



ADOPTED MINUTES

HISTORIC PRESERVATION COMMISSION

August 28, 2024, at 4:02 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

Tara Silver- City Recorder

Members Absent:

1. CALL TO ORDER - 4:02 pm

Angela Beecher started off the meeting at 4:02 pm In the Explorer Room at Library Hall.

Angela Beecher Made a motion Accept the meeting minutes at 4:02 pm

Pete Hansen Seconded the motion

Caleb Pollock	Yes
Angela Beecher	Yes
Kristyn Moss	Yes
Darla Butler	Yes
Pete Hansen	Yes

Ian Bunker	Yes
Tara Silver	Yes
Kevin Oyler	Yes

Angela Beecher discussed the communication method between commissioners. She mentioned how we used the GroupMe text and email to communicate.

Kevin Oyler wanted to ensure that commissioners could access the Google Folder to share documents to one another. He suggested that commissioners save the email so that everyone would have easy access to pertinent information.

Kevin Oyler stated that in the Veterans Banner folder he didn't have access to the files.

[Pete Hansen](#) stated that he has access to those files and will add them to the folder so that everyone else can also access them.

Angela Beecher inquired if everyone felt comfortable with the communication.

Kevin Oyler wants to create an ongoing tasks list to show the deadlines, who is assigned, what is the task, etc.

Tara Silver suggested a Google Doc.

Angela Beecher will see what the GIS department uses to track their running task list. She said that she will temporarily create one while she looks into this.

Angela Beecher discussed the CLG training that we had last week and asked if commissioners had a chance to look into the website and the grants. She stated that she believes that it's a great opportunity for the city. Angela mentioned the Utah Main Street program and if the Planning Department is currently looking into it.

[Tara Silver](#) stated that the city is already discussing the Main Street option. She also stated that she looked into surveys and other projects that other cities have done. She said they have a Mission Statement. She suggested that we start small, regionally, and then work our way out to the rest of the city so that we have a small chunk to build on. She suggested that

it will be easier to build on

Kristyn Moss asked about the pioneer cemetery and if any surveys had been done there.

Tara Silver said that she knows that a survey was completed on the cemetery and that a flood made the results difficult to discern. Darla Butler confirmed this.

Darla Butler asked where a good place to start for surveying the city would be?

Tara Silver suggested the oldest part of the city.

A discussion occurred about the old boundaries of town and where a survey could begin and who could do the surveying.

Melanie Barney, a member of the public, entered the meeting.

Angela Beecher asked how much it would cost to hire someone to take photos.

Tara Silver stated 30-40. Each surveyor has different specialties and focuses on different items.

[Angela Beecher](#) suggested starting with a survey or working more with Thurber.

Tara Silver stated that using money on Thurber is not a good idea as it's too expensive.

[Pete Hansen](#) suggested not worrying about Thurber while it's already under work.

A discussion occurred regarding Thurber and its status on the National Registry. It was determined that the commission should not handle any details regarding Thurber at this time.

[Angela Beecher](#) suggested updating our website with the grant money.

Kristyn Moss suggested a survey or creating a display case.

[Angela Beecher](#) said that the display case would not work with this grant.

Tara Silver suggested reaching out to Scott about how we can use grant money.

Kristyn Moss inquired about a building for city archives.

[Angela Beecher](#) confirmed that would be under a separate grant.

Kevin Oyler also thinks that surveys would be a good start. He would like to reach out to property owners once properties have been surveyed to see if they are interested in adding historical information to their properties.

Angela Beecher said that Mary Martin and her had gone over other NPS grants.

Pete Hansen agrees that a survey is a good idea.

Angela Beecher stated that creating a brick and mortar display case opens up the ability to apply for many more grants.

Angela Beecher made a motion to use the SHPO CLG money for a survey.

Pete Hansen seconded the motion.

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

Angela Beecher asked if there are any trainings coming up? She turned the time over to Tara to discuss the budget.

Tara Silver stated that we have \$4,000 YTD and 3710.08 unexpended. She asked if anyone had additional items to budget.

[Angela Beecher](#) asked if this includes additional banners that are still incoming.

[Tara Silver](#) said that it does include those that have already been submitted.

A discussion about where some items were listed in the budget occurred. It was determined that the banners will not eliminate the funds in the budget as they are paid for by the resident who submits the banner.

Angela Beecher began discussion about creating a set meeting time. She stated that we need to meet bimonthly in order to keep track of action items.

[Pete Hansen](#) suggested that we meet similarly to City Council on the first and third or second and fourth Wednesday of each month.

A discussion about rooms and times began.

[Angela Beecher](#) suggested that we meet the second and fourth Wednesday's of the month at 4:00pm.

Tara Silver is looking into meeting on Thursdays at a set time instead.

Angela Beecher discussed the Lecture Series and the schedule.

Tara Silver said that there are some scheduling issues with the room that is required. She said that the library has precedence when it comes to scheduling the rooms in the library which makes it difficult to schedule events far in advance. She said that it's scheduled up to Nov 11, 2024 at the latest. She is going to speak with library staff about getting us a more consistent schedule for the Lecture Series.

Angela Beecher confirmed November 11 for Melanie Barney's presentation.

Tara Silver suggested that the December date could be difficult when and where it's currently scheduled. It may need to change but won't be open to that until a later date.

Angela Beecher stated that the commission needs to advertise the Lecture Series better.

Melanie Barney gave some context as to her knowledge about Spanish Fork.

Pete Hansen stated that he will create a commercial for the Lecture Series that will run two weeks prior to each presentation. He said that it will be promoted on a variety of platforms.

Angela Beecher wants to add the series to the City Bill to further promote the schedule. She asked Tara to look into this. She also asked [Pete Hansen](#) to go take photos of the Pioneer Cemetery.

Pete Hansen passed out a document that will go to speakers about how to present and what is needed.

Angela Beecher asked the commission to advertise the series.

[Kevin Oyler](#) made a motion to include the National Guard in the banner program.

Pete Hansen seconded the motion.

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

A discussion about including living veterans in the banner program began.

[Tara Silver](#) stated that it should be limited to deceased because it is too difficult to discern

who the people are that are being put up and it would be a liability to the city.

Kevin Oyler suggested creating a new yard template for the banners that will be going into yards and not on Main Street.

[Angela Beecher](#) suggested that deceased is easier to control. The volume of living veterans would become too difficult for the commission to design. She suggested allowing people to create living veteran's banners for their yard on their own.

Further discussion on living versus deceased and the placement of banners on Main Street continued.

Kevin Oyler made a motion to not include living veterans in the Main Street Banner program.

Tara Silver seconded the motion.

A roll call vote occurred.

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

Angela Beecher tabled Committee assignments until the next meeting.

ADJOURNMENT

[Kevin Oyler](#) Made a motion to Adjourn the meeting at 5:11 pm

[Darla Butler](#) Seconded the motion

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

I, Ian Bunker, 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 August 28, 2024. This document constitutes the official minutes of the City Council meeting.

Ian Bunker

Ian Bunker,