



PENDING MINUTES

HISTORIC PRESERVATION COMMISSION

July 9, 2025 at 4:00pm

80 South Main Street, Explorer Room

Spanish Fork, UT 84660

Present:

Darla Butler - Member

Kevin Oyler-Councilmember

Caleb Pollock- Member

Ian Bunker-Community Development

Pete Hansen- SFCN Representative

Tara Silver- City Recorder

Nicky Smith - Member

Members Absent:

1. CALL TO ORDER - 4:08pm

Kevin Oyler started off the meeting at 4:08pm in the Explorer Room at Library Hall.

Pete Hansen made a motion to accept the minutes from the June 12, 2025 meeting.

Darla Butler seconded the motion.

Caleb Pollock	Yes
Nicky Smith	Yes
Darla Butler	Yes

Pete Hansen	Yes
Ian Bunker	Yes
Tara Silver	Yes
Kevin Oyler	Yes
Caleb Pollock	Yes

2. Introductions:

Nicky Smith introduced herself to the group and then the rest of the group went around and introduced themselves to her.

3. Training Minute:

Kevin Oyler led the training. This week the focus was on 7.20..040 which was read aloud to the Commission.

Tara Silver explained the grants that the Commission has been seeking to Nicky.

Kevin Oyler requested that the list of historic buildings be shared with the rest of the Commission.

4. Commission Updates:

Kevin Oyler reminded the group that another Commissioner will be appointed July 15, 2025. The Commission decided that it was paramount that Nicky be added to the Google Drive, the messaging app and any other pertinent software that is used by Commissioners. Kevin Oyler recounted past programs that the Commission has taken on and potential future changes to the way that the Commission has functioned.

5. Action Items:

Kevin Oyler asked about the banners and if the changes made were correct. The Commission reviewed the Jotform and agreed that the changes made to the form were correct.

Tara Silver pointed out that an affidavit needs to be filled out on behalf of the living veterans.

Kevin Oyler stated that we have 17 of the 30 needed to carry the veterans banners. Kevin said that the banners need to be reinforced better prior to the parade. Ideas regarding how to better reinforce the banners occurred. Kevin then reviewed the volunteers that have

signed up thus far. He said that it would be ideal to have adults or older teenagers help rather than kids as they held up the parade last year. Kevin asked if someone could help him set up the banners the morning of the parade. Caleb agreed to help. Tara will get more material in order to help put the banners together. Kevin will work with Staff to see how much material he needs.

Pete Hansen recounted the decision from the last meeting to give the 'mistake' banners to the families. He said that they were very happy about this. He said that one person mistakenly put incorrect information on a banner but there is no way to alter that without reprinting a banner for 2 veterans. Pete had the idea to offer banners of differing sizes so that people could put them in their yards. Pete will get costs for that. The Commission discussed how the differences in these banners would work as the system for hanging them would have to be different.

Darla Butler will reach out to a contact to see if they have volunteers who would like to carry banners. Tara Silver will also be reaching out to families of the veterans to see if they would like to carry the banner of the veteran that they sponsored. Pete brought up how there could be issues with opening it up to a more personalized experience. Pete asked if a box could be added to the banner order form declaring that you'd like to carry a banner at the parade.

Tara Silver said that she has received at least 150 retired flags in the box at the city offices. Kevin is going to follow up with his Utah County contact regarding getting a flag box for the retired flags.

Kevin thinks that Commission t-shirts should be supplied for those who volunteer in the parade.

Kevin spoke with the Asst. City Manger about the 360 tours and he was a fan of the idea. He said that once we have an idea of what our budget could be for that then we could start uploading the tours online for viewing. Kevin would like the Commission to download Trello so that we can have an active workspace that can track all of the assignments. Kevin showed Nicky and the Commission the 360 tours.

Tara Silver stated that along with Thurbor there are also photos of the old high school.

Kevin is working to get a Kuula city account rather than a personal account.

6. Commission Assignments:

Continued.

Miscellaneous Item:

Kevin Oyler would like to try and do a Spanish Fork Historic Amazing Race. This would be an event where the public could sign up to participate. Participants would race from historic site from historic site and complete challenges. This would get the public more involved in the vital historic sites in the city. It was discussed that this could be in September or October or potentially during Fiesta Days.

Pete thinks that it should be available on more than one day in order to get more participation.

Date, entry count, challenges, historic locations and a prize are all items that need to be discussed further. Kevin would like the prize to be something Historic Preservation Commission related. Darla thinks that there should be some kind of “brag tag” at each location to prove that you completed it. Tara brought up how the library is doing a summer reading program “brag tag” prize. This could be an individual, family or couple event. Tara thinks that a waiver is required for this event to avoid liability. Kevin thinks that participants should have to download an app that tracks driving speed so that we could ensure that no one is breaking the law to win this competition.

ADJOURNMENT

Caleb Pollok made a motion to Adjourn the meeting at 5:18pm.

Darla Butler seconded the motion.

Caleb Pollock	Yes
Nicky Smith	Yes
Darla Butler	Yes
Pete Hansen	Yes
Ian Bunker	Yes

Tara Silver	Yes
Kevin Oyler	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,