

FINAL Minutes, Cheyenne Historic Preservation Board Regular Meeting

Meeting Date & Time: Tuesday, November 9, 2021 – 6:00 pm

Meeting Place: Zoom

Attendees: Cheyenne Historic Preservation Board

Ex-Officio City Council Representative (invited)

Urban Planning Office Representative (invited)

1. Roll Call

CJ Young chaired due to Jason being out ill.

All members present except for Max C. and Jason B. (both excused)

2. Approval of Minutes from October 12, 2021 regular meeting

Josh moved, Don H. seconded to approve the minutes from the Oct. meeting.

Motion approved.

3. Audience Business: Comments from the Audience (Each limited to 5 minutes, please)

No audience business

4. Comments/Report from City Council Rep.

Richard J. reported he would touch base with Alessandra on her progress in considering the questions the Demo by Neglect committee had proposed. He described his PR process regarding proposed ordinances he sponsors, including writing op eds.

He brought forward some questions regarding the ornaments transaction process and the board discussed plans for selling them at various venues, including the Historic Governors Mansion Tinel Through Time event and the Christmas Parade.

Regarding the park naming resolution, he gave advice regarding the petition process and indicated he'd be helping collect signatures.

Richard then reported on other City Council projects such as mothballing the Pump House, the Greenway, the Dubois Triangle petition which was approved, the Belvoir Ranch, and the Greenway Historic Tunnel in the East Community Park.

5. Comments/Report from Urban Planning Office Rep.

Sam asked the board to do a better job of keeping her in the loop on board activities mentioning a recent lack of communication with her regarding recent work on the naming

resolutions and the Demo By Neglect ordinance. The Board was also reminded not to communicate via reply-all as it constitutes city business.

The Board and Sam discussed how to strengthen the working relationship between the board and the Planning Dept. including communicating with Charles Bloom who had intended to speak to the board at this meeting but had taken ill. The idea of a Board Training was also mentioned after the first of the year as part of having a fresh start.

Mark Christensen reported that, in discussion with Cheyenne LEADS, they're looking to submit a CLG grant to do an architectural survey and get CAD drawings of the Hynds building to help market it as a re-development option.

Mark asked the board to use the City's phone lines and e-mail addresses to communicate with city staff on official business.

6. Committee Chairs' & Liaisons' Reports

No reports.

7. Old Business

a. Airport Fountain Naming Resolution

Milward reported that the board members present at the Oct. 26 work session: Gary, Max, David Don, Cathie, Josh and Jason were present and voted to name the park "Stewardess Park."

Sam indicated that the board would need to get 300 signatures and then go through legal review and then to the city council resolution process.

Dave asked if sheets could be printed off for board members to pick up. He emphasized that there needs to be a name on the petition so folks know what they're signing.

b. Airport Fountain

i. Bid Opening

Mountain Masonry put in a bid for \$68,541 to do the Terra Cotta work to finish up the fountain. We have \$45k in grants that will cover it which will leave \$23,541 to be covered through the board's fundraising. The current balance in the account is \$27,366.33.

The project needs to be finished by Aug. of 2022 which is the end date for the grants.

CJ expressed that finishing this project would be one of the board's biggest accomplishments.

Gary moved to accept the bid and use the board's account funds to cover the \$23,541 remainder. Cathie seconded.

Motion approved.

c. Airport Terminal

No new information provided.

d. Demolition by Neglect

Milward reported that Jason, Milward and Cathie had met to update the ordinance based on previous feedback as had long been planned. Jason had asked Alessandra for her input on the proposed changes to the draft ordinance and hadn't heard back from her yet.

8. New Business

a. Board administration - term expirations

Don, Milward, Josh & Gary have terms that are expiring.

Deadline to put in for re-appointment is the end of November 2021 so the reappointments could get on the city council agenda for the 28th of Dec.

Reappointments are typically made for a calendar year.

b. ARP Grant

Sam introduced guests Alessandra Fakelman and City Grant Manager, Renee Smith. Charles' position is that the CHPB can apply for SHPO grants as a CLG but any other grants would have to have the approval of the City Council.

Renee Smith provided her interpretation that the City can apply but only through a 501 c 3 nonprofit due to the rules for accepting federal funds from the National Endowment for the Humanities (NEG). So there would need to be a fiscal agent.

Cathie asked for clarification on the timeline for applying under these circumstances. Renee Smith recommended 5-6 weeks.

Some discussion took place regarding a possible 501 c 3 to apply through, including Historic Cheyenne Inc.

Josh asked if CHPB had received grants in the past outside SHPO or if this is a new arrangement. Milward responded that the board has received numerous grants outside of SHPO grants over the years including the Wyoming Cultural Trust Fund.

Ms. Smith explained and Ms. Fakelman confirmed that the threshold for city approval is \$35k.

Ms. Smith further explained that the City Treasurer has to approve all grants so she can be aware of, for instance, any matching funds requirements, therefore anything below \$35k would need to go through the City Treasurer and legal and anything above would need to go before the City Council for its approval. She recommended going through legal in general, especially if there are contracts involved.

Milward recommended HCI as a good potential fiscal agent given their historic preservation mission.

After some discussion, **Milward Moved, Josh seconded that the Board ask HCI to serve as our fiscal umbrella for an ARP grant application through the WY Humanities council under \$35k.**

Discussion:

Dave B asked whether the money would go to HCI and then go to the City for use by the board. Ms. Smith clarified that the money would go to HCI who would then disburse it to the board. She recommended an MOU with HCI would be required.

Motion approved.

c. LeClerq Jones Award

Milward reported that award was discussed during the work session.

Gary moved, Amber seconded that the Townsquare Title building, 719 E. 17th St., be given the LeClerq award. Several testimonials followed regarding the excellent historic preservation work represented by the building.

Motion approved with Cathie abstaining.

d. Dubois Award

1215 W. 32nd St. was discussed. Attempts have been made to speak with the owner.

3. Plaques - Dubois Block and Expanded Capitol North

Members of the Dubois block reached out to Sam regarding getting historic signs for their properties. Sam asked if the board had information about how funds for these kinds of signs were acquired. She said the process would probably be that she'd ask the city council to allot the funds for it – Sam will check on who's responsible for paying for them.

The board expressed support for going forward with the project.

e. Annual Report to SHPO

Josh offered to help Sam with the SHPO annual report due at the end of the year.

Sam will be applying for 2 CLG grants: \$13,000 for the the Architectural Assistance Fund grant and the annual Training grant for the board to attend conferences. \$18k is the approximate combined amount for the grants.

Other Business ...

Sam reported that we almost had a Certificate of Appropriateness process go forward in the Historic Governors Mansion Protective Area. An inspector is checking into the status of work at the property in question and will keep the board informed.

Cathie asked if the Contributing Structures List could be put on the agenda for next month.

9. Adjourn

Milward moved, Cathie seconded to adjourn the meeting. Motion approved.

Minutes respectfully submitted by Milward Simpson, Board Secretary.

Minutes approved at the January 11, 2022 meeting.