Minutes of the December 13, 2017
Rapid City Historic Preservation Commission Meeting

**Members Present:** Jenn Johnson, John Riker and Alternates Carol Saunders and Brittany Neiles

**Members Absent:** Ali DeMersseman, Brenna Moloney, Tim Smith and Chris Wehrle

**Others Present:** Sarah Hanzel, Jeanne Nicholson, Dustin Floyd and City Council Liaison Ritchie Nordstrom

Riker called the meeting to order at 8:07 a.m.

**Approval of Meeting Agenda**
Johnson moved to approve the meeting agenda. The motion was seconded by Neiles and carried unanimously.

**New Business**

Guest: Dustin Floyd, TDG Communications. Discuss www.picturercpast.com website proposal
Hanzel briefly reviewed the picturercpast website and noted that TDG Communications has submitted a new proposal for the website for the Commission to review.

Floyd explained the two submitted proposals noting that option 1 would be a software upgrade only for $2,820.00 and that option 2 would be for both software and design updates for $3,750.00. He further explained that the software upgrade would allow designated individuals to make design changes and that training would be provided to those individuals. He added that both options include maintenance for one year.

Discussion followed regarding training, upgrading both the website and mobile platforms so they are the same and new design features.

In response to a question from Ryker, Hanzel advised that Chris Nelson with the State has preauthorized the moving of funds from one line item to another for this project.

**Saunders moved to approve option 2 for both the software and design updates. The motion was seconded by Johnson and carried unanimously.**

Discussion followed regarding the contract preparation, timeline and scope of work. The consensus of the Commission was to further discuss this item at the January 10, 2018 meeting.

**Committee Vacancy**
Hanzel advised that there currently is a position open on the Commission for a representative from the West Boulevard Historic District. She requested the Commission members to submit names if they know anyone that would like to be a member of the Commission. She added that the Historic Sign Review Committee also has a position open for a person with an architectural background. A brief discussion followed.
Old Business

Update on Revised Project Proposal at 430 Main Street (17CM007)
Hanzel provided an update to the Commission about the applicant’s third proposal and reviewed SHPO’s response to the second proposal. She added that the applicants took into consideration SHPO’s recommendations. She noted that the third proposal will be going to the Legal and Finance Committee and the City Council for their action on the Case Report.

Riker expressed his opinion that the applicants have made good faith efforts to meet the Commission and the State’s recommendations.

A brief discussion followed regarding improving the application and case report processes.

Acknowledge 11.1 Reviews October 17, 2017 – December 1, 2017
None

Committee Reports

Downtown Walking Tour Update
Johnson stated that she plans to have the final draft at the January meeting. Hanzel stated that she has received the quote for the Walking Tour Brochures and noted that it was a little higher than the initial quote. Johnson advised that the cost increase is due to an increase in the requested quantity. Johnson stated that she would like to get a few copies printed prior to the January meeting to ensure that the brochures are what the Commission wants.

Pap Madison Cabin
Riker asked if there were any comments made about the cabin at the Public Works Committee and the City Council meetings. A brief discussion followed.

Approval of Minutes
Johnson moved to approve the November 8, 2017 meeting minutes. The motion was seconded by Neiles and carried unanimously.

There being no further business, Saunders moved to adjourn the meeting at 8:48 a.m. The motion was seconded by Johnson and carried unanimously.