

**TUMWATER HISTORIC PRESERVATION COMMISSION  
MINUTES OF MEETING  
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**CONVENE:** 6:30 p.m.

**PRESENT:** Chair David Shipley and Commissioners Marnie Slakey, Don Trosper, and Angela Jefferson.

Excused: Commissioners David Nicandri and Alex Rossiter.

Staff: Parks and Recreation Director Chuck Denney, Communications Manager Ann Cook, and Recording Secretary Wendy Gow.

Chair Shipley introduced newly appointed Commissioner Angela Jefferson. He invited her to share information on her background and interest in serving on the Commission.

Commissioner Jefferson said she recently moved to the City. She is retired from the Army and formerly lived in the City of Lacey and served on the Lacey Parks Commission. She wants to serve the City and learn more about the history of the City.

Commissioners provided self-introduction and shared information about their respective experience and background.

**CHANGES TO AGENDA:** There were no changes to the agenda.

**APPROVAL OF MINUTES – FEBRUARY 15, 2018**

**MOTION:** Commissioner Slakey moved, seconded by Commissioner Trosper, to approve the minutes of February 15, 2018 as published. Motion carried unanimously.

**NEXT MEETING DATE:** The next regular meeting is scheduled on June 21, 2018.

Chair Shipley advised that might be unable to attend because of a family reunion. Director Denney advised that Mayor Kmet is scheduled to provide the state of the City report at the next meeting.

**PUBLIC COMMENT:** There were no public comments.

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**ITEMS FOR  
CONSIDERATION:**

**HENDERSON  
HOUSE PHOTO USE  
POLICIES:**

Director Denney reported the City never established photo use policies for private or commercial use of the City's historic photographs. Various policies were developed by previous museum staff. When the City reorganized and moved the responsibility for the Henderson House to the Parks and Recreation Department, the department lacked the ability to handle photo requests. Subsequently, the City contracted with the Olympia Tumwater Foundation to assist the City with historical services to include the management of the City's historic photo archive. All photos residing at the Henderson House were digitally copied with some photos organized. In conjunction with the Foundation, the department plans to develop a photo policy for adoption by the City Council. As noted by Commissioner Rossiter several years ago, history is not history unless people know about it. The City has many great historic photographs. The intent is let the public know about the availability of the photographs to help citizens learn about the City's history.

Director Denney introduced Karen Johnson with the Olympia Tumwater Foundation. Ms. Johnson is assisting the department with organizing the photos and developing a draft policy for the Commission's review.

Ms. Johnson shared that she is the curator of the Schmidt House, which is owned by the Olympia Tumwater Foundation. The Foundation was contractually tasked to manage the Henderson House. The photo collection contains approximately 1,000 photos. Previously, the photos were utilized by the public for commercial and non-commercial purposes. The City's former museum coordinator created a use fee schedule. Some of the user fees are extremely high. Based on her experience with different museums, some museums charge for photos used by the public and some museums do not assess a fee. Both options have pros and cons. Charging fees involves two choices of either minimizing the fee to encourage public use while acknowledging that administrative time necessary for processing payments would likely exceed revenues or the City could charge a higher fee that could essentially result in no one using the photos because of the expense.

Commissioner Slakey asked about the number of photo requests over the last 12 months. Ms. Johnson said the requests have been minimal because the photos have not been accessible and most citizens are unaware of the photos. The Thurston County Historic Commission is authoring a book about Thurston County history and has requested many photos. Local historian Shanna Stevenson uses some of the

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photos for featured talks. The issue is determining whether to assess a charge and the amount of the charge.

Commissioner Slakey asked for feedback from staff on specific preferences from the City's perspective. Director Denney said the City would prefer to retain some level of control or at least know where the photos are being used. However, charging a fee triggers another process of receiving and tracking payments between City departments. Administrative tasks would likely exceed the amount of the photo fee. He prefers to learn more about the possible consequences of not assessing a fee.

Ms. Johnson noted that the downside of providing free access to photos is the loss of generating a source of revenue. She suggested considering a mixed option of posting photos from the collection online at a lower resolution, which are typically not suitable for publication. However, if the photo is for a commercial use, such as for a film, television show, or in a book, the City would have the ability to generate some revenue.

Ms. Johnson advised that all photos have been digitally scanned by museum software. The program includes the scanned photo, data, description of the photo, and the timeframe when the photo was created (if known). Conversion of the data to some type of spreadsheet or access program would require additional staff resources.

Chair Shipley preferred the direction of affording free photo access to the public but charging a fee for commercial use.

Ms. Johnson cited other sources in the state that have established historic photo fee schedules. Fees charged by the University of Washington (UW) for each image is lower than the former fee schedule developed by the City's museum coordinator. An online system also operates on an honor system. The UW does not charge a fee for an image for a book with less than 1,000 copies produced by a non-profit. When the Foundation used an image from the UW for the Thurston County Historical Journal, there was no cost. Use of an image for publishing 8,000 copies of a book would cost approximately \$29 from UW.

Commissioner Slakey supported Ms. Johnson's mixed option of charging for commercial uses of high resolution copies and enabling free access to the public of low resolution photos. Chair Shipley agreed the high and low resolution options would be a good way to control the collection.

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Ms. Johnson provided information on copyright protections and photos purchased by the City from other sources.

Chair Shipley asked about the availability of staff resources to provide information on posting photos online and costs within a reasonable timeframe. Director Denney affirmed he would follow up with communications staff to explore requirements, costs, and resources necessary to complete the work.

Ms. Johnson advised that the Thurston County Historic Commission is publishing a book on the history of Thurston County. The county has requested the use of approximately 12 photos from the Henderson House photo collection to use as illustrations in the book. She asked for feedback on the use of the photos by the county. Chair Shipley replied that the Commission would provide a recommendation to the Mayor on whether to assess a fee for the county's use of the photos. Ms. Johnson said the county plans to print 250 copies of the book with the option of offering online ordering.

Commissioner Slakey supported a recommendation of providing the use of the photos without assessing a fee as the use is for a specific historical purpose that promotes the City's historical photographs.

The Commission recommended providing the photographs totaling less than 20 to the county at no cost.

**HISTORIC  
BREWHOUSE  
UPDATE:**

Manager Cook shared that she is currently working on several historic brewhouse projects. She is currently involved in fundraising for renovations to the Old Brewhouse. Last summer she served as the construction site manager overseeing the emergency repairs to the Old Brewhouse.

Manager Cook briefed the Commission on the scope of the emergency repairs to the Old Brewhouse. Some wire was added to some windows to prevent birds from entering the structure. No drilling occurred to existing bricks or to any of the window frames. Following completion of the emergency repairs, the internal structure was cleaned. The repairs have prevented water from entering the structure.

The renovation project of the historic brewery tower consists of three major projects. The first project was the temporary repairs completed primarily by donated material and labor and with funds from the Historic Preservation Commission. The second project must be completed by June 2019 (grant requirements) and includes completion of a permanent roof and rebuilding exterior brick walls. The third project includes seismic upgrades, interior renovations, doors, windows, and the stairs.

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Funds from the Historic Preservation Commission funded cleaning, disposal, storage fees, lumber, and repair of the interior stairs. Manager Cook thanked Commissioners for the donation to enable completion of the work by volunteers.

Funding of the brewery tower projects is from a variety of sources in different phases. The City received a state Heritage Capital Projects Grant of \$500,000 originally intended to fund the emergency repairs, permanent roof, and limited renovations. However, most of the emergency repairs were completed by volunteers and donated materials. The grant will now fund some limited renovations during as part of the second project. Project 3 funding requires submission of another grant application. The first grant's required match used all in-kind donated materials and labor, prior studies completed, and other costs incurred by the City. Match requirements for future grants will be raised during the capital fundraising campaign.

Manager Cook explained that the Heritage Capital Projects Grant was created in 1997 by the Washington State Historical Society in response to requests from the legislative delegation to fund special projects throughout the state. The Legislature designated the Washington State Historical Society as the clearinghouse for awarding grants. The two-year grant originally required an equal match. Today, the grant match is 2:1. Projects are scored and ranked through a grant application process. The Legislature determines the total fund amount for the program during each legislative session.

Work scheduled to occur this summer was initially delayed because of the Legislature failed to adopt a state capital budget. Upon adoption of the state capital budget, the City received the grant. The grant must be expended no later than June 19, 2019. The grant will fund exterior brick repair and the permanent roof. An architect has been selected and the contract has been awarded. The brick work will require approval by the Historic Preservation Commission. Public Works Director Jay Eaton is leading the project.

Chair Shipley inquired about updates to the Commission on renovation activities to the historic structure. Manager Cook explained that the first phase involves repairs to exterior walls. An assessment will determine the extent of brick removal and replacement.

Chair Shipley asked about the possibility of scheduling a field trip for the Commission. Director Denney replied that Director Eaton is scheduled to brief Commissioners on the next steps. The current Certificate of Appropriateness approved by the Commission was for

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the emergency repairs. Additional certificates will be required as work progresses.

Manager Cook reported the third project of full renovation will cost approximately \$5.6 million. The City is splitting the third project into two projects. The first project – 3A, is the seismic retrofit and renovation of one interior stairway at a cost of \$2.27 million scheduled for construction between 2019 and 2021. The Council approved submission of another Heritage Capital Projects Grant application. At this time, the extent of repairs to the copper roof is uncertain; however interior views of the roof reflect the roof is in good condition. Renovation of windows, doors, and the interior cannot be completed until after seismic retrofitting is completed.

Manager Cook asked the Commission to consider donating \$20,000 from its 2019/2020 budget as a contribution to the application for a grant award of \$2.27 million. The remaining grant match of \$1.5 million would need to be raised as part of the capital fundraising campaign. The grant award would total \$750,000. The Commission's contribution of \$20,000 would help satisfy the 2:1 grant match.

Commissioner Slakey inquired about the budget amount for the Commission. Director Denney advised that the Commission's total budget for 2019-2020 is \$20,000.

Chair Shipley inquired about the possibility of requiring some funds for a future Commission project or other emergency needs. Director Denney noted that when the Commission approved the first funding request in 2017, the Commission reserved \$3,000 to cover the cost for the Thurston County Historic Journal. During the last Parks and Recreation Commission meeting, the same issue was discussed. However, the Parks Commission elected to allocate all of the budget to fund projects with the understanding that should other funds be required, the Commission could request additional funding from the City Council. Additionally, the City Council is also very supportive of the historic brewery renovation project.

**MOTION:**

**Commissioner Slakey moved, seconded by Chair Shipley, to allocate the Commission's 2019-2020 budget of \$20,000 to the brewery restoration project. Motion carried unanimously.**

Manager Cook invited the Commission to participate in a future tour of the Old Brewhouse. Director Denney suggested deferring the tour until all vacancies on the Commission have been filled. He recommended scheduling the tour at the next meeting.

Manager Cook thanked the Commission for the budget allocation of

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\$20,000. Additionally, a briefing on the status of the capital fundraising campaign will be scheduled.

**OTHER BUSINESS:**

**HISTORICAL  
INTERPRETATION  
SUBCOMMITTEE:**

Director Denney referred to information on interpretive themes for the Deschutes Valley Trail Phase A1 trail segment. The information contains the basic design for the trail segment through Tumwater Falls Park. Construction design on the segment is nearing completion. Part of the process includes determining messages for various interpretive signs along the trail. He recommended creating a subcommittee of several members to work with staff to develop language for the interpretive displays along the trail. Commissioner Nicandri would like to serve on the subcommittee. Commissioner Slakey noted that Commissioner Rossiter also expressed interest in participating in a subcommittee to assist in drafting a narrative relative to historic interpretive signs. Chair Shipley volunteered to serve as well.

Director Denney invited Commissioners to consider serving as a volunteer or as a judge for the 4th of July Parade. Typically, judges for the parade are Councilmembers and City Commissioners. Several Commissioners indicated they would be unavailable because they are traveling during the holiday.

Director Denney asked about timing for the discussion on the renaming of the Henderson House Museum. The Commission agreed to schedule a discussion at the next meeting.

Chair Shipley complimented the City for the banners in the Historic District. He asked about the condition of the banners. Director Denney said removal of the banners during the winter assists in preserving the banners.

Director Denney advised that staff is working with the Foundation to open the Henderson House during the summer. Finalizing the name of the house enables staff to move forward with signs for the house. The most popular name to date is the "Brewmaster's House."

**ADJOURNMENT:**

**Commissioner Slakey moved, seconded by Commissioner Trosper, to adjourn the meeting at 7:40 p.m. Motion carried unanimously.**