

# MINUTES FOR TUESDAY, JUNE 09, 2020

## HISTORIC PRESERVATION BOARD MEETING

### 6:00 PM, WEBEX MEETING

#### **ATTENDANCE:**

Members Present: Jason Bogstie (Chair), Jaime McGrew (Vice Chair), David Benner, Cathie Tabor-Douglas, Gary Sims, and Milward Simpson

Members Absent: CJ Young (Secretary), John Brewster, Max Carre', Don Herrold, and Jaci Wells

City Staff: Mark Christensen, Charles Bloom

Others: Mike Luna, Stephanie Lowe

**ROLL CALL AND BOARD MEMBER INTRODUCTIONS:** Chair Bogstie called the meeting to order at 6:00 PM and called roll.

**APPROVAL OF PREVIOUS MINUTES:** Mr. Benner noted two errors. With the corrections, Mr. Benner moved to approve. Seconded by Ms. Tabor Douglas. All in favor.

**AUDIENCE BUSINESS:** None.

**COMMENTS/REPORT FROM CITY COUNCIL REP:** Councilman Luna was present. Councilman Luna noted Council is very busy with budget items. He does not believe any of the budget items will affect the Board. Councilman Luna noted he is pleased with the Airport Fountain project.

**COMMENTS/REPORT FROM URBAN PLANNING OFFICE REP:** Mr. Christensen noted that Ms. Lowe has transitioned to a new position at WyDOT. Mr. Christensen noted he will be the main point of contact for the Board for the foreseeable future. Mr. Bloom added that there is a slight change in budgeting for the grant match for the Board. It is now a Board and Commissions line item, meaning it will be used for more than grant matches. It was reduced from \$6000.00 to \$2000.00. The item is now available to support any Planning and Development Boards and Commissions, though Mr. Bloom does not believe any other Boards will utilize this fund. Mr. Simpson clarified that the amount was \$6000. Mr. Bloom confirmed this is correct. Mr. Bogstie asked about the likelihood of the Budget being approved. Mr. Bloom stated no amendments should affect this item. Mr. Simpson again noted the possibility of CLGs being eligible for CAREs funding. He noted there may still be an opportunity to apply for the second round of funding.

#### **COMMITTEE CHAIRS & LIAISONS REPORTS:**

DDA: None.

HCI: None.

Design Committee with the DDA: None.

Mayor Liaison: None.

Save Historic Places: Mr. Simpson provided an update on the demo by neglect ordinance. Mr. Simpson stated the draft is complete and the Committee needs to meet to vet the updates to the ordinance. Once this happens, he will forward on the Ordinance to send to the City to go through the legal process. Mr. Bogstie recommended meeting on this item as well prior to the July meeting.

Community Outreach: None.

Fundraising: None.

Marketing: None.

**OLD BUSINESS:**

- a. Airport Fountain: Mr. Christensen provided an update to the Board. He discussed the contractor's recommendation to place the tile on top of the old tile rather than removing the old tile. This method was recommended in order to avoid extensive damage to the backing behind the tile. The contractor also noted pasting the tile on top of the old tile will be more cost efficient than removing the tile, by \$7740.00. Mr. Christensen and Mr. Bloom allowed the contractor to continue with the contractor's recommendation. After this, the architect noted that he would like to have the Board at least see a quote for the difference, as he had concerns on the tile extending outward from the pool. The contractor provided this and then asked for direction as soon as possible. Mr. Christensen recommended the Board make a motion. Mr. Bloom added that the with the 2<sup>nd</sup> phase of the project, the slight gap will be reduced. He noted that removing the old tile may cause significant damage. Mr. Sims confirmed this as he attempted to remove tile prior to the contractor's work starting.

Motion: Mr. Sims made a motion to go over the existing tile. Second: Mr. Benner seconded the motion. Discussion: Mr. Simpson stated he did not want to cause harm to the fountain. He did not want to increase the budget. Ms. Tabor-Douglas felt the Board should defer to the contractor. Mr. Simpson asked if this was the increase in money. Mr. Christensen confirmed the contractor's preferred alternative, going over the existing tile, would not result in any increase. Vote: All in favor of the motion.

Mr. Christensen then went on to state that the Board is required to fabricate a sign to post on-site for one of the grants received. He asked for a motion from the Board to allow him to reach out to a sign company to fabricate a sign in the amount of \$189. Mr. Bogstie stated any expenditure of funds requires Board approval.

Motion: Mr. Simpson moved to have the sign fabricated. Second: The motion was seconded by Ms. Tabor- Douglas. Discussion: None. Vote: All in favor.

Mr. Christensen finished the discussion on the fountain that he will be getting regular updates from the contractor and had extra tiles for Mr. Sims if he desired. Mr. Christensen will also update the Board with information from the architect. He encouraged the Board to think about the next phases of the project. Mr. Simpson wanted to confirm the lights were working at the Fountain. Mr. Christensen stated he will follow-up on the matter.

- b. Ornaments Update: Mr. Bogstie had sent an email Mayor Orr on the ornaments and had not heard a response. Mr. Sims noted that the ornaments had arrived. The order was short 18 ornaments. The company will make 18 more and forego the shipping charges. The company will also be changing the insert for Big Boy as they made an error on the locomotive number. Because of this, Mr. Sims will hold off on numbering the ornaments. Mr. Christensen noted that Mr. Sims can give him the invoice and he will begin processing it. Ms. Tabor-Douglas requested an image of the ornament to begin marketing the ornament and Mr. Sims stated he will send it over. Mr. Simpson asked for clarification on how he can participate in the sale of the ornaments. Ms. Lowe stated what the process was last holiday season. She stated selling the ornaments to the member and then the member selling them individually seemed to work best. Mr. Sims stated Mr. Herrold would be tracking the ornaments. Ms. Tabor-Douglas volunteered to have the ornaments stored at her office. Mr. Bogstie asked the marketing committee to make a flyer to distribute the ornaments.

- c. Fundraising Arm with HCI, Update by Board: Mr. Benner stated that HCI will be meeting the week of July 13 to vote on the final changes to the by-laws. The non-profit status is in holding. The status will be reinstated by the IRS once financial reports from previous years are submitted. All members will be at-large, with one Historic Preservation Member being non-voting. Mr. Simpson expressed concerns with how long this may take to be processed by the IRS.
- d. National Alliance for Preservation Commission Forum Update: Mr. Bogstie stated the registration cost will be \$100 and that the whole board would be able to sign-up. Mr. Christensen stated he will get more information for the Board on how to register for the conference.
- e. Update Rules of Practice: Mr. Simpson, Mr. Carre', and Mr. Herrold met to discuss the update Rules of Practice. They met with Ms. Lowe to go through revisions on the Rule of Practice. Mr. Carre' compiled and sent out the updated Rules to the ad hoc committee. Mr. Bogstie inquired how much the Rules had changed. Mr. Simpson confirmed there are minor edits with items Ms. Lowe felt needed to be included. Mr. Bogstie recommended circulating the draft and holding a work session on June 23 to discuss the updated Rules of Practice. Mr. Christensen noted this is sufficient time to notice the meeting. The Board concurred that they will hold a session on June 23 at 5:30 pm. Mr. Simpson later asked Ms. Lowe as to if the design guideline changes had been included in the draft. Ms. Lowe confirmed the draft is ready to send and she will update the design guidelines process in the Rules of Practice.
- f. Shell Back Ranch National Register Nomination: Mr. Christensen wanted to confirm the Board did not want to pursue this nomination. The Board confirmed this was the case.

## **NEW BUSINESS:**

- a. Tour the Legend Subcommittee Coordination: Mr. Bloom asked the Board whether the Tour the Legend event would be moving forward. He noted that in years past the funding had come out of the grant match, which was reclassified as "Board Support" since this was not a grant. Mr. Bloom asked whether an increase in ticket prices could be used to counter the costs. Mr. Bloom asked if the Board wanted to do the program this year. Mr. Bogstie stated that at the strategic planning meeting that the Board would forego the tour due to the success of the ornaments. Ms. Tabor-Douglas stated she thought they had decided to do a virtual tour instead of Tour the Legend as the turnout was not high in previous years. The Board felt they should do another tour, such as tour of the Union Pacific Depot Tower. The Board concluded they would not be doing Tour the Legend this year.
- b. Discussion on Board Transition: Mr. Christensen discussed that the Planning and Development Department is currently short staffed. Due to this, he and Mr. Bloom asked the Board whether or not they would be able or willing to take minutes on future meetings. Mr. Bloom stated this would give the Board more flexibility to call their own meetings. The Board stated the Secretary would be able to take minutes if the City were to give them parameters. Mr. Christensen stated that he will follow-up with information on minute taking.
- c. Digital Archive Project – Status and Direction: Mr. Bloom stated Planning and Development had been contacted by State Archives. Mr. Bloom stated that Archives is retaining architectural records for specific items but is also compiling a list of records they are looking to destroy. Mr. Bloom would like the Board to look at the list to determine which of the plans on the list should not be destroyed. He will send this list to the Board as soon as he gets it. Ms. Lowe stated this is very important as some plans with historical significance were almost destroyed, such as the Pumphouse. Ms. Tabor-Douglas added that plans that may not be historic now, could be within 50 years. Mr. Bloom stated when the list is delivered, he would like the Board to look at the list to determine which should be saved as staff does not currently have time to do so. Mr. Bloom stated this will be a discussion point on a later agenda.

- d. Board / Commission Support Funding Request: Mr. Bloom confirmed this was discussed at the beginning of the meeting. He would like the Board to complete a spending plan for this funding source. He confirmed this Board of Historic Preservation will likely be the only Board to use this fund. He would like the Board to think of how to best use this funding.

**ADJOURN:** Mr. Simpson moved to adjourn and Ms. Tabor-Douglas seconded, all were in favor. The meeting was adjourned at 7:42 pm.

**NEXT WORK SESSION:** June 23, 2020

**NEXT MEETING:** July 14, 2020, 6 pm – Zoom

Minutes Respectfully Submitted:  
Mark Christensen, Planner II, Planning & Development Department