



## Courthouse Preservation Committee (CPC)

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### AGENDA

May 21th, 2015  
Courthouse Jury Room 114  
120 NW 4<sup>th</sup> Street  
5:00 p.m. to 6:00 p.m.

- I. INTRODUCTION AND VISITOR COMMENTS
- II. AGENDA REVIEW
- III. ADMINISTRATION
  - Approval of March 2015 Minutes
  - Other - New Members
- IV. OLD BUSINESS
  - Follow-up to action items from last month
  - Update on two pictures in Courthouse display case - Judy
  - Update on keys to Courthouse display cases and access - Ben Dorr
  - Update on Courthouse Inventory Letter- Judy
  - Update on Courthouse work station upgrades - Linda and James
  - Update on Courthouse History Manuscript - Hon. Robert Gardner
  - Update on Courthouse Tours - Jill
- V. NEW BUSINESS
  - Continuing discussions on possible grants for seismic upgrades - All
  - Update on potential preservation projects - All
  - Update on Donation Fund Box and Display - Judy
  - Request for Approval - Linda
  - Other - Suspending monthly meetings until September 17, 2015 - All
- VI. NEXT MEETING
  - To be determined (September 17, 2015)
- VII. ADJOURNMENT

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# ATTENDANCE

## Courthouse Preservation Committee

MEETING DATE: May 21, 2015

**\*\*\*Please Print\*\*\***

1. Jodie Juntunen
2. Linda Hukavi
3. Rob Gardner
4. Alan Reed
5. Ben Dorn (representing Chris Bielenberg)
6. Nancy Mengler Hoffman
7. James Morales
8. Kris Pierce, Recorder
- 9.
- 10.
- 11.
- 12.



## Courthouse Preservation Committee (CPC)

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### MINUTES

#### BENTON COUNTY COURTHOUSE PRESERVATION COMMITTEE

(CPC)

May 21, 2015

5:00 p.m. ~ 6:00 p.m.

#### Courthouse Jury Room 114

120 NW 4<sup>th</sup> St.  
Corvallis, Oregon

Meeting Called to Order at 5:03 PM

Committee Members Present: Judy Juntunen, Hon. Robert Gardner, Dan Read and Nancy Hoffman

Staff Members Present: Ben Dorr, Linda Hukari, James Morales and Kris Pierce (Recorder)

#### **I. INTRODUCTION AND VISITOR COMMENTS**

No visitors attended the meeting.

#### **II. AGENDA REVIEW**

No revisions to the Agenda were noted.

#### **III. AMINISTRATION**

- Approval of March 2015 Minutes – **The March 2015 Minutes were approved by vote of the attending members with Hon. Robert Gardner Motioning and Dan Read Seconding the Motion.**

- Other – New Members – Judy will continue to look for announcements to newly appointed members and advise the Committee as updates become available.

**ACTION: Judy will update the Committee on any newly appointed Members as that information becomes available.**

#### **IV. OLD BUSINESS**

- Follow-up to action items from last meeting – The Committee reviewed the action items from last meeting and discussed the following:
  - \* Linda/James – Workstation Upgrades and Courthouse Tours.
  - \* Hon. Robert Garner update for the Courthouse History Manuscript.
  - \* Ben – Courthouse Seismic Upgrades, Courthouse Display Case Keys and Potential Courthouse Preservation Projects.
  - \* Judy discussed some potential projects such as the Donation Fund Box, Courthouse Inventory Letter and Courthouse Inventory List.
- Update on two pictures in Courthouse Display Cases and Key – Ben opened the Courthouse display case so Judy could remove the pictures of the two unidentified individuals. Judy will make inquiries in local area newspapers as to the identity of the two individuals. Judy returned the key she had in her possession to Ben due to not being the correct key for the courthouse display case. Ben commented that he will keep the key in his possession at the Courthouse if access is needed to the display cases in the future.

**ACTION: Judy will inquire as to the identity of the two individuals in the pictures from the display case in local area newspapers and other media and will update the Committee as updates become available.**

- Update on Courthouse Inventory Letter – Judy requested a copy of the Courthouse Inventory Letter so she could make corrections, if needed. The letter will accompany the Inventory List and be sent to all Courthouse Departments. The original inventory letter and inventory item list will be kept by Benton County Public Works Department and a copy will be sent to all Departments at the Courthouse. Any changes, additions or deletions of the inventory list will need to be submitted to the Benton County Public Works Facilities Manager. Chris will forward the inventory letter to Judy for any corrections and send the letter and

list to the Courthouse departments for retention and reference. Judy will continue to update the Committee as it becomes necessary.

**ACTION: Chris will e-mail Judy the Courthouse Inventory Letter for any corrections and send the letter and attached inventory list to all Courthouse departments for reference and Judy will continue to update the Committee as needed.**

- Courthouse Work Stations Upgrade Update- Linda sent Chris Bielenberg the schematic for the proposed workstation upgrades and asked the Committee for approval to proceed with the work station upgrades. James also requested Linda forward the vendor/contractor information to him so that his department can look into workstation upgrades as well. Linda and James will update the Committee on the progress of work station upgrades. Judy suggested that the Committee approved by consensus the Courthouse staff to proceed with the upgrades at their discretion.

**ACTION: Linda/James - Update the Committee on the Courthouse Work Station Upgrade progress at the next meeting.**

- Courthouse History Manuscript – Hon. Robert Gardner received copies of the Courthouse History Manuscript and other documents from Judy, Jill and Nancy at the March meeting and returned those items at the May meeting. Hon. Gardner reported that he had spoken with Ken Osher and Mr. Osher had decided that he would not be able to undertake the project at this time, but may reconsider at a later date. Judy asked the Committee if they would consider paying someone to write an all-inclusive manuscript to be made into a book for the purpose of preserving the history of the Courthouse. She mentioned that she may know of a few contacts that may be willing to help and would check with them on publication and manuscript costs associated with this project. Hon. Robert Gardner suggested that Judy come up with an estimate of the costs when she talks to her contact(s) and update the Committee as quotes become available.

Nancy posed the question as to what the Committee thinks a dollar value would be to have a finished piece of work and how does that pay into reasonable costs for this project. Judy said she will pursue publication costs and information the Committee has requested and will update the Committee as information becomes available.

**ACTION: Judy said she will pursue publication costs and information that the Committee requested and update the Committee as information becomes available.**

- Courthouse Tours Update- James advised the Committee that the Sherriff's Office had recently gave a Courthouse Tour to a group of elementary students and there is another tour scheduled next week. Jill has been out and will give an update to the Committee upon her return.

**ACTION: Jill - Update the Committee on the upcoming Courthouse Tours at the next meeting**

## **V. NEW BUSINESS**

- Continuing Discussions on Possible Grants for Seismic Upgrades – This topic will be held over until next meeting. Any updates during the summer months will be communicated via e-mail. Chris will provide the Committee an update at the next meeting.

**ACTION: Chris will give an update to the Committee at the next meeting.**

- Potential Courthouse Preservation Projects Update – The Committee discussed ideas for refurbishing Courtroom #3. Hon. Robert Gardner met with Hon. Connell and Hon. Connell wishes Courtroom #3 to remain a functioning Courtroom. He thinks raising the ceiling to its original height and changing the furniture to be more functional for the room is a great project. Judy asked Ben what the costs would be and what is needed in that room to accomplish the project. Ben suggested that the cost would be minimal since the original ceiling is intact and suggested that the Committee look at the project in two parts: 1) Raising the ceiling back to its original height and 2) The design and configuration of the furniture in the room. Committee members also inquired as to the use of the television that is in the room and its purpose. Linda explained that the television is used for an extra for other courtrooms as needed and also used in out-of-state depositions. The Committee was in agreement that the television would remain in the courtroom. Linda also explained that Courtroom 3 is also used for Juries and Panel Juries, Mediations, meetings and fingerprinting but for the most part the room is not in use on a daily basis. The costs associated with the project

would be to move the wires for the audio and visual needs for the room as well as purchasing new light fixtures, but did say that the original moldings were still in place in the room. As for the furniture that would have to be researched further to get an estimate. Ben will do some research to come up with an estimate for the project and report back to the Committee.

**ACTION: The Committee will continue to come up with potential preservation projects and update each other and discuss the suggestions at the next meeting. Ben will do some research for the project to come up with an estimate and report back to the Committee as information becomes available.**

- Donation Fund Box and Display Update – Judy has spoken with Chris Bentley about having a brochure and display for the Courthouse Preservation Fund. Judy suggested to the Committee that the Donation Fund box, brochures and display should be available to any event being held in or around the Courthouse. Judy suggested to the Committee that they try to come up with ideas and artwork for the display and brochure before the Art Festival and Scarecrow Festival being held late summer to early fall and would like for the Committee to approve looking for a local artist for designing and/or providing artwork for either of these two items. She also said that the County Board of Commissioners is currently looking for a graphic artist for a mural they want to have done and that the Committee could possibly look at that artist for some of the artwork needed for the brochure and display for the Courthouse Preservation Committee. Ben also mentioned that he has a family member that is an artist and has recently done some artwork in the community and he could be another artist the Committee could look into.

**ACTION: Judy will check into possible help with the costs of a brochure and tri-fold display for the Courthouse Donation Fund box. She will continue to update the Committee as additional information becomes available.**

- Other – Request for Approval – Linda requested approval from the Committee to continue with the workstation upgrades. By consensus the Committee has agreed to the workstation upgrade. James asked Linda for the contractor information so that his department in the Courthouse can look into workstation upgrades with the same vendor.

**ACTION: Linda and James will give periodic updates on the progress of the workstation upgrades during the next few months.**

- Other -- Bulletin Board Questions – Linda reported to the Committee that two of the County Judges were inquiring why the Courthouse Bulletin board is located in the basement and not somewhere on the 1<sup>st</sup> floor where the public had access to the information. James concluded that the bulletin board is used for public notices and that the Elections Department maintains the board. She reported the Judges suggested moving the board between the front doors of the Courthouse and the inner front doors and inquired if the Committee would allow that board to be moved. The Committee decided that since the Elections Department maintains that particular board, the board would not be moved but suggested that they look into a sign stating something to the effect "Public Notices are Located on the bulletin board in the basement." The Committee will look into getting a sign directing the community to where the "Public Notices" are located and the costs associated with that sign.

**ACTION: The Committee will look into getting a sign made directing the community where the "Public Notices" are located and costs associated with making the signage and give an update at a future meeting.**

- Other -- Suspending Monthly Courthouse Preservation Committee Meetings – The Committee suspended the monthly meetings until September 17, 2015, but will continue to address any issues that need attention via e-mail during the Summer months.

**ACTION: The Committee suspended the official CPC monthly meeting through the Summer (June 2015 – August 2015) and restart the official meetings on September 17<sup>th</sup>, 2015.**

**VI. NEXT MEETING**

September 17, 2015

**VII. ADJOURNMENT**

The meeting adjourned at 5:48 PM