

Burlington Historical Preservation Advisory Board

Tuesday, January 31, 2017 @ 5:00PM

Parks and Recreation Center

Conference Room – Use South Entrance

900 E. Fairhaven Avenue, Burlington WA 98233

Agenda:

Call To Order	Edie Edmundson
Approval of Minutes 10/11/2016 Meeting	Edie Edmundson
Open Comment	Edie Edmundson
Old Business	
1. Board Composition & New Member Introduction	Edie Edmundson
2. Selection of Historical Survey Consultant	Edie Edmundson
3. Display Case & Grand Opening Update	Edie Edmundson
New Business	
4. Discussion: Board Meeting Start Time/Date	Edie Edmundson
5. Repurposing Carnegie Library	Edie Edmundson
6. Senior Health & Wellness Expo	Edie Edmundson

NEXT MEETING: Tuesday April 11, 2017 (tentative).

Enclosures:

- Minutes 10/11/16 Board Meeting
- Letters of Interest from Janet Berger and Larry Gilbert
- Senior Health & Wellness Expo Application

UPDATES for 01/31/2017 Board Meeting

OLD BUSINESS

Board Composition & New Member Introduction. Current board members will be introduced to new board candidates: Christine Cooper, Larry Gilbert and Muriel Neely. A recommendation to the mayor will be needed from the board for appointment of the new candidates as well as Janet Berger's move from Skagit County Museum representative to Citizen at-Large.

If approved, the board's composition would look as follows:

2017		Position	Term Ends	Term	Initial Term Exp
Board Members					
Jennifer Berner		Parks & Rec Director (Begins 02/15/17)	Ex-officio		
Edie Edmundson		City Councilor	31-Dec-17	Annual	
Joe DeGloria		City Councilor, Alternate	31-Dec-17	Annual	
Chris Loving		Parks & Rec Advisory Board	31-Dec-18	3rd	2012
Christine Cooper		Skagit Valley Genealogical Society	31-Dec-18	1st	2017
Muriel Neely		Skagit County Hist. Society/Museum	31-Dec-19	1st	2019
Larry Gilbert		Citizen, At-Large	31-Dec-19	1st	2019
Vacant		Parks Foundation	31-Dec-17		
Janet Berger		Citizen, At-Large	31-Dec-17	1st	2017
Jesse Kennedy		Historic Resource Professional	31-Dec-17	1st	2017
Margie Wilson		Historic Resource Professional	31-Dec-17	1st	2017

Selection of Historical Survey Consultant. Margie, Jesse and Edie will report on their findings after reviewing the 7 proposals received from consultants for the historical reconnaissance survey.

Display Case & Grand Opening Update. An update on the install of the new display cases at City Hall and plans for the first historical display's grand opening.

NEW BUSINESS

Board Meeting Start Time/Date. Does the board's current meeting schedule still work conveniently for board members? The topic of alternative meeting times will be discussed.

Repurposing Carnegie Library. Exploring the idea of transforming the old library building into the city's first museum.

Senior Health & Wellness Expo. The board has been invited to participate in the Senior Health & Wellness Expo held at Mountain Glen Retirement & Assisted Living Center on February 16. A copy of the cover letter and application are enclosed. A brief discussion will be held to determine the board's availability and interest in participation.

NEXT MEETING: 5:00PM on Tuesday, April 11, 2017 (tentative)

Burlington Historical Preservation Advisory Board

Meeting Minutes for Tuesday, 10/11/2016

Board Members in Attendance: Tonya Bieche, Janet Berger, Edie Edmundson, Jesse Kennedy and Chris Loving. **City Staff:** Bryan Harrison and Shelley Johnstone

MEETING CALLED TO ORDER by Chairperson Edie Edmundson at 5:02PM.

APPROVAL OF MINUTES

Jesse Kennedy motions to accept the minutes of the 07/12/16 board meeting as presented. Janet Berger seconds the motion. All are in favor; motion is passed.

OPEN COMMENT

Board Terms. Looking ahead to 2017, Edie Edmundson reviews board member terms and offers insight regarding a discussion item for the board's January agenda. Both Oscar Lagerlund's term as Citizen At-Large, and Janet Berger's term as a representative of the Skagit County Historical Society expire on 12/31/16. Margaret Fleek since her retirement from the City has been unavailable and may not be interested in continuing as the Parks Foundation representative (term expires 12/31/17). Edie is currently filling two board positions: City Council representative (expires 12/31/16) and Citizen At-Large (expires 12/31/17). Margie Wilson is also currently filling two board positions as a Resource Professional (expires 12/31/17) and a Skagit Valley Genealogical Society representative (expires 12/31/18). Since Janet is interested in continuing as a board member after her term expires, Edie proposes for Janet to assume the remaining year of her Citizen At-Large position. This would open a vacancy for a representative of the Historical Society to begin a new term in 2017. Edie plans to contact Oscar and Margaret to gauge their interest in continuing as board members. Should Margaret be unavailable to continue her term, Edie will also contact Pat Iversen of the Parks Foundation to see if another Foundation board member may be interested in completing the Margaret's final year.

Donation Form. Edie Edmundson shares copy of an acceptance letter template that she received from the city's attorney, Leif Johnson. The letter is a means to formally recognize a donation. She explains that there have been two recent donations that should be officially acknowledged: (1) the donation of the Garl family bible by Douglas Johnson and (2) a small PA system donated by George and Dorothy Fowler. Chris Loving comments that he likes the simplicity of the form. The letter makes no representation of the donated item's tax value, but simply serves as a record of the item donated. Leif suggested that when using the letter, have a board representative mention the letter & the donation at a city council meeting so that there is also public record.

Tonya Bieche motions to accept the letter for use in recognizing and thanking donors. Jesse Kennedy seconds the motion. All are in favor.

Speaking Engagements. Board member Jesse Kennedy has been engaged by *Where the Heart Is*, an assisted living center to speak a little about our region's history as part of their Life Long Learning program. The first presentation in early October will be the story of J.D. Ross and the Skagit River's three dams. The second will take place late October and will tell the story of the Skagit Queen and Black Warrior Mines.

OLD BUSINESS

Adoption of Acquisition Form. Included with board members' agenda packets is copy of an Acquisition Form shared by Jesse Kennedy and used by the County's Historical Museum; it includes suggested edits from City attorney, Leif Johnson. The form would be used for consideration of an artifact when presented for donation. Edie Edmundson mentions that the edits offered by Leif are not substantial, similar in context to the ones

suggested for the "Loan Agreement Form". No questions or concerns are presented regarding the form and its edits.

Jesse Kennedy motions to accept the revised "Receipt for Consideration of Acquisition Form" for the board's use. Chris Loving seconds the motion. All are in favor; motion is carried.

CLG Grant Scope of Work. Bryan Harrison offers an update on the 'scope of work' that was required for the grant awarded from the Department of Archaeology and Historic Preservation (DAHP). The award has been accepted by city council, signed by Mayor Sexton and submitted to DAHP. Bryan says we are now waiting on a signed-around version of the award to be returned to the city before the board can begin spending funds from it. He expects to receive this later in October. Kim Gant, the administrator for the award, has significantly narrowed the scope of work in comparison to the broader project outlined in the grant application. She suggested that the best way for the board to proceed is to focus solely on hiring a historical consultant to perform the reconnaissance survey. Kim feels the \$10,000 grant with \$4,000 in matching funds from the city will easily be absorbed with this one aspect. The survey project would essentially consist of hiring a consultant to identify historically significant properties within Burlington's historical district and reporting the information in the State's WISAARD online database.

A copy of the refined scope of work is shared with board members which includes a project timeline. First steps will be to select a consultant through a competitive bid/recruitment process. Jesse Kennedy suggests determining the size of Burlington's historical district in acreage and mileage for accuracy in the bid amounts received during the process. Jesse along with Edie Edmundson and Margie Wilson will serve as panelists for candidate selection. The intent would be to have the consultant in place by December, a first draft of the survey findings complete by early May and ultimately project completion in July-August 2017. The board can apply for additional DAHP grant funds in early 2017 to further the findings of the reconnaissance phase.

On a similar side note, Edie mentions that she is hoping council will approve \$15,000 in the 2017 budget to hire a consultant to determine the feasibility of repurposing the Carnegie Library into a museum without losing any of historical relevance, architecturally. Jesse suggests contacting local professionals in advance to insure \$15,000 is a realistic figure.

Garl Family Bible Rebinding. Edie Edmundson reports that Margie Wilson dropped the Garl family bible at the Tattered Page in Mount Vernon last August to begin work in rebinding it. While it is not a full restoration, the rebinding will permit the bible to be displayed and opened safely for viewing. Edie expects the work to be finished later in October. The anticipated cost is \$100 which will be paid by the City.

Delivery of Display Cases. Bryan Harrison shares that there has been some delay in completion of the cases, but delivery is anticipated by October's end. While the original plan was to host a grand opening event in the fall, Edie Edmundson suggests January may prove to be a better target. She explains that the American Legion Post #91 has announced the opening of their new military museum on November 10. Edie feels postponing the city's historical display opening will avoid detracting from the Post's event. She says the Legion has offered, if room allows, to designate a cabinet for Burlington historical items as they relate to the military.

Edie hopes Margie Wilson and the library's Karen Prasse will create the City's first display using items already in possession. The art work currently on display along the council hallway wall will most likely be relocated once the historical display is setup.

NEW BUSINESS

ADJOURNMENT: Meeting is concluded at 5:46PM.

NEXT MEETING: ~~Tuesday, 01/10/2017~~ **Tuesday, January 31** beginning at **5:00PM** in the **Parks Meeting Room** of the **Burlington Parks and Recreation Center**. The Center is located at 900 E. Fairhaven Avenue. Attendees should use the **South Entrance** of the building; all other entries will be locked after regular business hours.

Minutes transcribed by Shelley Johnstone, Secretary for Burlington Parks & Recreation

Wave Webmail**jaber39@wavecable.com****Fwd: Burlington Historical Board**

From : JANET BERGER <jaber39@wavecable.com>
Subject : Fwd: Burlington Historical Board
To : shelleyj@burlingtonwa.gov

Mon, Dec 12, 2016 03:10 PM

----- Forwarded Message -----

From: "JANET BERGER" <jaber39@wavecable.com>
To: bryanwh@burlingtonwa.gov
Sent: Monday, December 12, 2016 12:40:34 PM
Subject: Burlington Historical Board

I am interested in serving on the Burlington Historical Board. I am a 3rd generation, lifelong, resident of Skagit County and consider Burlington my "home town". My name is Janet Berger, 9216 Avon Allen Road, Bow 98232. I am committed to preserving and sharing the history of Burlington and the county. Thank you for your consideration.

From : JANET BERGER <jaber39@wavecable.com>
Subject : Burlington Historical Board
To : bryanwh@burlingtonwa.gov

Mon, Dec 12, 2016 12:40 PM

I am interested in serving on the Burlington Historical Board. I am a 3rd generation, lifelong, resident of Skagit County and consider Burlington my "home town". My name is Janet Berger, 9216 Avon Allen Road, Bow 98232. I am committed to preserving and sharing the history of Burlington and the county. Thank you for your consideration.

HI BRYAN

I'M WRITTING IN REGARDS TO ONE OF THE OPENINGS FOR CITIZEN AT LARGE. MY NAME IS HARRY GILBERT AND I LIVE IN BURLINGTON HILL ESTATES. WE'VE LIVED IN THE 55 PLUS PARK FOR 17 YEARS. PREVIOUSLY WE LIVED AT THE CORNER OF PETER ANDERSON AND LAFAYETTE FOR 22 YEARS.

I WAS RAISED SINCE 1937 ON SAMISH ISL., EDISON AND IN BURLINGTON. I ATTENDED SCHOOL IN EDISON AND BURLINGTON. I WAS A CLASSMATE OF EDIE EDMONDSON.

I SPENT 4 YRS. IN THE AIR FORCE AND HAVE AN HONORABLE DISCHARGE. BEEN MARRIED FOR 57 YEARS AND HAVE 3 CHILDREN, 9 GRANDCHILDREN AND 6 GREAT GRANDCHILDREN.

MY SON AND I CURRENTLY VOLUNTEER AT THE SEDRO WOOLLEY MUSEUM, TRYING TO LEARN WHAT IT TAKES TO HAVE AND RUN A MUSEUM.

MY ROOTS OUR HERE IN SEASIT VALLEY AND MY MAIN INTEREST IS IN BURLINGTON. ANY CONSIDERATION YOU MAY MAKE ON MY BEHRAF WILL BE APPRECIATED.

THANK YOU

Harry Gilbert

From: "Robin Stanek" <Robins@cascadeliving.com>
To: edieedmundson@comcast.net
Sent: Monday, December 12, 2016 3:02:41 PM
Subject: Mt. Glen 2017

The Senior Health and Wellness Fair is a one-day event with a mission of promoting health and wellness and preparation resources to the age 50 and over community.

Vendors and activities will represent many relevant industries including Health Care, Home Care, Holistic Health, Exercise, Healthy Diet Guidelines, Retirement / Investment planning and many other applicable resources.

Vendors are encouraged to provide materials and information related to senior health and wellness issues, etc.

We will be utilizing a Bingo activity card for our guests. Our seniors will be encouraged to visit each vendor in order to receive a stamp on their card. Completed cards will be entered into a drawing for a special prize which will be announced at the end of event.

We invite you to join us as a vendor, as we feel your business offers valuable products and services to the 50+ demographic.

I have attached the vendor application to this email. The total cost is \$25 which includes a table for your business plus lunch. Please give me a call if you have any questions.

Warmest Regards,

Robin Stanek

Community Relations Director
Mountain Glen Retirement and Assisted Living
1810 E Division St | 360-424-7900
www.mtnglen.com

Mt. Glen's Health & Wellness Expo
Thursday, February 16, 2017
Vendor Application

Registration Fee: Single Space (NO electricity) \$25 Includes Lunch

Mt. Glen's Health & Wellness Expo will be held from 11 A.M –3 P.M. at 1810 E Division Street, Mount Vernon. It is indoors. Vendors may begin setting up at 10:00 A.M. on February 16th. Spaces will be assigned only after receipt of the registration fee.

Vendors are responsible for setting up and for cleaning and sweeping their areas and removing debris after the expo has ended. You will receive an email confirmation of the received application and fee.

Name: _____

Address: _____

Preferred Phone Contact: _____

Email: _____

Business name and description of information to be provided for consumers:

Please send this completed form and fee to the following address:

Mountain Glen
Retirement & Assisted Living
1810 E Division Street
Mount Vernon, WA 98274

Checks payable to: Mountain Glen Phone 360-424-7900

Completed application and fee must be received by **Thursday, February 2nd**.