

**Museum Advisory Board Meeting
January 19, 2023 4:00pm
Greeley History Museum**

Meeting to be digitally recorded; transcribed by Samantha Foyle/Nancy Milton

Roll Call: Gary Alexander, Marcus Embry, George Junne, Floris Mikkelsen, Emma Pena-McCleave, Michael Weiland (Chair)

Staff Present

Introductions (if any)

Approval of December 15, 2022 Museum Advisory Board Meeting Minutes

REPORTS (15 Minutes)

Culture, Parks and Recreation Department Report (John Dargle, Jr.):

Culture Division Report (Andrea Haring):

Museums Report (Chris Bowles):

Friends of the Greeley Museums Report (Nathaniel Johnson):

BOARD REPORTS (10 Minutes)

Public/Board Input - Committee Reports:

- Experiences Team (Mike/George) –
- Acquisitions Committee (Marcus/staff) –

Old Business (15 Minutes):

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New Business (20 Minutes):

- Questions for staff from MAB
- Questions to MAB from staff
 - What efforts should we pursue to fill the MAB vacancy?
 - Should we consider landscaping Meeker Home Museum grounds?
 - Your priorities for us in 2023?

Next Meeting: Thursday, February 16, 2023, 4:00 p.m., Greeley History Museum

Adjourn:

**Museum Advisory Board Meeting
December 15th, 2022, 4:00pm
Greeley History Museum**

Meeting digitally recorded; transcribed by Chris Bowles

Call to Order: 4:00 PM

Roll Call:

Members Present- Emma Pena-McCleave, Floris Mikkelson, Gary Alexander, George Junne, Michael Weiland, Marcus Embry

Staff Present- Chris Bowles, Holly Berg, Geoff Havens, Katie Ross, JoAnna Stull

Approval of November 17, 2022, Museum Advisory Board Meeting Minutes Motion to approve by Floris Mikkelson, seconded by George Junne. Motion passed unanimously.

Approval of November 22, 2022, Funding Team Minutes Motion to approve by Emma Pena-McCleave, seconded by Floris Mikkelson. Motion passed unanimously.

Culture, Parks, and Recreation Department Report (John Dargle): All the best for the holidays. Strategic planning moving forward in 2023.

Culture Division Report (Andrea Haring): Final decision on Cultural Affairs Manager by the end of the week.

Museums Report (Chris Bowles):

- Compensation and Classification changes made for full time staff, there were no negative impacts
- The Agricultural Heritage Center Scope of Work went out to architects at the end of November with three quotes received in December (Scope of Work and quotes attached)
 - Q. **(Floris Mikkelson):** Please describe the Feasibility Work for the Board?
 - A. **(Chris Bowles):** Project defined by Chris Bowles per the Scope of Work
 - Geoff Havens and Chris Bowles will attend at the Farm Show in January and begin surveying visitors about the feasibility
 - Q. **(Floris Mikkelson):** Are we starting all over again?
 - A. **(Chris Bowles):** No, this is to undertake the due diligence to assess need and opportunity that was not achieved when the project was first developed. Also we are developing a project that will architecturally stand out as a true celebration of the heritage.

- **Q. (Mike Weiland):** Will money come out of the funds already donated for this project?
 - **A. (Chris Bowles):** Yes, it will come out of donations. The intention is to have the study start in January and finish in June/July
 - **Q. (Emma Pena-McCleave):** Are we comfortable going back to funders given all the changes and asking for them to change how they want their money spent?
 - **A. (Geoff Havens)** We have gone back to donors with info on changes, with one comfortable with paying for this study.
- We are in the early stages of planning for online sales
- Updates from **Geoff Havens**
 - We will uninstall the wooden Sculpture at White-Plumb Farm early 2023 and hold discussions with family on its future after. Geoff reports that communications are good with the family as stakeholders.
 - The Federal Truck was not used in Christmas Parade because of fixable issues at the time. We used our decorated Centennial Village Trailer, fitted with seating by Barry Alvarado for the Councilors. We received positive feedback on this change, so probably won't used the truck again in city parades.
- **(Chris Bowles)** Museums have rejoined the American Alliance of Museums as a Tier III organization
 - We will be working towards accreditation over the next few years through the StEPS (Standards and Excellence Program for History Organizations) program.
 - We already have a Silver Certificate for Collections, obtained in 2019 in order to gain State Archaeological Repository status from History Colorado
- Our social media reach and impressions are above 25,000 from our Facebook posts, marking a tremendous gain in our online visibility.

Friends of the Greeley Museums Report (Floris Mikkelsen):

- The Friends are currently without a Treasurer, and this will be straightened out
- Nathaniel Johnson will be interim President
- They reintroduced a student membership category at \$8
- They will purchase a license for a new software for member and donation management. They are meeting with prospective vendors.
- They are still working to fix the power hammer at Centennial Village, with a new vendor needed.
- The Friends will help Chris Bowles and Geoff Havens at the Farm Show by joining them at the COGM table
- **Q. (Emma Pena-McCleave)** – Can the Friends create a stipend for students?
 - **A. (Geoff Havens)** – The new student membership will allow for professional development for a low cost through volunteerism.

Public/Board Input - Committee Reports:

- **Funding Team** (Daina/Flo/Emma/George/Mike/Gary)
 - (Chris Bowles): The Funding Team will be suspended in the first half of 2023 during the feasibility study. It will reconvene once costs for the Agricultural Heritage Center are better known.
- **Experiences Team** (Mike/George)
 - (**Holly Berg**): Our exhibits schedule has changed and been pushed back through late 2024.
 - We are now working with Greeley Weld Habitat for Humanity for a Curator's Corner in June that will run for almost a year in the Mezzanine after Bracero is deinstalled.
 - We are working with Jody and Kate Lopez on the next curators corner commemorating the 100th anniversary of the Spanish Colony in 2024.
 - Stores sales are doing very well at the end of the year.
 - (**Katie Ross**): We are looking for a new Collections Management System to replace PastPerfect.
 - (**Geoff Havens**): Homesteaders Holidays went very well with larger numbers than in 2019 (see Museum Managers Report for December)
 - Katie Henry is spearheading interpreter quicksheets updates
 - The Historic Sites team is working on a new virtual exhibit at Centennial Village with Holly Berg
 - There are a few long term maintenance projects to report
 - Meeker Home will get temporary fencing and appropriate signage to help protect the site from the homeless population and others who are using it. We are working with C&E and Parks and will install in early 2023.
 - We are in early project discussions to shift visitor services at Centennial Village from Selma's Store to the depot. To accommodate in the near term, the depot bathrooms need updating, along with shifting the wired internet services to the depot. There are also some ADA upgrades needed.
 - There will be formal training for interpretive staff at Centennial Village in 2023, created via the National Association of Interpreters. Geoff Havens will also take the NAI "Train the Trainer" certification course so that we can sustain training going forward.
- **Acquisitions Committee** (Katie Ross)
 - We are wrapping up our institutional records project, looking to either keep or dispose of museum records going back to 1999.

New Business:

Questions to Staff from the Board:

- Q. (**Marcus Embry**): Can you give us an update on the CV Fire?
 - A. (**Geoff Havens**): There was a small fire in the Hispanic Heritage House roof during Homesteaders Holiday from an inadequately constructed fireplace, chimney and firebox. Barry Alvarado was first on the scene and started putting it out with an extinguisher. Geoff Havens called the Fire Department who cut a hole in the roof and extinguished the fire. There were no injuries and no loss of museum property. The small hole in the roof and the chimney need replacing. COG Risk Management will cover the costs. Inspections of other chimneys are now planned for next year. Geoff Havens is preparing a Certificate of Commendation for Barry Alvarado for his quick actions that saved the building and minimized risk to the public.
- Q. (**Mike Weiland**): Are there emergency plans for Centennial Village?
 - A. (**Geoff Havens**): Yes, there are plans made for most emergency situations.
 - (**Katie Ross**): The Emergency and Disaster Plan is updated but has been around for several years for all our sites. It is a model for other city departments.
- Q. (**Floris Mikkelsen**): Do the buildings at Centennial Village have sprinkler systems?
 - A. (**Geoff Havens**): No, we have heat detection systems which are in working order. The Fire Department is able to gain access to all buildings at Centennial Village.
- Q. (**Emma Pena-McCleave**): Do we meet code standards, or are we grandfathered in with older fire detection systems because of age?
 - A. (**Geoff Havens**): Unclear and he will look into this. We will, of course, upgrade systems through any major renovations that take place. Live fires are currently limited in historic structures as a policy, except for the 1860s log cabin.

Questions From Staff:

- Q. (Chris Bowles): These Q&As will be regular on the agenda from here on out to facilitate discussions. Would you like to question us more on the reports instead of us reporting out for the majority of the meetings?
 - A. (**Floris Mikkelsen**): It seems like a good give and take as is.
 - A. (**Mike Weiland**): He would like to see more bullet pointed reports.
 - (**Katie Ross**): There would be some difficulty with an Acquisitions Committee report because the meetings are held right before the Museum Advisory Board meetings, but we

could present a month behind.

- Q. (**Geoff Havens**): What operational changes would the Board like to see at Historic Sites?
 - A. (**Floris Mikkelsen**) She would like to see Centennial Village opened more, but appreciates that's a staffing issue.
 - A. (**Mike Weiland**) He concurs with Floris Mikkelsen and would like to see Meeker Home opened more.
 - (**Geoff Havens**): He will ask the wider community about their desires for more opening, and use the data to establish operational goals on recruitment/staffing to feed into the budget process.
 - (**Floris Mikkelsen**): More volunteers are also needed.
 - (**Chris Bowles**): We might be able to offer better training to the volunteers to allow them to operate more of the site duties.
 - Q. (**Mike Weiland**): What are busiest days/times at Centennial Village?
 - A. (**Geoff Havens**): June/July on Saturdays are the busiest. It might be that's when more volunteer help is needed. The cooler temperatures are driving the higher numbers at this time.
 - Q. (**Mike Weiland**): Can we look at misting stations for later months?
 - A. (**Geoff Havens**): Maybe, but this will of course cost more.
 - Q. (**Floris Mikkelsen**): Can we get an organization to adopt the Meeker House?
 - Q. (**Emma Pena-McCleave**): Is keeping Meeker House feasible?
 - A. (**Geoff Havens**): Meeker Home is highly significant historically and architecturally and is on the National Register of Historic Places. It's therefore still worthwhile to keep it. We are looking for ways to revitalize the space, and have increased awareness through the online tour. Katie Henry has suggested creating small visitor experiences with high impact (e.g book club?). Meeker Home is not going to make a lot of money, but that's not the point of the site as an educational resource. But we can better utilize it
 - Q. (**Floris Mikkelsen**): Can we hire a new interpreter for the site?
 - A. (**Geoff Havens**): Growing and developing the volunteer program is an immediate priority.
 - (**Emma Pena-McCleave**): It needs to have another purpose to attract people.
 - (**Chris Bowles**): He is a little uncomfortable with the way we interpret Nathan Meeker given his history with the White River

Indian Agency and the Ute. We should also tell more of the story of his wife and daughters after the Meeker Incident.

There are early discussions about landscaping the grounds.

- Q. (**Mike Weiland**): Is it possible to do something similar at White-Plumb Farm?
 - A. (**Geoff Havens**): As we grow our volunteer pool, funding etc, that would allow White Plumb Farm to live up to being an Agricultural Learning Center. We can do more with foodways programming (e.g. farmers markets)
 - (**Floris Mikkelsen**): We can't because there's no parking.
 - (**Geoff Havens**): We don't want to take anything away from other sites, and we can solve parking/ADA issues over time.
 - Q. (**Floris Mikkelsen**): What happened to the WPF Board?
 - A. (**Geoff Havens**): It dissolved some time ago.
 - Q. (**George Junne**): Can you work with schools to plant out at the farm?
 - A. (**Geoff Havens**): We've had initial conversations with District 6, but they don't like the summer growing season focus. Chris Bowles and Geoff Havens met with an interested party to discuss an Agricultural Heritage growing program in Aspen that could be mirrored at the farm.
 - (**George Junne**): Schools can also have volunteer teachers etc using the site during summer.
 - (**Chris Bowles**): We can also work with the foodbank, UNC/Aims programs and others outside of the school year.
 - (**Geoff Havens**): Some of this will be addressed in the Agricultural Heritage Center Feasibility Study. We need to demonstrate demand and show how we meet City strategic goals and ask for funding gradually over time.
 - (**Floris Mikkelsen**): The City needs to increase the staff for all museums.
 - (**Geoff Havens**): We're hoping our new management will help is accommodate this.
 - (**Chris Bowles**): We will put in requests for new staff in our 2024 budget.

Old Business:

- Q. (**Mike Weiland**): Any update on getting GHM sign posting in Downtown Greeley?
- A. (**Chris Bowles**): No new updates; the issue will be explored further through 2023.
- Q. (**Mike Weiland**): Any updates on making these quarterly? Katie Ross did a great job at the last one in 2022.
- A. (**Chris Bowles**): Yes, we will, but we need to expand the attendees through better speaker and event offerings.

- **(Geoff Havens):** There is potential to coincide with the Friends Annual Meeting in March;
- **(Holly Berg):** We need to figure out the layout of the Community Room. Also, we would like to see a larger variety of events including interactive audience ones, facilitated tours, trivia, murder mystery nights, scavenger hunts, etc.

Next Meeting: Thursday, January 19, 4:00 p.m., Greeley History Museums

Adjourn: Mike Weiland adjourned the meeting at 5:35 pm

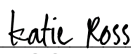
~ Museums Acquisitions Committee ~ Deaccession Recommendations 15 December 2022 To ~ Museums Advisory Board ~ ~ Culture, Parks, and Recreation Director ~ As Consent Agenda Considerations 19 January 2023	2023
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City of Greeley Museums Collections Management Policy, Part I, Sections 1-5, Introduction; Mission, Scope, and Descriptions of Collections; Ethics; Acquisitions of Collections; Deaccessioning and Disposal of Artifacts, and Loans apply in all actions taken by the Museums Acquisitions Committee and Museums Advisory Board. Greeley Museums Acquisitions Committee (AC) presents their Recommendations for Deaccessions for Museum Advisory Board (MAB) consideration, and recommendation to the Culture, Parks, and Recreation Director (or Designee) whose signature is required for final approval. Acquisitions Committee Recommendations for Deaccession with Recommendations for Disposal options from the Museums Acquisitions Committee Minutes dated <u>December 15, 2022</u> as <i>Approved by</i> Museums Manager Chris Bowles.	The Culture, Parks, and Recreation Director or any MAB member may request to have an item pulled from the Consent Agenda for further discussion or to request further research before a final decision is reached. The Consent Agenda may be approved as written or may amended before approval. The Consent Agenda, once approved, becomes a part of the MAB Minutes. Please contact the Museums Registrar and/or the Curator of Collections with any questions about any item included on this Consent Agenda.
Object ID Number: <u>1981.10.0039</u> Object Description: <u>Bottle</u> One-quart glass milk bottle with no lid. numbers on the bottle are stamped: Liq 1488 Sealed MTC S 8 reg. "S 55" is the number on the bottom of the bottle. [subject card] Condition: 02/10/1981 Excellent. Gm Dimensions: Not provided. Deaccession Recommendation by Katie Ross • <u>Maintenance/Duplicate or Redundant:</u> Additionally, it is unknown what dairy this quart glass milk bottle came from, and the potential donation from Hastings Museum would provide a better example. AC Decision on 15 Dec. 2022 and Recommendation to MAB: Deaccession milk bottle (<u>1981.10.0039</u>) and Transfer to Level 4 for use.	Donor/Statement of Legal Title: <u>Deffke Estate, Doris E. Cleghorn Harris</u> (1903-1981) Contract of Gift signed by John Kincaid, attorney for the Deffke Estate on February 10, 1981, and accepted for the Greeley Museums by Peggy A. Ford. The undersigned hereby declares he or she is the owner or owners of the following articles, to be listed and described under accession # 81.10, and gives and donates without limiting conditions to the Museums of the City of Greeley these articles to be the absolute property of the Museums. Relation to Collection/Mission: The accession <u>1981.10</u> contains numerous items that resulted in (203) catalogue records. As Mrs. Deffke had two marriages: Everett R. Harris (1902-1966) and Frank L. Deffke (1884-1968) there is no way to determine what family used the bottle or where (unknown dairy) the milk bottle originated.
Object ID Number: <u>1987.47.0002A</u> Object Description: One quart glass milk bottle has "Ennes, H. Zupke, Dairy, Greeley, Colo." stamped on two sides in black ink approximately 6 cm from the top. At the base it has "one quart liquid, reg. sealed Dmh, 1155," engraved on the bottom of the base. It has "duraglas," the number "9" on the left side, and the number "52" on the right side. Condition: 11/04/1987 Good. GM 11/30/2022 Good with slight dirt/accretions inside. krr Dimensions: 8.661" H x 2.165" Dia. Deaccession Recommendation by Katie Ross • <u>Maintenance/Duplicate or Redundant:</u> <u>1987.47.0002A-.0002B</u> are both quart bottles from the same dairy as the pint-sized bottle <u>1987.47.0002C</u>. Potential donation from Hastings Museum would provide a quart size bottle from a different dairy. AC Decision on 15 Dec. 2022 and Recommendation to MAB: Deaccession milk bottle (<u>1987.47.0002A</u>) and Transfer to Level 3 Collection.	Donor/Statement of Legal Title: <u>Hay, Glenn W.</u> Signed on 4 Nov. 1987 by donor Glenn W. Hay and donated without limiting conditions. The Registrar spoke with Mr. Hay and he said that since he was "getting up in years" that he would not want the Ennes Dairy milk bottle returned to him but would appreciate Greeley Museums offering it to another institution or organization if it was not retained. Relation to Collection/Mission: Items related to the Ennes Dairy, managed by Herman Zupke (1899-1987) of rural Greeley beginning in the 1930s. Four milk bottles: <u>1987.47.0002A-C</u>, from Glenn Hay <u>1992.44.0252</u> from the Valadez Family, <u>deaccessioned</u> <u>1997.14.0001</u> Thermometer from Glenn Hay. No photographs or archival items exist related to the Ennes Dairy or Herman A. Zupke.

~ Museums Acquisitions Committee ~ Deaccession Recommendations 15 December 2022 To ~ Museums Advisory Board ~ ~ Culture, Parks, and Recreation Director ~ As Consent Agenda Considerations 19 January 2023	2023
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Object ID Number: <u>1987.47.0002B</u> Object Description: One quart glass milk bottle has "Ennes, H. Zupke, Dairy, Greeley, Colo." [sic] stamped on two sides in black ink approximately 6 cm from the top. At the base it has a cross engraved with "m" to the left of it and "c" to the right of it. The words "one quart liquid", a triangle with "1" above the line and "Minn" below the line. "registered sealed, 1-11-14" at the base. On the bottom of the base is "1-11-14", "S" on the left and "7" on the right. "49". Condition: 11/04/1987 Good. Some yellow paint on the neck. GM 11/30/2022 Good with slight dirt/accretions inside and slight fading on some of the lettering. krr Dimensions: 8.661" H x 2.165" Dia. Deaccession Recommendation by Katie Ross • Maintenance/Duplicate or Redundant: <u>1987.47.0002A-.0002B</u> are both quart bottles from the same dairy as the pint-sized bottle <u>1987.47.0002C</u>. Potential donation from Hastings Museum would provide a quart size bottle from a different dairy. AC Decision on 15 Dec. 2022 and Recommendation to MAB: Deaccession milk bottle (<u>1987.47.0002B</u>) and Transfer to Level 3 Collection.	Donor/Statement of Legal Title: <u>Hay, Glenn W.</u> Signed on 4 Nov. 1987 by donor Glenn W. Hay and donated without limiting conditions. The Registrar spoke with Mr. Hay, and he said that since he was "getting up in years" that he would not want the Ennes Dairy milk bottle returned to him but would appreciate Greeley Museums offering it to another institution or organization if it was not retained. Relation to Collection/Mission: Items related to the Ennes Dairy, managed by Herman Zupke (1899-1987) of rural Greeley beginning in the 1930s. Four milk bottles: (<u>1987.47.0002A-C</u>, from Glenn Hay), (<u>1992.44.0252</u>, from the Valadez Family, <u>deaccessioned</u>), and one thermometer (<u>1997.14.0001</u>, also from Glenn Hay). No photographs or other archival items exist related to the Ennes Dairy or Herman A. Zupke.
Object ID Number: <u>I-4106</u> Object Description: Clear glass quart-sized milk bottle. Golden Guernsey Dairy Co-Operative marking. Condition: 10/18/2014 Good. CB 11/30/2022 Not located for an updated condition report. Dimensions: 8.750" H x 3.000" Dia. Deaccession Recommendation by Katie Ross • Maintenance/Duplicate or Redundant: Additionally, this quart-sized milk bottle has unknown provenance. The potential donation from Hastings Museum would provide an example of a quart size bottle. AC Decision on 15 Dec. 2022 and Recommendation to MAB: Deaccession milk bottle (<u>I-4106</u>) and Transfer to Level 4 for use.	Donor/Statement of Legal Title: <u>Donor, Unknown</u> The City of Greeley Museums staff by their signature on the Title by Affidavit included on the Museum Advisory Board Consent Agenda, verify that due diligence research found no Contract of Gift or Accession record. As the City of Greeley Museums has had documented possession of the described object since at least 2014, by definition of Colorado Revised Statutes (CRS), 38-14-102 and CRS 38-14-103. Limitations on Recovery of Loan Property, the City of Greeley Museums has complete title to the object as abandoned property. Relation to Collection/Mission: Only the milk bottle and a photograph of the delivery trucks they used (<u>1991.42.1261M</u>) represent the Golden Guernsey Dairy Co-Operative located in Weld County, Colorado.

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Signatures Attesting to Affidavit of Title Research	Affidavit of Title for Unknown Donor Items
DocuSigned by:  12/29/2022 SIGNATURE DATE DocuSigned by:  12/29/2022 SIGNATURE DATE _____ SIGNATURE DATE	The City of Greeley Museums staff by their signatures, affirm that they have researched ownership of the objects received as "Unknown Donor" with due diligence and care for transfer of title and verify that no Contract of Gift, Accession Sheet, or Inventory Sheet attached as an Addendum to transfer title could be located. As outlined in Title 38, Article 14 "Loans to Museums" in the Colorado Revised Statutes (CRS–38-14), the City of Greeley Museums has possession of the object per definition of Colorado Revised Statutes (CRS), <u>38-14-102</u>. Definitions of (1) Loaned Property, (2) Museum, (3) Owner and Lender, and (4) Property; where these objects may not be recovered by their original lender and for all intents and purposes belong to the City of Greeley Museums. Combined with the knowledge that the City of Greeley Museums has had possession of the objects recommended for deaccession for seven years meeting and/or exceeding the requirements of CRS <u>38-14-103</u> Limitations on Recovery of Loaned Property where (1a) applies as "Seven years have passed without written contact between the museum and the lender" and the lender's identity or current address is unknown, the City of Greeley Museums has complete title as abandoned property.
City of Greeley Museum Advisory Board Signature	City of Greeley Museum Advisory Board Approval by
_____ SIGNATURE DATE	Museum Advisory Board Chair or Museum Advisory Board Chair Vice Chair
Culture, Parks & Recreation Department Signature	Culture, Parks & Recreation Department Approval by
_____ SIGNATURE DATE	Culture, Parks, & Recreation Department Director or Culture, Parks, & Recreation Department Cultural Affairs Manager as Designee* *The Cultural Affairs Manager may not sign for both Museum Manager's approval and final Culture, Parks, and Recreation Department approval as Designee.

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Collections Management Handbook, Section 5.1	Collections Management Handbook, Section 5.4
Objects in the Level 1, Level 2, or Permanent Collections may be deaccessioned for the following reasons only: 1. <u>Non-relevance</u>: Any artifact no longer relevant or compatible with the City of Greeley Museums' mission statement may be disposed of properly. 2. <u>Maintenance</u>: Any artifact that cannot be safely stored, preserved, or used in a professional manner to ensure its integrity may be disposed of. This situation may result from undue size, excessive quantities of similar artifacts, fragility, or other unique circumstances. 3. <u>Hazards</u>: Any artifact containing an infestation or inherent chemical hazards that may imperil the condition of other artifacts or people may be disposed of by destruction or discard. Destruction or disposal of hazardous chemicals or objects of a dangerous nature will be coordinated with the authorities having the appropriate jurisdiction and knowledge, which could include Greeley Police, Greeley Fire, or others as deemed appropriate. 4. <u>Fraud</u>: Any artifact determined to be fraudulent, or a gross misrepresentation of an authentic artifact may be disposed of. 5. <u>Quality</u>: Any artifact subject to irreversible deterioration or of such poor quality that it hinders the upgrading of collections and occupies valuable storage space may be disposed of. 6. <u>Illicit Property</u>: Any artifact acquired contrary to the regulations set forth regarding illicit property may be disposed of. 7. <u>Native American Grave Protection and Repatriation Act (NAGPRA)</u>: Material covered by the NAGPRA may be repatriated as per 43 CFR Part 10.	Acceptable methods of disposing of deaccessioned or retired education artifacts are as follows: 1. <u>Exchanges</u>: Reciprocal transfer of artifacts with a similar cultural, scientific, or educational institution is the most desirable means of disposal. Such transfers increase the probability of preserving materials for the future and keep them within the public domain as well as fostering goodwill between such institutions. 2. <u>Gifts</u>: Artifacts may be given to a suitable institution if they have special regional or historical significance to that institution and it is considered to be in the best interests of society. 3. <u>Return to Donor</u>: Artifacts with restrictions or other precatory limitations shall be returned to the donor or the donor's nearest descendant if they respond to a COGM initiated notification as per state law regarding abandoned property in museums. Other means of disposal may be taken after the legal waiting period has passed. 4. <u>Destruction</u>: Artifacts subject to irreversible deterioration or infestation or posing chemical hazards that may imperil the condition of other artifacts or employees may be destroyed as set forth in Section 5.1. If portions of the artifacts may be employed in restoration and rendering useful artifacts of like kind, such portions shall be salvaged prior to destruction. Photographs shall document the condition of artifacts disposed of in this manner. 5. <u>Repatriation</u>: Material covered by the Native American Graves Protection and Repatriation Act (NAGPRA) will be returned to the appropriate individual or group, as specified in 43 CFR Part 10 thirty days after a repatriation request is published in the Federal Register, if no counter claims are filed. 6. <u>Sale by Public Auction</u>: If reasonable attempts have been made to exchange, gift, or return artifacts with no success, items may instead be sold by means of public auction. Monies or compensation received from the deaccessioning and disposal of objects from the collections shall be used solely for the benefit of the collections.

City of Greeley
Agricultural Heritage Center: Feasibility Study
Request for Quotes



SECTION I. BACKGROUND, OVERVIEW, AND GOALS

A. Background

The City of Greeley Museums is committed to building a new Agricultural Heritage Center exploring the rich history and culture of agriculture in Greeley and Weld County. Preliminary scoping and fundraising have begun, and details can be found [here](#). The need for the Center was first identified in response to the proposed sale of [White Plumb Farm](#), a traditional late 19th century farm headquarters donated to the City as a place for agricultural learning. The farm, listed on the National Register of Historic Places, comprises a farmhouse, several outbuildings including a large potato shed, and about 2.5 acres of arable land. Within the potato shed are large pieces of historic agricultural equipment, part of the City of Greeley Museums collections, that needed rehousing if the sale went through.

While Greeley Museums staff prepared for the sale of White Plumb Farm in 2020/2021 they developed the idea of a new Heritage Center that could also display the equipment and other items in state of the art exhibits. The Center would also host events and include a commercial kitchen. Space for a building was identified at [Centennial Village Museum](#), and a pre-fabricated metal frame barn design identified as a quick and cost-effective solution to rapidly move into. Fundraising began in earnest in 2022, with the Friends of Greeley Museum helping to raise nearly half a million dollars to date.

The City of Greeley ultimately chose not to pursue the sale of the farm. The sale would require a vote of all citizens and would prove costly. Currently, the site is maintained but not in use.

This project moved rapidly in response to the possible sale of White Plumb Farm. As a result, there was no feasibility work, cost projections or strategy of community engagement employed.

We now require a feasibility study to determine where the new Center should be located, either at Centennial Village or White Plumb Farm, what uses it should have, what audiences would want from it and what the economic and social impact of the Center will be for Greeley and Weld County.

The goal of the study is to provide vision and data that would support further fundraising for the building, garner community and political support, and provide conceptual options to guide location and design principles.

B. Overview

This work will principally provide feasibility assessment for construction of a new Agricultural Heritage Center at two possible locations in Greeley: White Plumb Farm Learning Center, and Centennial Village. This will include preliminary architectural site assessment and conceptual design options, options appraisal, conceptual master-planning for White Plumb Farm (including parking, landscaping and related infrastructure planning and design) and establishing baseline engineering requirements for each site. In addition, this work will include community engagement in Greeley and select locations in Weld County. This can take the form of open or targeted meetings, survey and social media awareness campaign. Through this we hope to gain insight into community desires for the stories we should tell. We would also like a conceptual scope for exhibit content and design that would engage all ages and be equitable and inclusive of all communities in Weld County. In addition, the work should include a detailed cost estimate and phasing plan so that the City can plan for project construction in differing phases of development as full funding for the entire project may not be immediately available.

C. Goals

The goal of this project is to provide a feasibility assessment and options appraisal for construction of a new Agricultural Heritage Center at either Centennial Village Museum or the White Plumb Farm Learning Center in Greeley. The feasibility assessment shall consider the following, among other items:

- Engagement
 - o Through community engagement, the need and desirability for an Agricultural Heritage Center
 - o Engagement will combine meetings, presentations, and survey
 - o All efforts should be made to understand community desires for the content that will fill the Center's exhibits

- o Identify potential partners and funders (e.g. universities, agribusinesses, Future Farmers of America, 4H, farm and ranch associations and the Farm Bureau)
- Exhibits
 - o An informed definition of the overall theme, content and exhibit design. This should be equitable and inclusive of all communities and seek to connect with as many of these as possible, including recent immigrant groups.
- Space Assessment
 - o Overall space assessments for locations at Centennial Village and White Plumb Farm.
 - o This will result in site layout options for the Heritage Center, including indicative landscaping
 - o Consideration of uses of existing historic buildings (those contributing to the National Register District) at White Plumb Farm which may connect to the new Agricultural Heritage Center
- Architectural Assessment
 - o Assessment of massing and scale
 - o Assessment of historic architectural styles and features that would inform design
 - o Up to 3 Conceptual design options for each site
- Engineering
 - o As assessment and schematic is needed for parking, walking and connecting paths at White Plumb Farm
 - o A preliminary exploration of Storm Water, Drainage and Utility requirements for each site which may include existing studies (geotechnical work is excluded from this scope of work)

SECTION II. STATEMENT OF WORK

A. Scope of Services

The scope of services will be divided into seven major deliverables:

- Engagement
- Spatial Assessments
- Desk-based Engineering Assessment
- Architectural Assessment
- Conceptual Design and Options Appraisal
- Exhibits Assessment
- Reporting

Part 1 - General Coordination and Project Management

The City expects Project Coordination will be done throughout the life of the project. General Coordination and Project Management shall include but is not limited to:

- Project Preparation and Setup;
- General Data Gathering, Field Investigations, and Documentation;
- Correspondence;
- Management and Administration;
- Coordination with External Agencies and City of Greeley Stakeholders;
- Meetings;
 - Inception Meeting and Site Walk. Assumed as 3 hours total;
 - Design Workshop (at Conceptual Design) Assumed as 3 hours;
 - Bi-Weekly Project Management meetings. Assumed as 1 hour each;
 - All meetings will be held at City of Greeley facilities or via conference call (if applicable)
 - The consultant shall be responsible for creating and distributing meeting minutes.
- Monthly Progress Reports. The consultant shall submit monthly written progress reports documenting the current project status, changes, design challenges, budgeting, and other relevant information in order to track the progress of the project

Overhead costs such as printing, travel and other direct cost expenditures shall be considered incidental to the project.

Deliverable 1: Engagement

- The consultant will work with City of Greeley Museums, Culture Parks and Recreation, and other city staff as necessary, to identify key stakeholders to engage.
- The consultant will agree on an engagement strategy and timeline with City of Greeley Museums staff.
- Contacts and meeting arrangements will be coordinated between the consultant and City of Greeley Museum staff, as well as our partner organization the Friends of Greeley Museums.
- Engagement events will take place in City of Greeley facilities, or online as necessary.
- The consultant will design an online survey to be hosted by the City of Greeley, translation of the survey may be required.

Deliverable 2: Spatial Assessments

- The consultant will use existing surveys and mapping to identify preliminary spatial relationships, constraints and requirements
- This will be followed up by site visits. Additional survey requirements will only be considered as necessary and do not form part of the SOW. City of Greeley may be able to provide this service. The consultant should consider alternative forms of data gathering such as photogrammetry.
- Spatial assessments will identify the most likely and cost-effective locations for the new building.
- A spatial assessment for parking and pedestrian access is also required at White Plumb Farm is also required at White Plumb Farm

Deliverable 3: Desk-based Engineering Assessment

- The consultant will use existing data and plans to identify engineering constraints within the two chosen sites through the Spatial Assessment.
- This will include drainage, grading requirements, soft and solid geology (where data is available)
- This should also consider likely locations for parking and pedestrian access at White Plumb Farm based on the Spatial assessment.
- The consultant will provide indicative engineering costs for each potential building site and parking.

Deliverable 4: Architectural Assessment

- The consultant will identify historical and modern architectural design elements that will influence design of the new building. This should explore a range of buildings from farm and ranch buildings to buildings associated with agribusiness and processing. This could include a materials assessment, drawing on historical parallels of construction in earth, wood, stone, metal and concrete.
- The consultant will consider the existing structures at each site, particularly at White Plumb Farm where design will require consideration of its inclusion within a National Register of Historic Places District.
- The consultant will produce a massing study in advance of conceptual design
- Based on the above, the consultant will agree a design language with City of Greeley Museum staff before proceeding to conceptual design

Deliverable 5: Conceptual Design

- The consultant will create a conceptual set of plans of the project for the project. The consultant shall present the City with applicable design options based on the conceptual plans. At the design workshop, they will facilitate dialog for refinement of the project scope considering the City's project budget and future planning.

The Conceptual Design Documents shall include:

- o Conceptual Design Options. The consultant will supply differing design options as applicable to facilitate dialog during the design workshop. Design options may include overall project exhibits, cost/benefit analysis, and other tools to refine the scope of the project. The design options shall specifically include design exhibits showing indicative Agricultural Heritage Center buildings at both sites, conceptual landscaping, and conceptual Master Plan for White Plumb Farm including parking and pedestrian access.
- o Conceptual Design Development Review Set. The consultant shall create a conceptual design development review set. This conceptual set should include grading, geometrics, drainage layout, structure selection, and utility layouts. The consultant shall only include those items that are required to develop the scope of the project.
- o Quantity and Opinion of Cost. Consultant shall provide a conceptual quantity take off and opinion of cost for the presented options. The quantities and opinion of cost shall be rough order of magnitude ($\pm 30\%$) based on a desktop review of the project.

- o Constructability Review. The consultant shall perform a constructability review of the conceptual design to identify the risk of special areas of interest.
- No construction or detailed design documents are required to be submitted for the conceptual design. Documents are to be used for dialog, visualization and reporting purposes only.
- The consultant will agree on a final concept to take forward into design with the City of Greeley Museums staff and key stakeholders such as the Museum Advisory Board and Friends of Greeley Museums.

Deliverable 6: Exhibits Assessment

- Based on engagement, the consultant will assess broad thematic elements that stakeholders and staff would like to see addressed at a new heritage center
- The consultant will undertake a rapid assessment of similar heritage centers in Colorado and across the United States using available online resources to gauge the range of exhibit design and story potential
- The consultant will produce a conceptual exhibit layout within the new heritage center, and a draft narrative flow for exhibits that will occupy the space
- The consultant may wish to work with a museum consultant on this piece, and this should be part of the quote submitted to the City of Greeley Museums

Deliverable 7: Reporting

- The consultant will produce a final detailed Feasibility Study report to the City of Greeley Museums. This will be designed principally for internal use in project planning.
- The consultant will produce a brochure for use in promotional and fund-raising activities
- The consultant will produce all approved concept plans and drawings in a high-resolution format suitable for promotional purposes such as presentations, creation of pop-ups and banners, marketing etc. Copyright will be with the City of Greeley Museums, although credited to the consultant.

Part 7 Period of Award

The intended completion date for providing the required product and services is July 31, 2023, with a pay schedule determined at inception. We will be somewhat flexible in this depending on the needs of the appointed consultant.

If the City desires to extend the contract, no later than thirty (30) days prior to expiration, the City's Purchasing Contact may send a notice in writing to the vendor requesting firm pricing for the next twelve-month period. After the City evaluates the firm pricing proposal from the vendor, it will determine whether to extend the contract. All awards and extensions are subject to annual appropriation of funds. The provisions of the foregoing paragraphs with respect to extensions of the terms of the contract shall be null and void if the contract has been terminated or revoked during the initial term or any extension thereof. All decisions to extend the contract are at the option of the City.

ATTACHMENTS

Exhibit	Title
A	Weld County Agriculture brochure