



500 S. 4th Avenue, Brighton, CO 80601

MINUTES of the Brighton Historic Preservation Commission meeting for the City of Brighton, Adams County, Colorado, held in the Study Session Room on the 6th Floor at City Hall, 500 South 4th Avenue, Brighton, Colorado.

DATE: January 13, 2022

Call to Order/Pledge of Allegiance: Chairman Sara Dawson called the meeting to order at 6:08 p.m. followed by the recital of the pledge of allegiance.

Roll Call/Establish Quorum: Commissioners Present: Sara Dawson, Dick Hodge, Mardita Murphy and Rich Knapfel
Commissioners Absent: (Excused) Sage Naumann, Jo Pinto, Ann Taddeo and Diana Hernandez **(Unexcused)**
Catherine Johnson

Staff Present: Emma Lane, Sheryl Johnson and Shannon McDowell

Others Present: Alijah Anaya – Youth Commissioner

Seating of Alternates:

Motion by Commissioner Hodge to seat Mr. Knapfel. Second by Commissioner by Murphy. Motion Carries.

Approval of Agenda:

Motion to approve the agenda as presented by Commissioner Murphy. Second by Commissioner Hodge. Motion Carries.

Approval of Minutes for December 9, 2021:

Motion to approve the minutes for December 9, 2021 as distributed by Commissioner Murphy. Second by Commissioner Knapfel. Motion Carries.

Consent Agenda:

No Consent Agenda Items

Public Comment:

Alijah Anaya is a Youth Commissioner and would like to be a part of the Historic Preservation Commission. He is senior so would only be with the Commission for a short time.

Reports / Presentations:

No Reports

Committees

There were no reports from the committees.

Staff – Holly Prather

Grants & Surveys:

Walnut Grove Addition Survey:

Pinyon Environment had the lowest bid for a reconnaissance survey for Walnut Grove. The contract has been signed. This could become a Historic District that would include buildings in this area. The Walnut Grove area covers Bridge Street from the railroad to 4th Avenue and down to Southern. Properties in the area are on the watch list and some of the properties may have historic significance. The plan is to try to have the survey done by summer. Staff will plan to hold public meeting in May.

Pioneer Cemetery:

There is no update at Mr. Knapfel is still collecting information. He is working on getting information on the people that are buried here. The snow has also slowed him down. Mr. Knapfel will go out and look at the stones but it may have to wait until spring. Hatti McCoy deeded the cemetery to the City. The cemetery has a McCoy – Donelson connection. The Adams County Historic Society may have some information also.

Historic Preservation Updates:

There are no new updates. All of the COA’s have been cleared out. Ms. Lane will report any updates that she gets.

Museum Updates:

Ms. Schreck is no longer with the City. Mr. Armstrong has been working in the interim at the museum. Ms. Schreck’s position has been posted. Currently the museum is closed as the next exhibit is being installed. Volunteers are still able to make an appointment and come to do research. The new exhibit will be a “Storytelling of the History of Brighton”. The exhibit will have something for all ages including a sand table where young children can dig for fossils. There will be before and after scenes. It will show how Brighton has grown and progressed. There may also be a Lego exhibit. There will be a soft opening as the exhibit prepares to open to the public.

Commissioner Workshops/Seminars Update:

Any educational or CLG trainings that the Commissioners attend should be reported back to Ms. Lane for the annual CLG Report. The Saving Places Conference counts towards the education requirement. Each Commissioner has to attend at least one CLG or similar educational training.

Unfinished Business:

2021 Budget Update

There are still December expenses that need to be accounted for. There was still \$5,235 left that will not carry over. The \$4,645 in Professional Services will carry over though. There will be several costs for the new exhibit that will be part of the 2022 budget. There will be more exhibits and Mr. Armstrong has some cool things in the works.

2022 Budget Update

The funds in the donation account could be used for more public outreach, plaques for designations and help with the Gala expenses. Ms. Lane presented information regarding the donation account. A letter was sent to the American Legion acknowledging their donation of \$9,000 in 2014 and the intention of the funds. Mr. Armstrong would like to use some of the funds to purchase display cases for exhibits. He is looking at purchasing about \$5,000 for display cases. It is possible that \$13,500 for the Pinon contract could come out of this and then the Professional Services funds could be used for another project.

Motion to purchase display cases along with shipping costs from funds from the donation account by Commission Murphy. Second by Commissioner Hodge. Motion carries.

Code Amendment Request Letter

Ms. Lane made edits to the letter from what was presented in December. The terms were left in and the attendance policy was discussed. This change would only be for Historic Preservation and not all Boards and Commissions. The changes were discussed. Ms. Lane stated that the Commission could have her make more changes or if the Commission agreed to the changes, then a motion would be required to take the Code Amendment Letter to City Council. Ms. Lane stated that if the Code Amendment Letter passes, then the By-Laws would need to be updated and given to Legal for approval.

Motion to approve the Code Amendment Letter to go to City Council for legal review by Commissioner Hodge. Seconded by Commissioner Knapfel. Motion carries.

New Business:

Review and Approval of Code of Ethics Document

A Code of Ethics for the Museum is needed for the StEP’s program. These Code of Ethics are different than the Code of Ethics for the City. The Code of Ethics for the Museum include the caring for items, interpretation, culturally respectful, standards, roles, responsibilities of staff and volunteers. These are general guidelines that will help to maintain confidence and trust in the museum items. It outlines the Mission, Vision and Values that are required to be a State Repository and so that we do not lose said status. The Code also addressed trading guidelines. Some of the archeology

collections that we have from the Foley Farm and Bromley Hishinuma Farm are actually State Repository items that we hold.

Motion to approve the Brighton City Museum Code of Ethics for 2022 by Commissioner Knapfel. Second by Commissioner Murphy. The motion carried.

Discussion of Virtual Meetings in the Future

The Commission has the option of going back to virtual meetings. We do not have the ability to do a virtual meeting and live meeting at the same time. It would have to be one or the other. Because there were Commissioners missing tonight, it was decided to table the discussion to the February meeting.

2022 Events Calendar Discussion

May is Historic Preservation month. The Gala would be held on May 28th from 6:00 pm to 11:00 pm. The last Gala was held in 2017. Details of the event need to be discussed and finalized. Members of the Commission need to be involved in the discussion.

The first Saturday in June is Summer Fest. The Commission will have a booth. Chair Dawson would like to purchase a tent with funds from the donation account.

July 21st is the City BBQ from 5:30 – 7:00 pm. The Commission could put emphasis on the Walnut Grove area.

October – Brighton Harvest Festival in Historic Downtown.

December 3rd – Winter Fest – The Commission would participate but would make changes this year. There were a lot of drinks leftover.

Downtown Spring Festival – this event will just be the businesses this year. The downtown event that has been in May or June may not happen this year.

May Brick Award – a nomination for this award is Jim Jaeger. The Brick Awards are done as part of Historic Preservation Month. This year it will be done during the Gala.

Appoint Members to all Committees

Ms. Lane stated that the committees are COA, Demolition Sub-Committee which is mandated, Events Committee, Grants Committee, Outreach & Historic Properties Committee and Collections Committee

COA and Demolition could be the same people on both committees. Staff can send information to the Committees or it may need to go the whole Commission.

Grants Committee – this committee would work with Ms. Lane to write grants. The CLG grants are fairly easy to do.

Outreach & Historic Properties – This could be the work of the whole Commission instead of the committee. Ms. Lane would like to have each Commissioner take one property or building and work to get it nominated. Commissioner Knapfel is currently working on a nomination. Each Commissioner could research and take pictures of the building or property and present it to the Commission. This could also include oral histories, walking & digital tours, trunk shows, or other outreach. The goals of the Commission at the last planning session was outreach that was #1. Mr. Armstrong has some good ideas for the museum also. The Outreach Committee could remain but maybe take the Historic Properties out. At some point in time, the Outreach Committee could possibly transfer to Friends of the Museum.

Collections Committee – Mr. Armstrong would like to bring in some new items. Some items may need to be deaccessioned and this committee could help to do that. The Collections Committee was created at the December meeting. Commissioner Knapfel would like to be a part of this committee.

Two committees are probably the most that anyone can handle. The Demolition Committee does not meet on a regular basis.

Collections Committee – Rich Knapfel

COA / Demolition Committees – Sara Dawson and Mardita Murphy. Emma Lane is the staff member and Holly Prather is the City Manager Appointee.

Outreach Committee – Dick Hodge and Mardita Murphy

Grants Committee – Dick Hodge and Sara Dawson

Events Committee – Rich Knafel, Mardita Murphy and Sara Dawson

This can reviewed again at the February meeting and the rest of the Commissioners can sign up for a committee or two.

Discussion of HPC Involvement with Council

Commissioner Hodge stated that this is in regards to Council needing more information to take action on items that involves Historic Preservation. Commission Hodge would like to have the Commission offer information or suggestions on properties and to get in front of Council to discuss building or properties that are of importance. Ms. Lane stated that by having each Commissioner work on a property or building, this will give the Commission the opportunity to get in front of City Council.

Additional Comments:

Ms. Lane stated that February’s meeting will be a Training Session. In March, she would like to look more in depth in the Preservation Plan that was completed in 2012. In April, she would like to look at projects and review where they are in the process. This will help to show what the Commission is doing.

Adjournment:

Motion to adjourn at 8:17 p.m. by Chair Dawson.

Announcements:

CLG Training Webinars –

- CLG Webinar: CLG Orientation – January 19, 2022 – 12:00 pm
- Evaluating Integrity in Historic Districts – March 16, 2022 – 12:00 pm

Other Events –

- Saving Places Conference – Sheraton Denver Downtown Hotel – February 7 – 8, 2022
Online Conference – February 9, 2022
- Saving Places “On-the-Road: in San Luis, Colorado” – Summer 2022

Next Meeting:

February 10, 2022

Submitted by,

Sheryl Johnson