

HERITAGE PRESERVATION COMMISSION MINUTES

DATE: September 19, 2012
TIME: 4:00 p.m.
PRESENT: Mark Peterson, Bruno Borsari, Shaune Burke, Susan Briggs, Robert Sebo, Mary Edel Beyer, Carolyn Larson, and Wes Hamilton
ABSENT: Lynn Englund
STAFF PRESENT: Mark Moeller

The meeting was called to order at 4:00 p.m. by Chairman Sebo. The minutes from the Commission's meeting of August 15, 2012 were reviewed and upon motion by Commissioner Edel Beyer, and second by Commission Burke, were unanimously approved as submitted.

Review of Consultant Proposals – Local and National Register Nominations

Chairman Sebo called on Mark Moeller, City Planner, to summarize this item.

Mr. Moeller noted that given notice that the City had received Certified Local Government and Legacy Grant Approvals to prepare a Local Nomination Form for 275 Harriet and a National Register Nomination Form for the Amtrak Depot, a request for proposal had been forwarded to five potential consultants. Given this process, the City had received three responses from:

1. Greg Gaut (Winona, Minnesota)
2. Rolf T. Anderson Consulting (Minneapolis, Minnesota)
3. Landscape Research LLC (St. Paul, Minnesota)

Mr. Moeller noted that the total project would be framed by Grant and Local monetary resources totaling a maximum of \$6,000.

Chairman Sebo noted that copies of responses from each consultant had been forwarded to the Commission a day prior to this meeting. He asked if all had had an opportunity to review them. Commissioner Borsari stated that he had not and felt that he needed additional time to consider the proposals. Given additional discussion, Mr. Moeller stated that it was his intent to forward a Commission recommendation for a consultant to Council's meeting of October 1st. With this, should the Commission feel that it needs additional time to review proposals, the decision could be held off until early next week. Given further discussion, the consensus of those present was to review proposals received today. Depending upon that review, it was felt that the Commission may be in a position to provide a recommendation to Council this afternoon.

Mr. Moeller explained that the request for proposal that had been sent to consultants did ask for the following minimum information:

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- A. Resumes of key personnel who will be responsible for preparing designation forms and their ability to meet Secretary of Interior's Professional Qualification Standards.
- B. A brief statement which identifies key personnel experiences with, and knowledge of, the Secretary of the Interior's Planning Standards.
- C. A preliminary outline which presents both the process for, and timing of, project completion. Here, Mr. Moeller clarified that the request for proposal had defined a project start date of October 5, 2012 and a full completion date of March 1, 2013. This schedule also included the submission of draft nomination forms by February 1, 2013.
- D. Hourly rate structure and total estimated project cost.

Mr. Moeller explained that the RFP clearly stated that all proposals would be reviewed by the City of Winona and that a final award would be based upon consultant qualifications, project approach, extent of local resource utilization, and total project bid. In further addressing the last of these, Mr. Moeller again emphasized that the total contract amount, as established in the RFP, was \$6,000. This total, along with project timing were "givens" to the project. Additionally, given staff review of all proposals, it was clear that all firms would provide personnel who clearly meet Secretary of Interior's Professional Qualification Standards. With the previous, the Commission should look at consultant project approach, experience, extent of local resource utilization, and other factors in separating proposals.

For example, Mr. Moeller explained that in considering a comparison of hourly rates, Mr. Gaut's rate was quoted at \$40/hour, Mr. Anderson's rate at \$45/hour, and Landscape Research at \$85/hour. However, outside of these differences, all did commit to project timing as found in the RFP. In further addressing experience, the Anderson and Landscape Research proposals reflected a significant amount of experience in drafting Local and National Register Nomination Forms. Although the Gaut proposal did not include a lot of such experience, his proposal did reflect a significant amount of participation in State and Local Preservation processes, and in offering a number of official publications. Additionally, the Gaut proposal did include the idea of being available to represent both nominations during formal hearing/consideration by the Heritage Preservation Commission or State Review Board. This value added language was not part of the other proposals, and represented one of the major differences between proposals.

In response to a question, Mr. Moeller noted that Landscape Research had prepared National Register Nomination Forms for the Winona Elementary Schools, and had been extensively involved in developing historic research/reports for MnDOT in its consideration of alternative interstate bridge locations. It would be very capable in carrying out the project.

Commissioner Hamilton stated that, all things being considered, he felt that local accessibility offered by Mr. Gaut, also had value and accountability. Although he understood that all firms were more than capable of undertaking requested work, he liked the idea of being able to meet with a local representative more frequently than only a couple of times during the process.

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Chairman Sebo agreed that although all consultants were more than qualified to undertake this project, the value added language presented in the Gaut proposal, does bring that proposal to the surface.

Commissioner Briggs stated that in considering basic requirements and qualifications, all, with a couple of exceptions, appear to be similar. Although the exception was that the Gaut proposal did not include a significant amount of experience, he did offer to work "past" the official project ending date in representing both nominations through applicable approval processes. Given this reasoning, she moved to recommend to City Council that it retain the services of Greg Gaut to prepare a Local Nomination Form for 275 Harriet Street and National Register Nomination Form for 65 East Mark Street in accordance with Local, State, and Federal requirements. The motion was seconded by Commissioner Larson and when the question was called, the vote of the Commission was as follows: ayes: Commissioners Peterson, Burke, Briggs, Sebo, Edel Beyer, Larson, Hamilton; nays: none. Abstaining: Borsari.

Mr. Borsari stated that the purpose of his abstention was that he did not feel he had adequate time to review all proposals.

Update: HPC Website

Mr. Moeller noted that given recent Commission discussion pertaining to a number of various code amendments, the Commission had expressed a desire to create tools that provide a greater level of Commission visibility, regarding activities, requirements, etc. In achieving this, a recent goal setting session had established the idea of creating a Commission website. He emphasized that although the Commission does have a presence on the City's current website, this one is not as user friendly as the Commission would like it to be. At this point, he reviewed the number of steps that need to be made in accessing the present site. In this, the challenge that most citizens have, is in determining where to start. Again, given recent discussion with Chad Ubl, Community Services Director, the City is proposing website updates that could possibly include a more enhanced/accessible Commission web page. Given this project, he proposed inviting Mr. Ubl to the Commission's next meeting to discuss it. All concurred with the idea.

Other Business

It was noted that given the resignation of Greg Gaut, a vacancy now exists on the Commission. Following consideration, it was suggested that a person with a history background be solicited. Commissioner Borsari suggested that a consideration be given to Winona State Universities Campus Planner, who has an architectural background.

It was suggested that the Commission may want to present Commissioner Gaut with some sort of award defining its appreciation for his membership during the past number of years.

Commissioner Peterson noted that the County Historical Society would be hosting a celebration of its exterior rehabilitation on Thursday, September 27th from 4:00-6:00 p.m. All are invited to attend.

Commissioner Peterson provided a summary of this year's State Preservation Conference which was held in Fergus Falls. He stated that the event was again well attended and

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encouraged any member who has not yet had a chance to attend the conference to do so in the near future.

Chairman Sebo noted that an open house regarding proposed interstate bridge alternatives would be held at the new armory on September 27th. He encouraged all to attend.

Commissioner Briggs stated that it now appears that the Methodist Church parsonage will be demolished.

It was noted that a new door had been replaced at the Third Street alcove of the Cheater's Building.

Adjournment

There being no further business to come before the Commission, the meeting was adjourned.

A handwritten signature in black ink, appearing to read 'Mark Moeller', written over a horizontal line.

Mark Moeller
City Planner