

**Brookings Historic Preservation Commission
December 9, 2021 Minutes**

A meeting of the Brookings Historic Preservation Commission was held on Thursday, December 9, 2021 in City Hall. Members attending: Matthew Weiss, Janet Merriman, Jon Stauff, Janet Gritzner, and Tom Thaden. Greg Heiberger and Kyle Nelson were absent. Also present Mike Struck, Community Development Director and City Planner Ryan Miller.

Weiss called the meeting to order at 6:00 p.m. A motion was made by Stauff and seconded by Merriman to approve the agenda. All present voted aye.

A motion by Gritzner, second by Stauff to approve the November 4, 2021 minutes. All present voted aye.

11.1 Review Updates.

Struck provided an updated on recent 11.1 Reviews completed by State Historic Preservation Office (SHPO).

- 420 Main Avenue – sign replacement
- 611 6th Street – sign replacement
- 828 8th Avenue – restoration and garage addition

Upcoming Events.

2022 CLG Conference is scheduled for March 30 to April 1, 2022 in Rapid City. Gritzner and Merriman are interested in attending. Other members interested in attending, please let staff know for scheduling, coordination, and budgeting purposes.

Annual Park Service Report due January 31, 2022.

Other Items & Reports.

a. Implementation Matrix

- i. Recap of Intent for Year 1 Work Plan - Merriman and Stauff put together a summary of Year 1 initiatives from the Historic Preservation Plan and assigned tasks/initiatives to BHPC subcommittees and/or community partners.
- ii. Taskforce Update – Merriman and Stauff proposed restructuring the subcommittees to more closely align with the initiatives/tasks of the Implementation Matrix. Proposed the following subcommittees: Public Education and City Connections. Merriman explained the City Connections subcommittee would work cooperatively with other boards, committees, etc. Stauff was curious if subcommittees could have non-members, as there may be individuals interested in helping accomplish the work of the BHPC, yet not be a full member. Struck will discuss with City Attorney and report back. Weiss asked members which committees they would like to be on.

Public Education: Merriman and Thaden

City Connections: Weiss, Gritzner, Stauff

Weiss asked the committees to identify time and estimated costs by February as this information will be helpful for the next grant application cycle, due at the end of March.

b. Special Projects Update

- i. University Residential Historic District Plaques – Thaden and Gritzner initiated contact via door to door or mailings. Gritzner will continue to make contacts with homeowners.
- ii. Flyers Distribution – suggested to work with community partners to distribute the historic districts flyers.
- c. Public Relations Subcommittee Update – none
- d. Public Education Subcommittee
 - i. Facebook Efforts – Merriman had one Facebook post. The Mayor’s Awards were held on December 2nd and were well attended. BHPC recognized seven individuals in the Stewardship category.
 - ii. Discussion to reorganize Public Relations and Public Education subcommittees – members supported the reorganization efforts as presented during the Implementation Matrix summary discussion.
- e. Nominating Committee Update – Merriman, representing the Nominating Committee, presented a slate of officers for the 2022 calendar year as follows:

Chair – Matthew Weiss


Vice Chair – Janet Gritzner

Stauff motion, Thaden seconded to accept the nominating committees slate of officers. All present voted aye.

Future Meeting Schedule & Time

- The next meeting will be January 13, 2022.

Motion by Merriman, second by Thaden to adjourn at 6:55 p.m.

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Matthew Weiss, Vice-Chairperson

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1/18/2022
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Mike Struck, Community Development Director