



Historic Preservation Commission Agenda

9:00 a.m. Regular Meeting
Wednesday, June 1, 2022
Powell Conference Room
City Hall; 25 Center St.
Vermillion, SD 57069

1. **Roll Call**
2. **Adoption of the Agenda**
3. **Approval of the Minutes**
 - a. May 4, 2022 Regular Meeting
4. **Visitors to be Heard**
5. **Old Business**
 - a. Prentis Park Planning Meetings
 - b. USD Historic District Update
6. **New Business**
 - a. Review of Proposal from M.L. Dennis Consulting for 404 Cottage Avenue (Brookman House)
7. **Adjourn**

Access the Historic Preservation Commission Agenda on the web – www.vermillion.us

Addressing the Commission: Persons addressing the Commission 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.

Historic Preservation Commission

Wednesday May 4, 2022 Regular Meeting:

The regular meeting of the Vermillion Historic Preservation Commission was called to order at City Hall May 4, 2022 at 9:03 a.m.

1. Roll Call

Present: Susan Keith-Gray, Bill Dendinger, Cynthia Chaney, Dietrik Vanderhill (left at 9:15 am), Erin Beyers, Ed Gerrish

Absent: Jim Wilson

Staff Present: John Prescott, City Manager; Stone Conley, Assistant to the City Manager; Kalin Bird, Building Official

2. Adoption of the Agenda

Vanderhill moved to adopt the agenda, seconded by Dendinger. Unanimously approved.

3. Approval of the Minutes

3a. Dendinger moved that the minutes of the April 6, 2022 meeting be adopted, seconded by Vanderhill. Unanimously approved.

4. Visitors to be Heard

4a. None

5. Old Business

5a. Keith-Gray will continue with meetings regarding Prentis Park's 100th anniversary and update the HPC on what the plans will be. She also showed a logo for the event to be considered by the HPC. Keith-Gray would also like it advertised in both the PlainTalk and Broadcaster newspapers. Beyers stated she thinks that the South Dakota Magazine may also be a beneficial place for advertisement. Gerrish agrees, but would like to focus on collecting photos, volunteers, vendors, and artifacts for the event first. Beyers agrees that we should advertise for the event. The HPC may do one advertisement or participants and one for vendors. Keith-Gray will discuss the notes discussed today with the advertiser. Amanda Raiche of the Vermillion Public Library may assist with a story-walk throughout the park. Keith-Gray feels that maybe the state resources could benefit advertisement and outreach for the event. Keith-Gray would like to set a date. She may wait until the All-Schools reunion is officially scheduled.

5b. Conley from the City discussed an update on the CLG Grant.

5c. The USD historic district has been proposed by Tom Sorensen. Keith-Gray stated that USD has been contacted to see if they are interested in establishing this district. USD just responded and now there is a scheduled meeting at 9:00 am on May 5th with Tim Schreiner, Liz Almlie from SHPO, Kurt Hackenmer, and Brian Limoges. Three buildings (Belbas Center, Carnegie Music Museum, and Old Main) are already listed. These buildings would join together and implement the USD historic district.

6. New Business

6a. Kalin Bird is testing out a new polling option as a method to review permits. The HPC discussed different methods on how to vote and reply to the permits. Gerrish would like to set voting rules so there are no quorum issues.

Unapproved Minutes

Historic Preservation Commission

Adjourn

Moved by Beyers to adjourn, seconded by Dedinger. The motion carried. Meeting adjourned at 9:58 am. Unanimously approved.

Vermillion Historic Preservation Commission

CONSULTING CONTRACT

NATIONAL REGISTER OF HISTORIC PLACES NOMINATION FOR THE BROOKMAN HOUSE 404 COTTAGE, VERMILLION, SD

Agreement made and entered into this ____ day of May 2022, by and between Michelle Dennis/M.L. Dennis Consulting, 513 Meade St., Rapid City, SD 57701 (the “Consultant”) and the City of Vermillion, 25 Center St., Vermillion, SD 57069 (the “City”) and the Vermillion Historic Preservation Commission (VHPC).

To assist the City with the drafting of a National Register of Historic Places nomination for the Brookman House at 404 Cottage, Vermillion, the Consultant agrees to complete the following tasks:

Research and Preparation

The Consultant will conduct research on the property at 404 Cottage, Vermillion, for nomination to the National Register of Historic Places. All survey forms, photographs, preliminary assessment forms, and other relevant information at the State Historic Preservation Office (SHPO) will be made available to the contractor by SHPO. Resources kept by any relevant local repositories, such as a local historic society, courthouse, or library, many also be useful.

Fieldwork Requirements

The Consultant will complete fieldwork for the nomination as follows:

Site Visit – The Consultant will visit the property to conduct on-site documentation of the property’s materials, design, and setting and take high-resolution photographs for reference when preparing the nomination form and for eventual submission with the nomination.

Sketch Floorplans – The Consultant will prepare a sketch plan for each floor of the house showing exterior and interior walls, exterior windows, and doorways. The plan should aim to show the house spaces in approximate proportion, but exact to-scale drawings are not required. The sketches will include the property name, property address, sketch author, and date of sketch.

Nomination Form

The Consultant will write all sections of the National Register nomination form. Footnotes and bibliography shall be used to cite research sources and formatted according to the Chicago Manual of Style. The Consultant shall be noted as author of the nomination. The Consultant will use the current nomination form 10-900 found at <https://www.nps.gov/nr/publications/forms.htm> and complete the form in accordance with the National Register Bulletin 16A: How to Complete the National Register Registration Form, the updated photograph policy, digital submission policy, and other applicable guidance found at <https://www.nps.gov/nr/publications/index.htm>.

A draft of the nomination form will be submitted to the VHPC and SHPO for review by 15 March 2023. SHPO will return the draft with comments within two weeks.

NOTE: After this project, at the time of submission of the nomination to the Keeper of the National Register, SHPO will send all applicable notifications to property owners and local government officials, and will present the nomination to the State Review Board. The State Review Board meetings are public meetings that the Consultant is welcome to attend, but the cost of attendance falls outside the parameters of the scope of this work.

All final products must be submitted to VHPC and SHPO by 1 May 2023. Digital materials may be submitted on CD-R, USB drive, or other agreed file-sharing method. Final products will include:

Cover Letter

Nomination Form – As mentioned above, the completed nomination form shall be submitted to the City and SHPO as Word file documents (.doc or .docx) and as one printed copy.

Photographs – Large or full-size JPG files taken at the site visit shall accompany the nomination.

Research – Hard copies of printed or copied research, especially locally-held or unpublished materials, shall accompany the nomination. On the copies, the Consultant will note any holding institution and other source information that is not already visible in the materials being copied.

The Consultant will provide periodic reports at the request of the City within 48 hours of a request.

The Consultant services under this Agreement will commence on June 1, 2022 and end on May 31, 2023 unless sooner terminated pursuant to the terms hereof.

The City agrees to pay a total cost in the amount not to exceed \$5,000.00. This cost is based on an estimate of 100 total hours at the Consultant's rate of \$50.00 per hour (all Consultant expenses are included within the hourly rate and the Consultant expenses will not be billed as a separate item). The Consultant will provide the City with signed invoices for payments in accordance with the following schedule:

- A. Initialization of the project by July 15, 2022 - 40% (\$2,000.00)
- B. Submission of final products by May 31, 2023 – 60% (\$3,000.00)

PLEASE NOTE: This schedule may be adjusted due to variables beyond the Consultant's control. Decisions to travel during winter weather and during the Covid-19 pandemic are solely the responsibility of the Consultant.

This Agreement may be terminated by either party hereto upon thirty (30) days written notice. If it is determined that the Consultant is not at fault, the Consultant shall be paid for services rendered and expenses incurred up to the date of termination.

The Consultant will comply with all federal, state and local laws, regulations, ordinances, guidelines, permits and requirements applicable to providing services pursuant to this Agreement.

The Consultant will not use subcontractors to perform the services in this Agreement without the express prior written consent of the City.

This Agreement may not be amended except in writing and be signed by an authorized representative of each of the parties hereto.

The parties signify their agreement by the signatures below, effective on the date indicated by the signatures.

The City of Vermillion

Consultant

BY: _____
Authorized Representative
City of Vermillion

BY: _____
Michelle L. Dennis
M.L. Dennis Consulting

DATE: _____

DATE: _____