



Courthouse Preservation Committee (CPC)

AGENDA

May 17, 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 April 2018 Minutes
 - **NEW MEETING TIME**
- IV. OLD BUSINESS
 - Follow-up to action items from April 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
 - June 21, 2018
- VII. ADJOURNMENT

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Courthouse Preservation Committee (CPC)

MINUTES

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

May 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, P. Daniel Read, Jill Van Buren

Staff Members Present: Laurie Starha, David Ravart, Cathy Williams

Guest(s) Present: (None)

I. **INTRODUCTIONS AND VISITOR COMMENTS**

No introductions were necessary.

II. **AGENDA REVIEW**

The agenda was approved as presented.

III. ADMINISTRATION

- Approval of April 2018 Minutes – Peter Barnhisel made a motion to approve the minutes as presented. P. Daniel Read seconded the motion. Unanimous approval of all minutes as they were presented.

IV. OLD BUSINESS

- Follow-up to action items from April 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 to follow up with leads for more information.

- Update on Courthouse Tours– Jill had a tour of 5-year-olds that went very well.
- Update on Courthouse Benches– Laurie reported that the benches are still in pending status.
- Update on Courthouse Doors– Laurie Starha asked David Ravart to obtain updated price quotes to include filling in the gaps on the doors.

ACTIONS: Laurie to provide updates at future meetings as information becomes available. David to provide Laurie with updated quotes.

V. NEW BUSINESS

Update on Potential Preservation Projects – Laurie Starha reported at the previous meeting that the Benton County Board of Commissioners on April 17, 2018, approved the request of 3 the following items: 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 Van Buren has been working with IT Department on.

Ms. Starha had also previously reported that the BOC had taken notice that the \$2,000 annual spending limit for this Committee seems extremely low so possibly could raise that amount. Ms. Van Buren had 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 to possibly purchase a stamp 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 – This item is currently on hold (donations can be made online soon).

Update on Web Page – Laurie stated that after meeting with the Board of Commissioners, her understanding was that this task has been moved up on the agenda for the IT Department but she will confirm. Ms. Van Buren said that John with the IT Department requested direction on this project by the Committee. She stated that he would like an itemized list of priorities, and a desired chronological outline to implement the webpage.

Jill will compile floor layout maps to consist of most requested areas by tourists. David offered to assist Jill by taking notes on a tour of the Courthouse and helping create layouts. There was discussion surrounding Committee feedback and input on specific details of information/features to include on the website and virtual tour. After a previous request by Ms. Van Buren for Committee members to review websites of potential video contractors for this project, the candidates were narrowed down to (2) which include virtually-anywhere.com and 360labs.net for IT Department to obtain quotes from once work scope has been completed. Ms. Juntunen will check with her resource to determine where earthquake fault lines are for the Courthouse to ensure accurate information on the website then distribute details to the Committee.

It was requested to have Cathy Williams distribute the timeline and roster to members, along with Chris Bielenberg, via email once Jill Van Buren has received all input, created documents, and Laurie Starha has confirmed IT Department information.

ACTION: Laurie to confirm priority status of project with IT Department. Jill and David to create floor layout maps. Jill to forward photos to John for uploading to get website started, to include a note referencing "virtual tour coming soon". Jill will send the list of ideas for website features/information to the BOC for additional input. Judy to confirm earthquake fault lines and send information to the Committee. Cathy Williams to distribute timeline and roster to Committee members via email once information is available.

- Filing cabinet – Final placement has been made on stand in Courthouse Jury Room 114.
- Fund Balance – Laurie stated in the previous meetings that the fund balance for the Courthouse Preservation Trust, will remain the same until deposits are made and invoices are received for upcoming projects.
- No Smoking Signage – Ms. Starha reported that signs must be made and placed, along with cigarette butt containers, in appropriate locations on grounds of the Courthouse. There has been an increasing issue with discarded cigarette butts and smoke drifting into Courthouse building offices. She will have a few designs created with suggested verbiage and lettering ideas, then will bring to future meeting for Committee vote. There was also discussion regarding placement of signs/containers only at entry areas of premises to avoid sign pollution and at what height to ensure people see them.

ACTION: Laurie to obtain sign/lettering design ideas then present to Committee for vote prior to installation on Courthouse grounds.

VI. NEXT MEETING – July 19, 2018 (JUNE MEETING WAS CANCELLED)

- **ADJOURNMENT** - The meeting adjourned at 5:52 PM