

Burlington Historical Preservation Advisory Board

Tuesday, October 11, 2016 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 07/12/2016 Meeting	Edie Edmundson
Open Comment	Edie Edmundson
Old Business	
Adoption of Acquisition Form	Edie Edmundson
Scope of Work Development for CLG Grant	Bryan Harrison
Garl Family Bible - Rebinding	Edie Edmundson
Delivery of Display Cases	Edie Edmundson
New Business	
Grand Opening for Historical Display	Edie Edmundson

NEXT MEETING: Tuesday, January 10, 2017 @ 5:00PM

Enclosures:

- Minutes 07/12/16 board meeting
- Acquisition Form with Suggested Edits
- Scope of Work for CLG Grant (labeled as "Attachment 2")

UPDATES for 10/11/2016 Board Meeting

Old Business

Adoption of Acquisition Form. Please read through the enclosed Acquisition Form which includes suggested edits from City Attorney, Leif Johnson. The form originated with the County Museum and has been shared by Jesse. Discussion will be held regarding the form, the edits and any changes the board may feel is necessary to suit its interests.

Progress reports:

Scope of Work Development for CLG Grant

Garl Family Bible - Rebinding

Delivery of Display Cases

New Business

Grand Opening for Historical Display. Edie will open discussion on plans for a grand opening event once the new displays are ready.

NEXT MEETING: 5:00PM, 01/10/2017 at Parks and Recreation Center

Burlington Historical Preservation Advisory Board

Meeting Minutes for Tuesday, 07/12/2016

Board Members in Attendance: City Councilor Tonya Bieche, Chairperson Edie Edmundson, Jesse Kennedy, Oscar Lagerlund and Vice-Chair Margie Wilson. **City Staff:** Brian Dempsey, Bryan Harrison, Leif Johnson, Shelley Johnstone, and Paul Tingley

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

APPROVAL OF MINUTES

Shelley Johnstone corrects information included within the 04/19/16 CLG Grant Update. She had originally indicated in the minutes that the grant amount requested was for \$14,000. The actual amount requested was \$10,000 with \$4,000 in matching funds from the City. The total project cost will be \$14,000.

Margie Wilson motions to accept the minutes of the 4/19/16 board meeting with corrections made to the grant amount. Oscar Lagerlund seconds the motion. All are in favor; motion is passed.

OPEN COMMENT

Board Member Honored. Margie Wilson is the recent recipient of the Washington State Genealogical Society's *President's Award for Outstanding Achievement*. The award is "designed to single out that rare individual, society or organization who has demonstrated exemplary service above and beyond expectations". Margie was recognized for her role in the 2015 ROOTS Project, a collaborative effort between the Skagit Valley Genealogical Society & the Burlington Library focused on teaching teens research skills in order to trace their family history and hopefully inspiring them to continue using those skills in their future pursuits. Fantastic work, Margie!

OLD BUSINESS

Loan Application and Agreement Forms: Leif Johnson joins the board meeting to discuss his suggested revisions made to the draft loan agreement form provided by Jesse Kennedy. He feels that the starting draft was a strong form that did not need substantial changes. Leif explains his primary intent with his suggested revisions was to ensure the city has sufficient latitude as different situations present themselves throughout its contractual relationship with loaners. Language concerning photography of artifacts was also altered to reflect the variety of recording methods available now and hopefully with future technology. Margie Wilson asks if the acronym BHPAB used throughout the agreements encompasses board members acting as agents on behalf of the city. Leif answers that yes, the language is meant to include representatives while performing within their capacity as board members. Leif adds that as future needs arise, updates can be made to any forms adopted by the board.

Jesse Kennedy motions to accept the forms for use with suggested revisions. Margie Wilson seconds the motion. All are in favor; motion is carried.

Display Cases. Paul Tingley and Brian Dempsey update the board on progress with selection of new display cabinets. Brian reports that the specifications drafted from the needs discussed at the last board meeting were sent out for bid. The lowest responsive bid was received from All Spaces, LLC in the amount of \$10,500. The bid procures delivery of (4) display cases: (2) tall cabinets measuring 77"H x36"W x24"D and (2) short cabinets measuring 48"H x36"W x24"D. Cabinet design includes tempered glass shelves, doors & end panels, hardwood surfaces that will compliment City Hall's millwork, mirrored facings between shelving, ratchet door locks and LED lighting. Brian explains that the cases are items already budgeted and the city's Small Works Roster was used to obtain bids so the purchase does not have to go before council for approval. A formal agreement with All Spaces will be drafted, and ultimately approved by the mayor. Once ordered, Paul is uncertain about a delivery timeframe which will depend on All Spaces' workload at the time they are notified.

The board would like delivery well before October which is their targeted timeframe for a public grand opening event.

All board members present wish to proceed with formalizing an agreement and purchase of display cases from All Spaces LLC.

Carnegie Library Time Capsule Event: Margie Wilson reports that the time capsule opening event on Saturday, June 25 was a great success. They had a good turnout with 58 spectators signing the guest book. Margie mentions that of a particular note was a bright 7th grade boy, Will Garrison from Lucille Umbarger Elementary School. She first met Will when she appeared in character as Clara Garl at a class event about local history. When Margie later approached the teacher and students about writing a time capsule essay, young Garrison took it one step further and created a video presentation of current day Burlington for inclusion in the new time capsule that will be buried sometime before autumn.

Paul Tingley along with help from Fisher Construction extracted the 100 year old time capsule from the old Carnegie Library's cornerstone on June 7. Paul mentions that he was apprehensive about the extraction because he could not find a lot of archival information about its original setting or what to prepare for. All went well though; the capsule had been well preserved and was found just where estimations directed them. As a result of the limited resources he found available, Paul would like to reach out to other Carnegie Libraries approaching a centennial anniversary to share knowledge gained from his own experience.

CLG Grant Update: Bryan Harrison has been in contact with Kim Gant, the Department of Archaeology and Historic Preservation (DAHP) officer assigned to oversee the board's recent CLG grant award. Kim says the next step for the board is development of a scope of work (SoW) for the project that will ultimately create the foundation for Burlington's historic district and register. The SoW would detail how the board plans to accomplish the project and should include: (1) a description or diagram of the city's historic district boundaries, and (2) criteria used for determining the relevant buildings and sites within the district. Preliminary research shows 97 structures in Burlington of significance - - 47 commercial buildings and 50 residences. Jesse Kennedy and Margie Wilson have offered to help Bryan with developing the SoW. Bryan proposes a conference call with Kim Gant in the near future to insure a sound start to the SoW.

NEW BUSINESS

Garl Family Bible: Margie Wilson has brought in the Garl Family bible that was originally given to Annie Garl by her husband Abraham in 1890. The Garls were among Burlington's earliest pioneers. Knowing the Garl family's significance in Burlington, their descendants have donated the bible to the historical board. The bible is understandably worn, and its binding has separated. Margie has found that the Tattered Page in Mount Vernon will rebind the bible for roughly \$100. With rebinding, it could at least be displayed and opened safely for viewing. The board feels that moving forward with the rebinding work is a good idea once there is a signed acquisition form from the Garl descendants which formalizes the donation. City Attorney Leif Johnson suggests that a letter of acknowledgement may serve in place of the acquisition form since a form of this type has not yet been adopted by the board. Margie mentions that Dorothy & George Fowler have also donated a portable PA system to the board recently. Leif Johnson suggests a similar letter of acknowledgment for the Fowlers that includes the model number.

ADJOURNMENT: Meeting is concluded at 6:05PM.

NEXT MEETING: Tuesday, 10/11/2016 beginning at 5:00PM in the Parks Conference 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