



## HISTORIC COMMITTEE AGENDA

Notice is hereby given that the Cottonwood Heights Historic Committee will hold a meeting beginning at 5:30 p.m. on September 10, 2025 at 2277 E. Bengal Boulevard, Cottonwood Heights, UT.

*Public comments may be submitted to the Culture Manager by email at [aeatchel@ch.utah.gov](mailto:aeatchel@ch.utah.gov) on or before the start of the meeting.*

<b>5:30 p.m.</b>	<b>Welcome</b>
<b>5:40 p.m.</b>	<b>City Staff/Council Updates</b> <ul style="list-style-type: none"> <li>● Matt Holton, City Councilmember (District 1)</li> <li>● Ann Eatchal, Cottonwood Heights Culture Manager</li> </ul>
<b>5:45 p.m.</b>	<b>Committee Business</b> <ul style="list-style-type: none"> <li>● Public Comment</li> <li>● Approval of August 2025 Meeting Minutes</li> <li>● Review Butlerville Days Planning Document (Attachment 02)</li> <li>● Discussion of Current Committee Planning &amp; Priorities <ul style="list-style-type: none"> <li>○ Fall Exhibit in City Hall</li> <li>○ Newsletter Entries (Attachment 01)</li> </ul> </li> <li>● Discussion of 2026 Committee Priorities</li> <li>● Other Updates or Items for Committee Discussion <ul style="list-style-type: none"> <li>○ Butlerville Monument</li> <li>○ Working Group Activities (October)</li> </ul> </li> </ul>
<b>6:20 p.m.</b>	<b>Review Action Items</b>

<b>6:30 p.m.</b>	<b>Adjourn: Next Meeting - October 08, 2025</b>

## ATTACHMENT 01



### NEWSLETTER TOPICS FOR 2025

MONTH:	TOPIC(S):	ASSIGNMENT:
January	20th Anniversary of Cottonwood Heights Announcement	Jim
February	Oral History Interviews with Former Mayors	Jim
March	Becoming the City of Cottonwood Heights	Ken
April	History of Union Pioneer Cemetery	Ken
May	History of Whitmore Library	Ken
June	History of City Parks and Recreation Center	Jim
July	Historic Signs in Cottonwood Heights + Butlerville Days Announcement	Ken/Jim/Bruce/Mark
August	History of "Lost" Schools in Cottonwood Heights	Mark
September	History of Existing Schools in Cottonwood Heights	Mark
October	History of Hillside Plaza/The Heights + Fall Exhibit Announcement	Jim
November	History of Quarries and the Gravel Pit	
December	History of Subdivisions in Cottonwood Heights	

**COMPLETED**

**DRAFTED/IN PROGRESS**

**NOT DRAFTED**

## ATTACHMENT 02:

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### **Event Post-Mortem: 2025 Butlerville Days Booth**

*Updated: August 2025*

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**Objective:** This document summarizes feedback from the 2025 Butlerville Days event to identify successes, address challenges, and provide clear recommendations for future planning.

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#### **What Went Well (Key Successes)**

- **Central Theme:** Building the exhibit around a central theme proved highly effective for focusing committee efforts and creating a cohesive visitor experience. This should be a standard practice going forward.
- **Aerial Maps:** The historic aerial maps remain the exhibit's biggest draw, consistently attracting visitors and sparking conversations.

- **Engaging Activities:** Simple, engaging activities like the coloring sheets were very successful in attracting families and providing a positive, interactive element.
  - **Book Sales:** Selling the city history book, "City Between the Canyons," at the new \$10 price point was highly successful and should be continued.
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## **Areas for Improvement & Lessons Learned**

- **Volunteer Staffing:** The current structure for staffing the booth led to challenges in ensuring adequate coverage.
  - **Space & Logistics:** There were issues and conflicts with other groups using our designated space, which created confusion and logistical challenges.
  - **Exhibit Clarity:** Some exhibit items lacked clear and sufficient marking or captions, making it difficult for committee members to speak credibly and for visitors to understand the displays independently.
  - **Walking Tour:** While the historic walking tour is a valuable addition, it requires significant improvement in both content and communication to be successful.
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## **Recommendations for 2026 Planning**

Based on the feedback, the following recommendations should be implemented for the 2026 Butlerville Days event and general committee planning.

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### **Logistics & Booth Management:**

- **Volunteer Hours:** Shorten the length of individual volunteer shifts to ensure adequate coverage throughout the event and prevent burnout.
  - **Exclusive Space:** Work directly with city event organizers to plan for the Historic Committee's exclusive use of our designated space to avoid future conflicts.
  - **Clear Identification:** All serving committee members should have branded shirts, name tags, or lanyards to be easily identifiable to visitors.
  - **Setup & Takedown:** It is a standing committee responsibility for members to participate in both the setup and the takedown of the exhibit.
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### **Exhibit & Content Development:**

- **Continue Core Successes:** The aerial maps and engaging activities (like coloring sheets) should be continued as core components of the exhibit.
- **Improve Labeling:** All exhibit items must be extremely well-marked and captioned with clear, concise, and informative text.
- **Explore Storytelling:** The committee should explore expanding activities to include more storytelling and interactive features that help facilitate conversations with booth visitors.
- **Enhance the Walking Tour:** Dedicate time over the next year to improving the historic walking tour experience. This includes developing a clear plan for communicating where and how visitors can participate.

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## **Strategic Planning & Outreach:**

- **Set a Theme Early:** A central theme for the 2026 exhibit should be discussed and decided on by late 2025 to guide all planning efforts.
  - **Continue Book Sales:** Continue selling the city history book at the successful \$10 price point.
  - **Media Outreach:** The committee should explore ways to interface with local media to draw attention to the exhibit and the overall history of Cottonwood Heights.
  - **Start Planning Early:** Formal planning discussions for 2026 activities should begin with meetings in November 2025 and January 2026 to ensure adequate lead time.
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