

**MUSEUM AND HERITAGE FUND ADVISORY BOARD
QUARTERLY MEETING
April 24, 2018**

Chairman Jim Peterson called the meeting of the Museum and Heritage Fund Advisory Board (MAHFAB) to order. Ellen Bonnifield, Mike Lewis, Jim Peterson, Diane Holly, and Becky Hicks, Museum and Heritage Fund Advisory Board members; Janet Ray, Town of Yampa; Emily Katzman, Historic Routt County; and Rita Herold, Yampa - Egeria Historical Society; were present. Tegan Anderson prepared the minutes.

EN RE: REVIEW OF MINUTES

MOTION—APPROVAL OF MINUTES

Ms. Hicks and Ms. Bonnifield noted that they sent in correction.

Ms. Bonnifield moved to approve, as corrected, the minutes of the Museum and Heritage Fund Advisory Board's regular quarterly meeting of January 30, 2018. Ms. Holly seconded; the motion carried unanimously.

EN RE: CAPACITY BUILDING GRANTS

**YAMPA-EGERIA HISTOCIAL SOCIETY - CROSSAN'S M&A MARKET
REHABILITATION - ELEVATOR PROJECT**

Ms. Ray stated that an issue has arisen regarding this project that they need to disclose to the Board. When this application was made nothing had been paid for based upon the project schedule but that is not the case now. It was discovered a few hours ago that by the Historical Society that the general contractor expended funds for the manufacturing of the elevator. Clearly the MAHFAB rules state that there cannot be any costs expended prior to the MAHFAB grant approval by the Board of County Commissioners.

Ms. Ray continued that they did not want to present this project under false pretenses and that Ms. Katzman can answer the financial questions as Historic Routt County is acting as fiscal agent for this project.

Ms. Katzman noted that 62% of the project costs have already been incurred. It was learned that the production of the elevator takes several months therefore the general contractor paid the down payment in order to stay on schedule. It was made clear to the general contractor all along that no work could get done on this component prior to County Commissioner approval of the grant but it wasn't communicated clearly enough that no expenses could be incurred either.

Ms. Holly asked if the general contractor assumed the risk of not getting reimbursed if he had the work done early. Ms. Katzman responded that Historic Routt County has a standard contract with the general contractor and he has already been reimbursed as part of a previous pay application.

Ms. Ray added that the portion of the project that has not been paid for yet is the labor to install the elevator. Ms. Katzman added that yesterday she received an invoice indicating that the elevator company has already billed the general contractor for 99% of the elevator costs. Historic Routt County has not paid that general contractor for those costs yet.

Ms. Hicks clarified that it was not the intention of Historic Routt County to order and pay for the elevator ahead of time. Ms. Katzman responded that it was a bit of a misunderstanding as well as a lack of misunderstanding on Historic Routt County's part regarding what goes into manufacturing an elevator. The reality is that Phase III is well underway and will hopefully be complete by the end of the summer. They were trying to find a component of the project that will happen right at the end of the project and could be singled out of the scope of work to identify for MAHFAB grant funding so that was why the elevator was selected. Ultimately they were unaware of the months of background production that was happening on that component.

Ms. Hicks asked if there other outstanding work that would total that \$10,000 request. Ms. Katzman responded yes.

Mr. Peterson stated that he totally supports the Crossan's Market project but he questions that historic relevance of MAHFAB paying for an elevator that is not original to the building. Ms. Herold responded that the **façade** around the elevator will look exactly the same as the outside of the original staircase. Ms. Ray added that this is a public building, therefore they need to be ADA compliant, and work has been done on the second floor to maintain the integrity and the history of the building. This gives access to the historic features on the second floor of the building.

Mr. Peterson asked how the second floor of the building will be used. Mr. Ray responded that it will contain a public meeting room and offices. Mr. Peterson questioned if they would consider putting an elevator into a historic building for other entities with MAHFAB funding. Ms. Bonnifield responded that an elevator was put in the Tread of Pioneers with MAHFAB funding. Mr. Peterson replied that was done in a new building, not a historic building, and it was to access museum collections.

Mr. Peterson questioned if this, if approved, will set a precedent that MAHFAB will fund elevators in historic buildings to any entities that apply. Mr. Hicks replied that she agrees that this may not be a historic usage. The upstairs is not really a historic area like the downstairs of Crossan's Market is.

Mr. Peterson asked what the upstairs was used for originally. Ms. Herold replied that it was an apartment and an open room that was likely used for public meetings and storage.

Ms. Katzman added that the new community room was an unfinished attic. They were required to drywall and finish out the space due to building codes but they did apply a **façade** that replicates the original interior of the room. Working with the State Historical Fund has kept them on track with being preservation focused.

Ms. Holly stated that she is looking at this project as the big picture of the building. In small communities, one building serves many purposes. She wants this building to not only be restored but she wants it to be used and visited by the community, which represents the historical value to her. If an ADA compliant elevator is necessary to create a community room in a historic building then she is supportive of that. This building will become more of a piece of heritage for the community the more people utilize it. Heritage is not an event or a building, it is preserved by bits and pieces that are passed down between people and she views this project as supporting in the creation of heritage. She has no issue to funding this project.

Ms. Hicks stated that she struggles with the fact that the elevator goes to a portion of the building that is not being used for a historic purpose.

Ms. Bonnifield stated that town meetings were a historic part of the community and they were held all over the town and now this building is a historic part their community that will continue the tradition of town meetings.

Mr. Peterson commented that all blemishes aside, he is still looking for reasons to support this grant because overall he is supportive of the project.

Ms. Herold added that many of the furnishings in the upstairs portion of the building are historical.

Ms. Hicks noted that she believes that another grant was once denied because some of the expenses were incurred prior to the grant approval. Ms. Holly added that this was clearly not intentional and just came to the applicant's attention over the last day. They were acting in good faith when they applied.

Ms. Holly suggested recommending approval of the grant and leave it up to the County Commissioners to determine if they will allow the grant approval in spite of the mishap.

Ms. Bonnifield asked if there was written documentation that the contractor was told not to expend funds prior to the approval. Ms. Katzman replied that she has meeting notes from their meetings. Ms. Ray added that she believes that the general contractor understood the restriction it to mean that he just couldn't install the elevator until there was an approval. Ms. Katzman added that she doesn't want to throw the contractor under the bus, she takes responsibility for not understanding the process of how cost is incurred on a project such as this.

Mr. Peterson also noted that entities typically request reimbursement for one specific item to make the accounting easier at the end of the project to submit for reimbursement. Ms.

Hicks replied that she believes that they have allowed an applicant to switch the item that they are getting reimbursed within the project.

Ms. Hicks asked if any of this phase is not dealing with the upstairs. Ms. Katzman replied that Phase III is all work on the upstairs.

Ms. Katzman added that all of the historic features upstairs are being rehabilitated, such as wood, doors, and framing. Ms. Ray added that the upstairs structure is remaining historic although the use is different. It will definitely be worth people's time to go up the stairs to see the second floor to see the historic value.

Ms. Herold discussed her personal story of the first time she entered the second floor. It was with great excitement that she walked through the door of the second floor to see the apartment where her grandfather once lived. Although changes have been made in order to create a more functional space for the public she still believes that this is a wonderful place that holds historical value and she wants the all members of the public to have access to it.

MOTION

Mr. Peterson moved to recommend to the Routt County Board of County Commissioners that the request for the for the Crossan's M&A Market Rehabilitation - Elevator Project be approved as submitted in the amount of \$10,000 or 50% of the expenditures subject to a waiver by the County Commissioners of the provision that no work be done prior to the MAHFAB and County Commissioner approval.

Under discussion, Mr. Peterson noted that he doesn't believe that work has actually been done. Deposits have been made to the elevator company to keep the project on schedule and he believes that the work is the installation of the elevator.

Ms. Bonnifield seconded the motion;

Under discussion, Ms. Bonnifield stated that a lot of work has yet to be done and Yampa - Egeria Historical Society is matching a large amount of in kind contributions for this project.

The motion carried unanimously.

EN RE: NEXT MEETING

The next regular meeting of the Museum and Heritage Fund Advisory Board will be held on Tuesday, **July 24, 2018, at 6:00 p.m.**, in the Commissioners' Hearing Room, 3rd floor of the Historic Courthouse.

EN RE: ADJOURNMENT

MOTION–ADJOURNMENT

At 6:50 p.m., Mr. Peterson moved to adjourn the meeting. Ms. Bonnifield seconded; the motion carried unanimously.

No further business coming before the Board, same adjourned sine die.

Tegan Anderson, Administrative Assistant

Pete Wither, Chairman