with date and brief history of courthouse to put on each shingle. The shingles would then be listed on the website to sell as a fundraiser and the BOC liked that concept as well.

- Update on Donation Fund Box and Display – Judy said in past meetings that this item is currently on hold, and that donations can be made online soon.

Update on Web Page – Laurie shared a concern to the Committee from Grace McDonald in the IT Department regarding a list of priorities for the website. Ms. McDonald would like a timeframe of items so they can implement steps into their workload. Jill said that she and Judy have the pictures ready and will pass them on to Jon, and indications were made to possibly move this up on their agenda to begin in July instead of December of 2018.

ACTION: Judy to forward photos to Jill for uploading to website.

- Filing cabinet –Judy said that she needs to have a meeting to discuss final placement.

ACTION: Judy to contact Dave to set up meeting.

- Fund Balance – Laurie stated that the fund balance for the Courthouse Preservation Trust, will remain the same until deposits are made and invoices are received for upcoming projects

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VI. NEXT MEETING – June 21, 2018

- **ADJOURNMENT** - The meeting adjourned at 5:30 PM