



Historic Preservation Commission Agenda

7:00 p.m. Special Meeting
Thursday, January 17, 2019
City Hall: Large Conference Room
25 Center Street
Vermillion, South Dakota 57069

1. **Roll Call**
2. **Adoption of the Agenda**
3. **Minutes** - Approval of minutes from 01/03/2019 meeting
4. **Visitors to be Heard**
5. **Old Business**
 - a. Review potential mission statement
 - b. Historic property survey update
 - c. Discussion of the dates and times of future regular meetings
6. **New Business**
 - a. Discussion of potential historical district along S. University St.
 - b. Potential resurveying of downtown district
7. **Adjourn**

Access the Historic Preservation Commission Agenda on the web – 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 January 3, 2019 Regular Meeting

The regular meeting of the Vermillion Historical Preservation Commission was called to order in the Large Conference Room at City Hall on January 3, 2019 at 9:00 a.m.

1. Roll Call

Present: Cyndy Chaney, Jim Wilson, Susan Keith Gray, Gloria Hensley, Dietrik Vanderhill (arrived at 9:07), Ed Gerrish, William Dendinger (arrived at 9:42)

Absent: None

Staff present: John Prescott, City Manager (left at 10:15)

James Purdy, Assistant City Manager

Jose Dominguez, City Engineer

2. Adoption of the Agenda

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

3. Approval of the Minutes

William Dendinger moved that the minutes be adopted with minor corrections, seconded by Ed Gerrish. The motion carried.

4. Visitors to be Heard

No visitors were present.

5. Old Business

None

6. New Business

6a. Introduction of Liz Almlie from the South Dakota State Historical Society

Liz Almlie provided background information regarding certified local governments (CLG) in South Dakota. Liz provided handouts regarding CLGs, and stated that the following are requirements CLGs must meet on an annual basis in order to recertify:

- Annually hold a workshop or other form of physical engagement with the public
- Conduct an educational program
- Have members attend at least one informational or educational meeting/conference per year
- Submit an annual report
- Comment on nominations for the National Register of Historic Places
- Provide paid invoices, vouchers, and proof of in-kind matching for grant money to be paid out that year

Gloria Hensley asked about in-kind hourly rates for volunteer and professional services. Liz Almlie stated that the rates are standardized and available online.

John Prescott, City Manager, asked about whether the use of grant funds would require an additional audit or if it could be included in the existing pass-through audit. Liz stated that she does not believe that an additional audit would be necessary. John Prescott stated that he has numerous additional questions, but that it might be best to address those in separate conversations.

Gloria Hensley asked about the benefits of becoming a CLG. Liz Almlie stated that the major benefits are:

- Grant money
- The ability to comment on nominations for the National Register of Historic Places
- The "11.1 review process" as outlined by SDCL 1-19A-11.1

Jim Wilson stated that the Clay County Historical Society has been a CLG since the early 1980s, and that he feels the designation has been worthwhile.

Susan Keith Gray asked if the "11.1 review process" would still be available to the City and the Commission regardless of whether or not the Commission became a CLG. Liz Almlie stated that it would be.

Ed Gerrish asked if the Commission could receive money this year if certified. Liz Almlie stated that the Commission's application were to be submitted in late March, that grant awards would be announced in June.

The Commission thanked Liz Almlie for her time, and for all of the great information. Susan Keith Gray stated that she believes it would be beneficial to hold another Commission meeting soon to discuss other organizational projects. Discussion then ensued about possibly changing the meeting the team to accommodate the schedule of some of the Commission members. It was decided that the Commission should hold a special meeting on January 17 at 7:00 p.m., and consider making 7:00 p.m. the new regular meeting time.

Jim Wilson stated that some projects the Commission could consider in the future include exploring the idea of a new historical district on S. University Street, and resurveying the downtown historical district.

The Commission then discussed the agenda for the upcoming meeting. The agenda will include:

- Review of potential mission statement
- An update on the historical property survey
- Discussion of a potential historical district along S. University Street
- Potential resurveying of the downtown historical district

7. Adjourn

Moved by Cyndy Chaney to adjourn, seconded by Ed Gerrish. Motion carried at 10:35 a.m.

Vermillion Historical Preservation Commission

STEPS TO BECOME A CERTIFIED LOCAL GOVERNMENT

1. Pass a preservation ordinance (see attached model ordinance)
 - a. Ordinance should include the following:
 - i. Establish the Historic Preservation Commission (HPC)
 - ii. Define the procedures and duties of the HPC
 - iii. Provide for coordination with other city departments
 - iv. Provide for a survey of local historic properties
2. Appoint members to the Historic Preservation Commission
 - a. Each certified local jurisdiction is required to have a historic preservation commission with at least two (2) professional members from the disciplines of history, architectural history, architecture, archeology, planning, urban planning, American studies, American civilization, cultural geography, or cultural anthropology.
 - b. The National Park Service does require that the City document their effort to identify professionals from these fields. This can include a newspaper notice soliciting members from these fields to serve on the HPC, a list of individuals or agencies contacted about serving on the HPC, or other methods that document the search.
 - c. All members, whether professionals from the above mentioned fields or not, should demonstrate a positive interest, competence, and knowledge of historic preservation.
 - d. The State Historic Preservation Office (SHPO) can provide assistance in identifying possible individuals to serve on the HPC if needed.
3. The Mayor must submit in writing to the SHPO a request for the City to be certified through the Certified Local Government program.
 - a. The request should include:
 - i. A copy of the local historic preservation ordinance passed by the City Commission
 - ii. Resumes for each member of the HPC (see attached resume form)
 - iii. A signed copy of the certification agreement form (see attached)
4. SHPO Response
 - a. SHPO will review the certification request and respond in writing whether in the SHPO's opinion the local government meets the requirements
5. National Park Service Response
 - a. Once approved, the SHPO will submit the information to the National Park Service (NPS).
 - b. The NPS will review the information and notify the SHPO and/or City if they concur with the SHPO's recommendation.

CLG CALENDAR

Introduction

Allocation Selection Criteria

General Conditions

Allocation Administration

Project Application

Project Performance

Appendix

CLG Progress Report Form

Annual Report Directives

Donated Services Record

Meeting Time Sheet

Request to Transfer NPS Funds
within Approved Budget

Equipment and Materials Use
Recordation

Declaration of Travel Costs

Certificate of Eligible Actual
Costs

Preservation Project
Application

Commission Member Resume
Form

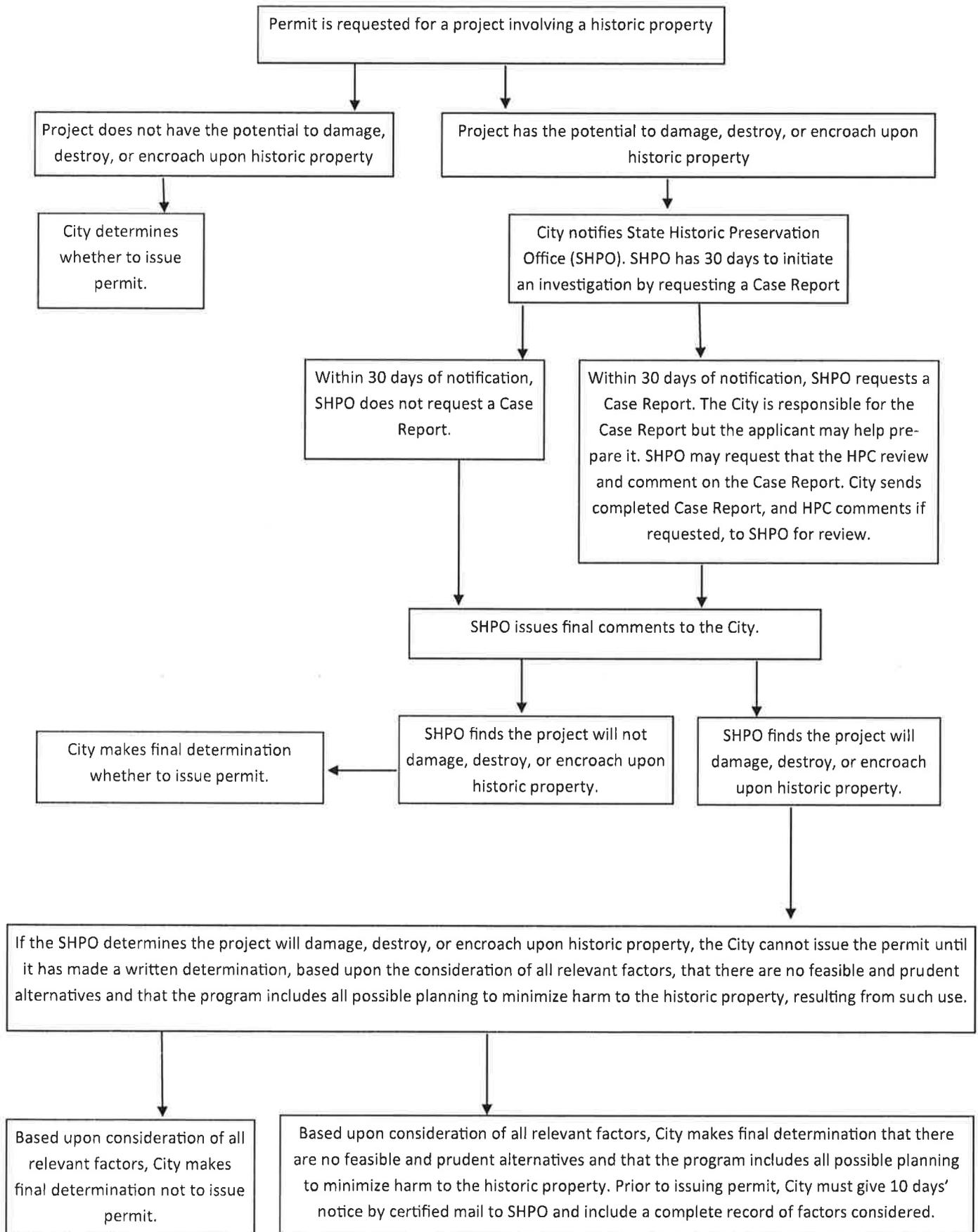
Certification Regarding
Debarment, Suspension,
Ineligibility, or Voluntary
Exclusion

Sample Forms

CERTIFIED LOCAL GOVERNMENT CALENDAR

January	Submit previous year's Annual Report to SHPO Submit CLG Progress Report Form by Jan. 31
February	Receive CLG grant application packet from SHPO
March	Submit grant application to SHPO
April	Submit CLG Progress Report Form by April 30
May	Submit all reimbursement requests for grants ending 31 May
June	Grant awards announced (contingent on arrival of federal funds) Submit all reimbursement requests for any carryover funds Grant agreements signed
July	
August	
September	
October	Submit CLG Progress Report Form by Oct. 31
November	
December	Prepare annual report to submit in January

Summary of SDCL 1-19A-11.1 Review Process



James Purdy

From: Dietrik Vanderhill <dietrikv@yahoo.com>
Sent: Tuesday, January 15, 2019 6:57 PM
To: Chaney, Cyndy; 303dendinger@gmail.com; gloriaverm@yahoo.com; Susan Keith Gray; Ed Gerrish; Jim Wilson
Cc: James Purdy; John Prescott; Jose Dominguez
Subject: Mission Statement revision for feedback

Dear VHPC members,

Ed and I met the other day to hash out the latest revision of our mission statement. If any of you commission members have suggestions for improvements or notice that we're missing something essential to our cause, please feel free to share them on this email list or at our special meeting coming up at 7pm on the 17th. We came up with the following:

The mission of the Vermillion Historic Preservation Commission is to protect, preserve, and restore Vermillion, South Dakota's historic and cultural assets through public education, workshops, and outreach to the community.

Thanks,

Dietrik Vanderhill

On Saturday, January 12, 2019, 7:13:46 PM CST, Susan Keith Gray <susankeith.gray@gmail.com> wrote:

Thanks, John. I'm happy to keep it on the 1st Wednesday at 9 if that will work for you. Thanks, everyone!

Susan

Sent from [Mail](#) for Windows 10

From: [John Prescott](#)
Sent: Thursday, January 10, 2019 2:20 PM
To: [Susan Keith Gray](#)
Cc: [James Purdy](#)
Subject: RE: New meeting time

I would suggest keeping it the 1st Wednesday at 9. As James noted, our Department Head meeting schedule may conflict. Our Department Head meeting schedule is impacted by when City Council meetings take place. For 2019, I only see May

1 and October 2 as conflicts between a HPC meeting on the first Wednesday at 9am and a Department Head meeting. I will adjust the two Department Head meetings if the first Wednesday at 9am is the time that works for the HPC.

John

From: Susan Keith Gray <susankeith.gray@gmail.com>
Sent: Thursday, January 10, 2019 1:31 PM
To: 303dendinger@gmail.com; dietrikv8 <dietrikv@yahoo.com>; Cyndy Chaney <dccats34@gmail.com>; Ed Gerrish <egerrish@gmail.com>; Gloria Hensley <gloriaverm@yahoo.com>; Jim Wilson <whitewilson@msn.com>; John Prescott <JohnP@cityofvermillion.com>; Jose Dominguez <Josed@cityofvermillion.com>; James Purdy <jamesp@cityofvermillion.com>
Subject: Re: New meeting time

I cannot go that late because I have to teach at 11. But could we do 2nd Wednesday? Or third?

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From: James Purdy <jamesp@cityofvermillion.com>
Sent: Thursday, January 10, 2019 10:34:30 AM
To: Susan Keith Gray; 303dendinger@gmail.com; dietrikv8; Cyndy Chaney; Ed Gerrish; Gloria Hensley; Jim Wilson; John Prescott; Jose Dominguez
Subject: RE: New meeting time

Hi everyone,

Often the City's department head meetings fall on the first Wednesday of the month at 9 am. Would it be possible to do 10?

James Purdy

Assistant City Manager

City of Vermillion

25 Center Street

Vermillion, SD 57069

605-677-7087

jamesp@cityofvermillion.com

From: Susan Keith Gray <susankeith.gray@gmail.com>

Sent: Thursday, January 10, 2019 10:27 AM

To: 303dendinger@gmail.com; dietrikv8 <dietrikv@yahoo.com>; Cyndy Chaney <dccats34@gmail.com>; Ed Gerrish <egerrish@gmail.com>; Gloria Hensley <gloriaverm@yahoo.com>; James Purdy <jamesp@cityofvermillion.com>; Jim Wilson <whitewilson@msn.com>; John Prescott <JohnP@cityofvermillion.com>; Jose Dominguez <JoseD@cityofvermillion.com>

Subject: New meeting time

9 am on Wednesday mornings works for Ed and myself. Does this work for everyone? Which week of the month does it need to be? I recommend that we do 1st wednesday unless it needs to be another week.

Thanks!

Susan

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Susan Keith Gray

119 N. University St.
Vermillion, SD 57069
605-624-9722

SusanKeith.Gray@gmail.com