

**MUSEUM AND HERITAGE FUND ADVISORY BOARD  
QUARTERLY MEETING  
October 25, 2022**

Chairman Pete Wither called the meeting of the Museum and Heritage Fund Advisory Board (MAHFAB) to order at 6:01 pm. A quorum was established with Museum and Heritage Fund Advisory Board members Mike Lewis, Jim Peterson, Ellen Bonnifield, Becky Hicks, Diane Holly, and Nancy Peckham present. Also in attendance were Laurel Watson, Hayden Heritage Center; Brian Ashley, Facilities Manager for the City of Steamboat Springs; Nita Naugle, Historical Society of Oak Creek and Phippsburg; Rita Herald, Yampa-Egeria Historical Society; and Jennifer Parent, Staff Assistant. Present on Zoom were Kelly Halpin and Arianthe Stettner of Historic Routt County. Jennifer Parent prepared the minutes.

**EN RE: REVIEW OF MINUTES**

Consideration and approval of the August 23, 2022 minutes of the Museum and Heritage Fund Advisory Board meeting.

**MOTION**

Ms. Bonnifield moved to approve the minutes of the Museum and Heritage Fund Advisory Board's regular quarterly meeting on August 23, 2022, as presented.

Ms. Holly seconded; the motion carried unanimously.

**PUBLIC COMMENT:**

No members of the public were present for comment.

**EN RE: CAPACITY BUILDING GRANT UPDATES**

**HAYDEN HERITAGE CENTER**

Ms. Watson gave an update on the Construction Documents for Building repairs to the Historic Hayden Depot. There have been delays due to COVID and a lack of bids, but Ms. Watson met with a design team earlier that day and set a new schedule with project completion slated for March 2023. The construction documents will include electrical schematics, the

structural integrity of the floors, the grading around the perimeter of the building, and the heating system.

## **HISTORICAL SOCIETY OF OAK CREEK AND PHIPPSBURG**

Nita Naugle was present to give an update on the Archive Support project. Ms. Naugle stated that due to the Museum still needing roof repairs the Archiving Support project has been on hold. The Historical Society has carried over the matching funds of \$800 to the 2023 budget. There was a discussion about the length of the extension given for this project. Ms. Hicks felt that they should move to approve a longer extension to be sure.

### **MOTION**

Mr. Peterson moved to recommend that the Board of County Commissioners approve an extension for the Archive Support project through 2023. Ms. Hicks seconded; the motion carried unanimously.

## **HISTORIC ROUTT COUNTY**

Ms. Stettner introduced Kelly Halpin as the new director of Historic Routt County before presenting her updates on the Nominations Grant and the Selbe Cabin project. Ms. Stettner stated that timing has slid on the Nominations project due to staffing changes. The Hubbard Sarvis Cabin was just added to the Routt County register with another nomination going before the City of Steamboat Springs in November. She said that getting nominations to the finish line takes quite a bit of time and work. There are more nominations in the wings but they will not be completed in 2022.

Ms. Hicks wanted to discuss the archival project being presented by Tread of Pioneers with Ms. Stettner. They discussed a previous project doing an inventory of historic newspapers. Ms. Stettner has been passing newspapers along to different entities. Mr. Peterson clarified that the collection has been broken up and dispersed to different entities. Ms. Stettner stated that Tread did not want all of the papers but that they have been given to the appropriate entities.

Ms. Stettner presented the update on the Selbe Cabin. She stated that it has been a challenge to find the contractors to do the work. The Mountain School has found someone to dig the foundation and that has been done and the concrete has been poured. It will be back-filled soon depending on weather. The report is that when the work on the foundation is done they will lift and set the cabin and then begin the interior work. The school expects the cabin ready for staff to occupy by the start of the 2023 school year. Mr. Peterson questions the goal of having the cabin set before winter. Ms. Stettner says that is what she was told by the school earlier today. There were no further questions.

## **TREAD OF PIONEERS**

Mr. Ashley gave an update on the Community House Restoration Project, sponsored by the Tread of Pioneers Museum. Mr. Ashley started by stating that the work for the required

interpretative signs is underway. The City is working with Tread on this and signage should be ready before the end of the year.

Mr. Ashley stated that he has been working on a floodplain variance with Steamboat Architectural. The building was supposed to be raised 30 inches which would have changed the historic look of the building so they applied for and were granted the variance. The plan is now to raise the building just 6 inches to help with drainage.

Mr. Ashley is still looking for contractors for the project which is very near to 100% ready for a building permit. There were no questions.

## **EN RE: CAPACITY BUILDING GRANTS FALL CYCLE**

### **HAYDEN HERITAGE CENTER**

Ms. Watson presented the Capacity building Grant application for the Hayden Heritage Center. They are requesting funds to replace the old water heater with an on-demand system. The old water heater is 20 years old and the bottom is rusted out. The Museum needs a working water heater for hand washing and cleaning. The on-demand system will be more efficient and economical in the long run. Ms. Watson said that there was only one bid but that company has been reliable.

Ms. Peckham asked if the electrical would have to be retrofitted for the new water heater and Ms. Watson replied that it would not.

Ms. Hicks asked about the included 3% administration fee. Mr. Peterson said that it was allowed and that they have seen and approved administration costs in the past.

Mr. Peterson also stated that while he will support this project because he sees the project as preserving the building, he would like to see the Museum entities have reserves in their budgets for this type of maintenance issue. Mr. Wither agrees but also supports this project.

### **MOTION**

Mr. Peterson moved to recommend that the Board of County Commissioners approve the Capacity building Grant in the amount of \$2,855.10 for the Museum Hot Water Heater Upgrade project. Mr. Lewis seconded; the motion carried unanimously.

### **HISTORICAL SOCIETY OF OAK CREEK AND PHIPPSBURG**

Ms. Naugle presented the Capacity building Grant application for the Historical Society of Oak Creek and Phippsburg. They are requesting funds for their Raise the Roof project which includes winter stabilization, reconstruction, and restoration to include the roof of the Tracks & Trails Museum, needed outside and interior repairs and restoration. It will include fixing underlying problems of pitch, ice buildup, and mold mitigation. Ms. Naugle presented an updated report from the consultants they have been working with. When the ceiling was

removed it was determined that there was more extensive damage that needed to be addressed. Action is being taken to address their recommendations.

The estimate for the project is more than the original projected budget. The consultants recommend fundraising \$250,000. Ms. Naugle talked about various grants that she will be applying for and that funds from MAHFAB would be used as leverage. For example, a Gates Foundation Grant needs a 30% match. Ms. Naugle acknowledges that her presentation included several changes to her original application and asks for any questions.

Mr. Wither clarifies that the grant request is for \$20,000 and asks if Ms. Naugle would like to change that request. Ms. Naugle was unsure if it was permissible to change the request at this point. She is certainly asking for the \$20,000 but if the Board is willing she would request more.

Ms. Hicks clarifies that preventative measures are a part of the larger scope of work to watch Ms. Naugle replied yes.

Ms. Hicks asked if there was any insurance money left. Ms. Naugle pointed out the budget sheet which shows \$17,000 of insurance money.

The Board asked if the Historical Society has the \$20,000 match for the Capacity Building grant request, and if can they combine those funds and the insurance money to raise their match to \$37,000. Ms. Naugle stated that they do have the \$37,000 to match a grant request.

There was a discussion about putting money into a building that is not owned by the Museum. Ultimately it would benefit the Museum to be able to reopen. The lease with the Town of Oak Creek is very vague and the responsibility for maintenance and repairs is not clear. There has been some discussion about the Historical Society trying to take ownership of the building.

## **MOTION**

Mr. Peterson moved to recommend that the Board of County Commissioners approve the Capacity building Grant in the amount of \$37,000 for the Raise the Roof project. Ms. Hicks seconded; the motion carried unanimously.

## **TREAD OF PIONEERS**

The Board reviewed the Tread of Pioneers' application for their Pilot Archive project. No one was present to answer questions.

The Board had two questions; how long will this project take and will the \$10,000 budget complete the project or will this project be done in phases?

## **MOTION**

Ms. Hicks moved to recommend that the Board of County Commissioners approve the Capacity building Grant in the amount of \$5,000 for the Pilot Archive project. Ms. Holly seconded; the motion carried unanimously.

## **YAMPA-EGERIA HISTORICAL SOCIETY**

Ms. Herald presented the Capacity Building Grant request for the Yampa-Egeria Historical Society. They are requesting \$5,950 for a locking, fire and water-resistant, commercial cabinet to secure and protect historic photos, notebooks, and manuscripts. The cabinet would be housed on the first floor of Crossan's where the collection is currently on display. Ms. Herald stated that the Museum and Historical Society has acquired several large collections in the past several years and that they feel it important to protect them.

### **MOTION**

Ms. Hicks moved to recommend that the Board of County Commissioners approve the Capacity building Grant in the amount of \$5,950 for the Archival Storage project. Ms. Bonnifield seconded; 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, **January 24, 2023, at 6:00 p.m.**

### **EN RE: ADJOURNMENT**

### **MOTION—ADJOURNMENT**

At 7:32 p.m., Mr. Lewis moved to adjourn the meeting. Ms. Bonnifield seconded; the motion carried unanimously.

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

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Jennifer Parent, Staff Assistant

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Pete Wither, Chairman