



**BLUFFDALE HISTORIC PRESERVATION COMMISSION  
MEETING AGENDA – February 13, 2020**

Notice is hereby given that the Bluffdale City Historic Preservation Commission will hold a public meeting **Thursday February 13, 2020 at 6:30 PM** at the Bluffdale City Hall located at **2222 West 14400 South**. Notice is further given that access to this meeting by members of the Historic Preservation Commission may be by electronic means via telephonic conference call. The agenda for this meeting is listed below. Please note that the meeting start time is approximate and subject to change.

**HISTORIC PRESERVATION COMMISSION BUSINESS MEETING 6:30 PM**

1. Invocation\* and Pledge of Allegiance\*.
2. Open and Public Meetings Act annual training.

**Business Items**

3. Approval of January 16, 2020 Meeting Minutes.
4. Discussion regarding CLG Grant Application for original Mousley home at 1342 West 14550 South.
5. Historic Preservation Commission Business (planning session for upcoming items, follow up, etc.).
6. Adjournment.

Dated: February 11, 2020

Caitlyn Miller, AICP  
Senior Planner, City of Bluffdale

In compliance with the American Disabilities Act, individuals needing assistance or other services or accommodation for this meeting should contact Bluffdale City at least 24 hours in advance of this meeting at (801)-254-2200. TTY 7-1-1.

\*Contact Caitlyn Miller at (801)-254-2200\*422 if you desire to give the Invocation or Pledge of Allegiance.



# **Utah Open and Public Meetings Act Training**

**Bluffdale City Council**

**Bluffdale City Redevelopment Agency**

**Local Building Authority of the City of Bluffdale**

Vaughn R. Pickell, AICP

*City Attorney*

# Public Body

A “public body,” as defined by the Act, is “any administrative, advisory, executive, or legislative body . . . that:

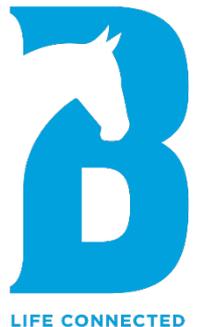
- (A) is created by the Utah Constitution, statute, rule, ordinance, or resolution;
- (B) consists of two or more persons;
- (C) expends, disburses, or is supported in whole or in part by tax revenue; **and**
- (D) is vested with the authority to make decisions regarding the public's business.



# Meetings

A “meeting,” as defined by the Act, is the convening of a quorum of members to discuss or act on a matter over which the public body has control.

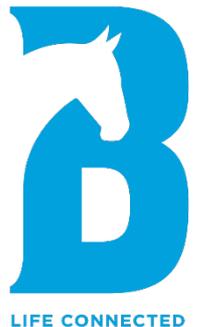
This includes workshop/executive sessions.



# Meetings, continued

Unintentional, random, or chance meetings do not violate the Act,

BUT social meetings and electronic communications between members should be kept to a minimum and may not be used to circumvent the purposes of the Act



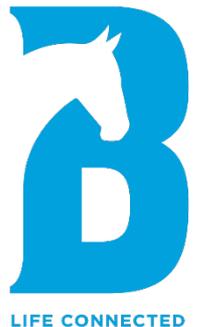
# Meeting Notice/Agenda

## 24-Hour advance notice required for all meetings

1. Post at public body's principal office or, if no such office exists, at the building where the meeting will be held
2. Post on the Utah Public Notice Website
3. Deliver to a local newspaper or media correspondent

## Meeting Notice must

1. Include an agenda of discussion/action items
2. State the date, time and place of the meeting

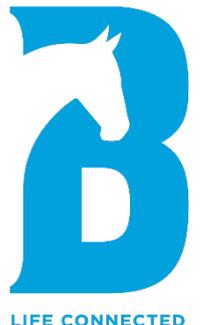


# Electronic Meetings

A meeting can be electronic, such as a phone call or internet web conference

Electronic meetings may only be held if first authorized by resolution, rule or ordinance of the public body

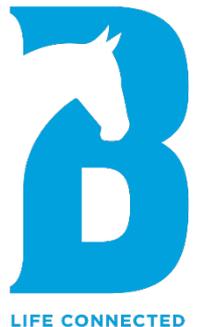
The requirements of the Act apply equally to electronic meetings, plus the public body must provide a physical site, and 24-hour notice at that site, where members of the public can attend in person if they want to



# Minutes for Open Meetings

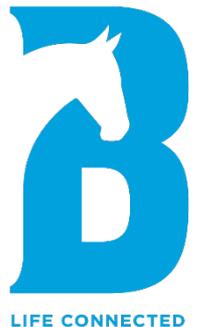
1. Written minutes and
2. Audio recording

Required for all open meetings



# Audio Recording Exception

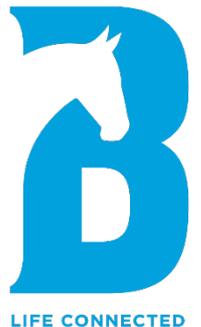
Audio recording NOT required for site visits, traveling tours, or other similar events as long as no vote or other official action is taken



# Minutes for Open Meetings

Minutes and audio recording must include:

1. The date, time and place
2. Members present/absent
3. Substance of matters proposed, discussed or decided
4. Voting record
5. The name of each person who provided comments and a brief summary of those comments
6. Other information requested by a member of the meeting



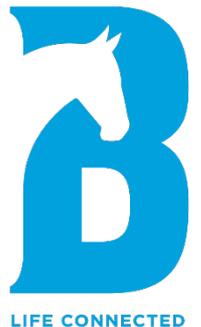
# Open Meetings Minutes

Written minutes are the official record of meetings.

Public body must establish a procedure for approval of the written minutes of each meeting (best to approve at the next meeting).

Written minutes must be available to public within a reasonable time.

An audio recording must be made available to the public within three business days.



# Requirements for Holding Closed Meetings

Quorum of members must be present at a properly-noticed open meeting

Two-thirds of the members present must vote to approve closing the meeting

The open meeting minutes must specify:

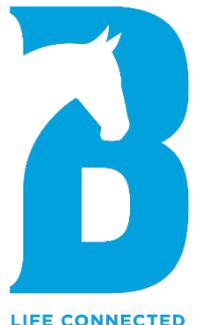
1. The reason for the closed meeting
2. The location of the closed meeting
3. A record of votes for or against holding the closed meeting



# Closed Meetings

Can only be held to *discuss (no official action allowed)* any of the following:

1. A person's character/professional competence/health
2. Collective bargaining strategies
3. Pending or imminent litigation
4. Strategies regarding real property
5. Security issues
6. Investigation of allegations of criminal misconduct

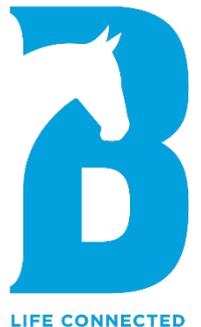


# Closed Meetings Minutes

Audio recording required, unless closed exclusively for discussion of:

1. character, professional competence, or physical or mental health of an individual, or
2. security personnel, devices, or systems.

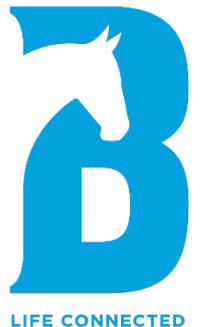
Minutes are optional, but not required.



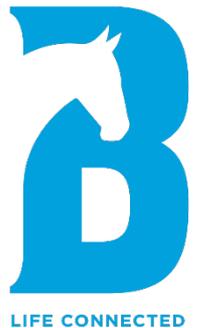
# Open Meeting Act Violations

Court can void any actions taken at an illegal meeting.

Members who knowingly or intentionally violate the *closed meeting* provisions of the Act may be found guilty of a Class B Misdemeanor.



# Questions?



# Minutes

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY HISTORIC PRESERVATION  
COMMISSION MEETING MINUTES  
Thursday, January 16, 2020**

1 **Present:**     **Robin Thraen, Chair**  
2                   **Ross Jones, Vice Chair**  
3                   **Andrea Hales**  
4                   **Arlene Parry**  
5                   **Rhonda Pilcher**

6  
7 **Absent:**     **Kory Luker**  
8                   **John Roberts**

9  
10 **Staff:**       **Caitlyn Miller, Senior City Planner**

11  
12 **HISTORIC PRESERVATION COMMISSION BUSINESS MEETING**

13  
14 Chair Robin Thraen called the meeting to order at 7:05 p.m.

15  
16 **1.     Invocation and Pledge of Allegiance.**

17  
18 Andrea Hales offered the invocation. Ross Jones led the Pledge of Allegiance.

19  
20 **2.     Approval of the November 7, 2019, Meeting Minutes.**

21  
22 **Robin Thraen moved to approve the minutes of the November 7, 2019, meeting of the**  
23 **Historic Preservation Commission. Ross Jones seconded the motion. Vote on motion: Ross**  
24 **Jones-Aye, Arlene Parry-Aye, Rhonda Pilcher-Aye, Andrea Hales-Aye, Robin Thraen-Aye.**  
25 **The motion passed unanimously.**

26  
27 **Business Items**

28  
29 **3.     Setting the meeting schedule for the Historic Preservation Commission for the 2020**  
30 **year.**

31  
32 The proposed meeting schedule was included in the meeting packet. Senior City Planner, Caitlyn  
33 Miller noted that meetings were scheduled for the second Thursday of each month. With regard to  
34 the August 13 meeting, Ms. Miller stated that the City Council and Planning Commission meet  
35 only once in August due to Bluffdale Old West Days, which typically takes place during the first  
36 full week of August. The consensus was that the August meeting could either be canceled or  
37 rescheduled if needed.

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY HISTORIC PRESERVATION  
COMMISSION MEETING MINUTES  
Thursday, January 16, 2020**

1 Commissioner Parry noted that Dave Amott, the Interim Executive Director of Preservation Utah,  
2 has been wanting to attend a Historic Preservation Commission Meeting. He wanted to know if  
3 the meeting could start earlier because he works in Salt Lake and lives in Provo. Commissioner  
4 Jones noted that Mr. Amott is well versed in historic preservation matters. Commissioner Hales  
5 stated that the earliest she would be able to arrive would be 6:45 p.m. The February 13 meeting  
6 was tentatively set to begin at 6:30 p.m. in an effort to accommodate Mr. Amott.

7  
8 **Andrea Hales moved to approve the meeting schedule as presented in the meeting packet,**  
9 **with the February meeting to commence at 6:30 p.m. rather than 7:00 p.m. Rhonda Pilcher**  
10 **seconded the motion. Vote on motion: Ross Jones-Aye, Arlene Parry-Aye, Rhonda Pilcher-**  
11 **Aye, Andrea Hales-Aye, Robin Thraen-Aye. The motion passed unanimously.**

12  
13 **4. Discussion regarding John Lee’s proposed donation of farm implements to the City of**  
14 **Bluffdale.**

15  
16 Ms. Miller reported that Chair Thraen developed a Historical Preservation Project Concept Plan  
17 for discussion. Chair Thraen first noted that Public Works Director, Shane Paddock was able to go  
18 to John Lee’s house and obtained four pieces from him. Currently, those implements are being  
19 stored under a tarp. The implement of most concern is the corn planter. Chair Thraen initially  
20 thought the corn planter could be temporarily housed in one of her barns but it is too large. Chair  
21 Thraen emphasized that the implement is so old that it needs to be covered to be protected from  
22 the elements. The corn planter is a unique piece of equipment because it was horse-drawn. It  
23 needs to be kept covered until the City can find a home for it. Chair Thraen stated that the area  
24 where the implements are being stored is secure.

25  
26 Chair Thraen explained that Bluffdale resident, Connie Pavlakis, was involved in meeting with  
27 Mr. Lee to get the equipment. Bluffdale Engineering Designer, Kevin Thompson, drew a concept  
28 plan of a location on the park grounds to house large equipment. In addition, it would be large  
29 enough to store picnic tables and other items. Chair Thraen noted that Ms. Pavlakis is very good  
30 at fundraising and getting materials donated. Ms. Miller confirmed that State funds cannot be used  
31 because that funding only applies to rehabilitation projects.

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY HISTORIC PRESERVATION  
COMMISSION MEETING MINUTES  
Thursday, January 16, 2020**

1  
2 In response to Commissioner Parry’s question as to whether the building will be enclosed and  
3 secure, Chair Thraen replied in the affirmative. Commissioner Parry suggested that the building  
4 would be a good place to display historical pictures, as well. When the building has supervision, it  
5 could be opened for people to go in and look at the equipment rather than look at it through the  
6 windows of the building. Older citizens with knowledge of the equipment could also be called on  
7 to discuss the equipment with visitors. Commissioner Hales stated that it would be a great  
8 opportunity to give older citizens the opportunity to share their knowledge and expertise during  
9 Town Days.

10  
11 In response to Commissioner Jones’ question regarding the anticipated cost of the building, Chair  
12 Thraen stated that Ms. Pavlakis would visit with her again after the Historic Preservation  
13 Commission has the opportunity to discuss the Concept Plan. In response to Commissioner Jones’  
14 question regarding the availability of City funds for such a project, Ms. Miller stated that the  
15 Commission still has \$800 in its budget. If the Commissioners were in agreement, Chair Thraen  
16 would visit with Ms. Pavlakis to start the process.

17  
18 Commissioner Jones expressed his support. With the right presentation to the public, he felt the  
19 fundraising process could be successful, even though it might take time to bring the project to  
20 fruition. Chair Thraen stated that the building could be a focal point for promoting historical  
21 awareness of Bluffdale. Items could be displayed on the walls to further enhance the historical  
22 value of the building. Chair Thraen was fairly certain that Ms. Pavlakis visited with the City about  
23 the viability of placing the building on City property in the park.

24  
25 In response to Commissioner Jones’ question about next steps, Chair Thraen stated that cost  
26 estimates would need to be obtained and plans made for soliciting donations.

27  
28 **5. Discussion regarding documentation of Bluffdale residents’ oral histories.**

29  
30 Ms. Miller noted that Mel and Sheila Spencer informed her that they need to resign their positions  
31 on the Historic Preservation Commission. Chair Thraen stated that Mr. and Mrs. Spencer need to

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY HISTORIC PRESERVATION  
COMMISSION MEETING MINUTES  
Thursday, January 16, 2020**

1 be put on the list to interview for their oral histories. Commissioner Parry remarked that Earl  
2 Webb, who turned 105 years old on January 16, 2020, has been interviewed. The interview was  
3 challenging because of his memory problems. Commissioner Parry stated that the recording is  
4 still on her phone and needs to be extracted. Ms. Miller state that the recordings could be  
5 downloaded at City Hall affirmative.

6  
7 Chair Thraen noted that Commissioner Parry provided a list of questions for the Commission to  
8 discuss. Commissioner Parry stated that the use of the questions would be dependent upon the  
9 ability and willingness of those being interviewed to answer the questions. Ferris Dansie was  
10 identified as someone who needs to be interviewed. Dell Crump grew up near the old Bringham  
11 Station, which is in an area that is now being developed. Chair Thraen commented that Ferris  
12 Dansie and Dell Crump were both WWII Veterans. Chair Thraen made assignments for those two  
13 gentlemen to be interviewed. Commissioner Jones agreed to meet with Boyd Mousley.

14  
15 Chair Thraen read the following additional names on her list: Quinn Barton, Arlene Parry, Joan  
16 and Wally Neilson, and Denny and Gloria Neilson. All have resided in Bluffdale for many years.

17  
18 Chair Thraen next distributed a list of questions she had compiled. She grew up in Oklahoma and  
19 the days of the Great Depression were terrible there. She did not know what it was like in Utah, so  
20 that would be good information to obtain, especially since there are few still living from that era.  
21 Commissioner Jones stated that at least one question about the War needs to be included. The next  
22 step was to compile a list of names and begin conducting interviews.

23  
24 Commissioner Jones shared a hunting experience he had many years ago with Boyd Mousley.  
25 Commissioner Parry observed that Mr. Mousley is her cousin. Commissioner Parry recalled an  
26 experience she had with him during haying season. Commissioner Jones commented that he has  
27 an old haying saw that he would like to donate to the City. Ms. Miller said it would be a great  
28 historical artifact for the City to have. Commissioner Parry had some items to donate as well. Ms.  
29 Miller stated that she keeps a record of items that are brought into the City and when the owners

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY HISTORIC PRESERVATION  
COMMISSION MEETING MINUTES  
Thursday, January 16, 2020**

1 can reclaim them. Chair Thraen stated that the items could be viewed for consideration after the  
2 meeting.

3  
4 **6. Historic Preservation Commission Business (planning session for upcoming items,**  
5 **follow-up, etc.).**  
6

7 In response to Chair Thraen’s question as to whether Commissioner Pilcher’s article was included  
8 in the Bluffdale Newsletter, Ms. Miller stated that it had not yet, but she would follow up to make  
9 sure it is in the February Newsletter. In response to Chair Thraen’s question regarding whether  
10 another article should be prepared for the March Newsletter, Ms. Miller said it would be a good  
11 idea. The City is interested in having regular historical submissions to share with residents.

12  
13 In response to Chair Thraen’s question on how the Commission should provide the articles,  
14 Commissioner Pilcher suggested that since Earl Webb recently turned 105, it would be good to do  
15 a write up on him. From the interview, she learned that Mr. Webb was instrumental in putting  
16 grass in the cemetery. Previously, it was just dirt, so he plowed the ground and planted the grass  
17 seed of his own initiative and maintained the grass.

18  
19 With regard to the timeline for making submissions to the newsletter, Ms. Miller stated that the  
20 middle of the month is the best time. In response to Chair Thraen’s question regarding the status  
21 of the proposed ordinance for the Historic Preservation Commission, Ms. Miller stated that it was  
22 presented and approved by the City Council.

23  
24 Commissioner Jones inquired about the timeline for preparing the Preservation Grant. Ms. Miller  
25 said that applications have been sent out and are due within the next few months, so the  
26 application should be prepared very soon. Commissioner Jones wished to apply for one and asked  
27 what some of the issues might be. Chair Thraen responded that he could submit his application  
28 and recuse himself from the vote. She was not aware of any historical project or structure that  
29 needs to be completed. Commissioner Jones wanted to provide information cards to individuals  
30 he thinks might be interested in applying for a Historical Rehabilitation grant. Ms. Miller offered  
31 to bring cards to the next meeting.

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY HISTORIC PRESERVATION  
COMMISSION MEETING MINUTES  
Thursday, January 16, 2020**

1  
2 Commissioner Parry commented on a friend in Draper who told her that matching funds do not  
3 have to be entirely monetary. In-kind labor and materials can also count as part of the match. Ms.  
4 Miller confirmed that the project has to be an existing structure and not new construction. She  
5 reported that applications are due February 14, 2020. Commissioner Jones explained that his  
6 home needs to have the stucco redone because it is leaking through to the adobe. The first step  
7 would be to obtain bids to include on his application. The maximum grant funding allowed is  
8 \$10,000 and applicants need to include matching funds, dollar for dollar. The window of time for  
9 the approved projects would be through August 31, 2021. Only one active grant at a time can take  
10 place. However, it can be for two separate projects. Discussion ensued on the old schoolhouse  
11 and dormitory as a potential project.

12

13 **7. Adjournment.**

14

15 The Historic Preservation Commission Meeting adjourned at 7:48 p.m.

16

17

18

19 \_\_\_\_\_  
Caitlyn Miller, AICP  
20 Senior Planner, City of Bluffdale

21

22 Approved: \_\_\_\_\_

**Item 4**

## Utah Certified Local Government (CLG) Program

### Grant Application 2020-2021

*(Updated 11-13-19)*

The purpose of the CLG grant program is to assist local governments with their historic preservation activities. Only local governments that have achieved CLG status through the State Historic Preservation Office (SHPO) are eligible to apply. All grant applications are usually funded if they involve eligible projects. As a result, grant awards are typically limited to a maximum of \$10,000.

Email or mail the completed application no later than **February 14, 2020** to:

Alena Franco: [afranco@utah.gov](mailto:afranco@utah.gov) (801-245-7233)

Utah State Historic Preservation Office, 300 S. Rio Grande Street, Salt Lake City, UT 84101

Notification of grant awards will be made by mid-March. The grant period runs from April 1 through August 31 of the following year (16 months).

#### A. APPLICANT INFORMATION

Name of CLG: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ UT Zip: \_\_\_\_\_

Email: \_\_\_\_\_

City/County DUNS #: \_\_\_\_\_

#### B. GRANT REQUEST/BUDGET SUMMARY

Grant Request: \$\_\_\_\_\_ (This amount is reimbursable)

Local Match: \$\_\_\_\_\_ (Same amount as Grant Request. Please do not include over-match.)

Total Project Budget: \$\_\_\_\_\_ (Grant Request + Local Match. Should equal Total in Section C3.)

Match Source: \_\_\_\_\_ (Local govt. funds, private funds, other, etc.)

Match Type: \_\_\_\_\_ (Cash, in-kind services, etc.)

\_\_\_\_\_  
Signature (CLG Chair or Chief Elected Official)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**PROPOSED SCOPE OF WORK**

**C1. PROJECT TYPES:** Mark all of the project types that apply to your grant request. See *Appendix A* for details on project types.

- Development (rehabilitation work on National Register properties)
- Education & Outreach
- National Register Nominations
- Pre-Development (architectural/engineering studies)
- Preservation Planning
- Program Administration
- Survey & Inventory (Reconnaissance Level Surveys [RLS], Intensive Level Surveys [ILS], Archaeological Survey)
- Other\*

**\*Contact SHPO before continuing application**

Did you consult with the SHPO during the preparation of this application?  YES  NO  
 Working with the SHPO staff is highly recommended.

**C2. PROJECT DESCRIPTIONS:** Provide a concise summary of each activity checked above, including relevant details, such as the number of properties, proposed work, and/or final deliverables. Refer to *Appendix A* for more details about what information to provide.

Activity #	Project Type and Description	Project Cost (provide details in section C3 below)	Estimated Start & Completion Dates
1.			
2.			
3.			
4.			
5.			

**C3. PROJECT BUDGET:** Itemize all of the costs that apply to your project. This grant requires a 50/50 match of local funds or donations.

- Indicate Activity # from above for each cost. Don't worry about trying to group related activity costs together.
- **Program Administration costs are limited to 15% of the Total Project Budget.**
- The Total at the bottom should match the Total Project Budget entered in Section B on Page 1.

Activity #	Expense Types	Costs
	City or County Employee _____ hours at \$ _____ per hour	
	City or County Employee _____ hours at \$ _____ per hour	
	Travel: ___ miles at 58¢ per mile	
	Travel: ___ miles at 58¢ per mile	
	Misc. office supplies, postage, etc.	
	Professional services: _____ hours at \$ _____ per hour	
	Professional services: _____ hours at \$ _____ per hour	
	Professional services:	
	Professional services:	
	Professional consultant, ___ buildings or sites at \$ ___ each	
	Professional consultant, ___ buildings or sites at \$ ___ each	
	Professional consultant:	
	Professional consultant:	
	Trained volunteers, _____ hours @ \$10.80 per hour	
	Trained volunteers, _____ hours @ \$10.80 per hour	
	Trained volunteers, _____ hours @ \$10.80 per hour	
	Materials (specify)	
	Materials (specify)	
	Other costs (specify)	
	Other costs (specify)	
	Other costs (specify)	
	Other costs (specify)	
	Other costs (specify)	
	Other costs (specify)	
	<b>Total (should equal Total Project Budget in Section B, Page 1)</b>	

**Historic Preservation  
Commission Business**