

RAPID CITY HISTORIC PRESERVATION COMMISSION – Special Meeting

Wednesday, July 24, 2013

5:30 P.M. – 7:00 P.M. – **3rd Floor West Community Room**

City/School Administration Complex

300 Sixth Street

Members Present: Jim Jackson, Jean Kessloff, Shawn Krull, Lance Rom, Sally Shelton, and Bill Freytag

Members Absent: None

Others Present: Michelle Dennis, Katherine Palmer, and Kip Harrington

Krull called the meeting to order at 5:30 p.m.

Business

1. 2012/2013 Budget

Palmer explained the most up to date budget status through use of a spreadsheet. The original CLG grant and all draws to date were depicted with the addition of the next estimated draw. She explained that the total found under Remaining Balance will need to be used by August 20, 2013. Further, she mentioned that the total under Design Handbook would probably be reduced to approximately \$2000, based on an estimate given at the previous meeting by Patsy Horton.

In response to a question from Rom, Palmer responded that the City has requested the Consultant to provide all contractual items, including the invoice, by August 12, 2013.

In response to a question from Dennis, Palmer responded that donations had been made to the Commission for the QR Code project, which left a balance of approximately \$3200 after the project was completed. She went on to explain that Chris Nelson from SHPO approved the use of the remaining QR Code monies toward supplies.

In response to a question from Freytag, Krull responded that the QR Code Project is done.

In response to a question from Krull, Palmer responded that the \$525 for Workshop/Seminars listed under Draw #3 was for the Realtors Convention in September. Krull and Jackson responded that they would both be attending.

The Commission reviewed a list of projects initially discussed at a special meeting in January 2013. Palmer mentioned that SHPO believes the biggest priority is doing a resurvey of the West Blvd Historic District. Discussion continued on doing a resurvey and using grant funds.

In response to a question from Freytag, Krull responded that a Website is project additional funds could also be used for. Discussion continued on doing a website with grant funds from 2012-2013.

In response to a question from Krull, Palmer responded that an RFP would need to be done for the Website.

In response to a question from Krull, Palmer responded that the Design Handbook is required to come back to the City in a working format.

Jackson moved to recommend \$4500.00 be earmarked from the remaining 2012/2013 grant money for a Historic Preservation Commission Website. The motion was seconded by Rom and carried unanimously.

Freytag moved to recommend that the remaining \$3,119.35 of the 2012/2013 grant money QR Code project be moved up Supplies/Program Administration. The motion was seconded by Jackson and carried unanimously.

Jackson moved to recommend continued membership to the South Dakota State Historical Society, in the amount of \$45.00. The motion was seconded by Shelton and carried unanimously.

2. CLG Grant Requirements

Palmer explained that the Commission members each have a copy of the South Dakota: Certified Local Government Procedures Manual in their binders and reviewed the necessary requirements to maintain their CLG standing.

3. Projects for the 2013/2014 Grant Season

Discussion took place on the upcoming grant season and appropriate projects to spend the allocated money on.

In response to a question from Rom, Palmer responded that the Supplies/Program Admin fund money was used to print out Preservation Briefs and Tech Notes for each Commission member upon request.

The Commission determined that the 2012/2013 amounts for Supplies/Program Admin (\$1,500.00), Membership (\$275.00), Workshop/Seminar (\$2,225.00), and Preservation Training (\$2,000.00) would be appropriate for the same categories through the 2013/2014 grant season.

Discussion continued on a Website Project and Survey for the West Boulevard Project for the 2013/2014 grant season.

Shelton moved to recommend that the amounts from the 2012/2013 grant season for Supplies/Program Admin, Membership, Workshop/Seminar, and Preservation Training stay the same for 2013/2014 grant season, that Design Guidelines would be changed to West Boulevard Survey with the amount of \$12,000.00, and that QR Codes would be changed to Webpage with the amount of \$6,410.00. The motion was seconded by Jackson and carried unanimously.

Kessloff mentioned that any help to finalize the design handbook, now that the contract with the consultant has been terminated would be appreciated. Rom suggested that a plan be created to complete the handbook. Palmer stated she would place this topic on the next Commission agenda.

In response to a question from Freytag, Harrington responded that the consultant would provide the Commission with a digital copy of the Handbook in an editable format.

4. Nomination of Properties

Palmer explained that one of the Commission's responsibilities as a CLG is to continually nominate properties in the community. A list has been created based on all previous surveys and recommendations made on properties eligible for nomination. Palmer requested that a subcommittee be created to work on this project.

In response to a question from Freytag, Dennis responded that in the past the Commission has identified historically significant properties in the community that could be listed on the national register of historic places and then prepared the nomination to go through the process. Discussion continued on the process.

In response to a question from Freytag, Kessloff responded that the McGillyCuddy House is a non-contributing structure in a historic district.

Discussion of the nomination process continued.

In response to a question from Freytag, Krull responded that a donation could not be made to the McGillyCuddy house, but that they could pay for a consultant to provide a service to the historic property.

Discussion began on donated hours and matching funds. Palmer explained donated hours, professional rates, tasks appropriate for donated hours, and why the Commission has to donate hours to match the season grant. Discussion continued on what could be considered work for donated hours.

Shawn Krull, Sally Shelton, and Jean Kessloff volunteered to be on the subcommittee and Lance Rom volunteered to be an alternate of the subcommittee.

Freytag moved to recommend a motion that Krull, Shelton, and Kessloff serve on the Property Nomination Subcommittee. The motion was seconded by Rom and carried unanimously.

Adjourn