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Pierre/Ft. Pierre Historic Preservation Commission **January 2020 Minutes**

January 15, 2020 – Meeting called to order by Chairperson Kathy Aplan at 12:02pm

In Attendance

Kathy Aplan, Kelly Waage, Robert Kean, Deb Gates, Sunny Hannum, Donna Leslie, Deb Schiefelbein, Pierre City Council liaison Vona Johnson, Ted Spencer (State Historic Preservation Office), Don Zeller (volunteer)

Approval of Minutes

The December 18, 2019 minutes were reviewed and following discussion and noting the correct date of a conference and clarifying the Commission's decision to await renewing membership to the National Trust for Historic Preservation until a later date, Sunny Hannum moved, Kelly Waage seconded, that the minutes be approved as corrected. The motion carried.

Budget

Commission Treasurer Kelly Waage reviewed the Financial Planning Document dated January 15, 2020, previously distributed to the Commission. The review included information relating to the individual budget fund categories, funds available, expenses, balances and estimates. Waage further detailed for the Commission the structure of the budget report, that the report format may change to better present data, and, when noted, items and descriptions of activities will be dropped from the report when no longer needed. Expense items referenced included: payment for continuation of Lewis and Clark sign effort; organization memberships; and internet domain assistance. Further Commission discussion ensued regarding when the Commission may expect notice of funding from the communities and the correct funding source that should be used to pay for informational signage in Ft. Pierre.

Building Permits Review

No building permits were submitted to the Commission for review. In response to a question raised regarding how a typical historic impacting building permit review request is processed and the ensuing Commission discussion, Ted Spencer from the SD State Historic Preservation Office (Pierre, SD) explained the building permit review process elements, the entities involved in a review and the typical review sequence currently used in communities in the state.

Old Business Ft. Pierre Chouteau Site Maintenance

The Commission discussed the continuing effort to address the needed and previously approved gravel work at the Ft. Pierre Chouteau site. The work is designed to enhance site accessibility and durability of its entry and pathways. The contractor initially contacted regarding the work has not responded with a cost estimate and timeline for completion information in a timely manner. Another contractor with experience in the type of work involved will be sought out. It was commented that the work itself will probably not be able to be completed until after the spring thaw.

Lewis and Clark Sign Committee

Members of the Lewis and Clark Sign Committee reported that they are close to finalizing the text for the remaining three signs. They are also completing the design of the visuals involved with the signs to include Sacagawea, a keel boat and plants of the area. Due to Committee member work schedules and involvement with the legislative session, the final sign design may not be presented to the Commission until April. It was noted that a signpost that was erected at the Drifters restaurant location in Ft. Pierre during its construction and not currently being used could accommodate one of the Lewis and Clark signs being discussed. It was agreed that the Drifters location will be considered in the final decision-making process.

Web Site Additions

The Commission discussed additional information being placed onto the historic preservation website. Discussion included: historic sites of interest to add, i.e., Andy's Meat Market (Ft. Pierre) and the Stanley County Jail (Ft. Pierre); the amount of information to include in the additions, i.e., number of photos, amount of dialogue; and, other items generated by the Commission that could be considered for inclusion in the site, i.e., driving tour booklet, Coe Crawford information. Final selections will be approved at future meetings.

Conferences in 2020

The Commission reviewed a list of relevant historic themed conferences that members may have an interest in attending. The conferences mentioned are: Certified Local Government (CLG) Conference (March 25-27, Rapid City, SD); SD State History Conference (April 24-25, Pierre, SD); Alliance of Preservation Commissions Forum (July 22-26, Tacoma, WA); and, National Trust for Historic Preservation (October 28-30, Miami, FL). Ted Spencer commented that city commissioners are encouraged to attend the CLG conference to hear relevant updated information that has an impact on communities throughout the state. The deadline to register for the CLG conference is February 27, 2020. Commission Members planning on attending the CLG conference were asked to confirm their attendance at the February 19, 2020 meeting.

Historic Publications

Commission members presented updates on the status of specific efforts since the last meeting including:

Historic Homes/Buildings: Commission Member Sunny Hannum reported that the project outline should be completed by the end of January. The project will consider seventeen homes and twelve business/church buildings with a photograph and accompanying paragraph of varying length describing each home/business/church building. The amount of material may require that two booklets, one for each community be considered. The Commission will have the opportunity to review the booklet material as it is completed and before publishing.

Sansarc School: Commission Member Deb Schiefelbein reported that the Sansarc School booklet will require 25 sheets of paper which, when folded into the booklet, turns out to be 50 half pages in the booklet. Estimated cost to print the material is \$1484 for 500 copies ready for distribution. The material to be printed was previously provided to the Commission members. The layout format will resemble the driving tour booklet and include the PFPHPC logo. Sunny Hannum moved, Deb Schiefelbein seconded that \$1484 be expended for the publication of 500 copies of the Sansarc School booklet, provided that prior to publication, the final proof for the printing be provided to Commission Chairperson Aplan for review. The motion carried.

Reprints: Nothing further needs to be done at this time.

Cedar Hill Cemetery: Commission Member Sunny Hannum reported that Ken Stewart will be available in June 2020 to assist in the development of the walking tour of the Cedar Hill Cemetery. There will be a further report after Mr. Stewart has had the opportunity to consult upon and review the project concepts and objectives and develop a project plan.

Signs

The Commission discussed the completion of the signs project that will provide information on two historic buildings in Ft. Pierre, Andy's Meat Market and the Stanley County Jail. Discussion points included: layout of the signs and centering of the dialogue; best picture of buildings; options on the sign preparation and finish; and, signpost installation construction options. After discussion, it was the consensus of the Commission to complete the signs as agreed to and forgo decisions on the specific configuration of the signpost construction until after further consultation with the anticipated signpost installers. Sunny Hannum moved, Deb Schiefelbein seconded that up to \$500 be expended for the completion of two signs setting out historic information regarding Andy's Meat Market and the Stanley County Jail to be located in Ft. Pierre. The motion carried.

City Council Tours

The Commission discussed the previously proposed city council tour of local historic sites. It would provide an excellent opportunity to share some of the completed informational efforts of the Commission in the Pierre and Ft. Pierre communities. The tour proposal will be revisited later in the spring to select a tour date or dates. It is anticipated that the new Lewis and Clark signs and those of Andy's Meat Market and Stanley County Jail will be part of the tour. Whether the Ft. Pierre City Commission will join Pierre's on a tour or will have a separate tour will need to be explored.

New Business New 2020 Activities

The Commission Members were reminded to inform the Commission as soon as possible regarding attending conferences where reimbursement is expected so costs can be budgeted. Members are encouraged to suggest projects for discussion and consideration. It is important to get an anticipated project's details clearly solidified to appropriately develop potential costs and expense items for budget purposes.

Organizational Memberships

Commission Treasurer Kelly Waage provided information in the Financial Planning Document dated January 15, 2020 that, to date, Commission membership in the following organizations were renewed for 2020: SD State Historic Society; Lewis and Clark Heritage Foundation; Verendrye Museum, Inc.; and, Oahe Chapel.

Pierre Airport History Request

A multi-day air show is scheduled for July 2020 at the Pierre regional airport. In conjunction with the anticipated large attendance, interest has been expressed to "showcase" the airport to include preparing some information on the history of the airport for general public distribution. Don Zeller was contacted and relayed a query regarding the Historic Preservation Commission's ability and willingness to prepare a publication for distribution to the public at the airshow. The Commission discussed several questions raised by the request including: the effort's locating/accessing historic records and information; amount of detail to be included, format of the publication, use of photos, length of publication (multi-page, tri-fold, etc.), number of copies, and

deadlines. By consensus, it was decided to continue the conversation at the Commission's March meeting to allow for more information to be gathered on the particulars.

Meeting Adjourned at 1:05 pm

NEXT MEETING DATE: Wednesday, February 19, 2020