



## **Courthouse Preservation Committee** (CPC)

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### **AGENDA**

**September 20, 2018**  
**Courthouse Jury Room 114**  
**120 NW 4<sup>th</sup> Street**  
**4:45 p.m. to 5:45 p.m.**

- I. INTRODUCTION AND VISITOR COMMENTS**
- II. AGENDA REVIEW**
- III. ADMINISTRATION**
  - Approval of July and August 2018 Minutes
- IV. OLD BUSINESS**
  - Follow-up to action items from August 2018 meeting
  - Update on Courthouse History Manuscript & publication Costs - Hon. Robert Gardner/Judy
  - Update on Courthouse Tours - Jill
  - Update on Courthouse Benches - David
  - Update on Courthouse Doors - David
- V. NEW BUSINESS**
  - Update on potential preservation projects - Gary/David
  - Update on Donation Fund Box and Display - Judy
  - Update on Webpage - Jill/Judy
  - Update on No Smoking Signs - Gary/David
  - Update on Shingle Stamp - David
- VI. NEXT MEETING**
  - September 20, 2018 (to be held at Benton County Board of Commissioners Office - located at 205 N.W. 5<sup>th</sup> Street in Corvallis, Oregon)
- VII. ADJOURNMENT**

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## Courthouse Preservation Committee (CPC)

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### MINUTES

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

**September 20, 2018**

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

#### Benton County Commissioner's Office

205 N.W. 5<sup>th</sup> Street  
Corvallis, Oregon 97330

Meeting Called to Order at 4:55 PM.

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

Staff Members Present: Gary Stockhoff, Cathy Williams

Guest(s) Present: Jon Stratton (Benton County IT Department)

#### **ACTION LIST:**

- ✓ *Judy Juntunen to follow up with leads for more information regarding updating Courthouse history manuscript and publication costs.*
- ✓ *Laurie Starha to request temporary bench removal approval by Benton County Board of Commissioners.*

- ✓ *David Ravart to work with Debie Wyne on the vendor contract for Courthouse door restorations.*
- ✓ *David Ravart will obtain "before and after" pictures of doors during restoration project.*
- ✓ *Jill Van Buren to send website documents she submitted to John Stratton for virtual tour website to Cathy Williams to distribute to Committee members.*
- ✓ *Jill Van Buren to contact John Stratton in IT Department for status of website project. NOTE: See minutes for list of other tasks for Committee members to provide (per Jon's request at this meeting).*
- ✓ *Laurie Starha to obtain sign/lettering design ideas then present to Committee for vote prior to installation on Courthouse grounds.*
- ✓ *David Ravart to research stamps for marking shingles as historic pieces from Benton County Courthouse.*

#### **I. INTRODUCTIONS AND VISITOR COMMENTS**

The Committee members present introduced themselves and welcomed guest Jon Stratton from the Benton County IT Department.

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

The agenda was approved as presented.

#### **III. ADMINISTRATION**

- Approval of July and August 2018 Minutes – Peter Barnhisel made a motion to approve the minutes as submitted. Jill Van Buren seconded the motion and all approved.

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

- Follow-up to action items from August 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 – Ms. Van Buren reported that she will be giving a group tour to Benton County’s Ukranian sister city.
- Update on Courthouse Benches – At the July meeting, Laurie Starha was going to request temporary bench removal approval by Board of Commissioners. Laurie Starha was not present, so no update was available on the status of the benches.

**ACTION: At the July meeting, Laurie Starha was going to request temporary bench removal approval by Board of Commissioners.**

- Update on Courthouse Doors – Gary Stockhoff informed the Committee that Vintage Window Restoration LLC is no longer an option as the vendor for restoration of the exterior doors. Mr. Stockhoff stated that David Ravart has received a quote from a vendor in Utah, so will provide details at the next meeting.

**ACTIONS: David Ravart to provide details of quote for door restoration from new vendor being considered.**

## **V. NEW BUSINESS**

- Update on Potential Preservation Projects – Gary Stockhoff stated that the status of re-roofing the courthouse is unknown, and that David Ravart has been researching stamps for the shingles that will be removed and sold as historic pieces.

*Mr. Ravart was not present at this meeting but sent an email stating the following:*

*“I have done a little research on stamps for the shingles and have found that a custom paint stencil would be better suited to our purpose. A metal press would not be*

recommended as it might chip the paint off the shingle also there is no guaranty the integrity of each shingle. I am still looking into a possible permanent ink stamp.”

***NOTE:*** *Mr. Stockhoff informed the Committee that interviews are in currently in progress for a new Facilities Manager, as he is the interim until a replacement is hired).*

**ACTIONS: David Ravart to provide details of options for shingle stamps that are currently being considered.**

- Update on Donation Fund Box and Display – This item is currently on hold (donations can be made online soon).
- Update on Web Page –Jon Stratton from Benton County IT Department presented current DRAFT website setup, as per the information and photos he has received from Jill Van Buren so far. Mr. Stratton also explained various features and options, including tips to assist in return visitors to the site along with suggestions for increased interest. Jon will need the final decisions determined by the Committee relayed to him in order to make changes, upload additional information, and add any photos. He will attend a future meeting to present final website structure and viewing, prior to prior to the website going “live” for public viewing and interactions.

***Mr. Stratton also discussed the need for specific information and/or additional input from Committee members for the following:***

- 1) **Judy** – Profiles from the “Flight of Time” article.
- 2) **Judy** – Research images for Committee to select **ONE** as representative photo for Courthouse page. NOTE: The Committee agreed that it should be different than the current one on website and known icon for Benton County.
- 3) **Judy** – Talk to Gary Stockhoff and Mary Otley (Benton County Finance Department) regarding online donations.
- 4) **Nancy** – Biography on Judge Mengler (her father) to add to his photograph and newspaper article already uploaded.

- 5) **Jill** – List of Courthouse rooms to feature during virtual tour.
- 6) **Jill** – Research history of Courthouse bells and the possibility of rehangng them in the future.
- 7) **Jill and Judy** – Captions for pictures already uploaded.

**ACTION: Ms. Van Buren will send website documents submitted to John Stratton for virtual tour website to Cathy Williams to distribute to Committee members. Jill will also contact John in IT Department to submit requested website information, photos, and details desired for virtual tour so Jon Stratton can request bids from the two vendors that the Committee previously selected.**

- No Smoking Signage – No current updates on this project due to Laurie Starha being absent.

**ACTION: In prior meetings, Laurie Starha stated that she was going to obtain sign/lettering design ideas then present to Committee for vote prior to installation on Courthouse grounds.**

**VI. NEXT MEETING – October 18, 2018 (NOTE: Meetings to resume at the Courthouse instead of Board of Commissioners Office)**

- **ADJOURNMENT** - The meeting adjourned at 5:50 PM.