

## MEETING NOTES

Thurston County Historic Commission

Wednesday, August 9, 2023

Thurston County Community Planning & Economic Development

3000 Pacific Ave SE, Room 110, Olympia, WA 98501

**Members & Alternates Present:** Grace Edwards, Chris Hoffman, Bill Lindstrom, Rebecca Sanchez, Rob Kirkwood, Charlie Roe, Troy Wilson, Charles Gloyd

**Members & Alternates Absent:** David Petrich

**Chairing:** Grace Edwards

**Staff Present:** Sonja Cady, Community Planning & Economic Development

**Guests:** Jim Keough, Shanna Stevenson

### CALL TO ORDER

The meeting was called to order at approximately 6:30 p.m. by Chair Edwards

#### **A. ADMINISTRATION**

- 1. Land Acknowledgement**
- 2. Roll Call-**Roll call was taken, attendance is listed above
- 3. Approval of Agenda**
- 4. Michelle Thompson, CLG Coordinator Introduction-** Michelle greeted the group, she will be moving to Cheney Washington, but will continue to be the CLG coordinator and available for trainings via Zoom.
- 5. Approval of Meeting Minutes**

**Commissioner Roe moved to approve the July 12, 2023 meeting minutes. Commissioner Lindstrom seconded. Motion carried.**

## **B. Update Subcommittees (Grace)**

Commissioner Edwards continued the discussion from the July meeting to potentially reorganize the subcommittees into three subcommittees with a chair on each. Ms. Bowers had suggested condensing the subcommittees as some of them overlap with other existing subcommittees. She also suggested not having the subcommittees be project specific, projects could be added and removed from their spot once completed. The Commissioners were not all in agreement to reduce the subcommittees to 3, one of the concerns was the limited number of Commissioners to be on each subcommittee, and how it would be affected if the Historic Commission loses members. They were in agreement of consolidating some of the subcommittees.

Commissioner Edwards asked the Commissioners to submit their suggestions to her and staff via email by August 31<sup>st</sup>.

## **C. Budget update (Grace)**

Commissioner Edwards gave a brief review on the budget requests proposed at the July Historic Commission Meeting. Staff worked with the budget office and the following budget will be requested to the Board of County Commissioners.

- Increase the Historic Commission project budget to \$15,000
- Increase Heritage Grant Program grants to \$7,500 per grant for 6 grants for 2025
- Reprinting of the history book \$9,000
- Professional Services \$5,000

## **D. Ordinance Revision Update (Staff)**

The ordinance revisions will be reviewed by Ms. Bowers when she returns.

## **E. CLG Grant PowerPoint Presentation (Grace)**

Commissioner Edwards shared the PowerPoint that was presented at the CLG grant interview in July. Commissioner Gloyd asked for clarification on the grant and whether the consultant or the Commissioners will be taking photos. Commissioner Kirkwood answered that the Commissioners will be taking the photos. The consultant will help instruct the Commissioners on how to take proper photos of the buildings and create the digital register. Ms. Thompson offered to assist in training on photographing buildings, she still does consulting work.

Commissioner Kirkwood requested having the September meeting be a training session for site visits. Commissioner Sanchez offered to add photographing instructions to her site visit checklist to be used in the field. Ms. Thompson will review and give input on the instructions.

Staff will send a spreadsheet of the Historic Register properties to be divided amongst the Commissioners. Commissioner Kirkwood will provide a map at the meeting.

Commissioner Edwards asked if the County has cameras that can be used and if a spreadsheet can be created to log hours for site visits. The County does have cameras that can be used, but cell phones may take higher quality photos. Ms. Cady will create a spreadsheet to log hours.

Commissioner Gloyd asked what the process is to hire a consultant. The County has a process for hiring a consultant and the Commission has asked Shanna Stevenson to be the consultant.

#### **F. CLG Grant Next Steps (Staff)**

This topic was discussed as part of the presentation as well. DAHP will be sending a contract to the County shortly to be approved and will be finalized by October 1<sup>st</sup>. Work can begin on the project now, but payments cannot be made until October 1<sup>st</sup>.

#### **G. Yelm Cemetery (Rob/Chris)**

Commissioner Hoffman visited the cemetery today to discuss moving the bench with the marker to its final location and shared a photo. He and the cemetery staff determined that a concrete slab would need to be poured for the bench, which he and Commissioners Kirkwood and Petrich will help with.

Commissioner Edwards added that she will be speaking at the event and requested that Commissioners provide her with any information on the cemetery and plaque that they would like included in the presentation. County Commissioner Edwards and a representative from the cemetery district will also be speaking.

#### **H. Heritage Day Planning (Grace)**

Commissioner Edwards gave a brief update on the event, Ms. Bowers will be promoting it, and seven Heritage Grant Recipients will be tabling the event. Commissioner Hoffman suggested having the Commission share the PowerPoint presentation for the CLG grant and discuss the project.

#### **I. Water, Woods, & Prairies Update (Bill)**

Staff and the subcommittee will be meeting with the City of Lacey on August 29<sup>th</sup> to further discuss transferring the publishing rights of the book.

#### **J. RAC Interpretive Panel Update (Rob)**

The Historic Commissioners expressed their frustrations of how long it has taken to complete an MOU with the City of Lacey for the RAC kiosk project. The City has approved the MOU and the County has yet to do so. The Commissioners are losing motivation to do their work on the panels when an agreement has not been finalized. They also fear that the panel designer's software license will expire before the County is ready to move forward with purchasing materials for the kiosk. Once the software is expired the designer will be retired and the Commission will lose the ability to have the panels made for free. The materials still need to be purchased as well and cannot until the completion of the MOU. Staff is sympathetic and

apologetic to the frustrations and concerns and will work with the CPED Director to move the project forward.

#### **K. Staff Update (Staff)**

Staff did not have any further updates to give.

#### **L. Other Business**

- Commissioner Kirkwood shared that he had recently visited the Lady of the Lake at Offut Lake. The resort is on the Historic Register and celebrates this status. He added that it has had work done that may need to be reviewed.
- Commissioner Sanchez shared images of a brochure she viewed while in Woodland, California. The brochure/book had lists of historic homes, buildings, districts, and businesses with photos, detailed descriptions, and easy to follow maps.

#### **M. Adjournment**

**Commissioner Kirkwood made a motion to adjourn. Commissioner Lindstrom seconded. All in favor. Motion carried.**

There being no further business, the meeting adjourned at 8:11 p.m.

*Prepared by Sonja Cady, Historic Commission staff*