

**AGENDA MUSEUM COMMISSION**

October 13th, 2020 6:00 PM

Virtual meeting via Go-To Meeting

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/381674157>

**You can also dial in using your phone.**

United States: +1 (872) 240-3311

**Access Code:** 381-674-157

Public comment :

Individuals wishing to address the Museum Commission on items not already listed on the Agenda may do so during the first half-hour; please wait for the current speaker to conclude and raise your hand to be recognized by the Chair for direction. Speakers are required to give their name and address. Please limit comments to five minutes, unless extended by the Chair.

**CALL TO ORDER**

- ROLL CALL: Elizabeth - Eric - Daliea - Donna - Mike - Loyal
- APPROVAL OF AGENDA

**MEMBERS OF THE PUBLIC & COMMENTS**

Mike Middleton, Wasco County Finance

Matthew Klebes, Wasco County

Foundation Ex-Officio(s)

Cal McDermid, Director

**TREASURER'S REPORT: (attach)**

**MUSEUM DIRECTOR'S REPORT: (attach)**

**FOUNDATION REPORT: (attach)**

**OLD BUSINESS:**

- Vote on September meeting minutes (**vote**)
- Update on projects: (roundtable)
  - Eliz. cameras
  - Eric: clock
  - MCEDD grant (Eliz.)
  - Potential Commissioner Sara Mall (Cal)
  - Winquatt draft loan (Eric) (**attach, vote**)
  - Trees (Donna)

**NEW BUSINESS:**

- Gardener's Cottage Plan (Loyal & Eric) (**attach**)
- Advertising for 2021? (Cal) (**vote**)
- Acquisition of a field seeder? (Cal) (**attach, vote**)
- Foundation letter (**attach, vote**)

**NEXT MEETING: Via Go-To Meeting November 10th, 2020**

Fort Dalles Museum and Anderson Homestead Commission Meeting  
Tuesday October 13, 2020  
Via Conference Call

#### Members Present

Elizabeth Wallis-President, Eric Gleason-Vice President, Dalia Thompson-Secretary/Treasurer Donna Lawrence, Mike Wacker, Loyal Quackenbush

#### Members absent and excused

#### Members of the public

Denise Dietrich Bokum, Mary Davis ex-officio Fort Dalles Museum Foundation, Mike Middleton, Fiscal Director-Wasco County Cal McDermid, FDM Director

The Meeting was called to order at 6:01 pm

Approval of the agenda Denise requested we remove the Foundation letter from agenda, Elizabeth Wallis made the motion to change the addition, Eric seconded it, motion carried.

Treasurers Report Mike Middleton Fiscal Director Wasco County (attached)

Discussion about the bill from Immense Imagery and the cost of uploading documents to ensure that we are following Oregon State meeting laws. Elizabeth will get an estimate on how much it will cost each month.

Eric asked how far back do we have to go back on paper records. Elizabeth has only found documents from 2013. She has been working with Mike Middleton to organize and Cathy to store these records in the correct format.

Dalia Thompson, Secretary /Treasurer deferral to Mike Middleton

#### Directors Report (attached)

Cal McDermid FDM Director read his museum report to the group. Dalia asked if we had any fundraiser in September, Cal replied no.

Foundation Reporting Mary Davis gave the foundation report(attached). The group participated in a meeting regarding a MCEDD grant the Foundation was not able to apply for the grant. The Foundation will lead a fund raising event for new UV protection for the windows.

#### Old Business

##### Vote on September meeting minutes

Donna stated she was at the meeting. The minutes were changed to reflect that Donna Lawrence was in attendance. Dalia made the motion to accept the minutes as amended, Donna seconded it, the motion carried

#### UP DATE ON PROJECTS

Elizabeth Wallis reported on the security camera installation. Mr. Seckora has not been to the museum yet to discuss the project. Denise stated the Foundation has about \$5000.00 slated for technology, Elizabeth will re connect with Mr,Seckora to initiate progress on the security camera installation.

Eric Gleason reported the clock is fixed. Thank you to Eric.

## MCEDD GRANT

Elizabeth Wallis reported that the Museum is not eligible for funding from MCEDD due to being part of the county.

## NEW COMMISSION MEMBER

Cal McDermid reported that Sara Mall is interested in becoming a new commission member. Cal will invite her to the next meeting.

## WYNQUATT DRAFT DOCUMENTS

Eric Gleason reported Wynquatt Draft Loan -There are two documents one is about 10 years old. Bill Dick recommended that we extend the original loan until the end of the year. Then we need to start a new loan agreement for the following ten years starting in 2021. There are several items at least 30 are associated with Native American graves that need to be coordinated with the Native nations to see what they want to do with these NAGPRA items.

Daliea Thompson asked if Eric thought if there was anything in the documents that were concerning to him. Eric stated he felt there was not anything concerning in the documents. Daliea made the motion to sign the Wynquatt load agreement, Eric seconded it, the motion carried.

## TREES

Donna Lawrence Trees Donna reported that there are trees are not looking well behind the Anderson House. Public works was contacted and two trees will be cut down due to disease.

## New Business

## GARDNER'S COTTAGE

Gardner's Cottage Plan Loyal Quackenbush and Eric Gleason-vice President. Eric Gleason report is attached. The original building was moved to the Museum grounds. It left western wall in a precarious situation. In 2003 it was put on a new foundation. There had been initial straitening of the western wall. The west wall was never really sided over, it was originally an interior wall.

The plan is to add siding to the west wall and to do this we need to straiten the wall. Using traditional techniques to straiten out the wall, brace the wall, and then put infilling and siding on. Also, there will have to be discussion about paint, repair siding, repair of shingles (we already have). It will take some time to move the structure back strait. Eric feels it will take a couple months to move the wall.

Loyal Quackenbush stated that Bob McNary did not think the structure would move into a straight position. His idea was to show a section of the brick, but not go ahead and do all the brick. Eric thinks we have enough brick to restore it and did not think it would be a problem. Loyal would like not be such an eyesore.

Eric mentioned there may be an old CD that showed the earlier work on the cottage. Mike Wacker asked if the trees are going to be cut down by the cottage. Loyal Quackenbush stated that the trees should stay there. Eric mentioned one of them was there in 1930 when the cottage was moved. Elizabeth asked if we could shoot for the end of 2021 as the exterior being restored. Eric stated yes however, the interior would take longer.

## ADVERTISING

Advertising for 2021 Cal McDermid reported that there are 4 magazines that we regularly advertise in. The cost is about \$1600.00. Daliea made the motion we do not renew the advertising in the magazines this year, and Donna seconded it. The motion carried.

## ACQUISITION OF FEILD SEEDER

Acquisition of a field Seeder (pictured attached) Cal feels it would be a good acquisition to put by the

barn. Elizabeth was concerned about keeping out where kids could be hurt. Concerns about it being left outside. Loyal suggested we need to make sure David knows it will be kept outside. Loyal can be there Monday to help decide where it is placed. Cal suggested that the hay rake and the placing the seeder next to it.

Mike Wacker made the motion to acquisition the field seeder, Eric Gleason seconded it, motion carried.

#### JAIL BARS

Loyal needs direction on where to put the Jail Bars. He wants to pour concrete and stand them upright. Daliae made motion that Loyal can place the bars after conferring with the interested commission, Eric seconded it, motion carried.

The Meeting was adjourned at 7:19

Next Meeting Tuesday, November 10<sup>th</sup>, 2020 at 6:00 pm

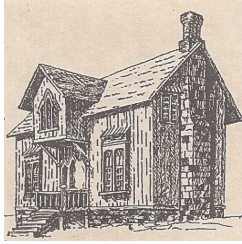
**FORT DALLES MUSEUM/ANDERSON HOMESTEAD**  
**September 2020 DIRECTOR'S REPORT**  
**For October 13, 2020, Museum Commission Meeting**

A report taken from the daily logs for the month of September 2020:

- Admissions collected in September \$688.00.
- Cruise Ship admissions for September: 0
- Friendship renewals for September \$40.00
- Donations: \$159.00
- Total Volunteer Hours for September 189
- We had 111 visitors in the month of September
- Three Cheers for Eric for repairing the big clock and getting it back to the Museum. It is temporarily resting on the floor in the Parlor, but we have a permanent spot also in the parlor where we hope it will hang.
- We have a new volunteer Wesley Neely-Thompson who is in high school and working on the weekends.
- Visitors were very grateful that we were open
- Mary continues to work on the inventory of the Anderson House
- I am working on the newsletter and should have it ready soon.
- Membership renewals will go out in early November.

Respectfully Submitted

Cal



**Fort Dalles Museum and Anderson  
Homestead Foundation**

PO Box 591  
The Dalles, OR 97058

**FDMAH Monthly Report**

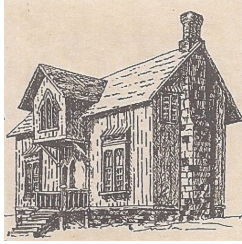
Dennis Davis, Mary Davis & Denise Dietrich-Bokum participated in a conference call with Elizabeth Wallis (Commission) and Jacque (MCEDD) regarding applying for grant monies for the museum due to financial losses incurred due to COVID 19 closure. Foundation declined to apply, as they did not believe they would financially qualify, as no loss of Foundation revenue occurred during the time period specified.

Letter (see attached) has been drafted to start the \$115 fundraising campaign for UV protective window inserts for the Surgeon's Quarters. Mailing labels have been printed, letter needs signatures and should be mailed out in two weeks.

Denise Dietrich-Bokum has volunteered to appear with Cal McDermid on the Al Wynn Coffee Break show in October to speak about the \$115 campaign and the Foundation (pending Foundation OK).

Submitted,  
Denise Dietrich-Bokum  
Mary Davis

10/09/2020



**Fort Dalles Museum and Anderson  
Homestead Foundation**

PO Box 591  
The Dalles, OR 97058

September 11, 2020

**\$115 for 115 Years**

Dear Friends and Supporters,

On August 31, 1905, The Fort Dalles Museum opened its doors to the public for the first time. This was made possible by a committee of The Dalles Chapter of the Sorosis Women's Club. Through their efforts, which took several years and much correspondence, the Surgeon's Quarters, and the grounds you see today were preserved as a historic site by the United States House and Senate. There are many artifacts and documents on display at the Museum today chronicling this event.

To commemorate our 115<sup>th</sup> anniversary, we would like to raise funds to have protective inserts installed on the first-floor windows of the Surgeon's Quarters. These inserts block the ultraviolet (UV) rays which can damage textiles, paper, and some of our irreplaceable artifacts. They also provide some insulation on our windows, many of which are originals, while still allowing plenty of light into the Museum.

We are requesting \$115 donations to help us raise the estimated \$6,000 to accomplish this project.

The purpose of the Fort Dalles Museum/Anderson Homestead Foundation is to preserve and protect the Fort Dalles Museum and to seek and obtain funding and resources in support of the Museum complex.

The Museum Foundation, a 501(c)3 organization, is a fundraising arm of the Museum. The Foundation is able to accept cash donations, as well as stocks, IRA, and other types of investment funds. The Foundation's long-term goal is to establish financial stability through endowments to aid in the future operation of the Museum.

We are always looking to recruit new Foundation board volunteers who appreciate the value of preserving our local history to pass onto future generations. We recognize that 2020 has been a difficult year, in so many ways for everyone, so we appreciate you thinking about the Museum and helping us preserve our local history.



Sincerely,

Randy Kaatz  
President, Fort Dalles Museum and  
Anderson Homestead Foundation

Cal McDermid  
Director, Fort Dalles Museum  
and Anderson Homestead

**Please detach below and include with your donation in the enclosed envelope. Please do not send cash.**

---

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_

**Donation**

\$115                       Other \_\_\_\_\_

We can accept credit card/Paypal payments. Go to <https://fortdallesmuseum.org/foundation> and click on the "Donate" button, then follow the instructions.

Please make your check or money order payable to:

**Fort Dalles Museum Foundation** or **FDMAHF**  
PO Box 591  
The Dalles, OR 97058

Tax ID 30-0589167

The Foundation is a member of the Oregon Cultural trust, which can make your donations stretch farther by giving you a state tax credit.

FIRST EXTENSION OF AGREEMENT  
FOR LOAN OF WINQUATT COLLECTION

THIS First Extension of Agreement for Loan of Winquatt Collection (hereinafter "Extension") was effectively made on the last day of the initial term (i.e., December 31, 2009) of the Agreement for Loan of Winquatt Collection dated December 1, 1999 (hereinafter "Agreement") by and between Wasco County Historical Museum, an Oregon nonprofit corporation (hereinafter, "Museum"), and Wasco County/City of The Dalles Museum Commission, a joint municipal government subdivision of both Wasco County and City of The Dalles (hereinafter, "Commission").

RECITALS

- A. The parties hereto entered into the Agreement on December 1, 1999;
- B. Prior to the execution of this Extension of term, the parties hereto had orally expressed extension of Agreement term, which said extended term is memorialized in writing in this Extension;
- C. The agreed extended term of said Agreement memorialized by this Extension is from January 1, 2010 through December 31, 2020;
- D. The Museum and Commission are in the process of further extending, updating and amending the Agreement, which Agreement has otherwise served the community well in storing, preserving and protecting the Winquatt Collection over the last 20 years;

WHEREAS, the Museum and Commission desire to support their joint efforts to further extend, update and amend the Agreement, now set to expire on December 31, 2020, by the execution of this document; and

WHEREAS, the Museum and Commission desire to execute this document providing for the memorialization of the agreed extension term to December 31, 2020, prior to entering into the anticipated new amendment of said Agreement now being drafted and reviewed in contemplation of execution by Museum and Commission prior to the expiration of the present term of the Agreement on December 31, 2020.

NOW, THEREFORE, in consideration of the provisions hereof and the Agreement of the parties, the Museum and Commission memorialize and agree as follows:

- 1. Paragraph 1 of the Agreement is deleted as written and restated and shall read in the Agreement as follows:

"1. The Commission, with approval of City and County, agree to make a 10-

year loan of the Collection or parts thereof within its physical possession, custody and control to the Museum. The initial term of this Agreement and the term of said loan shall be from January 1, 2000 to December 31, 2009. If the Agreement has not otherwise been terminated and the parties are in agreement that neither Museum or Commission are in default under the Agreement, there shall be a first extension term of this Agreement and the term of the first extension term shall be from January 1, 2010 to December 31, 2020.”

2. The Agreement, as extended and amended as herein provided, with its collective terms and conditions, remains in full force and effect between the Museum and Commission as set out fully therein.

3. This Extension may be executed by the parties in any number of counterparts, and each counterpart shall be deemed to be an original instrument, but all such counterparts, when signed collectively by all of said parties and taken together, shall constitute one agreement.

4. If signing in representative capacity, the signing party represents and warrants that he or she is the duly authorized representative of the entity and that he or she has the authority to represent and bind the entity by the terms of this Extension.

This Extension memorializing the agreed extension term by amendment as set out above is executed by the parties on the dates provided below following their signatures.

MUSEUM:

COMMISSION:

By \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

William G. Dick II  
President  
Wasco County Historical Museum  
601 Washington Street  
The Dalles, OR 97058

Elizabeth Wallis  
Chairman of the Board  
Wasco County/City of The Dalles  
Museum Commission  
725 East 13<sup>th</sup> Street  
The Dalles, OR 97058

STATE OF OREGON        )  
  ) ss.  
County of Wasco         )

October \_\_\_\_\_, 2020

Personally appeared William G. Dick II on behalf of the Wasco County Historical Museum and with

the authority of its Board of Directors and acknowledged the foregoing instrument to be its voluntary act and deed.

\_\_\_\_\_  
Notary Public for Oregon  
My commission expires: \_\_\_\_\_

STATE OF OREGON            )  
  ) ss.  
County of Wasco            )

October \_\_\_\_, 2020

Personally appeared Elizabeth Wallis on behalf of the Wasco County/City of The Dalles Museum Commission and with the authority of its Board of Commissioners and acknowledged the foregoing instrument to be its voluntary act and deed.

\_\_\_\_\_  
Notary Public for Oregon  
My commission expires: \_\_\_\_\_

CITY AND COUNTY APPROVAL:

\_\_\_\_\_  
Julie Krueger, City Manager  
Date: \_\_\_\_\_

\_\_\_\_\_  
Tyler Stone, Wasco County Administrative Officer  
Date: \_\_\_\_\_

AMENDMENT OF AGREEMENT FOR LOAN OF WINQUATT COLLECTION

THIS AMENDMENT OF AGREEMENT FOR LOAN OF WINQUATT COLLECTION (hereinafter, "Amendment") made and entered this 15<sup>th</sup> day of October, 2020, by and between WASCO COUNTY HISTORICAL MUSEUM, an Oregon nonprofit corporation (hereinafter, "Museum"), and WASCO COUNTY/CITY OF THE DALLES MUSEUM COMMISSION, a joint municipal government subdivision of both Wasco County and City of The Dalles (hereinafter, "Commission"),

WITNESSETH:

WHEREAS, Commission operates and maintains Fort Dalles Museum, an 1856 Carpenter-Gothic Army officer's home on original Fort site located in the City of The Dalles, Wasco County, State of Oregon (along with the 1895 Anderson Log House, a National Landmark, the entire complex of which comprises the "oldest history museum in Oregon"); and

WHEREAS, Commission maintains artifacts and museum collections and collectibles, (including but not limited to pioneer memorabilia, Native American artifacts, historic photographs, antique vehicles, etc.) on behalf of Wasco County (hereinafter, "County"), City of The Dalles (hereinafter, "City"), other historical organizations and entities, and of individuals in the greater community which the Commission serves; and

WHEREAS, in accordance with its mission and purpose, the Commission has authority and responsibility of repository, display, and disposition for a Native American artifacts collection

known as the Winquatt Collection (hereinafter, the "Collection"), the legal title to said Collection residing in the County; and

WHEREAS, pursuant to the Agreement for Loan of Winquatt Collection dated December 1, 1999 (hereinafter, "Agreement") between the Museum and the Commission, the Commission, with approval of City and County made a 10-year loan of the Collection or parts thereof within Commission's possession, custody and control (which had theretofore been stored for more than 25 years in rough commercial storage facilities) to the Museum for an initial term commencing January 1, 2000 and ending December 31, 2009; and

WHEREAS, Museum and Commission had agreed to extend the initial term of the Agreement, by providing for an extension term ending on December 31, 2020, which extension is memorialized in document entitled First Extension of Agreement for Loan of Winquatt Collection (hereinafter, "Extension"), which Extension was memorialized by execution of the aforementioned Extension document by Museum and Commission; and

WHEREAS, the Collection is now in need of a compliance procedure under the Native American Graves Protection and Repatriation Act, which appears generally as 25 USCS §3001 et seq (hereinafter, "NAGPRA") and Museum (while no longer staffing, at this time, a dedicated full-time Curator position as such) has curatorial and administrative employees (namely including its Executive Director and its Museum Registrar) ready and willing to effectuate compliance with NAGPRA insofar as the parts of the Collection within its possession is concerned, including the inventory, summarization and notification procedures, where applicable; and

WHEREAS, the Commission, County, and City are without funds, personnel and expertise to properly store, display and comply with NAGPRA with respect to the Collection; and

WHEREAS, Museum is a perpetual museum entity which among its purposes is the direction of its principal benefactor, Ernest A. Kuck, deceased, "to provide and maintain a suitable place for the housing of historical relics in Wasco County, Oregon"; and

WHEREAS, the Collection consists of artifacts of historical significance to the community comprising Wasco County and to the Museum warranting the Museum to take responsibility for same in accordance with this Amendment; and

WHEREAS, Museum and Commission have recently been in discussions, negotiations and communications regarding the updating, revising and amending of the Agreement, including further extension of Agreement term and to further amend the Agreement as further provided in this Amendment;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The Commission, with approval of City and County, agrees to extend the present term of the Agreement, presently set to expire on December 31, 2020, to December 31, 2030, in accordance with the terms and conditions of said Agreement originally set forth therein, except as otherwise changed, modified, revised and amended by this Amendment.

2. Provided, however, that neither Museum nor Commission have present plans for the Collection or parts thereof to be displayed at Columbia Gorge Discovery Center and/or Wasco County Historical Museum or at Fort Dalles Musueum within the "next year's time", from the date hereof of exercising the reserved right hereinafter expressed, Commission reserves the right to use and show the Collection or parts thereof at Fort Dalles Museum facility, possibly in the future while

this Amendment agreement remains in effect, but at the Commission's sole cost and expense, and as reasonably agreed to by Museum's Executive Director or designated curatorial employee (Museum Registrar), who shall have direct control and responsibility for the Collection under this Amendment agreement at all times in the future. It is the intention of the parties, however, that said Executive Director's or designated curatorial employee's (Museum Registrar) consent will not be unreasonably withheld from a request by Commission to display the Collection, or parts thereof, at Fort Dalles Museum facility during the term of this Amendment agreement. However, the cost of transporting the Collection or parts thereof, as well as displaying, safeguarding, insuring, and caring for the artifacts while at Fort Dalles Museum facility under said circumstances would be borne solely and exclusively by Commission. And in any event, the Museum's Executive Director or designated curatorial employee (Museum Registrar) may withhold such consent from such a request from the Commission, if not sufficient notice of intended use is given, if to do so would interfere with the Executive Director's or designated curatorial employee's (Museum Registrar) usual and customary duties at the Museum, or would otherwise cause unusual, extraordinary or unreasonable expense to the Museum in any manner.

3. Within a reasonable time after execution of this Amendment, the Museum and Commission will identify objects within the Collection in need of stabilization and conservation due to improper storage before Collection was loaned to the Museum at or near commencement of the initial term of the Agreement. Museum and the Commission will work together cooperatively to obtain the necessary funding and expertise, if possible, to properly conserve these objects in a timely manner.

4. During the extended term provided in this Amendment, Museum and Commission



will make reasonable efforts to obtain information to preserve the story of the Collection itself, as an acquired Wasco County Collection of Native American Artifacts.

5. The parties acknowledge prior efforts of Museum under the Agreement to comply with NAGPRA, most recently including Museum's Museum Registrar's contact and communication with Christian Nauer (designated representative handling NAGPRA issues on behalf of the Confederated Tribes of Warm Springs) and the identification of items that were found on Memaloose Island or a burial site falling with NAGPRA descriptions. The parties acknowledge Museum has inventoried the Collection, most recently with participation with Commission Board Member and archaeologist, Eric Gleason. It is further acknowledged that the Winquatt Inventory consists of over 1,000 items, with approximately 30 items that may fall within NAGPRA requirements, which Native American representatives of authorized tribal government may need to review at a later time (e.g., when, among other things, covid-19 pandemic restrictions and precautions in effect as this Amendment is executed, would allow for such). The parties acknowledge and agree that the above referenced 30 approximate items and perhaps other items within the Collection, through the NAGPRA process, may need to be repatriated and Commission specifically gives its consent and authorization to Museum, its Executive Director and/or its Museum Registrar to do so. Accordingly, and within a reasonable time after execution of this Amendment, Museum agrees to take necessary steps and procedures within its curatorial function as an operating museum to comply with the requirements of NAGPRA, insofar as to those artifacts or parts of the Collection that are physically and actually within the physical possession, dominion and control of the Museum. In this compliance with NAGPRA, as to said specific artifacts or parts of the Collection, Museum shall be diligent in complying with said law in regard to the Collection's

ownership, loan status, possession, storage, other loan or potential loan arrangements, potential display and display. As stated above, Commission acknowledges that items of the Collection may be deaccessioned (returned) to Tribal Representatives as part of Museum's compliance with NAGPRA, and Commission authorizes Museum to do so, as Museum deems necessary.

6. Within a reasonable time after execution of this Amendment, and from time to time within the bounds of reasonable Museum protocol and procedures pertaining to curatorial facilities generally thereafter, and in implementing and complying with this Amendment agreement, Museum agrees to reasonably review the NAGPRA and curatorial process of the Collection with the Commission.

7. In the event of a conflict between the terms and conditions of the Agreement, as extended by the Extension, and those of this Amendment, the terms and conditions of this Amendment will control. In all other respects, Museum and Commission confirm and ratify the terms and conditions of the Agreement, as extended by the Extension, as amended by this Amendment and all terms and conditions of said Agreement, as extended by the Extension, remain in full force and effect (unless otherwise amended or changed by this Amendment).

8. This Amendment may be executed by the parties in any number of counterparts, and each counterpart shall be deemed to be an original instrument, but all such counterparts, when signed collectively by all of said parties and taken together, shall constitute one Amendment agreement.

9. If signing in representative capacity, the signing party represents and warrants that he or she is the duly authorized representative of the entity and that he or she has the authority to represent and bind the entity by the terms of this Amendment.

IT WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date first written above.

MUSEUM:

COMMISSION:

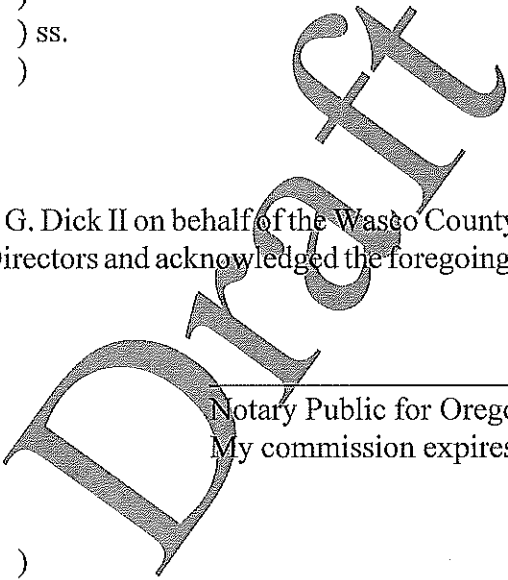
By \_\_\_\_\_  
William G. Dick II  
President  
Wasco County Historical Museum  
5000 Discovery Drive  
The Dalles, OR 97058

By \_\_\_\_\_  
Elizabeth Wallis  
Chairman of the Board  
Wasco County/City of The Dalles  
Museum Commission  
500 W. 15<sup>th</sup> Street  
The Dalles, OR 97058

STATE OF OREGON        )  
                                  ) ss.  
County of Wasco        )

October \_\_\_\_, 2020

Personally appeared William G. Dick II on behalf of the Wasco County Historical Museum and with the authority of its Board of Directors and acknowledged the foregoing instrument to be its voluntary act and deed.



\_\_\_\_\_  
Notary Public for Oregon  
My commission expires:

STATE OF OREGON        )  
                                  ) ss.  
County of Wasco        )

October \_\_\_\_, 2020

Personally appeared Elizabeth Wallis on behalf of the Wasco County/City of The Dalles Museum Commission and with the authority of its Board of Commissioners and acknowledged the foregoing instrument to be its voluntary act and deed.

\_\_\_\_\_  
Notary Public for Oregon  
My commission expires:

CITY AND COUNTY APPROVAL:

\_\_\_\_\_  
Julie Krueger, City Manager

Date: \_\_\_\_\_

\_\_\_\_\_  
Tyler Stone, Wasco County Administrative  
Officer

Date: \_\_\_\_\_

Draft

## Gardener's Cottage Stabilization and Exterior Restoration Plan Oct. 4, 2020

Need: The exterior envelop of the Gardner's Cottage at Ft. Dalles Museum is in need of stabilization and restoration. The Cottage is one of two surviving government constructed buildings from Ft Dalles. It was built at about the same time as the Surgeon's Quarters, with which it shares basic construction techniques, materials, and details. While some of the structure was lost in the move to the museum property in the 1930s, a significant portion of the building remains intact, if somewhat deteriorated. In order to preserve the building the exterior envelope must be restored, particularly the western wall, which lacks most of its siding.

Procedure: Work will be completed in a progressive, step-by-step-manner, starting with stabilization measures, and finishing with the restoration of the building exterior to as built (minus the western wing) condition. Once the exterior is completed, the restoration of the interior will be planned and executed. Work will proceed as follows:

- Stabilize and straighten the west wall using beams, cables, chains, and a come-along. This will take some time as walls are to be straightened slowly in an effort to alleviate undue and damaging stress.
- Once the wall is as straight and plumb as possible it will be internally braced to hold its position and reinforced as necessary.
- Missing portions of the soft brick wall infilling will be replaced with original and replica bricks.
- Clapboard siding will be used to cover the western wall. It will be installed in three sections to match the original siding pattern and to cover the space that was once an interior wall. Both the northern and eastern walls retain much of their original clapboard siding, so we should be able to make a close match to the original. Other damaged and missing boards will be repaired and/or replaced as needed. Missing and damaged shingles on the south side will be replaced to match existing.
- Original and replacement doors will be restored, and replacement windows will be found or made to match what was originally there.
- An exterior preservative or paint will be applied to protect the restored exterior. Traces of what may be original white paint remain on the north side of the building.

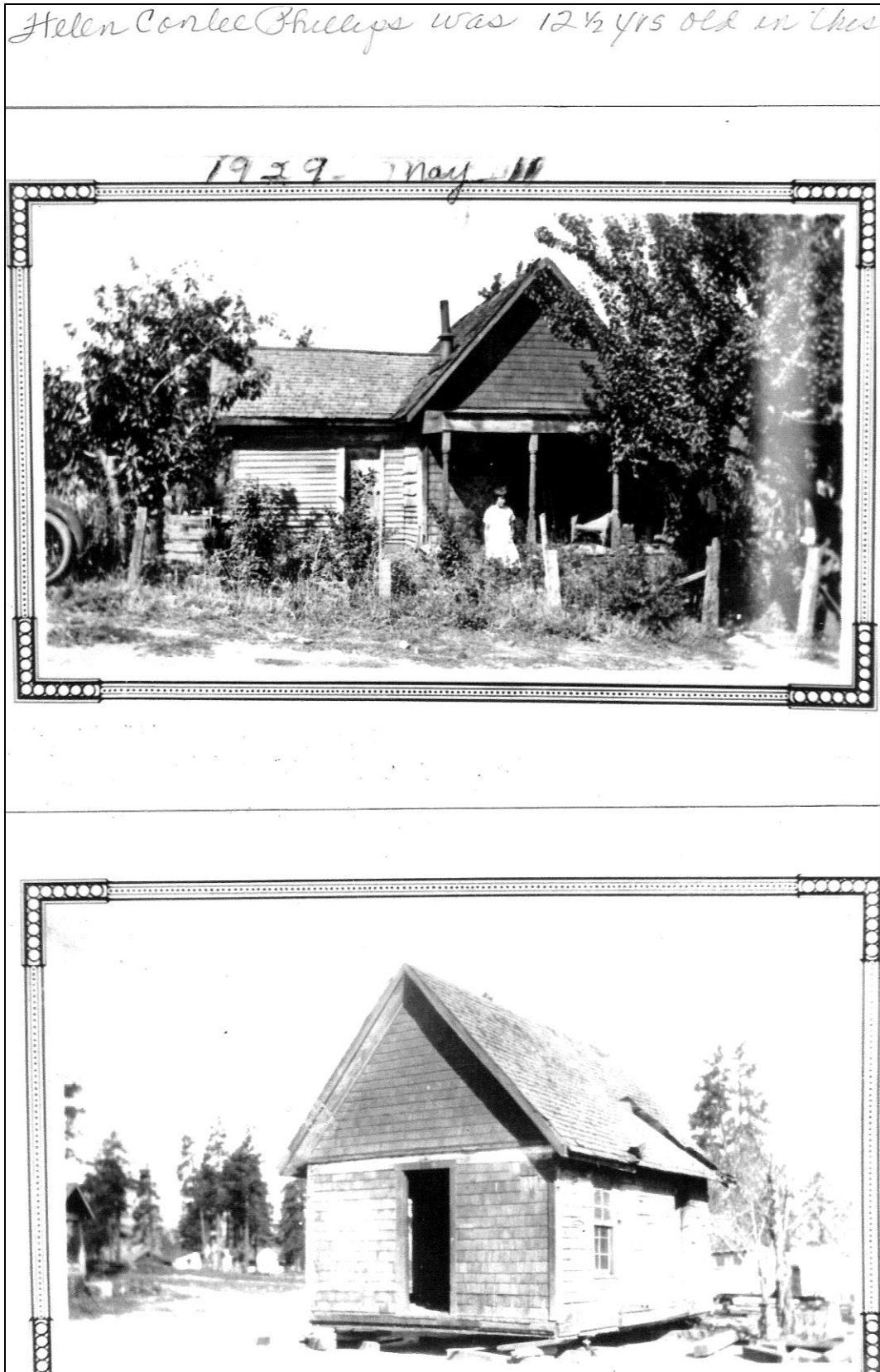


FIGURE 1. HISTORIC PHOTOGRAPHS OF THE GARDENER'S COTTAGE FROM THE FT DALLES MUSEUM COLLECTION.

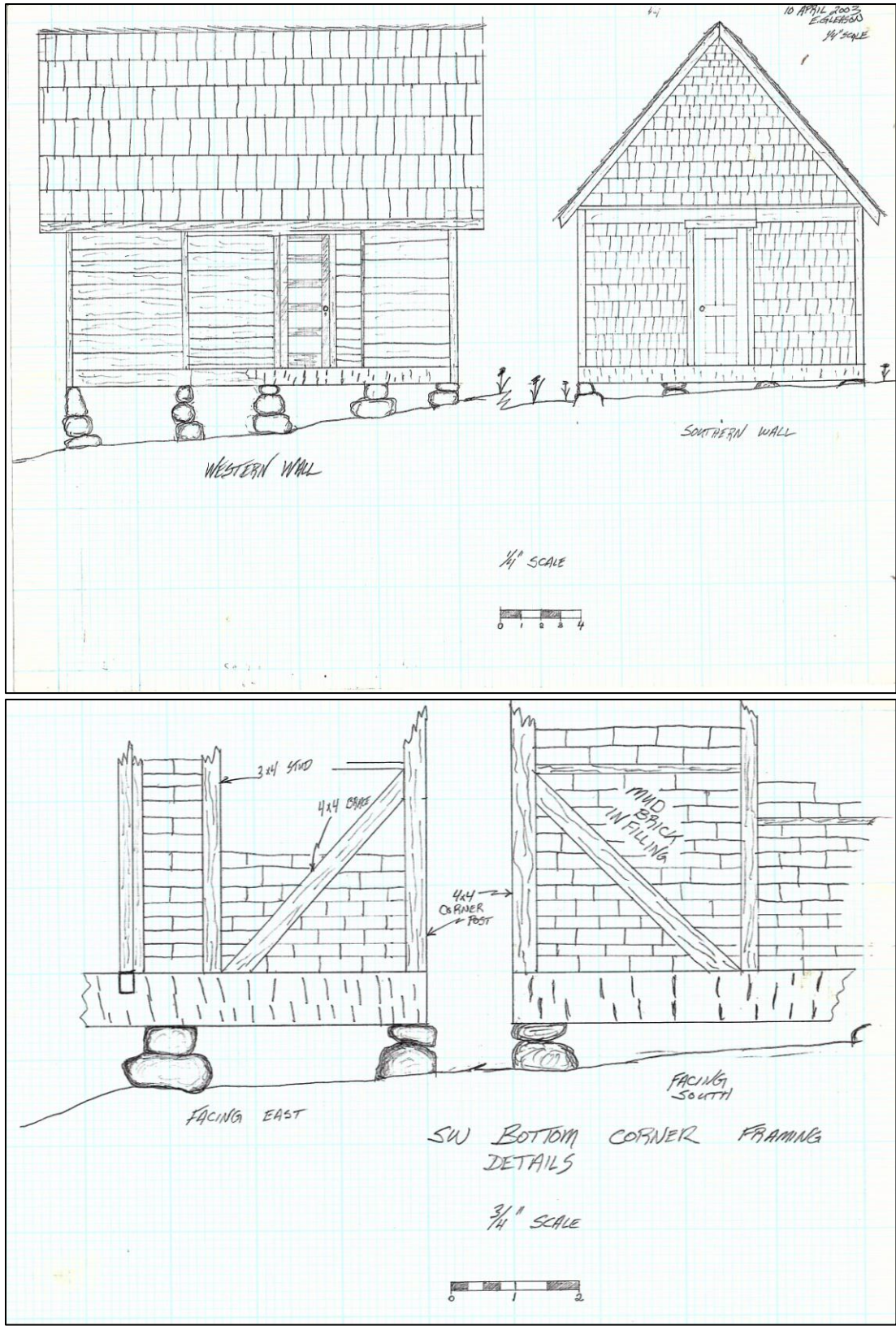


FIGURE 2. SKETCHES MADE IN 2003, SHOWING THE CONSTRUCTION OF THE GARDENER'S COTTAGE AND THE STONE PIER FOUNDATION THAT WAS REPLACED IN 2003/2004.

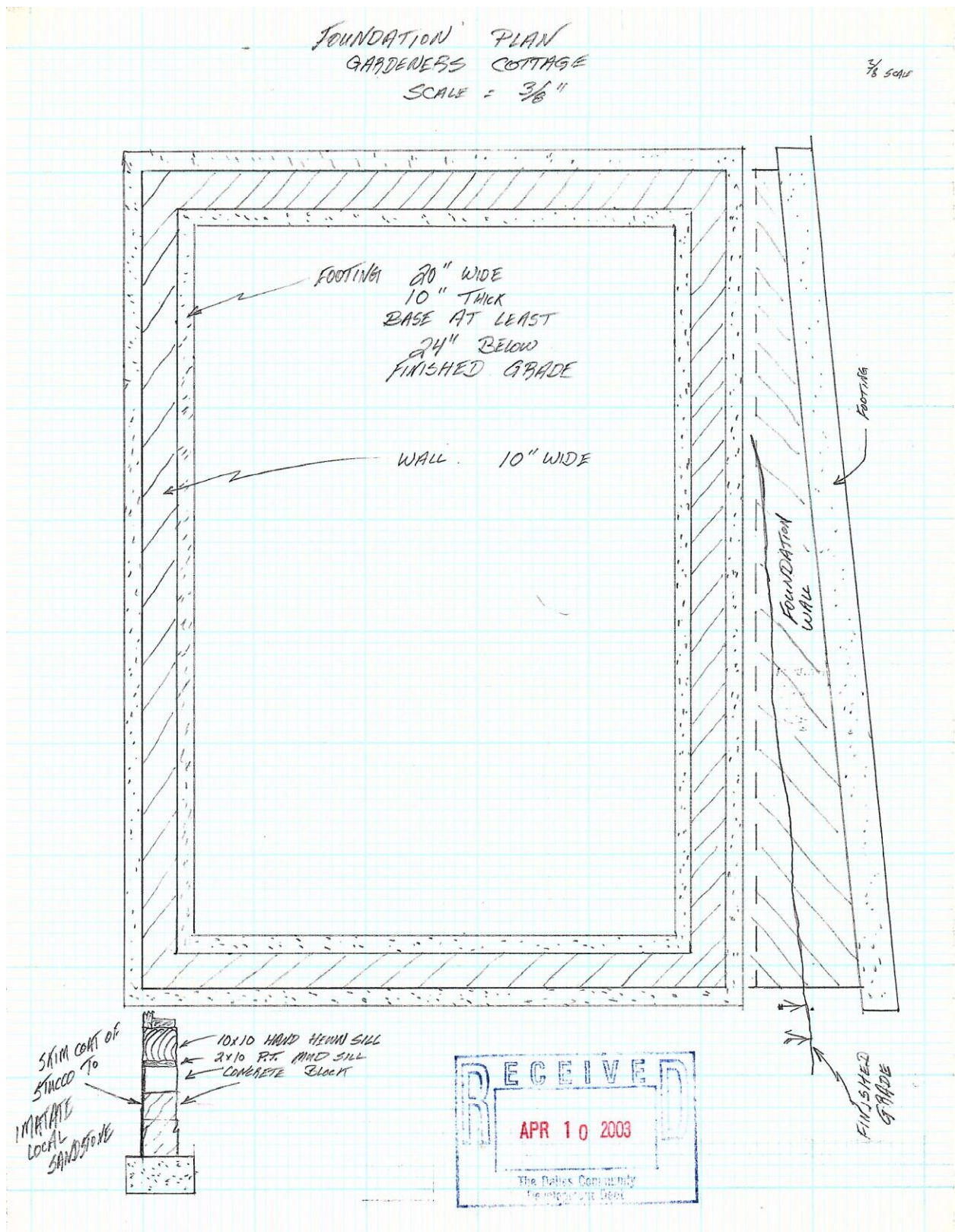


FIGURE 3. FOUNDATION PLAN FOR THE 2003/2004 FOUNDATION REPLACEMENT AT THE GARDENER'S COTTAGE.





FIGURE 4: SOUTHERN WALL OF THE GARDENER'S COTTAGE AT FORT DALLES MUSEUM.



FIGURE 5: WESTERN WALL OF THE GARDENER'S COTTAGE, FORT DALLES MUSEUM.



FIGURE 6: NORTHERN WALL OF THE GARDENER'S COTTAGE, FORT DALLES MUSEUM.



FIGURE 7: EASTERN WALL OF THE GARDENER'S COTTAGE, FORT DALLES MUSEUM.



FIGURE 8: INTERPRETIVE SIGN ON GARDENER'S COTTAGE, FORT DALLES MUSEUM. NOTE THAT THE BUILDING WAS ORIGINALLY AT THE FORT GARDENS, NEAR WHAT IS NOW 12TH AND UNION. THE "ADDITION" (VISIBLE IN THE ABOVE PHOTO AT THE 13<sup>TH</sup> AND LIBERTY LOCATION) IS NOW BELIEVED TO BE PART OF THE ORIGINAL STRUCTURE, REMOVED DURING THE 1930S RELOCATION.



FIGURE 9: ORIGINAL SHINGLES FROM THE GARDENER'S COTTAGE, IN THE FORT DALLES MUSEUM COLLECTION. PHOTOS SHOW THE RELOCATED BUILDING.

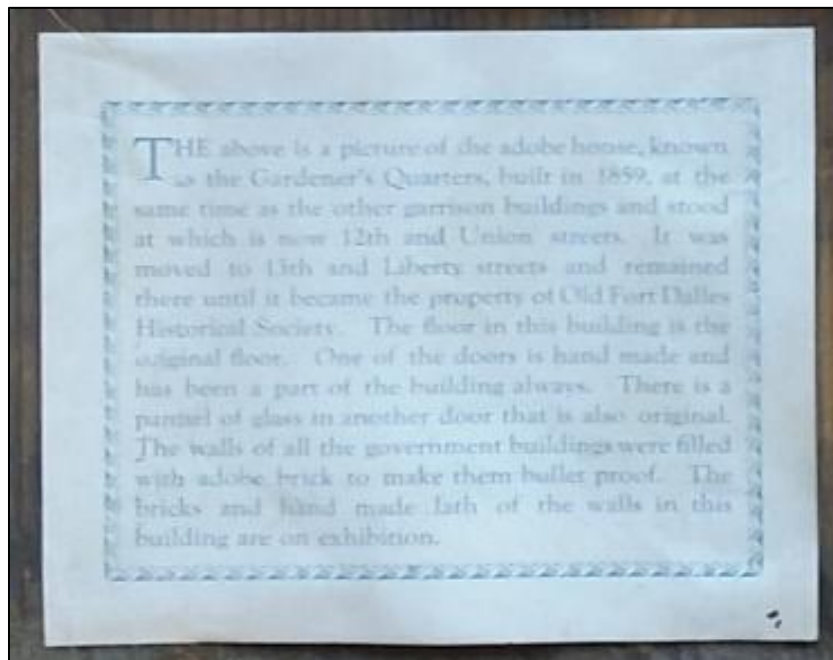


FIGURE 10: CAPTION ON SHINGLE IN THE FORT DALLES MUSEUM COLLECTION.



FIGURE 11: EASTERN SIDE OF GARDENER'S COTTAGE AFTER THE 1930S MOVE.



FIGURE 12: NORTHERN SIDE OF GARDENER'S COTTAGE AFTER THE 1930S MOVE.



FIGURE 13: INTERIOR VIEW OF GARDENER'S COTTAGE.



FIGURE 14: DETAIL OF TRIM AROUND INTERIOR DOORWAY, THE SAME MOLDING PATTERN AS IN THE 1856 SURGEON'S QUARTERS.



FIGURE 15: DISPLAY FRAME SHOWING BRICK INFILLING OF EXTERIOR WALLS.



FIGURE 16: DISPLAY FRAME SHOWING HAND SPLIT LATH ON INTERIOR WALLS.





FIGURE 17: WESTERN OUTSIDE WALL SHOWING LATH AND MUSLIN BACKED WALLPAPER ON WHAT WAS AN INTERIOR WALL.



FIGURE 18: WESTERN EXTERIOR WALL SHOWING LATH, AND BRICK INFILLING.

**Museum**  
**Monthly Financial Report**  
**Fiscal Year 2021 - September 2020**

Filters

Fd	211
Cat	(Multiple Items)

Account	Data			Current			
	Current Budget	Current Actual YTD	Prior Year Actual YTD	Year Budget Executed	Prior Year Budget Executed	Year to Year % Change	Current Year - Prior Year
<b>Revenue</b>							
<b>MUSEUM</b>							
NON-DEPARTMENTAL RESOURCES-R							
MUSEUM NON OPERATING RESOURCES-R							
BEGINNING FUND BALANCE-R							
BEGINNING FUND BALANCE	107,287	101,648	83,145	94.7%	96.1%	22.3%	18,502.61
RESERVED BEGINNING FUND BALANCE - MARTIN DONATION	143,133	138,133	144,828	96.5%	100.0%	-4.6%	(6,695.00)
BEGINNING FUND BALANCE-R Total	250,420	239,781	227,973	95.8%	98.6%	5.2%	11,807.61
INVESTMENT EARNINGS-R							
INTEREST EARNED	4,992	696	1,317	14.0%	36.6%	-47.1%	(620.72)
MARK TO MARKET - UNREALIZED GAIN/LOSS	-	-	185	#DIV/0!	#DIV/0!	-100.0%	(185.45)
INVESTMENT EARNINGS-R Total	4,992	696	1,503	14.0%	41.7%	-53.7%	(806.17)
TRANSFERS IN-R							
TRANSFER FROM ECONOMIC DEVELOPMENT FUND - ONE TIME COUNTY CONTRIBUTION	5,000	5,000	5,000	100.0%	100.0%	0.0%	-
TRANSFER FROM GENERAL FUND - COUNTY CONTRBUTION	17,500	17,500	17,500	100.0%	100.0%	0.0%	-
TRANSFERS IN-R Total	22,500	22,500	22,500	100.0%	100.0%	0.0%	-
MUSEUM NON OPERATING RESOURCES-R Total	277,912	262,977	251,976	94.6%	97.9%	4.4%	11,001.44
NON-DEPARTMENTAL RESOURCES-R Total	277,912	262,977	251,976	94.6%	97.9%	4.4%	11,001.44
ADMINISTRATION-R							
MUSEUM OPERATING EXPENDITURES-R							
LICENSES FEES & PERMITS-R							
ADMISSIONS	13,000	322	15,587	2.5%	55.7%	-97.9%	(15,264.75)
MEMBERSHIPS	9,000	20	980	0.2%	12.2%	-98.0%	(959.50)
MERCHANDISE SALES	1,200	-	1,705	0.0%	56.8%	-100.0%	(1,705.00)
LICENSES FEES & PERMITS-R Total	23,200	342	18,271	1.5%	46.8%	-98.1%	(17,929.25)
INTERGOV'T REV - NON SINGLE AUDIT-R							
DALLES CITY-MUSEUMS	22,500	5,625	7,500	25.0%	33.3%	-25.0%	(1,875.00)

**Museum  
Monthly Financial Report**

**Fiscal Year 2021 - September 2020**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Budget Executed	Budget Executed	Year % Change	
STATE GRANT/REIMBURSEMENT	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
INTERGOV'T REV - NON SINGLE AUDIT-R Total	22,500	5,625	7,500	25.0%	33.3%	-25.0%	(1,875.00)
MISCELLANEOUS-R	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
CHARGES FOR SERVICES-R							
N WASCO PUD	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
CHARGES FOR SERVICES-R Total	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
CONTRIBUTIONS & DONATIONS-R	6,500	200	2,774	3.1%	42.7%	-92.8%	(2,574.47)
MUSEUM OPERATING EXPENDITURES-R Total	52,200	6,167	28,546	11.8%	33.0%	-78.4%	(22,378.72)
MARTIN DONATION-R ADDITIONAL DONATION	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
ADMINISTRATION-R Total	52,200	6,167	28,546	11.8%	33.0%	-78.4%	(22,378.72)
MUSEUM Total	330,112	269,144	280,522	81.5%	81.6%	-4.1%	(11,377.28)
<b>Revenue Total</b>	<b>330,112</b>	<b>269,144</b>	<b>280,522</b>	<b>81.5%</b>	<b>81.6%</b>	<b>-4.1%</b>	<b>(11,377.28)</b>
<b>Expense</b>							
<b>MUSEUM</b>							
<b>ADMINISTRATION-E</b>							
<b>MUSEUM OPERATING EXPENDITURES-E</b>							
PERSONAL SERVICES-E	42,392	9,741	9,393	23.0%	22.0%	3.7%	347.68
MATERIALS & SERVICES-E							
ADVERTISING & PROMOTIONS	5,000	2,870	740	57.4%	14.8%	287.8%	2,129.98
BLDG REPAIR & MAINT	8,000	46	360	0.6%	6.0%	-87.2%	(314.01)
BOOKS	-	-	467	#DIV/0!	36.0%	-100.0%	(467.49)
CONTRACTED SERVICES	10,000	7,475	-	74.8%	0.0%	#DIV/0!	7,475.00
COPIER - LEASE & MAINTENANCE	1,032	158	193	15.3%	38.5%	-18.0%	(34.65)
DUES & SUBSCRIPTIONS	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
EQUIPMENT - REPAIR & MAINTENANCE	500	170	-	34.0%	0.0%	#DIV/0!	170.00
MAINTENANCE - GROUNDS	7,500	1,050	3,168	14.0%	42.2%	-66.9%	(2,118.32)
MUSEUM EXPENSES	1,500	-	659	0.0%	43.9%	-100.0%	(659.00)
POSTAGE	500	-	-	0.0%	0.0%	#DIV/0!	-
SUPPLIES - FOREST SERVICE	2,000	120	170	6.0%	8.5%	-29.3%	(49.67)
TELEPHONE	1,250	239	253	19.1%	20.2%	-5.5%	(14.02)
TRAINING & EDUCATION	500	-	-	0.0%	0.0%	#DIV/0!	-
UTILITIES	10,000	959	1,323	9.6%	13.2%	-27.5%	(364.25)
OUTSIDE PLANT MAINTENANCE	250	-	(40)	0.0%	-8.0%	-100.0%	40.00
SPECIAL EVENTS	500	-	-	0.0%	0.0%	#DIV/0!	-
SUPPLIES - MERCHANDISE	100	-	-	0.0%	0.0%	#DIV/0!	-
MATERIALS & SERVICES-E Total	48,632	13,087	7,293	26.9%	12.6%	79.4%	5,793.57

**Museum  
Monthly Financial Report**

**Fiscal Year 2021 - September 2020**

Account	Current Budget	Current Actual YTD	Prior Year Actual YTD	Current	Prior Year	Year to	Current Year - Prior Year
				Budget Executed	Budget Executed	Year % Change	
CAPITAL OUTLAY-E	-	-	-	#DIV/0!	0.0%	#DIV/0!	-
<b>MUSEUM OPERATING EXPENDITURES-E Total</b>	<b>91,024</b>	<b>22,828</b>	<b>16,687</b>	<b>25.1%</b>	<b>15.5%</b>	<b>36.8%</b>	<b>6,141.25</b>
MARTIN DONATION-E	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	-
<b>ADMINISTRATION-E Total</b>	<b>91,024</b>	<b>22,828</b>	<b>16,687</b>	<b>25.1%</b>	<b>15.5%</b>	<b>36.8%</b>	<b>6,141.25</b>
<b>MUSEUM Total</b>	<b>91,024</b>	<b>22,828</b>	<b>16,687</b>	<b>25.1%</b>	<b>15.5%</b>	<b>36.8%</b>	<b>6,141.25</b>
<b>Expense Total</b>	<b>91,024</b>	<b>22,828</b>	<b>16,687</b>	<b>25.1%</b>	<b>15.5%</b>	<b>36.8%</b>	<b>6,141.25</b>

## Financial Notes for Museum – September 2020

- 3<sup>rd</sup> month of the fiscal year = 25.0% complete for straight-line analysis
- This is preliminary as the start of the fiscal year is not every smooth

### Revenues

- Due to COVID – revenues are down considerably
  - \$322 in admissions compared to \$15,587 last year at this time
- Wasco County transfer-in has been completely transferred in
- The Dalles Support is right on the straight-line budget plan
- Interest for September has been allocated
  - Interest is down significantly – LGIP is now at 1%; last year at this time it was over 2.0%
- Reserved Martin Donation will be reviewed for interest portion and spending out – not done yet, still under review

### Expense

- Personnel is executing at 23.0%, which is within the straight-line budget expectation
  - The amount is \$348 more than last fiscal year
- Contract Services has executed at 74.8% already - \$7,475
  - No change from July report
- Advertising is 57.4% - \$2,870; based on last year's costs – this should be watched
  - Statehood Media LLC - \$950 discussed in prior meeting
  - GoDaddy.com - \$160 discussed in prior meeting
  - Immense Imagery - \$1,760 spent in September
- Grounds Maintenance – only \$1,050 to date compared to \$3,168 last fiscal year
  - \$350 per month, if this holds this will total to \$4,200 by June 2021; big improvement over last year which was \$2,548 at this time.
- All other expenses are within the budget expectations
- Total M&S expense is \$13,087 – or 26.9% of appropriation

### Summary

The fund is in decent shape to weather the COVID shutdown. Total budgeted expenditures are \$91K; Support from Wasco County and The Dalles totals \$45K; This means if the Museum was unable to generate any additional revenue, \$46K of fund balance would be utilized – unreserved fund balance is approximately \$102K. This is a worst case situation for the Museum and assumes there is not opportunity to reopen before June 2021 as well as no memberships sold in addition to fully expending the expenditure budget. I do not view this as probable, but it is a good to know the Museum has the ability to last the fiscal year and still have a healthy fund balance.



