

## Minutes

### Mason County Historic Preservation Commission

April 9, 2015

### Mason County Commissioners Chambers

411 N 5<sup>th</sup> Street

Shelton, WA 98584

**Members Present:** Rick Calvin, Stephanie Neil, Steve Rose, David Corliss, Leslie "Butch" Carter, and Marty Harrell

**Excused:** Jamie Bariekman and Michael MacSems

**County Staff:** Kathy Chaussee, John Keates and Melissa Drewry

#### **I. Call to Order:**

**Roll Call-** The meeting was called to order at 2:00 pm and roll call was conducted.

**Review and approve minutes from March 12<sup>th</sup> meeting-** No corrections were made. Mr. Rose made a motion to approve the minutes. Motion seconded by Ms Harrell, motion carries.

**Correspondence-** [Not addressed in meeting].

Spring 2015 issue of Columbia magazine

March 2015 Mason County Historical Society newsletter

Thank you from Washington Trust for Historic Preservation

Invoice from SWCA

#### **II. New Business**

**Announcements-** None

**2015 Budget with Kathy Chaussee-** Ms Chaussee gave the Commission their monthly reports through March 2015. She briefly discussed the items listed on the report. Ms Neil commented that the sheets were very helpful and removed the guessing. She asked if the HPC could receive this same type of report in the future. Ms Chaussee said she would be happy to provide this information and asked if there were any questions regarding the 2015 budget. It was agreed that the format of the reports given at this meeting actually helped clarify many questions. Ms Chaussee moved on and discussed two changes in the budget. The first change was a question of why the budget had been off by \$250. She said that after a thorough examination, it was discovered that the budget was actually not off by that amount,

(software error) and has been corrected. The second item was a question regarding \$2,100 that was charged by the County as an "indirect" fee. Ms Chaussee said this amount is being revisited. Mr. Calvin asked if every group paid the same amount or if it depends on the number of members or something other factor. Ms Chaussee said she was told this was what the county had always done, and that the amount had gone through the state auditor's office where it was approved. She said this amount may change but is unsure at this time. Mr. Calvin addressed the estimated fund balance asking how that worked. Ms Chaussee went into detail of how the amount was calculated and advised that currently there is \$26,150 on hand. Mr. Calvin clarified that if for some reason they needed to spend more than \$26,150 they would need to ask first to which Ms Chaussee agreed.

**Discussion on Malaney-O'Neal House access partnership with John Keates-** Mr. Rose opened the discussion by stating he wished to volunteer his time to assisting those with accessibility issues on Sundays. He asked if there was any way to have someone open the gate to the property so he could achieve this. Mr. Rose also proposed the possibility of assisting with site improvements. Mr. Keates said it would be wonderful to have assistance from Mr. Rose due to the fact that there is no park host currently. He added that the house is just sitting and boarded up due to evidence of people living in it. He went on to say that there has always been plans to restore the exterior to keep up the condition of the house. Mr. Keates said he believes the cost of painting the house would be around \$4,000 and is unsure of the cost for a new roof. Discussion was had regarding the possibility of various grants that could be applied for. Mr. Carter suggested a DAHP grant to either offset or cover the cost of a new roof. Mr. Keates said that Mr. Rose should get in touch with the head of maintenance, Carl Olson. Mr. Rose said he will try to put together a committee and contact Mr. Olson. He will have an update at the next meeting.

**Motion to reimburse David Corliss for booth cost for the Matlock Oldtimer's Historical Fair in the amount of \$40.00-** Mr. Corliss was unsure if the cost for the booth was \$40 or \$45. Mr. Carter made a motion to approve reimbursement for up to \$45. Ms Harrell seconded the motion, the motion is passed.

**Other-** None

## **New Business**

**Comprehensive Plan Update-** Mr. Calvin presented his verbiage proposal for the 2016 Comprehensive Plan Update. The Commission discussed the proposal and no changes were made. Ms Harrell made a motion to recommend the proposal for the Comprehensive Plan Update. Motion seconded by Mr. Corliss, motion passed.

### **8<sup>th</sup> Annual Cultural Resources Protection Summit-**

No updates at this time.

**Matlock Historical Survey Update and Invoice Approval-** Ms Neil spoke regarding the public meeting for the survey. She said due to low attendance they may have another public meeting. She said she was able to get some good information and would be in contact with at least one more person with some

information they would like to share. Mr. Calvin added that though there was low attendance and the due date for information was drawing to a close, residents should still fill out forms if they have any historical information to submit. Ms Neil said that the survey is making progress towards completion. She said the amount of the survey is considerably more than the last one, totaling \$5244.85. She clarified the reason was because of the time granted for the public meeting and the fact that considerably more research was done. Ms. Neil made a recommendation to approve payment of the full amount invoiced. The motion was seconded by Ms Harrell, motion is passed.

**Further Discussion of MCHPC 10<sup>th</sup> Anniversary in May 2015-** Mr. Rose said he talked to the staff at the Shelton Civic Center and they were going to have staff available to take care of the beverages. He said he also has the finger food and cake all figured out. Mr. Calvin informed the HPC that the special invite letters had been sent out. He then addressed advertising and said he called in an inquiry for a 4.9" by 16" ad in the Mason County Journal to be published April 23, 2015. At this time he had not heard back from the Journal. There was an informal discussion regarding other means of advertising on social media and Mr. Calvin presented an informal information release that could be distributed online and if agreed upon, to the Journal. After reading it, the Commission had no comments, and Ms. Neil made a motion to send the Celebrate Historic Preservation Month information sheet to the Mason County Journal. The motion was seconded by Ms Harrell, motion passed. Mr. Calvin once again brought up the cost of advertising in the Journal and asked, though he does not have the final cost, to have up to \$500 approved for the cost of advertising. Mr. Corliss made a motion to approve up to \$500 for advertising. The motion was seconded by Mr. Carter, motion passed. Because the next meeting is only two days before the anniversary, Mr. Calvin said he will send out the agenda ahead of time and added if any issues or questions arise please email or call him.

**Other-** Ms. Neil noted that she had two more items to discuss. The first item was while she was at DAHPs offices, she was asked about the Oyster House. She was told that they are very interested in seeing it placed in a good location. The second item was the website register form. She said it's difficult to read handwriting on the form and believes it should be available to fill out online. Mr. Calvin said he will put it on the agenda for a future meeting.

### **III. Other Commission Discussion**

**Financial Statement-** No further discussion necessary

### **IV. Next Meeting Date May 14, 2015**

### **V. Adjournment**

At 3:35 PM Mr. Corliss made a motion to adjourn. The motion was seconded by Ms Harrell, and meeting was adjourned.