

SMITHFIELD CITY HISTORIC PRESERVATION COMMISSION (Page 1)

City Offices at 96 South Main, Smithfield UT 84335

Minutes of meeting held at the Smithfield City offices, Thursday, January 26, 2023. Start: 7:12 pm. (2 pages)

Attendance: Jeff Gittins, Michael Harris, Eric Bingham, Sharon Johnson, Ray Cheatham and Jon Wells (Jon is attending the meeting as a guest and also as the representative member of the Smithfield City Council.).

1. **Welcome:** Jeff Gittins welcomed the attendees and conducted the meeting tonight.
 - A. Jeff noted that Craig Neilson and Donya Harvey asked to be excused from tonight's meeting. Jon Wells will be attending the meeting later tonight.
 - B. Jeff welcomed new members Sharon Johnson and Ray Cheatham to the commission. Both Sharon and Ray's names had been presented to the Smithfield City Council for the Council's approval at the Council meeting held on Wednesday, January 18, 2023. The Council unanimously approved the addition of Sharon and Ray to the Historic Preservation Commission.
 - C. Sharon and Ray each made comments about their background and experience at tonight's meeting.

2. **Approval of meeting minutes from September 23, 2022.**

Jeff Gittins reviewed the draft copy of the 9/23/2022 minutes with the commission. Several minor clarifications to the draft were made. A motion to approve the updated minutes was made by Michael Harris. The motion to approve the updated minutes was "second" by Jeff Gittins. Vote to approve: 5 supports; 0 Objections. .

3. **Election of new Historical Preservation Commission Chairperson and Vice Chairperson.**

Explanation Note: Jon Wells has chosen not to remain on the Smithfield City Historic Preservation Commission due to limitations in his time availability to serve on the Historic Preservation Commission. Jon is currently serving a term as a member of the Smithfield City Council.

Jeff Gittins made the motion to submit the name of Michael Harris as Chairperson of the Historic Preservation Commission. This motion was "second" by Eric Bingham. Vote to approve: 5 supports; 0 Objections.

Jeff Gittins made the motion to submit the name of Sharon Johnson as Vice-Chairperson of the Historic Preservation Commission. Prior to presenting this motion, Jeff noted that Sharon – because of her background - has provided valuable assistance/guidance in preparing and submitting previous grant proposals made by the Smithfield City Historic Preservation Commission. This motion was "second" by Ray Cheatham.

Motion Vote: 5 supports; 0 Objections.

4. **Review Certified Local Government Grant (CLG) Application.**

Explanation Note: The source of money for the CLGs is the Federal Government. The state of Utah administers the CLG program in the state for the Federal Government.

Sharon Johnson and Jeff Gittins reviewed the overall progress made on the preparation of the current CLG application. Both Jeff and Sharon believe that the current application is ready to submit to the CLG committee for their review and final decision of approval or disapproval. Sharon made a motion to submit the CLG application as currently prepared. Michael Harris "second" the motion. Motion Vote: 5 Supports; 0 Objections.

SMITHFIELD CITY HISTORIC PRESERVATION COMMISSION (Page 2)

Minutes of meeting held at the Smithfield City offices, Thursday, January 26, 2023.

5. RAPZ Tax application Review and Discussion.

Jeff Gittins and Sharon Johnson both provided information to the Commission members on the current RAPZ Tax Application process and status of the application. Jeff also mentioned that a member of the Cache County Council has “strongly encouraged” the Smithfield Historical Society to submit a RAPZ Tax application and it is his understanding that the RAPZ Tax applications made by different city organizations do not compete with each other.

Jon Wells, (who is familiar with the details of the RAPZ Tax application), also explained to the Commission that it is his understanding that the different city entities which apply for the RAPZ Tax do not compete with each other, but apply on a stand-alone, non-competitive basis. However, because of some confusion on this issue, Jon will talk to Dave Erickson, (Cache County Commissioner), about the RAPZ Tax application process to clarify this confusion.

6. Discussion on Douglas Mercantile Building projects.

The Commission reviewed the progress of the various ongoing projects in the Douglas Mercantile Building. All of these projects include interior modifications of the building to prepare the building for use as a historical museum of Smithfield City. The current weather has caused a temporary halt on the ongoing projects. When the weather warms up a suggestion was made to conduct a tour at the Douglas Mercantile Building to allow Commission members the opportunity to view the progress being made on the projects.

7. Commission member Reports

Jeff Gittins presented a summary on the current financial status of the Historic Preservation Funds. This presentation also involved some discussion by Commission members on the funds. Jeff also passed out several copies of the 2023 “Historic” Calendars to members who did not have the calendars.

Motion to adjourn the meeting was made by Jeff Gittins. The motion was “Second” by Michael Harris. The meeting was adjourned at 8:29 pm.