

Burlington Historical Preservation Advisory Board

Tuesday, April 19, 2016 at *5:30PM*

Burlington City Hall – Conference Room #132

Use WEST ENTRANCE near Council Chambers

833 S. Spruce Street, Burlington, WA 98233

Agenda:

Call To Order	Edie Edmundson
Approval of Minutes 1-19-16 and 02-16-16 Meetings	Edie Edmundson
Open Comment	Edie Edmundson
Old Business	Edie Edmundson
Display Case Update	Paul Tingley
Grant Update	Margaret Fleek
Discussion on Artifact Loan Forms	Edie Edmundson
New Business	Edie Edmundson
Time Capsule Event for Carnegie Library	Marge Wilson
Board Meeting Dates	Loren Cavanaugh
Election of Officers for 2016	Edie Edmundson
Adjourn	Edie Edmundson

Enclosures:

Updates; Minutes from 01/19/16 and 02/16/16 board meeting

UPDATES FROM LOREN FOR HISTORICAL PRESERVATION BOARD MEETING ON 04/19/2016

OPEN COMMENT

OLD BUSINESS

Display Case Update

- Paul Tingley will be giving an update on the display cabinets for the artifacts that will be going on display in the City Hall Hallway.

Grant Update

- Margaret will be giving an update on the grant process through the CLG.

Discussion on Artifact Loan Forms

- Copies of artifact loan forms were mailed to board members in February for their review. Board members will be asked to offer their recommendations on any changes that might be needed in order to adopt comprehensive forms once the board begins accepting historical artifacts for display.

NEW BUSINESS

Time Capsule Event for Carnegie Library

- The old Carnegie Library building across the street from the Parks and Rec building is the focus of a historical event. This year is the 100th year anniversary for the Carnegie Library dedications. Members of the Historical Society will be removing a time capsule placed in one of the cornerstones 100 years ago. Margie will explain time, dates and events surrounding the activity.

Board Meeting Dates

- The Historical Board's current schedule for regular meetings is the second Tuesday of the first month of each quarter. Is this still a convenient schedule for board members?

NEXT MEETING: 5:00PM, 07/12/2016 at Parks and Recreation Center

Burlington Historical Preservation Advisory Board

Meeting Minutes for Tuesday, 02/16/2016

Board Members in Attendance:

Janet Berger, Loren Cavanaugh, Edie Edmundson, Margaret Fleek, Jesse Kennedy, Chris Loving and Margie Wilson

Guests: Brian Dempsey, Assistant City Engineer and Paul Tingley, Buildings & Grounds Supervisor

MEETING CALLED TO ORDER by Chairperson Edie Edmundson at 5:15PM.

APPROVAL OF MINUTES for the 01/19/2016 board meeting will be addressed at the April meeting (see pages 5-6 of the agenda packet for copy of the minutes).

OPEN COMMENT

Jesse Kennedy shares that he has recently been appointed as the new Executive Director for the Skagit County Historical Society and Museum. (Congratulations, Jesse!)

OLD BUSINESS

NEW BUSINESS

Display Cases/Cabinets: Paul Tingley and Brian Dempsey join the meeting to gain a better understanding of the board's requirements for the display cases. The new cabinets will eventually be located in the corridor leading to the Council Chambers within City Hall. The space that is available for the cabinets is 22' in length. The amount of \$15,000 is the total budget the board must work within to purchase and install the cabinets. Paul shares photos of a few of the cabinet types available. Jesse Kennedy shares printouts which are good resources on the suggested practices for the display of artifact collections. Jesse recommends first assessing the value range of the items that the board will likely accept for display; this will help determine the type of cabinet that would be best suited for its purposes. Those present discuss at length priorities for the cabinets' configuration that will work within the amount budgeted.

For the budget and the space they have to work with, Paul suggests 3 to 4 cabinets 20" deep and 48" wide. There are merits for low-rise cabinets of 40" in height and also taller ones at 70". Some feel a low-rise cabinet would be easier to tamper with; but, would be better for ADA viewing and would also be more stable should a seismic event occur. Security for the items displayed, and durability of the cabinets selected are two of the primary concerns the board discusses. Other topics discussed include: Where would the most convenient access point for the cabinets be to swap out displays? Will the cabinets be secured to the wall? Would mobile cabinets with locking wheels be a smart choice? Shelving should be adjustable, and tilt-able if possible.

With information gathered during the meeting, Paul will join the board's April meeting with specific cabinet types for consideration and options that might be included with each. He suggests holding the next board meeting at City Hall so that the board can gain a visual understanding of the proposals.

Jesse suggests looking into the possibility of having the cabinets built by a local craftsman who might be willing to donate a portion of the cost for recognition, or perhaps working with BEHS Woodshop class. Paul offers a caution that, while that is a great suggestion, it can complicate and slow the purchase process since there are rigid protocols in place for soliciting competitive bids at this cost level.

Board Terms and Appointments: Loren Cavanaugh explains an item he has on the city council's 02/25/2016 agenda which concerns clarification to board appointments:

- (1) Council appointments to the Historical Board should consist of 1 member and 1 alternate. (*Currently, 2 city council members have been appointed to the board, but neither has been designated as the alternate.*)
- (2) This board's composition includes a representative from the Parks Board. A council member may serve as the Parks Board representative as long as that same council person is not assigned as the Historical Board's council representative. Terms differ for each of the representatives and would ultimately conflict one another. (*Current assignments indicate one of the two Historical Board council appointees must also be a member of the Parks Board.*)

ADJOURNMENT: Meeting is concluded at 6:03PM.

NEXT MEETING will be held in **Room 132 of City Hall** on **Tuesday, 04/19/2016 at 5:30PM**. City Hall is located at 833 S. Spruce Street. **Conference room 132 is located adjacent to the public restrooms off the corridor leading into the Council Chambers.**

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

Burlington Historical Preservation Advisory Board

Meeting Minutes for Tuesday, 01/19/2016

Board Members in Attendance:

Loren Cavanaugh, Edie Edmundson, Jesse Kennedy, Oscar Lagerlund and Chris Loving

MEETING CALLED TO ORDER by Chairperson Edie Edmundson at 5:08PM.

APPROVAL OF MINUTES: Chris Loving makes a motion to accept the minutes of the 10/27/2015 board meeting; Oscar Lagerlund seconds the motion. Those present are all in favor; motion is approved.

OPEN COMMENT

Loan Agreement Forms: Several years ago the board created two forms whose purpose was to: (1) document artifacts as potential acquisitions {"*Receipt for Consideration*"} and (2) to create an agreement between the board and the loaner of artifacts accepted for display {"*Loan-in/Loan Agreement*"}. Edie Edmundson explains that the two forms, in their current format, will be forwarded to board members in the near future along with new drafts of each that include suggested changes and considerations from Jesse Kennedy. Comprehensive forms and procedures will be essential once the board begins accepting artifacts for display. The forms will be included as a discussion topic on the board's April agenda.

February Special Meeting: Edie Edmundson would like to schedule a special meeting between now and the next regularly scheduled one in April. The meeting's agenda will include two items: (1) board member terms and election of officers; (2) the selection of cases for display of artifacts on-loan (*see New Business, 2016 Goals*). A date and time in February is preferable; Loren Cavanaugh will contact Edie next week to confirm specifics.

OLD BUSINESS

NEW BUSINESS

2016 Goals: Loren Cavanaugh reports that council approved up to \$15,000.00 for the purchase of cases to be used for the display of artifacts of historical interest to the Burlington community. The display cases will initially be set up in the hallway leading to the council chambers at City Hall. The board's first goal for 2016 will be to select and complete the purchase of the display cases. The funds for the purchase are included with the Buildings and Grounds Department's current budget. Loren Cavanaugh will invite the department's supervisor, Paul Tingley to the special meeting so that the board can begin moving towards this goal. With his specific knowledge of the features that will best display and preserve the displayed artifacts, Edie Edmundson asks Jesse Kennedy to participate in the selection/purchase process.

The board's second goal for 2016 will be to coordinate the first items to be displayed. Edie would like to see the cases and artifacts ready for an October grand-opening. Chris Loving remarks on historical items previously offered to the board, such as the Garl family bible, and how nice it will be to finally have the ability to accept them on loan.

Grant Applications: Now that the board has been confirmed as a member of the Certified Local Government (CLG) program, board members would like to identify available grants from the Department of Archaeology & Historic Preservation (DAHP). Jesse Kennedy shares a print out from DAHP's website regarding grants awarded for the 2016 fiscal year and the types of grants applied for. The DAHP's website offers detailed information about their available grants and the application process. With Margaret Fleek's recent retirement from the City, Oscar Lagerlund suggests that it would be helpful if she were to write down a summation of her to-date progress on grant information and also design review guidelines of historic properties. Edie Edmundson will contact Margaret Fleek to confirm her plans for continuing as a board member.

ADJOURNMENT: Meeting is concluded at 6:01PM.

NEXT MEETING: A special meeting has been scheduled for TUESDAY, 02/16/2016 at 5:15PM*. The next regularly scheduled board meeting will take place on the third Tuesday in April instead of the second one. Mark your calendar for April 19th, 5:30PM start time.

***Be sure to use the building's South Entrance off Washington Avenue.**

The meeting will be held in the Parks Conference Room of the Parks and Recreation Center at 900 E. Fairhaven Avenue. The Center's business entrance at Regent Street is locked by 4:30PM.

Minutes prepared by Shelley Johnstone, Secretary for Burlington Parks & Recreation.