

Burlington Historical Preservation Advisory Board

Tuesday, July 12, 2016 5:00PM

Parks and Recreation Center

Conference Room – Use South Entrance

900 E. Fairhaven Avenue, Burlington WA 98233

Agenda:

Old Business

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| 1. Loan Application and Agreement Forms – Discussion | Edie Edmundson, Leif Johnson |
| 2. Display Case Specs and Bid | Brian Dempsey |
| 3. Carnegie Library Time Capsule, Post Event Recap | Margie Wilson |
| 4. Update on CLG Grant | Bryan Harrison |

Open Comment

New Business

- | | |
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| 5. Garl Family Bible | Margie Wilson |
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Adjourn

NEXT MEETING: Tuesday, October 11, 2016 @ 5:00PM

Enclosures:

- Minutes and Updates from 04/19/16 board meeting
- “Receipt for Consideration Form” & “Incoming Loan Agreement Form”
- Display Case Specs

UPDATES

OLD BUSINESS

Loan Application and Agreement Forms

City Attorney, Leif Johnson has reviewed the forms submitted by the board. He will be available at the meeting to answer questions and offer insight about his recommended changes.

Display Case Specs and Bid

Public Works' Paul Tingley and Brian Dempsey have pursued specifications for the short and the tall display cases as discussed at the April board meeting. They have also received bids based on those specs. Brian will join the board meeting to address any questions and to share info about what comes next.

Carnegie Library Time Capsule, Post Event Recap

Margie Wilson will report about the library's time capsule opening event held on Saturday, June 25.

Update on CLG Grant

Progress has been made with obtaining the \$14,000 CLG Grant. City Administrator, Bryan Harrison will be on hand to offer an update.

NEW BUSINESS

Garl Family Bible

Margie Wilson accepted the family bible on behalf of the board from the Garls while they were in town for the time capsule event. She plans to bring the bible to the board meeting for previewing.

NEXT MEETING: 5:00PM, 10/11/2016 at Parks and Recreation Center

Burlington Historical Preservation Advisory Board

Meeting Minutes for Tuesday, 4/19/2016

Board Members in Attendance: Janet Berger, Edie Edmundson, Jesse Kennedy, Oscar Lagerlund, Chris Loving and Margie Wilson

City Staff: Shelley Johnstone, Parks & Rec Secretary, Brian Dempsey, Assistant City Engineer and Paul Tingley, Buildings & Grounds Supervisor

MEETING CALLED TO ORDER by Chairperson Edie Edmundson at 5:30PM.

APPROVAL OF MINUTES

Jessie Kennedy motions to accept the minutes of the 01/19/16 board meeting as presented; Margie Wilson seconds. All are in favor; motion is passed.

Margie Wilson motions to accept the minutes of the 02/16/16 special board meeting as presented; Janet Berger seconds the motion. All are in favor; motion is passed.

OPEN COMMENT

OLD BUSINESS

Display Cases/Cabinets: Paul Tingley and Brian Dempsey join the meeting once again to offer more information regarding the selection of new cabinets that will display artifacts on loan to the board. Paul reports that after looking into the purchase of premanufactured cabinets and the modifications that would be necessary to suit the board's needs, he feels custom made cabinets would be the best route and would be more cost efficient. He says the cost for the preparation of a custom design is approximately \$600.00. Paul has been in contact with an experienced craftsman who can have a preliminary design ready for the board to review in about a week. From there, he would develop plans with specifications that the board could use to obtain the required three estimates for construction.

Board members agree that the cabinet sizes should be 6.5'H x 3'W x 2D and 3'H x 3'W x 2'D. Paul says a rough estimate for the shorter 3' cabinets is \$2100.00 each and for the taller cabinets is \$2700-3000. Design will include tempered glass, tailored access points, lighting and wood stained edges.

Edie Edmundson suggests scheduling a short board meeting in the near future to evaluate the design and make any changes that might be needed so that the board can move forward quickly and ultimately obtain estimates. Brian Dempsey recommends a two week a bid process.

Chris Loving suggests emailing the preliminary plan to board members. Review, comments and consent could also be obtained via email to forgo coordinating a special meeting. Board members agree that this would be a practical way to conduct a timely review.

Edie says that she believes the board and the city already have enough historical artifacts to fill the first series of displays. Coordinating an open house or grand opening of some type will need to be among the board's tasks in the near future.

Grant Update: Edie Edmundson offers an update in Margaret Fleek's absence on the pursuit of a CLG grant. A grant request for \$14,000 has recently been submitted with hopes of funding the purchase of plaques & markers for the buildings within Burlington that have been identified as historically significant. \$4,000 of that amount would be for staff time in setting up the historical marker program. Edie says she expects to hear response within 4-weeks. If granted, the funds would be spent in 2017.

Artifact Loan Forms: Packets were previously mailed to members containing current “Loan Agreement” and “Receipt for Consideration” forms, plus newer versions of each form which were supplied by Jesse Kennedy. The newer forms are very similar to those created using federal museology standards.

A “Receipt for Consideration” form would be submitted to the board by an interested loaner and would outline pertinent information about an artifact being considered for loan acceptance. The “Incoming Loan Agreement” would be a contract between the board (city) and the loaner upon acceptance of the loaned artifact. The newer forms contain specific language detailing the terms of the agreement including specific responsibilities and liabilities of each party. Shelley Johnstone will forward the newer forms to the City’s attorney for his recommendations.

The board spends time discussing the advantages of loans versus donations, of short term loans (1yr or less) versus long term loans. The board also discusses establishing a small sub-committee of three persons to review “Receipts for Consideration” forms as they are submitted. Jesse recommends selecting a registrar from within the sub-committee to keep track of loan forms. He will forward to members another set of forms that could be used if they choose to consider acceptance of donations.

NEW BUSINESS

Carnegie Library Time Capsule Event: Margie Wilson reports that the time capsule event will take place on Saturday, June 25 at the present-day Burlington Library. Paul Tingley will extract the 100yr old time capsule from the old library’s cornerstone prior to the June 25 date and deliver, unopened, for the event. Edie Edmundson shares that the ‘new’ library is the lead organizer of the event with the Historical Society and Historical Board as supporting partners.

Margie came across an old Argus newspaper article that describes the time capsule as a ‘Japanned’ metal box referring to its shiny black lacquer finish; she says the article does not reference a size or weight. Edie comments that she expects the capsule will be covered with paraffin wax to protect its contents. She adds that Loren Cavanaugh will contact Job Corps who may be able to video tape the capsule’s extraction which she hopes to run during the June 25 event. Oscar Lagerlund recommends thinking about security for the extracted capsule.

Board Meeting Dates: The second Tuesday of the first month of each quarter still works best for the regular meeting schedule. The next scheduled meeting is Tuesday, 07/12 2016.

Election of Officers: Edie Edmundson has been appointed chairperson of the Historical Board. Margie Wilson is the current vice-chair.

After brief discussion, Oscar Lagerlund recommends Margie to continue as vice-chair. Chris Loving seconds; all are in favor; motion is carried. Margie accepts the appointment.

Board members discuss filling positions that are currently empty or are filled by members assuming dual positions (i.e. Edie serves as a Citizen rep and a City Council rep; Margie Wilson serves as one of two required Historic Resource Professionals and also as representative of the Skagit Valley Genealogy Society.)

ADJOURNMENT: Meeting is concluded at 6:48PM.

NEXT MEETING will be held in the **Parks Conference Room** of **the Burlington Parks and Recreation Center** on **Tuesday, 07/12/2016 beginning at 5:00PM**. 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.