

# Burlington Historical Preservation Commission

Tuesday, January 14, 2020 @ 2:00 PM

Parks and Recreation Center

Conference Room – Use South Entrance

900 E. Fairhaven Avenue, Burlington WA 98233

## ***Agenda:***

<b>CALL TO ORDER</b>	<b>Chris Loving</b>
<b>APPROVAL OF MINUTES (10/08/2019 Meeting)</b>	<b>Chris Loving</b>
<b>OPEN COMMENT</b>	<b>Chris Loving</b>
<b>OLD BUSINESS</b>	<b>Chris Loving</b>
• <b>Walking Tour Update</b>	<b>Jennifer Berner</b>
• <b>Carnegie Library Architect</b>	<b>Jennifer Berner</b>
• <b>Valarie Sivinski Fund Grant</b>	<b>Jennifer Berner</b>
<b>NEW BUSINESS</b>	<b>Chris Loving</b>
• <b>Historical Commission Membership</b>	<b>Jennifer Berner</b>
• <b>Commission's 2020 Work Plan</b>	<b>Jennifer Berner</b>
<b>ADJOURN</b>	<b>Chris Loving</b>

**Next Meeting:** Tuesday, April 14, 2020 @2:00PM

## ***Enclosures:***

:Minutes 10/08/2019 board meeting

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# Burlington Historical Preservation Advisory Commission

Meeting Minutes for Tuesday, October 8, 2019

**Board Members in Attendance:** Janet Berger, Edie Edmundson, Larry Gilbert, Sara Patton and Margie Wilson  
**City Staff:** Jennifer Berner and Shelley Johnstone

**MEETING CALLED TO ORDER** by Chairperson **Edie Edmundson** at 2:04PM.

**MINUTES:** Sara Patton motions to accept the minutes of the 07/09/2019 board meeting with correction to page-1 of the minutes: under the “Addition to Historical Walking Tour” item, the sentence that reads “Sara Patton suggests Skagit Valley Genealogy may be a good resource...” should instead read “...Carl Molesworth of the Skagit County Historical Museum may be a good resource...”. Janet Berger seconds the motion. All are in favor; motion is carried.

## **OPEN COMMENT**

**Cemetery Grant Available.** **Margie Wilson** shares that she does not believe she will have the time to pursue the historic cemetery preservation grant through DAHP whose 10/23/19 application deadline is rapidly approaching. **Jennifer Berner** concurs; she likewise does not have the bandwidth to assist with this at this time. She feels it would be a great resource and hopes they can revisit the opportunity next year.

**Grant from Daughters of the American Revolution.** **Margie Wilson** has another opportunity next week to approach the local DAR chapter to ask for a letter of support that would be used to apply for a grant through the national organization. The grant request will be for funds to help purchase new doors for the Carnegie Library. If the grant were to be awarded, she is doubtful that it would cover the full cost of the doors (estimated at \$6,600). **Margie** says DAR typically likes to see matching funds. **Jennifer Berner** explains that ‘matching funds’ can mean a variety of things; the matching funds don’t necessarily need to be dollar for dollar. She’d like to learn more about DAR’s criteria. Grant applications must be postmarked by December 31.

**Strategic Planning Meeting.** **Edie Edmundson** talks about the great strides the commission has made since it first formed. The progress made feels bountiful. **Edie** suggests perhaps a quarterly calendar outlining the commission’s plans may be helpful in organizing future efforts. **Margie Wilson** suggests holding a strategic planning session when the commission meets next in January. **Jennifer Berner** offers to supply a template for a work plan calendar that she has used in the past; she says it was a great tool and feels it may be beneficial for strategic planning. Those present discuss a variety of topics to tackle in the coming year. It is agreed that January’s meeting will be a planning session. Points of discussion will include:

1. Should the commission continue with exhibits & displays? They are well attended and hosting them regularly keeps the public engaged with the commission’s efforts. Members would like to discuss approaches to capturing more helping hands for the organization and setup of the displays. One suggestion from **Jennifer** is to petition those attending the grand openings since they have an obvious interest. **Margie** mentions that 2020 will be the 100<sup>th</sup> anniversary of Washington State’s ratification of the 19<sup>th</sup> Amendment giving women the right to vote.
2. Researching and pursuing grants: There are many available for historic preservation, but the commission is often finding out about them with little time to act. Members would like to discuss how to be more proactive on this topic. **Margie** mentions a website, “Grant Station” that she says is a wonderful resource for finding grants. She believes its subscription costs are upwards of \$100 annually; but she has learned Sarah Ward is looking into enrolling the public library in the subscription which would make Grant Station a resource available to others.

For the January planning session, **Margie** will do some preliminary research on available grants, **Jennifer** will provide a template for a work plan calendar, and **Sara Patton** will help to coordinate the calendar with grant deadlines.

### **OLD BUSINESS**

**Walking Tour Update.** **Edie Edmundson** spoke with Carl Molesworth who plans to have the script completed by the end of this week for the walking tour's new audio feature and Don Wick has agreed to narrate. After that, she'll coordinate with Jo Wolfe at Skagit County Historical Museum to put it all together. She says it's in the works and will hopefully be finished in the near future.

**CLG Grant Award & Contract.** **Jennifer Berner** reports that the mayor has signed the contract received from DAHP and it has been returned to them for completing of signatures. The \$5000 grant awarded will serve to help meet matching fund requirements with other grant pursuits.

### **NEW BUSINESS**

**Burlington Lodging Tax Grant.** The Lodging Tax committee has awarded the commission's grant request of \$43,000. **Edie Edmundson** states that it must still be approved by city council and is slated for their review at their October 26 meeting. She says they usually follow the committee's recommendations. If approved, funds would become available as of January 1, 2020. Coupled with the \$5,000 award from the CLG grant, the commission now has \$48,000 to work with for hiring an architect that can guide them through this next step of the library's repurposing project.

**Valerie Sivinski Fund Grant.** **Jennifer Berner** reports that she has just begun working on the components needed for this grant application. Although applications are not due until October 15, **Jennifer** plans to submit by the end of this week. If awarded the \$2,000 grant request, it would give the commission a total of \$50,000 for the architectural phase of the Carnegie Library repurposing project.

**Historical Society Occupying Carnegie Library.** Mayor Sexton has contacted B-ESD about the City's plans for Carnegie Library. They have agreed to finish out the current school year in the building and then vacate to allow the City to move forward with the repurposing project. **Edie Edmundson** says one of the important next steps for the Historical Society is membership. Developing strong membership support will be necessary to the Society's mission. **Edie** foresees using the first 6 months of 2020 for a membership drive then shift the focus to fundraising. She envisions a fundraising event at the Carnegie in September.

**Meeting is concluded at 3:00PM.**

**NEXT MEETING: January 14, 2020 beginning at 2:00PM.** The meeting takes place at the Parks and Recreation Center located at 900 E. Fairhaven Avenue. **Attendees should use the South Entrance** of the building.

*Meeting minutes transcribed by Shelley Johnstone, secretary for Burlington Parks and Recreation.*