

**Smithfield City – Historic Preservation Commission**  
**Thursday, September 12, 2024**

1. **Welcome:** by Mike Harris at 6:05 pm  
Commission Members in attendance: Mike Harris, Sharon Johnson, Jeff Gittins, Ray Cheatham, Donya Harvey, Craig Neilson, Todd Orme. Eric Bingham was excused.  
Visitors: Lance Harvey, Lynda Gittins
2. **Approval of Minutes from January 26, 2023:** One change was made on item 5. Smithfield Preservation Commission submitting a RAPZ Tax Grant Application was changed to Smithfield Historical Society submitting the RAPZ Tax Grant Application.  
Mike Harris made a motion for the minutes to be approved with the change.  
Motion was seconded by Sharon Johnson.  
Vote was unanimous.
3. **Review of grant funding for the Douglas Mercantile Building project:**  
Before turning the time to Jeff Gittins, Mike Harris thanked City Manager Justin Lewis and the city employees for their help with the museum remodel. Justin reported that the concrete pad on the east side of the museum will be done in the next few weeks. City workers will remove the old asphalt and prepare the space and then the concrete workers will lay the cement. Justin said the staff are excited about the progress and will continue to give their support. He thanked the volunteers for all they had done.  
Jeff Gittins then went through the money available to continue the work on the museum  
\$24,000 from donations  
\$32,000 left from 2023 RAPZ Tax Grant (needs to be spent by Dec 31, 2024)  
\$50,000 from 2024 RAPZ Tax Grant  
\$106,000 Available  
An application for \$10,000 was submitted to the Rocky Mountain Foundation. The results and amount awarded should be known the first part of December.

It was suggested to keep \$10,000 in the account for a contingency fund and because approximately \$5,000 of the money was requested to be used on the Tabernacle by the donors.

4. **Commission Members Reports:** Mike Harris said he was reminded that the commission should meet twice a year. The next meeting was tentatively set for Thursday, Nov 7, 2024 at 6:00 pm
5. **Adjourn:** Mike Harris made a motion to adjourn and move to tour the museum.

Voting was unanimous.

**Members moved to tour the Douglass Mercantile Building located at 102 South Main.**

Each member was given a list of work still needed in the building. They were to look over the list and prioritize what they felt was the order the work needed to be done and to add any other needed work. The work will be done until the money runs out. The tour included:

\*Possibility of painting a mural on the east side of the building of a piano being hoisted up to the second floor for dances.

\*Noting the area where the cement will be laid

\*Utility room sheet rocked

\*Office space

\*Restrooms: Dan Stone will get samples for vinyl. Lee Draper has given a bid for bathroom fixtures; still discussing options for the walls

\*Crown Molding: Jon Wells is going to order and put up.

\*Ceiling: Finish with paint that matches existing color or possibly wood primer. Make sure the finish will not trap molds, etc. Will consult with SHPO

\*Hanging Structure: Is being looked into.

\*Lighting: Needs to be decided by layout. Must be LED and best on dimmers.

\*Annex: Needs to be partially done for handicap access before opening to the public.

\*Stairway: It was suggested to use tread board to match original wood floor as close as possible.

\*Cameras: Sharon Johnson told of a system she found for about \$2,000 that stores data for 2 weeks and is available on your phone.

\*Temporary wall from back door to Veterans room.

\*Shutters for Front Windows: This would prevent break-ins and also protect artifacts from direct sunlight.