



**ADOPTED MINUTES
HISTORIC PRESERVATION COMMISSION
July 10, 2024, at 4:01 PM
80 South Main Street, Explorer Room
Spanish Fork, UT 84660**

Present:

Angela Beecher - Chair
Kristyn Moss - Chair Pro Tem
Darla Butler - Member
Kevin Oyler-Councilmember
Caleb Pollock- Member
Ian Bunker-Community Development

Pete Hansen- SFCN Representative
Vaughn Pickell - City Attorney
Jordan Hales - Finance Director
Tyler Jacobson - Asst. City Manager
Tara Silver- City Recorder

Members Absent:

1. CALL TO ORDER - 4:01 pm

Angela Beecher started off the meeting at 4:01 pm she announced the new designation we had received and asked Tara to give us more information.

Tara Silver informed the committee that the National Parks Service had notified us that we were now a Certified Local Government. This designation gave the commission the opportunity to apply for grant funding from this organization. She added that we were now required to follow the Open Public Meetings Act.

Vaughn Pickel, the City Attorney, provided training on complying with the Open Public Meetings Act. He highlighted that if we had two or more people, it was considered a meeting, and we needed to give 24-hour advance notice for our agenda on the Public Notice Website. He informed us that no changes to the agenda could be made after it was posted, but the chairman could amend the agenda in the meeting if needed. Audio and minutes were required and must be posted on the Public Notice Website with presentations and handouts by the end of three business days.

Jordan Hales then trained us on the financial side of the budget. He informed us that we had

a general ledger code for revenues and expenses. Our budget was \$4,000 from the general fund. Donations would be assigned to the Historical Preservation Commission. We need to make a list of the items we know will be needed and plan for those items out of the budget. Purchases should go through Tara Silver since she has a city credit card. He stated the fiscal year was from July 1st to June 30th of each year, and we should review our budget in February for the next fiscal year. We may be able to access Recreation, Arts, & Parks (RAP) tax grants.

Angela Beecher discussed the Lecture Series options for September into 2025. She reminded Tara Silver to include the items in the newsletter to residents and mentioned the option for an article in the ServeDaily newspaper. Pete would do the write-up and a commercial for the Lecture Series.

Kevin Oyler talked about the veteran banners in the parade. He found a way to hold the banners upright with three people manning them in the parade, requiring 33 volunteers. He had some volunteer organizations calling him back to see how many youth were available.

Pete Hansen stated he would write up the paragraph for the parade booth to read when they came by. Pete Hansen and Ian Bunker would train on the software Mary Martin had used to make the banners so we could continue to produce banners for Veterans Day. They also would check into making a Historic Preservation Commission banner.

Tara Silver let the committee know that they had received word back from the National Parks Service that we were now a Certified Local Government. This designation gave the commission the opportunity to apply for grant funding from this organization. She went on to add that we now were required to follow the open public meetings act.

Vaughn Pickel, the City Attorney, provided training on how to comply with the open public meeting act. He highlighted if we had 2 or more people it was considered a meeting, we needed to give 24 hour advance notice for our agenda on the Public Notice Website. He let us know no changes to the agenda could be made after it was posted. The chairman could amend the agenda in the meeting if needed. Audio and minutes were required and must be posted on the Public Notice Website with presentations and handouts by the end of 3 business days.

Jordan Hales then trained us on the finance side of the budget. He let us know we had a general ledger code for revenues and expenses. Our budget was 4,000 dollars that came out of the general fund. If donations came in they would be assigned to the Historical Preservation Commission. We need to make a list of the items we know will be needed and plan for those items out of the budget. If someone needs to purchase something they should go through Tara Silver since she has a city credit card. He stated the fiscal year was from July 1st- June 30th of each year. We should review our budget in February for the next fiscal year. We may be able to access Recreation, Arts, & Parks (RAP) tax grants.

Angela Beecher told us about the Lecture Series options for September into the 2025 year. She reminded Tara Silver to put the items in the newsletter to residents. She told us about the

option for an article in the ServeDaily newspaper. Pete would do the write up and a commercial for the Lecture Series.

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ADJOURNMENT

Angela Beecher ▾ Made a motion to Adjourn the meeting at 5:11 pm

Caleb Pollock ▾ Seconded the motion

Caleb Pollock	Yes
Angela Beecher	Yes
Kristyn Moss	Yes
Darla Butler	Yes
Pete Hansen	Yes
Ian Bunker	Yes
Tara Silver	Yes

I, Darla Butler, Member of Spanish Fork City Historical Preservation Commission, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting held on July 10, 2024. This document constitutes the official minutes of the City Council meeting.

Darla Butler

Darla Butler, Member