City of Canby Heritage and Landmark Commission
Meeting Minutes: June 4, 2018

Members in attendance: Carol Palmer, Tony Crawford, Kelly Harms, Doug Birkeland, and Pam Judy.

City staff in attendance: Jamie Stickel, Grant Schillinger.

Meeting called to order at 5:30 pm by Chair Carol Palmer.

Meeting Minutes:
• Ms. Palmer asked if there were any corrections or additions to the minutes. Mr. Crawford moved to adopt the May minutes. Ms. Judy seconded. The commission voted unanimously to approve the minutes as corrected.

Commission Vacancy Announcement:
• Ms. Palmer announced that Ms. Price has resigned from her position on the commission, effective immediately, and noted it will be a big loss for the commission. She asked that commission members either send her suggestions or ask interested people to apply through the City’s online process.

Zion Marker Follow-up:
• Ms. Palmer went over a debriefing document for the Zion marker cleaning project. She created the handout to capture specific points that will help with the next cleaning day. Some of the items listed are as follows:
  o In 2019, we will need to work on the northeast corner of the historic section. We cleaned over 75 grave markers this year.
  o The Garden Club, American Legion, and Rotary need to be included in our communications plans as people from these organizations helped this year.
  o The supply box should be checked before the event as it saves time the day of the event. No additional medium and small brushes, or medium and wide scrapers, are needed. No additional gloves or trash bags from SOLVe are required either.
  o Four broom handles should be purchased, along with 2-4 large brushes that fit the handles. These help with the graves that are flat to the ground. An additional 3-4 gallons of D2 need to be ordered, along with one more sprayer. More buckets for water would be helpful.
• Mr. Crawford asked if additional signage would be helpful. Ms. Palmer said there were several signs up at Zion, along with balloons, and that people seemed to find their way to the site without difficulty.
• As a side note, Ms. Palmer talked to the Rotarian attending the clean-up event about making a follow-up presentation to Rotary in the future. We are scheduled for a presentation at their August 31, 2018, luncheon meeting.

• One another item that came out of the clean-up event was contact from Liz Belz Templeton at the high school. She contacted Ms. Palmer before the event because she had a student who needed some community service hours. The student came to the event and did a great job. Ms. Palmer followed up with Ms. Templeton after the event, and also asked for contacts at the high school who could help us find a high school representative for the commission. Ms. Templeton connected Ms. Palmer with Sue Winner, and they will be meeting to discuss some options.

• Ms. Stickel asked if all the historic headstones had been cleaned. Ms. Palmer said that only a portion were cleaned, and it will be an ongoing project for a long time.

**Staff Liaison Transition Update:**

• Ms. Stickel said she has been working to finalize the job description with other city officials, and the new title will be Tourism and Economic Development Coordinator to better reflect the changes the City has made to support businesses through tourism efforts. The job description specifically lists being a staff liaison to the commission as part of the duties.

• The job should be posted this week (June 4-8) and Ms. Stickel said she hopes that a person will be in place by our August meeting. She plans to finish out the year beside the new person to provide a long transition period. Starting in January 2019, the new liaison will be the single point of contact, but Ms. Stickel said she will always be available for questions or consultation if needed.

• Ms. Stickel officially begins in her new role on August 2.

**Status of 2017-18 Projects:**

• Women’s Heritage Trail interpretive panel – The designer provided two revised options for this 18” x 24” panel which will be located in Triangle Park. Ms. Palmer said that this panel is NOT a match for our grant. Ms. Stickel said she might need to order the panel in July, which is in the next fiscal year. Ms. Palmer said that was fine as it’s not a part of the grant or any grant reporting. Mr. Crawford said he prefers the version that lists the addresses with the photos, as a person only needs to look in two places for the pertinent information. Other members liked the cleaner appearance of that version as well. Ms. Stickel will double-check with the Streets Department about the proper spelling for Knightsbridge Road so it is consistent and correct, as it appears two different ways on the panel. Ms. Harms and Ms. Stickel both suggested using the number graphics (found on the map) near the addresses as well so it is easier for people to make the connection. Ms. Palmer said we don’t have to include any disclaimers or credits for the National Park Service since this doesn’t qualify for grant funding. Mr. Crawford wanted to note that the photos
themselves draw attention to the women rather than the landmark at each location, which is the purpose of the panel and project.

- Brochure distribution – Ms. Palmer said brochures have been distributed throughout the community and should be considered completed.

- Website outline/proposal – Ms. Palmer said this is part of the local registry project, and had the following updates. She is still working on the list of information that needs to be a part of the website.

- Depot nomination for local registry – Ms. Palmer said initially the Depot group reacted positively to the idea, but now have some questions. Ms. Palmer doesn’t want to do any work on developing a nomination until the Canby Historical Society is on board. She said they may have some general concerns about restrictions on what changes they can make to the building. Ms. Palmer offered to come their next board meeting to answer questions as well as draft a letter of support for them.

- Baker Prairie fence – Ms. Palmer said based on the grant review panel's listing our project as a “maybe” for funding, it’s doubtful we will get funding but we will have to wait until the Commission on Historic Cemetery meets to know for sure. She noted its difficult to compete against marker cleaning and repair projects.

- Local registry project – Ms. Palmer said she was contacted by Peggy Sigler who was concerned that the Knight House (Canby’s only national registry property) has lost much of its historical integrity. The house has been on and off the market for the past two years, and was finally sold at auction and is now undergoing extensive renovations. Ms. Palmer noted there isn’t much we can do about it, but it reminded her that we need to watch other properties, like the Baer House that recently sold. She will contact Planning Director Bryan Brown asking him to let us know if any permits are filed because those are to be reviewed by our commission. Ms. Stickel suggested cc'ing Laney Fouse as well.

2019-2020 Planning:

- Ms. Palmer went over the timeline for this planning. From June 1 to December 1 we need to finalize our plan, so it’s not critical to finish this work at this meeting. We need to finalize the plan in early December in order to prepare our Certified Local Government grant, which is due January 15, 2019. Funding wouldn’t be available until April. We wouldn’t do any of the projects until after we receive funding. The Cemetery grant is due on May 2, and that will likely be written for the marker repair project, though we could try again for the Baker Prairie fence if we aren’t funded this year. Ms. Stickel asked if the Commission on Historic Cemeteries ever makes partial funding grants; Ms. Palmer said they do not. We could also ask the City to pay for the fence project.
• Ms. Palmer went over the project planning handout as well as the list of potential projects for 2018-2020. She divided the projects we’d identified at our May meeting into the following categories: One – do-able in 2019-20; Two – projects that require more planning but may be do-able in 2019-20; and Three – projects requiring planning that may take 1-3 years. Ms. Palmer identified how much time would be needed for pre-implementation work as well as implementation/completion of the project. The projects in these two categories also had some of the tasks associated with each project listed. Please see handout for specifics.

• The do-able category includes the following projects: Zion marker repair; Zion marker cleaning; complete landmark project; and preservation plan. Ms. Palmer asked for volunteers to lead the projects. Ms. Harms volunteered to head up the Zion marker repair project; Ms. Palmer will continue to head up the Zion marker cleaning project. Ms. Palmer noted that the landmark project and preservation plan are related projects, and she is willing to start working on the project but someone else could own it in the end. Ms. Stickel said the new staff liaison could also assist with this work. Ms. Palmer said the preservation project is one that we’re not sure we will even be able to do from a cost perspective, so we’d need to get an RFP released to see if we can afford to move forward with it.

• In the second category (the maybes), Ms. Judy indicated that plan for the Tier 3 could be completed before December, and she will continue to head up the project. The All-Star Community project is out of our control, but needs someone from the commission to work to push it forward. Mr. Crawford volunteered to head this up for the commission.

• Ms. Palmer said she felt the first category of projects are things we can do, and if the preservation plan takes up most of our grant, Kuri Gill indicated there may be funding available through the National Trust. Ms. Palmer will investigate this opportunity further.

• Ms. Palmer believes we would have time to devote to planning efforts from one of the projects in the third category, but noted the City is probably not ready to take on the City Parks Heritage project yet. We won’t be making a decision on this category at this meeting.

Announcements:
• Ms. Stickel said they are looking for volunteers for the Fourth of July celebration. Any one interested in volunteers should email her.

• This is Mr. Schillinger’s last meeting, as his term of service ends in mid-July.

• The commission doesn’t typically meet in July so our next meeting will be August 6, 2018.

The meeting was adjourned at 6:14 p.m. by Ms. Palmer.