

City of DeBary
Historic Preservation Advisory Board
Monday
May 3, 2004
10:00 AM
Florence K. Little Town Hall
12 Colomba Road DeBary, Florida

MINUTES

I. Call to Order

II. Roll Call

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Present: Chair Jerry Lombardi, Tom Pierce, Ken Webster, Jesse Beall, and Bill Dreggers.

Also Attending: Assistant City Manager Maryann Courson, and Vice Mayor George Coleman.

III. Approval of Minutes

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- Minutes of the April 1, 2004 Orientation Meeting

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- Motion to approve as the minutes as revised was made and seconded. The motion carried unanimously.

IV. Continued Items

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- 1. Discussion of the April 19, 2004 Workshop

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- A. Cataloguing of Historical Data
- B. Supplies
- C. Future Location for Collection

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It was discussed that work had been done in Jesse Beall's office; that the file cabinets, locked cupboard, supplies and a computer were available for use; that re-filing and locking up historical materials and documents were for the purpose of preservation and protection; and that a future building for display purposes would be desirable.

V. New Business

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- 1. Establish Regular Meeting Dates for 2004
- 2. Workshop Trip to Deland Historical Museum
- 3. Call for Volunteers

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A date for a workshop to visit the DeLand Historical Museum was discussed; that the workshop would be held May 12, 2004 at 9:15 AM, a visit to the DeLand Historical Museum will help provide guidelines for organizing historical materials.

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A regular meeting schedule was discussed; that quarterly meetings would be held on the second Mondays of the month at 10:00 a.m; that July 12th, September 13th and November 8th would be the dates of the quarterly meetings; and that additional meetings and workshops will be held as necessary

A place for the future display of the City's historical collection was discussed; that space in the proposed art center at Gateway Park had been investigated; that the space would allow for wall cases; that more space might be required than wall cases; that it was possible that the Art League could offer an area to build a facility; that discussion with DeBary Hall, Inc. regarding space had indicated that there might be a museum area at the new welcome center; that another option might be space at DeBary's Volusia County Library; that other areas for consideration for displays included space at Lake Monroe Park and that this discussion will be continuing.

It was discussed that Jesse Beall would research the oldest houses in DeBary; that the Volusia County Property Appraiser could provide a list of homes constructed prior to specific dates; that other locations of historical interest could be identified; that the most prominent historical locations should be identified; and that a listing of buildings constructed prior to 1950 should be acquired from the Property Appraiser's Office.

Volunteers for organizing and cataloguing historic materials was discussed; that Jesse Beall had personal historical items commingled with the City's items; and that Mr. Beall's items could be catalogued as well and scanned onto CD for preservation. It was also discussed that a budget for the Committee needed to be planned for the next fiscal year.

VI. Staff Items

It was discussed that a cataloguing system for the materials should be chosen; that scanning would be advantageous; and that the trip to the DeLand Historical Museum would help with the selection of a system to store historical information. The dates for the quarterly meetings were clarified for staff; that the meetings would be advertised for quarterly meetings on second Mondays; and that additional Workshops would be held to as needed to work on materials.

VII. Citizen Comments

Vice Mayor Coleman discussed that assistance could be provided in creating a budget. It was also discussed that software was available for the computer system for a database application; that CD's from the City's scanning service could be created to specifications; and that it would be determined if the materials were scanned by the City's vendor if the material would be able to be displayed on the website.

It was noted that the cost of scanning and postage should be included in the proposed budget; that matching funds for the Phase II Archeological Survey could be added to the budget; that the firm that prepared the Phase I Archeological Study could provide estimates; that budget information had to be provided to the City Manager prior to July 15, 2004; that information could be requested from the DeLand Historical Museum in calculating budget estimates; that

acid-proof covers and sleeves would be needed for preserving materials; and that other storage and organizational materials would be needed.

It was discussed that the deadlines for grant applications would guide the Committee in determining whether to include it as a budget item; that photo paper would also be needed for duplicating photographs; that there was equipment at City Hall that could be used for copying and printing; that the public could be charged for copies of certain items; and that statutory public record requirements would have to be researched to determine costs. It was also discussed that there were different types of software for cataloguing; that a database would seem the most appropriate; and that a program might be available through City Hall.

Vice Mayor Coleman noted that there was information available on the first archeological survey; that the information should be reviewed by the members of the Committee; and that copying cost for historical materials might not be subject to the same statutory requirements as copies provided pursuant to the Sunshine Law. It was also discussed that additional clearing of the current room was needed; that some non-relevant furnishings could be removed; that three members would attend the next cleanup day; that it would be noticed as a Workshop; that additional preparation was needed ahead of time; that the date would be Monday, May 24, 2004 at 10:00 a.m.; and that City Hall would have any debris removed.

VIII. Adjournment The meeting adjourned at 11:00 AM.

APPROVED
CITY OF DeBARY
Historic Preservation Advisory Board

Jerry Lombardi, Chair