

**DEADWOOD HISTORIC PRESERVATION COMMISSION**  
**Wednesday, June 8, 2016 ~ 5:00 p.m./Revised 6/7/16**  
City Hall, 108 Sherman Street, Deadwood, South Dakota

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1. Call meeting to Order
2. Election of Officers
3. Approval of HPC Meeting Minutes – May 25, 2016
4. Voucher Approval
5. Old or General Business
  - a. Request for support for Days of 76 Teamster's Chuck Wagon Gathering – Exhibit A
  - b. Historic Preservation project to microfilm newspapers for online access – Exhibit B
  - c. Auditors review of Revolving Loan Fund by Ketel Thorstenson – Exhibit C
  - d. Agreement for Administration of Revolving Loan Fund with Neighborworks – Exhibit D
6. New Matters before the Deadwood Historic District Commission
  - a. COA - H16022 - Install Awning - 1906 Deadwood Mt. Dr. - Tim Conrad/TenTexKota – Exhibit E
  - b. COA - H16023 - Install Stairs - 1906 Deadwood Mt. Dr. - Tim Conrad/TenTexKota – Exhibit F
7. New Matters before the Deadwood Historic Preservation Commission
  - a. PA - H16024 – Replace Windows – 160 Charles St. – Tessa & Jesse Allen – Exhibit G
8. Revolving Loan Fund & HP Programs Update
  - a. HP Program Applications - Exhibit H  
Luella Krebs - 77 Stewart – Elderly Resident and Retaining Wall Program  
Roy Sundstrom - 71 Forest - Elderly Program  
Tessa and Jesse Allen - 160 Charles - Wood Windows and Doors Program
  - b. Revolving Loan Program – Exhibit I  
Tim Berg – 1 Forest – Request to forgive Retaining Wall Loan  
Amy Gorzalka – 50 Van Buren – Retaining Wall Loan  
Robin Gorder- 3 Rodenhaus – Request to Forgive Retaining Wall Loan  
Edwin & Anita Smith- 12 Dakota – Windows Loan Request
  - c. Retaining Wall Program Disbursements
9. Items from Citizens not on agenda (*Items considered but no action will be taken at this time.*)
10. Staff Report (*Items considered but no action will be taken at this time.*)
11. Committee Reports (*Items will be considered but no action will be taken at this time.*)
12. Other Business
13. Adjournment

Executive Session for Legal Matters per South Dakota Codified Law 1-25-1 (3)

*\*All Applications **MUST** arrive at the City of Deadwood Historic Preservation Office by 5:00 p.m. MST on the 1<sup>st</sup> or 3<sup>rd</sup> Wednesday of every month in order to be considered at the next Historic Preservation Commission Meeting.*

## CITY OF DEADWOOD

### HISTORIC PRESERVATION COMMISSION

**Wednesday, June 8, 2016**

**Present Historic Preservation Commission:** Laura Floyd, Michael Johnson, Lyman Toews, Thomas Blair, Lynn Namminga, Dale Berg and Chuck Williams were present.

**Absent:** Ms. Terri Williams, City Attorney, was absent.

**Present City Commission:**

Mr. Kevin Kuchenbecker, Historic Preservation Officer, Mike Walker of NeighborWorks-Dakota Home Services and Bonny Fitch, Recording Secretary, were all present.

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**All motions passed unanimously unless otherwise stated.**

A quorum present, Chair Floyd called the Deadwood Historic Preservation Commission meeting to order Wednesday, June 8, 2016 at 5:00 PM in the Commission Room located in the City Hall at 108 Sherman Street in Deadwood, SD.

**Election of Officers:**

**Chairperson**

***Mr. Johnson nominated Laura Floyd to Chairperson for the Historic Preservation Commission. Aye-All. Nomination Carried.***

**First Vice Chairperson**

***Mr. Williams nominated and Mr. Johnson seconded the nomination to appoint Tom Blair to First Vice Chairperson for the Historic Preservation Commission. Aye-All. Nomination Carried.***

**Second Vice Chairperson**

***Mr. Toews nominated and Mr. Blair seconded the nomination to appoint Mike Johnson to Second Vice Chairperson for the Historic Preservation Commission. Aye-All. Nomination Carried.***

**Approval of May 25, 2016 HPC Minutes:**

***It was moved by Mr. Toews and seconded by Mr. Berg to approve the minutes of Wednesday, May 25, 2016 as presented. Aye – All. Motion carried.***

**Voucher Approval:**

***It was moved by Mr. Johnson and seconded by Mr. Blair to approve the HP Operating Account in the amount of \$108,944.13. Aye – All. Motion carried.***

**Old or General Business:**

**Request for support of Days of 76 Teamster's Chuck Wagon Gathering – Exhibit A**

Mr. Kuchenbecker stated the Historic Preservation Office received a request from Jon Matson to help fund the Days of 76 Teamster Reunion and Chuck Wagon Gathering to be held at the Days of 76 Museum and Campground in conjunction with the Days of 76 Rodeo. The event will consist of chuck wagon meals, entertainment, teamster recognition, historic programs and trails discussions. The cost of the event is approximately \$3,600.00 and they are requesting \$1,000.00 from the Historic Preservation Commission. There is about 32 teamsters and every year they pick a Teamster of the Year. The funds would be used to pay for meals for the past Teamster of the Year recipients. Chair Floyd asked if the event is open to the public. Mr. Burns stated yes. Mr. Toews asked where the funds would come out of. Mr. Kuchenbecker stated Advocacy and Public Education.

***It was moved by Mr. Blair and seconded by Mr. Toews to approve the funding request of \$1,000.00 for the Days of 76 Teamster Reunion and Chuck Wagon Gathering. Aye – All. Motion carried.***

**Historic Preservation project to microfilm newspapers for online access – Exhibit B**

Mr. Kuchenbecker stated the Historic Preservation Office is requesting permission to purchase 270 rolls of newspaper microfilm from the South Dakota State Archives at the cost of \$32.00 per roll. The newspapers, spanning the years 1876 to 1900, will be the first of two orders of microfilm containing community newspapers from Deadwood, Lead, Central City and Terry. The rolls of microfilm will be mailed to Newspapers.com, a subsidiary company of Ancestry.com scanned and returned to the Historic Preservation office. This searchable directory provides subscribers access to over one hundred million pages of newspaper. Newspaper.com will OCR the microfilm and incorporate the digital files online with the other Deadwood and Northern Black Hills newspapers.

***It was moved by Mr. Toews and seconded by Mr. Blair to recommend to the City Commission to purchase 270 rolls of newspaper microfilm from the South Dakota State Archives at the cost of \$32 per roll. The cost of the microfilm will not exceed \$8,700.00. Aye – All. Motion carried.***

Auditors review of Revolving Loan Fund by Ketel Thorstenson – Exhibit C

Mr. Kuchenbecker introduced Kristen Reed with Ketel Thorstenson, via teleconference. Ms. Reed stated she is presenting the report results of the agreed upon procedures performed for the historic preservation loan programs serviced by Neighborworks-Dakota Home Services and determine any variances in their findings. Ms. Reed reviewed procedures being applied by Neighborworks and discussed the findings and recommendations for internal controls, interest charges, principle and interest allocation, subsidiary listing and loan file review. Mr. Toews asked how many loans were in total. Ms. Reed stated there were 35 out of about 100 loans reviewed. Mr. Toews stated about a quarter of the loans were reviewed. Ms. Reed stated they reviewed the most recent loans of 2014 and 2015. Mr. Toews asked if anything serious was discovered in the audit. Ms. Reed stated the findings were very average when conducting reviews of this type. The most confusing was different policies going into place at different times and assuring policies were followed. Chair Floyd asked if communications have taken place between Ketel Thorstenson and Neighborworks. Mr. Walker stated they have already taken place. All responses regarding the review have been turned into Ketel Thorstenson. Mr. Blair asked if there would be a financial audit conducted. Mr. Kuchenbecker stated there is one done through the Legislative Audit. Ms. Reed stated this is done with the city's audit. Mr. Toews asked if Neighborworks will be given a list of specific items to correct and given a specific time line to have them corrected. Mr. Walker stated they received a list of specific items and the issues pertaining to the specific loans. Neighborworks response shows where the procedures have been put into place and this is what is used for the final recommendation.

***It was moved by Mr. Toews and seconded by Mr. Blair to recommend to the City Commission acceptance of the agreed upon procedures report from Ketel Thorstenson. Motion was withdrawn as it was determined an unnecessary action.***

Agreement for Administration of Revolving Loan Fund with Neighborworks – Exhibit D

Mr. Kuchenbecker stated the Neighborworks contract was not renewed in January per the Deadwood City Commission's request to review the program procedures. Now the review is complete, Neighborworks wishes to renew the contract. Currently we are operating on a month to month basis with the hourly rate for the Executive Director \$55.00, Lending Director \$45.00, Loan Processor \$30.00, Accounting \$35.00, Rehab Coordinator \$40.00, Administrative Assistant \$30.00. The 2016 Contract will include these rates at a total amount not to exceed \$75,000 per year. We are presently receiving quarterly statements. Chair Floyd stated the amendment was made to the contract to reflect the grants now being run through the Historic Preservation Office. Now that we have been running the grants does there need to be a change in the amount of the contract? Mr. Kuchenbecker stated this is our first calendar year with all of these grants. At the end of this calendar year, we can look at the bills we receive for the administration and make adjustments for 2017.

***It was moved by Mr. Toews and seconded by Mr. Johnson to recommend to the City Commission to approve the agreement with Neighborworks-Dakota Home Resources not to exceed \$75,000 per year. Aye – All. Motion carried.***

**New Matters before the Deadwood Historic District Commission**

COA - H16022 – Install Awning – 1906 Deadwood Mt. Dr. – Tim Conrad/TenTexKota – Exhibit E

Mr. Kuchenbecker stated this is a contributing structure located in the South Deadwood Planning Unit. The applicant is requesting permission to install a metal awning to the front of the structure to provide summer shade and assist with snow management in the winter. The proposed awning is compatible in design, materials and architectural features to the existing awning. There is no photographic documentation the awning existed; however, the project does not encroach upon, damage or destroy a historic resource or have an adverse effect on the character of the building or the historic character of the State and National Register Historic Districts. Mr. Conrad stated there is a tent up right now in the location and it looks like a carnival. The owners feel the awning will look a lot better and similar to the original one. Mr. Kuchenbecker stated the City holds an easement on this structure and the project will also need City Commission approval.

***It was moved by Mr. Blair and seconded by Mr. Berg this project does not encroach upon, damage or destroy any historic property included in the national register of historic places or the state register of historic places, and therefore recommends to the City Commission approval to install the metal corrugated awning at 1906 Deadwood Mountain Drive. Aye- All. Motion carried.***

COA – H16023 – Install Stairs – 1906 Deadwood Dr. – Tim Conrad/TenTexKota – Exhibit F

Mr. Kuchenbecker stated the applicant wishes to install new stairs so the current VIP deck can be utilized. The proposed stairs are designed in a manner which is compatible with the appearance of the overall rehabilitation of

the Deadwood Mountain Grand. The stairs would not overpower any of the existing structure and are placed in a location which is unobtrusive to the resource. The proposed work and changes do not encroach upon, damage or destroy a historic resource or have an adverse effect on the character of the building or the historic character of the State and National Register Historic Districts or the Deadwood National Historic Landmark District. Mr. Conrad stated there will be a landing on the stairs because the building code states you can only have twelve steps. Mr. Kuchenbecker stated the City holds an easement on this structure and the project will also need City Commission approval.

***It was moved by Mr. Berg and seconded by Mr. Johnson this project does not encroach upon, damage or destroy any historic property included in the national register of historic places or the state register of historic places, and therefore recommends to the City Commission approval to install stairs as submitted at 1906 Deadwood Mountain Drive. Aye- All. Motion carried.***

#### **New Matters before the Deadwood Historic Preservation Commission**

PA – H16024 – Replace Windows – 160 Charles St – Tessa & Jesse Allen - Exhibit G

Mr. Kuchenbecker stated the applicant is a contributing structure located in the Cleveland Planning Unit, circa 1895. The applicant is requesting permission to replace a portion of the heavily deteriorated windows on the structure. The staff has conducted a site visit and recommends appropriate replacement of some of the windows. The applicant has also applied for the Wood Windows program. Repairs will be made to windows in good condition. The proposed work and changes do not encroach upon, damage or destroy a historic resource or have an adverse effect on the character of the building or the historic character of the State and National Register of Historic Districts or the Deadwood National Historic Landmark.

***It was moved by Mr. Blair and seconded by Mr. Toews this project does not encroach upon, damage or destroy any historic property included in the national register of historic places or the state register of historic places, and therefore grant project approval to replace and repair windows at 160 Charles Street. Aye- All. Motion carried.***

#### **Revolving Loan Fund and Historic Preservation Programs:**

Historic Preservation Program Applications - Exhibit I

Luella Krebs – 77 Stewart – Elderly Resident Program – Retaining Wall Program

Roy Sundstrom – 71 Forest – Elderly Resident Program – Stairs

Tessa and Jesse Allen – 160 Charles – Elderly Wood Windows and Doors Program

***It was moved by Mr. Johnson and seconded by Mr. Naminnga to approve all Historic Preservation Program Applications, as submitted. Aye - All. Motion carried.***

Revolving Loan Program

Tim Berg – 1 Forest – Request to forgive Retaining Wall Loan

Amy Gorzalka – 50 Van Buren – Retaining Wall Loan

Robin Gorder- 3 Rodenhous – Request to Forgive Retaining Wall Loan

Edwin & Anita Smith- 12 Dakota – Windows Loan Request

***It was moved by Mr. Toews and seconded by Mr. Berg to approve the Revolving Loan Program Applications as submitted. Aye - All. Motion carried.***

The delinquency report was presented by Mike Walker.

#### **Revolving Loan Fund/Retaining Wall Program Update:**

Retaining Wall Applications

No applications were addressed at this meeting.

Revolving Loan Program/Disbursements

***It was moved by Mr. Johnson and seconded by Mr. Blair to approve HP Revolving Loan Fund disbursement in amount of \$5,520.98, based on information as presented by Mike Walker, of NeighborWorks-Dakota Home Services. Aye - All. Motion carried.***

***It was moved by Mr. Johnson and seconded by Mr. Blair to approve HP Revolving Loan Fund disbursement in amount of \$26,741.37, based on information as presented by Mike Walker, of NeighborWorks-Dakota Home Services. Aye - All. Motion carried.***

#### **Retaining Wall Program Disbursements**

No retaining wall program disbursements were addressed at this meeting.

#### **Items from Citizens not on Agenda**

03/31/20

3:38 PM

**Staff Report:** *(items will be considered but no action will be taken at this time.)*

Mr. Kuchenbecker reported on the following items:

- The second round of the 2016 Outside of Deadwood Grants will be reviewed by the G.R.A.P.E. Committee next week;
- The Real Estate Workshop will be June 30, 2016. A copy of the registration was handed out. The program was well received last year. Participants will receive five continuing education credits;
- There was a ribbon cutting for the new chuck wagon last Friday. It is well received. There will be signs placed on the wagon stating "Visitor Information". Chair Floyd complemented Mr. Kuchenbecker on outfitting the wagon;
- The Historic Preservation Office just received a report from Interstate Engineering on the Charles Street Bridge inspection. Based on the initial e-mail it looks like the structural condition is not suitable for pedestrian traffic. This topic will be reviewed at the next meeting;
- The office has the contracts back from the contractors for 50 and 84 Van Buren retaining wall projects. We are also moving forward on the wall at 77 Stewart. The wall at 10 Harrison is in the final stages of completion. Staff is soliciting quotes for the retaining wall and drainage issues at 3 Shine;
- There is a minimum maintenance issue at 824 Main Street. The City has hired a private investigator to locate the homeowner so papers can be served before we go to court;
- There have been preliminary meetings regarding the proposed Cadillac Jacks addition. This project should be coming before HPC soon;
- The 360 Williams project is moving along, including final elevations, and floor and roof plans. Keith Umenthum, the Project Manager, is getting quotes on masonry and roofing;
- Staff has requested more details and a realistic rendering for the proposed Chalets at Deadwood Mountain Grand on McGovern Hill;
- Dale Berg has just received final drawings for his building in the Façade Program. He will be seeking quotes for the project;
- There has been a lot of paint grants being approved and we are receiving a lot of grant requests, there are already three for our next agenda;
- Wayfinding they are about 90% complete on phase I. There is one sign up on phase II which is the Mt. Moriah sign. Staff is working with the consultant to develop a punch list for Phase I of this project. There was a complaint about the removal of a DOT sign in the information center parking lot as part of the wayfinding efforts. This sign was allowed during the reconstruction of Strawberry Hill several years ago and businesses paid to have their information on the sign; however, it was to be temporary and DOT desired it be removed;
- The parking area at Deadwood Welcome Center was originally to be paved next week for Wild Bill Days; however, it looks like by the Fourth of July now. The contractor is pouring the floor, and the structural steel is on site. The pedestrian bridge across Whitewood Creek has been installed;
- Highway 85 project is moving right along. The pavement is now past the Thunder Cove Motel;
- Gateway Project across from hardware store is beginning to take shape;
- There is a Pro Bull Riding event this weekend in the Days of 76 Arena;
- HP Commission Committee Assignments will be on the next agenda.

**Committee Reports:**

- Mr. Blair discussed using a stage coach / chuck wagon to travel across the state for promotions and to use in parades across the region including Deadwood. This has a great appeal and we need to discuss doing these things again. Mr. Kuchenbecker stated he would like to enter the wagon in the Fourth of July parade in Belle Fourche if he can secure a teamster.

**Adjournment:**

There being no other business, the Historic Preservation Commission Meeting adjourned at 6:07 p.m.

ATTEST:

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Chairman, Historic Preservation Commission  
*Bonny Fitch, Historic Preservation Office/Recording Secretary*