



## Historic Preservation Commission Agenda

9:00 a.m. Regular Meeting  
Thursday, January 3, 2018  
City Hall: Large Conference Room  
25 Center Street  
Vermillion, South Dakota 57069

1. **Roll Call**
2. **Adoption of the Agenda**
3. **Minutes**
4. **Visitors to be Heard**
5. **Old Business**
6. **New Business**
  - a. Introduction of Liz Almie from the South Dakota State Historical Society
7. **Adjourn**

Access the Historic Preservation Commission Agenda on the web – [www.vermillion.us](http://www.vermillion.us)

**Addressing the Commission:** Persons addressing the Council shall be recognized. Please raise your hand to be recognized and state your name and address.

**a. Items Not on the Agenda** Members of the public may speak under Visitors to Be Heard on any topic NOT on the agenda. Remarks are limited to 5 minutes and no decision will be made at this time.

**b. Agenda Items:** Public testimony will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen who wishes may speak one time for 5 minutes on each agenda item. Public testimony will then be closed and the topic will be given to the governing body for possible action. At this point, only commission members and staff may discuss the current agenda item unless a commission member moves to allow another person to speak and there is unanimous consent from the commission. Questions from commission members, however, may be directed to the public through the presiding officer at any time.

**Meeting Assistance:** The City of Vermillion fully subscribes to the provisions of the Americans with Disabilities Act of 1990. If you desire to attend this public meeting and are in need of special accommodations, please notify the City Manager's Office at 677-7050 at least 3 working days prior to the meeting so appropriate auxiliary aids and services can be made available.

As a courtesy to others, we ask that cellular phones and pagers be turned off during the meeting.

Unapproved Minutes  
Historical Preservation Commission  
Thursday December 6, 2018 Regular Meeting

The regular meeting of the Vermillion Historical Preservation Commission was called to order in the Large Conference Room at City Hall on December 6, 2018 at 9:00 a.m.

1. Roll Call

Present: Cyndy Chaney, Susan Keith Gray, Gloria Hensley, Dietrik Vanderhill, Ed Gerrish, William Dendinger

Absent: Jim Wilson, Jose Dominguez, City Engineer

Staff present: John Prescott, City Manager  
James Purdy, Assistant City Manager

2. Adoption of the Agenda

Gloria Hensley moved that the Commission adopt the agenda as presented, seconded by Ed Gerrish. The motion carried.

3. Approval of the Minutes

William Dendinger motions that the minutes be adopted as presented, seconded by Gloria. The motion carried.

4. Visitors to be Heard

No visitors were present.

5. Old Business

5a. Discussion of building permit handout

Chair Susan Keith Gray asked how citizens know when they need building/renovation permits. City staff stated that area contractors are typically very well versed in the City Code, and that the City website also contains information that is intended to provide additional guidance. The commission asked that the City put together a frequently asked questions page for the website. City staff hopes to have the website updated by the next meeting.

5b. Discuss list/map of historical properties

James Purdy, Assistant City Manager, stated that Jose Dominguez, City Engineer, is still waiting for a final list of known historical properties from Commissioner Jim Wilson. Both Jim and Jose were absent. Susan asked if a survey of historical properties could be added to the City's website in the future. Jim, Susan, and Jose will be discussing that possibility in the future.

5c. Review of potential mission statement

This discussion was tabled until the next meeting. Commissioners Ed Gerrish and Dietrik Vanderhill will take the lead on developing the mission statement.

## 6. New Business

### 6a. Discussion of Certified Local Government (CLG) process

Susan led a discussion regarding what she knows about the CLG. The City would have to make the application to become a CLG and follow all guidelines. The CLG would be required to: put on an educational event at least once per year; submit an annual report every February, submit all expense receipts; follow local, state, and federal preservation laws; maintain a publically visible survey; and match all grant money in cash or in kind.

The Commission and/or the City will need to investigate the volunteer wage rate, and put together a form to log volunteer/staff activity. Susan notes the minimum amount available from the grant is \$2,000.  
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It was suggested that Liz Almie from the South Dakota State Historical Society be invited to come to Vermillion in order to provide some education on the survey process. There was also discussion regarding holding a joint meeting with the Clay County Historical Preservation Society in the future.

The agenda for the next meeting will include the updated property list, discussion on keeping/maintaining a survey of historical properties, and the approval of a mission statement.

## 7. Adjourn

Moved by Gloria Hensley to adjourn, seconded by William Dendinger.  
Motion carried 10:12 a.m.

Vermillion Historical Preservation Commission