



Town of Oro Valley Historic Preservation Commission

2019 Annual Report

Prepared by: Commissioner Gail Munden



**Town of Oro Valley
Historic Preservation Commission**

MEMBER INFORMATION

HISTORIC PRESERVATION COMMISSION

COMMISSIONER CONTACT LIST

DAN HUFF	CHAIR	drehuff@hotmail.com	(520) 241-3722
DAN BIEL	VICE CHAIR	azguru@gmail.com	(520) 850-8080
TIM BOHEN	COMMISSIONER	tbohen@earthlink.net	(310) 713-9291
MICHAEL WILSON	COMMISSIONER	mjwilson@longreatly.com	(520) 591-9640
GAIL MUNDEN	COMMISSIONER	gailsart@comcast.net	
STEVE HANNESTAD	COMMISSIONER	sehannestad@gmail.com	
STEVE SOLOMON	COUNCIL LIAISON	ssolomon@orovalleyaz.gov	-
LYNANNE DELLERMAN	STAFF LIAISON	ldellerman@orovalleyaz.gov	(520) 229-5052
MARITZA VALENZUELA	ADMINISTRATIVE SUPPORT	mvalenzuela@orovalleyaz.gov	(520) 229-5053

Application Form

Status: submitted

Profile

Dear Oro Valley Citizen:

We appreciate your interest in the Town of Oro Valley. This informational form, when completed, will allow us to quickly process your application by assisting us in understanding how we can best use your talents and experience. Information reflecting the procedures surrounding the appointment process to Boards is attached below. Your application will remain on file for two years from the date of receipt. We thank you kindly for volunteering to serve the Town!

Please note: No volunteer shall serve on more than one standing Board at any time.

Dan

First Name

Huff

Last Name

Middle
Initial

Suffix

Email Address

Street Address

Suite or Apt

Oro Valley

City

AZ

State

85737

Postal Code

Oro Valley Resident

Please select your residency status:

11

Number of years in Oro Valley (If less than 1 year, please state number of months)

Mobile:

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Historic Preservation Commission, Parks & Recreation Advisory Board, Water Utility Commission

Interests & Experiences

Please list your volunteer services in Oro Valley and with other organizations including any

boards or commissions on which you have served : (board/commission , civic, educational, cultural, social, etc.)

• Member of the Pima County Bar Association (PCBA), 2009 to present. • Member of the PCBA's The Writ Committee, authoring articles on various topics including the State Bar Convention and interviews with superior court judges for the PCBA's monthly publication. • Member of the Arizona State Bar Association, 2009 to present. • Executive Council Member of the Arizona State Bar's Public Lawyers Section, 2014 to present. • Town of Oro Valley Community Academy on Local Governance, 2012. • Member of the Juvenile Law Section of the State Bar and Legislative Committee Member, 2012. • Clinic Volunteer for financial, employment, and bankruptcy related clinics—Southern Arizona Legal Aid, Volunteer Lawyers Program of Arizona, 2009-2010. • Treasurer for a State Legislator Reelection Campaign in the Arizona State House of Representatives preparing and filing campaign finance reports with the Secretary of State, 2009-2010.

How does your previous volunteer service prepare you for the board or commission appointment for which you have applied? Please describe an issue considered at a meeting of the Board or Commission for which you are applying.

I am a task-oriented individual who has demonstrated success in accomplishing goals for the various groups in which I have volunteered. While I have not had an issue in consideration before a Town Board or Commission, my various service participation has exposed me to governmental processes and committee work.

Briefly describe your educational/vocational background.

Gonzaga University School of Law, Spokane, Washington • Juris Doctor, cum laude, May 2009 • Honors: Dean's List (Fall 2008 and Spring 2009); C.A.L.I. Excellence for the Future Awards for top grade in Legal Research & Writing (Fall 2007 and Spring 2008), and Admiralty (Fall 2008); Academic Merit Scholarship (2006-07); Top 5 Finalist in the 2009 Louis Jackson National Student Writing Competition in Employment & Labor Law. The University of Arizona, Eller College of Management, Tucson, Arizona • Bachelor of Science in Business Administration, May 2005 • Major: Finance • Honors: UA Spirit of Discovery Full Academic Merit Scholarship (2001-2004), Honors College (2001-2004), Dean's List, U.S. President's Volunteer Service Award (2004 & 2005), SIFE (Free Enterprise) Service Leadership Award (2005), 2001 Dr. Marion Donaldson Award recipient for outstanding community service to the Amphitheater Public School District (Tucson).

Have you attended the Community Academy or CPI?

Yes No

2012

If yes, what year?

If no, are you willing to attend?

Yes No

Upload a Resume

Please attach any additional documents here

Please read the information contained in Appendices "B" and "C" of the Parliamentary Rules and Procedures before continuing.

Please Agree with the Following Statement

By clicking this box, I certify that I have read the information contained in Appendices "B" and "C" of the Parliamentary Rules and Procedures.

I Agree *

Dan Huff

PROFESSIONAL EXPERIENCE

State of Arizona Office of the Attorney General, Tucson, Arizona

- *Assistant Attorney General*, April 2010 to Present
- Represent and advise the Arizona Department of Child Safety (DCS) in litigation in Superior Court, including bench trials and evidentiary hearings throughout the state.
- Address DCS's legal needs including courtroom training; researching; drafting petitions, motions, supporting memoranda, and other pleadings, including limited appellate work; negotiating settlements with opposing counsel; depositions; interviewing and examining witnesses; and performing nearly daily advocacy in court.
- Provide support, mentorship, resources, and advice regarding complex legal issues as a Team Lead to four trial attorneys in the Tucson office (which is comprised of over twenty total trial attorneys.)
- AGO South Unit Liaison for the Arizona Office of Child Welfare Investigations (OCWI).
- Recipient of the Outstanding Contribution Attorney Award in the AGO South Unit for 2013.
- Served as the Education Law Liaison for the AGO South Unit trial attorneys, 2011-12.

Gonzaga Center for Law and Justice, University Legal Assistance, Spokane, Washington

- *Legal Intern*, Spring 2009
- Advised and represented clients in diverse matters including family law proceedings, contract claims, and tort claims in state court, and judgment collection in federal court.
- Drafted complaints, interrogatories, motions, memoranda, and other pleadings, and also finalized settlements, conducted depositions, and conducted hearings in state and federal court.

Goss, Hipperson & Sampson, Spokane, Washington

- *Law Clerk and Legal Intern*, Summer 2008
- Performed legal research and complex analysis and wrote research memoranda for the firm's attorneys in areas such as real property, corporate law, wills and estate planning, jurisdictional issues, lien law, and general civil litigation for matters in both Washington and Idaho.
- Assisted clients through legal matters, including will executions, and appeared in *ex parte* proceedings.

Honorable Jerome Leveque, Superior Court of Washington, Spokane County, Spokane, Washington

- *Judicial Extern for the Chief Judge*, Summer 2008
- Researched and drafted opinions and memoranda for use in the Judge's rulings on motions and other issues for both civil and criminal matters, including striking evidence and pretrial release conditions.

EDUCATION

Gonzaga University School of Law, Spokane, Washington

- Juris Doctor, *cum laude*, May 2009
- **Honors:** Dean's List (Fall 2008 and Spring 2009); C.A.L.I. Excellence for the Future Awards for top grade in Legal Research & Writing (Fall 2007 and Spring 2008), and Admiralty (Fall 2008); Academic Merit Scholarship (2006-07); Top 5 Finalist in the 2009 Louis Jackson National Student Writing Competition in Employment & Labor Law.

The University of Arizona, Eller College of Management, Tucson, Arizona

- Bachelor of Science in Business Administration, May 2005
- **Major:** Finance

- **Honors:** UA Spirit of Discovery Full Academic Merit Scholarship (2001-2004), Honors College (2001-2004), Dean's List, U.S. President's Volunteer Service Award (2004 & 2005), SIFE (Free Enterprise) Service Leadership Award (2005), 2001 Dr. Marion Donaldson Award recipient for outstanding community service to the Amphitheater Public School District (Tucson).

COMMUNITY ACTIVITIES

- Member of the Pima County Bar Association (PCBA), 2009 to present.
- Member of the PCBA's *The Writ* Committee, authoring articles on various topics including the State Bar Convention and interviews with superior court judges for the PCBA's monthly publication.
- Member of the Arizona State Bar Association, 2009 to present.
- Executive Council Member of the Arizona State Bar's Public Lawyers Section, 2014 to present.
- Town of Oro Valley Community Academy on Local Governance, 2012.
- Member of the Juvenile Law Section of the State Bar and Legislative Committee Member, 2012.
- Clinic Volunteer for financial, employment, and bankruptcy related clinics—Southern Arizona Legal Aid, Volunteer Lawyers Program of Arizona, 2009-2010.
- Treasurer for a State Legislator Reelection Campaign in the Arizona State House of Representatives preparing and filing campaign finance reports with the Secretary of State, 2009-2010.

OTHER EXPERIENCE

Dept. of English Writing Center, University of Arizona, Tucson, Arizona

- *Writing Consultant, Dept. of English Writing Program Advisory Committee Member, 2002-2005*
- Worked as Writing & Composition Consultant improving composition skills in all disciplines for a diverse group of students ranging from international to graduate.
- Served as student representative on a faculty committee, working with professors to design and implement English curriculum, policies, and technological initiatives at the university.

Profile

Daniel R Biel _____
First Name Middle Initial Last Name Suffix

Email Address

Street Address Suite or Apt

Tucson AZ 85737
City State Postal Code

What district do you live in? *

Oro Valley Resident

4
Number of years in Oro Valley (If less than 1 year, please state number of months)

Mobile: _____ Business: _____
Primary Phone Alternate Phone

Which Boards would you like to apply for?

Historic Preservation Commission: Submitted

Interests & Experiences

Please list your volunteer services in Oro Valley and with other organizations including any boards or commissions on which you have served : (board/commission , civic, educational, cultural, social, etc.)

Tucson Board of Realtors - technology board NSP- Neighborhood stabilization program during housing crisis worked with CPLC - an agency that stabilized housing by acquisition and renovation of bank reo properties in Phoenix and Rio Rico Arizona

How does your previous volunteer service prepare you for the board or commission appointment for which you have applied? Please describe an issue considered at a meeting of the Board or Commission for which you are applying.

I have learned how to work in committee settings to obtain a group objective. I have developed skill sets in property research, renovation and have studied National Historic Register guidelines. In the Neighborhood Stabilization program. with CPLC (Chicano Por La Causa) a non-profit I obtained field experience in dramatically changing neighborhoods by setting standards in renovation and affordable housing. By setting high quality standards in neighborhood re-development, the communities achieved financial benefits of additional market equity and quality of life. I have also worked with numerous other non-profits in the marketing of housing projects in the affordable housing demographic.

Briefly describe your educational/vocational background.

Degree in Design and Psychology from Southern Illinois university and Arizona State University BA

Please describe an issue or project you contributed to which related specifically to conceptual design?

I have identified historic properties for investors for renovation and consulted on correct guidelines for renovation to preserve significant architecture detail. In the last few years I assisted in renovating a 1928 historic Craftsman Bungalow. I assisted in the acquisition of property, research of neighborhood historic renovation guidelines and implementation of design standards that would conform with the historic period. This included reading all the historical guideline information available On Line and creating a plan to use only materials & design elements indicative of the era.

Listed below are fields of professional experience required for four (4) members of the CDRB . If you have relevant experience, please check all that apply.

- Art
- Architecture
- Construction
- Other Design Background

For each selection you made above, please provide your years of experience and a generalized description of your professional design background in that area.

Degree in Design from Southern Illinois University -BA 4 yr degree program -This design school had Buckminster Fuller on the board and taught design with emphasis on architecture design and art Have assisted in selection of property and coordinating renovations for over 20 years on multiple properties for Investors I have specialized in Barrio properties in Tucson, Arizona for over a two decades and have experience in the culture and historic significance of designated historic neighborhoods- I have studied the historic designation & architectural guidelines to qualify for placement in Historic Register. Also familiar with significant tax incentives for historic owned properties. I have lived in a Tucson central home on the historic register in El Encanto and studied the historic documents available on the neighborhood and qualifying standards to get a specific residence on the National Historic Register. As a real estate broker I have studied and identified all historic neighborhoods in greater Tucson and I am aware of the district boundaries, and level of historic designation of each neighborhood. I have also collected books on Tucson's Historic neighborhoods and my interest in the preservation of history will translate to a sincere interest in Oro Valley historic committee objectives. I currently am involved in the sale and marketing of a historical significant 7 acre land parcel in Rio Nuevo and I am involved in neighborhood concerns and city planners in the future development of this land. This project I have been working on for 1 year involves knowledge of zoning, land development issues, environmental issues and city politics. Skill sets on this project include aerial topo map surveyor selection, city council developmental issues, neighborhood outreach, and research on historical contiguous landmarks including historic ruins and artifacts in the heart of downtown Tucson.

Have you attended the Community Academy or CPI?

Yes No

If yes, what year?

If no, are you willing to attend?

Yes No

Upload a Resume

Please attach any additional documents here

Please Agree with the Following Statement

I Agree *

Daniel R Biel

OBJECTIVE

Assist Investors in Commercial and Residential Real Estate acquisitions and sales. Turn-key solutions for Local and out of state investors.

Real Estate Agent development in skill sets of selling and listing Real Estate

EXPERIENCE

BIEL PLLC - Residential Real Estate & Commercial Real Estate Agent coaching & training
2008-2017

Realty Executives Tucson Elite-Associate Broker

Associate Broker, 2008-Present

Re/Max All Executives of Southern AZ, Tucson

Associate Broker, 2001-2008

2020 Velocity LLC Tucson AZ

CEO –Director of Real Estate Investments 2017 to present

Cash Buyer Investors LLC

CEO- Residential Real Estate Investment Company 1986-1997

ERA Gem Realty

CEO- Designated Broker and co-owner 1986-1998

Recruited and managed up to 165 agents –top 20 ERA Franchise national –top 5 Tucson AZ

Education

Arizona State University & Southern Illinois, BA Design & Psychology

Goals

Make a difference in people's lives-create a foundation for youth at risk for education of entrepreneurial skills in real estate investments

Profile

Timothy P Bohlen
First Name Middle Initial Last Name Suffix

Email Address

Street Address Suite or Apt

Tucson AZ 85737
City State Postal Code

Are you a full time Oro Valley resident (resides in Oro Valley 6 or more months a year) *

Yes

Number of years in Oro Valley (If less than 1 year, please state number of months)

4

Home: Home:
Primary Phone Alternate Phone

Which Boards would you like to apply for?

Planning and Zoning Commission: Submitted

Interests & Experiences

Please list your volunteer services in Oro Valley and with other organizations including any boards or commissions on which you have served : (board/commission , civic, educational, cultural, social, etc.)

Oro Valley Historical Preservation Commission (2018-2019) Volunteer Mediator Tucson Attorney General Office Red Cross Platelet Donor President Oro Valley Toastmasters (2016-2017) Torrance CA Airport Commission (2014-2015) Docent at Rancho Los Cerritos, Long Beach CA (2013-2014)

How does your previous volunteer service prepare you for the board or commission appointment for which you have applied? Please describe an issue considered at a meeting of the Board or Commission for which you are applying.

I feel my previous service as a Commissioner in both Torrance CA and Oro Valley AZ, as well as my engineering and project management experience, would allow me to have reasonable expectations regarding the work involved. Such experience might also build confidence in others in my ability to come up to speed quickly on the current issues. As a Commissioner in Torrance I participated in an evaluation of the feasibility of expanding Torrance Lexus in the TOA Runway Protection Zone. The RPZ is an area not under direct control of airport authorities but which has significant impact upon aircraft landing and taking off. Regarding issues currently before the OV Planning and Zoning Commission, I am very interested in how zoning and growth can be effectively managed. The recent rezoning request of the property near the corner of Calle Concordia and Oracle Road presented a real challenge. While the applicant proposed that self storage is underserved in Oro Valley, the supporting data turned out to be weak after further review by the Commission. Encouragement of the applicant by the Commission to seek opportunities to increase local employment led to a better proposal in my view. Detailed and diligent questioning of the applicant by the Commission can only serve to strengthen an application. All Oro Valley stakeholders have the right to be heard during the Planning and Zoning process. I feel I can bring value from my own Project Engineering background in which proposal evaluation is a highly valued skill.

Briefly describe your educational/vocational background.

I have a technical background with additional education in the areas of business, aviation and international trade. My formal degrees are Physics 1986 UCI, Manufacturing Engineering USC 1995 and MBA Loyola Marymount 2001. Additional skills I have acquired include my Private Pilot license, Project Management Professional certification and a US Customs Broker license. Maps and land management are topics of great interest to me and I would welcome an opportunity to utilize and expand my knowledge in these areas.

Question applies to Planning and Zoning Commission

Please describe an issue or project you contributed to which related specifically to conceptual design?

As an aerospace engineer, I have supported many conceptual design efforts. Professional projects where I was involved in conceptual design include the IR sensors processing for the Global Hawk, the first widely deployed large UAV. I also participated in the development of a new system for IED detection in Afghanistan. As an INCOSE CSEP certified systems engineer I am frequently involved in the conceptualization of new system capabilities and how these impact the both the user and the current system.

Question applies to Planning and Zoning Commission

For each selection you made above, please provide your years of experience and a generalized description of your professional design background in that area.

Planning - 20+ years in planning aerospace projects Engineering Design - 30+ years in diverse products such as IR sensors, aircraft generators, ground stations and cameras Project Management - 15 years leading multi-disciplined Integrated Product Teams responsible for developing new products

Have you attended the Community Academy or CPI?

Yes No

If yes, what year?

2017

If no, are you willing to attend?

Yes No

Upload a Resume

Please attach any additional documents here

Please Agree with the Following Statement

I agree that the information provided in my application is true and correct

I Agree *

Timothy Bohem MS MBA PMP

PROFESSIONAL SUMMARY

I am a PMP certified Program Manager who specializes in hardware and software development for regulated environments including FAA and NASA. I have excellent communication and leadership skills that ensure software projects are on time and within budget, and products are released in accordance with specific instruction from upper management and executive stakeholders. I am an effective technical leader who is comfortable in agile software environments including serving as a Scrum Master. I am also an experienced trainer and presenter capable of effectively presenting detailed technical information as applicable to varying audiences. As a corporate trainer for Raytheon I worked nationwide in training new Systems Engineers in the Raytheon Integrated Product Development System (IPDS). This process includes the areas of systems architecture, requirements definition and management, risk management and the product life cycle.

CERTIFICATIONS

- Project Management Professional (PMP) Certification July 2013
- Certified Six Sigma Greenbelt 2003 (Raytheon) 2016 (Honeywell)
- INCOSE Certified Systems Engineering Professional (CSEP) November 2017

PROFESSIONAL EXPERIENCE

MEGGITT SECURAPLANE LEAD SYSTEMS ENGINEER, CAMERAS

2017-2019

- Lead Systems Engineer for Camera Programs for FAA CFR 14 Part 25 Transport Category Aircraft
- Oversees system requirements coordination between camera, battery and security projects
- Creates DOORS verified Compliance Matrices to verify start of Production
- Created camera and camera controller Qualification Test Procedures (QTP) corresponding to DO-160G and DO-178F
- Evaluated SAE ARP4754 and ARP4761 to determine recommended hardware Design Assurance Levels for new proposals

HONEYWELL INTERNATIONAL SENIOR PROJECT ENGINEER

2015-2016

- Led Longbow Bearing Improvement through drawing release to Boeing Lead The Fleet Test Program
- Led proposal effort for MQ-9 Reaper Generator Advanced Capability
- Determined Honeywell requirements to support Sikorsky S-92 Supplemental Type Certificates (STC)
- Project Engineer for DO-254 SOI 1 and SOI 2 audits for DRACO Generator Control Unit
- Completed CDR for V22 Generator Control Unit Upgrade. Verified all Contract requirements being met.
- Led Mil-STD-810 Qualification Testing effort for V22 GCU Upgrade.
- Updated V22 GCU Upgrade Interface Control Diagram (ICD) to reflect new air vehicle interface

DSI INTERNATIONAL ORANGE CA PROJECT MANAGER & DSI EXPRESS SOFTWARE TRAINER

2015

- Trainer for DSI Express software. Express is used for FMECA and Fault Tree Analysis

- Evaluate training materials used by non US customers to ensure compliance with ITAR

RAYTHEON SPACE AND AIRBORNE SYSTEMS (SAS) EL SEGUNDO, CA **1996-2012**
INTEGRATED PROJECT TEAM LEAD –HAWKEYE GROUND CONTROL (GCS) **2010-2012**

- Wrote sole source justification for supplier Oshkosh Engineering to ensure ITAR compliance
- Provided determination on specific GCS subsystems governed by ITAR 121.16 MTCR annex
- Led team which designed, procured and integrated the \$7M Ground Control Station software
- Single point of contact (POC) to the JIEDDO Customer regarding cost and schedule
- Successfully managed Stinger CDL antenna procurement from L-3 Salt Lake City

SECTION MANAGER – SAS STRATEGIC SYSTEMS VERIFICATION **2010**

- Line manager for a 25 member test team providing 24/7 test support
- Evaluated Systems Verification Center proposals for Risk, Life Cycle Cost and CAIV
- Identified cleared personnel available for Program support resulting in \$500K savings

PROGRAM MANAGER AND EXPORT IMPORT ADVISOR KEOTS 98 **2007-2010**

- Optimized localization from ZeO Germany to Doosan Infracore Korea to minimize tariffs
- Worked with NCS Empowered Official to earn State Department approval for 12 Technical Assistance Agreements (TAAs) which I personally drafted
- Modified DSP-5 Manufacturing License to allow fabrication of ZeO designed parts in Korea
- Led approval process for 5 separate DSP-83 End User Certificates for Doosan Infracore
- Continuously monitored 2007 Korea US Free Trade Agreement to help establish Raytheon NCS long term strategy in Korea
- Achieved 30 months of on time 15 Hz LRF deliveries to our Korean Army Customer.
- Completed \$32.1M KEOTS 98 Offset for the Korean DAPA on time and under budget
- Raytheon Individual Achievement Award in 2008

SECTION MANAGER – VERIFICATION CENTER RF SYSTEMS TEST **2004-2007**

- Functional manager for a 45 systems Engineers of varied experience levels.
- Responsible for SVC interface to all eight major Programs supported by our section
- Oversaw development of Raytheon E-10A WSI hardware subsystems through CDR.
- Delivered "Lessons Learned" paper at 2006 SAS Systems and Software Symposium

INTEGRATED PROJECT TEAM LEAD – GLOBAL HAWK SEU **1996-2004**

- Single point of contact to the Customer regarding SEU cost and schedule.
- Project manager for EOIR/SAR image stitching software
- Led a 15 member team responsible for requirements, procurement, fabrication, design, documentation and production control, and test and field support of the SEU
- Global Hawk SEU was the first customer-deliverable SAS electronics unit to use 100% Commercial Off the Shelf (COTS) parts and software

EDUCATION

Master of Business Administration – Finance Concentration Loyola Marymount **2001**
 Beta Gamma Sigma

MS Manufacturing Engineering University of Southern California **1994**
 Hughes Masters Fellow

Profile

Michael

First Name

Wilson

Last Name

Middle Initial

Suffix

Email Address

Street Address

Suite or Apt

Oro Valley

City

AZ

State

85704

Postal Code

What district do you live in? *

Oro Valley Resident

33

Number of years in Oro Valley (If less than 1 year, please state number of months)

Mobile:

Primary Phone

Home:

Alternate Phone

Which Boards would you like to apply for?

Historic Preservation Commission: Submitted

Interests & Experiences

Please list your volunteer services in Oro Valley and with other organizations including any boards or commissions on which you have served : (board/commission , civic, educational, cultural, social, etc.)

Have served several terms on Oro Valley Parks and Recreation Board. Part of the General Plan Committee of about 10 years ago.

How does your previous volunteer service prepare you for the board or commission appointment for which you have applied? Please describe an issue considered at a meeting of the Board or Commission for which you are applying.

Better understanding of the process of government boards. Have no issues or "monuments" as a Commission Board Member. Want to better serve our Town and assist in educating our residents as to the importance of our young but varied history.

Briefly describe your educational/vocational background.

AA in Psychology, Phoenix College, United States Air Force Academy. PGA golf professional, Oro Valley Country Club, 1986/2003. Real estate sales, Long Realty,, 2003/Present.

Please describe an issue or project you contributed to which related specifically to conceptual design?

Worked on the conceptual design of the Town Park Site in the earlier years of design.

For each selection you made above, please provide your years of experience and a generalized description of your professional design background in that area.

Have you attended the Community Academy or CPI?

Yes No

Not sure.

If yes, what year?

If no, are you willing to attend?

Yes No

Upload a Resume

Please attach any additional documents here

Please Agree with the Following Statement

I Agree *

Profile

Gail

First Name

S

Middle Initial

Munden

Last Name

Suffix

Email Address

Street Address

Suite or Apt

Oro Valley

City

AZ

State

Postal Code

What district do you live in? *

Oro Valley Resident

10+ years

Number of years in Oro Valley (If less than 1 year, please state number of months)

Mobile:

Primary Phone

Home:

Alternate Phone

Which Boards would you like to apply for?

Historic Preservation Commission: Submitted

Interests & Experiences

Please list your volunteer services in Oro Valley and with other organizations including any boards or commissions on which you have served : (board/commission , civic, educational, cultural, social, etc.)

Board of directors SAACA Arts and Cultural Ambassador Oro Valley Creator of book on public art Excellence by Design SAACA Design Review Board(before change) OV

How does your previous volunteer service prepare you for the board or commission appointment for which you have applied? Please describe an issue considered at a meeting of the Board or Commission for which you are applying.

Briefly describe your educational/vocational background.

Life Drawing and Painting Louisville School of Art and University of Louisville, 20 years as a Civil Draftsperson to Design Engineer

Please describe an issue or project you contributed to which related specifically to conceptual design?

Designed Flagstaff Riding Club and Dog Training Facility in Austin TX for Mrs Tankersly of Al Marsh stables. Created Excellence by Design (book of public art in OV)

For each selection you made above, please provide your years of experience and a generalized description of your professional design background in that area.

Have you attended the Community Academy or CPI?

Yes No

2010

If yes, what year?

If no, are you willing to attend?

Yes No

Upload a Resume

Please attach any additional documents here

Please Agree with the Following Statement

I Agree *

Profile

Stephen

First Name

E

Middle Initial

Hannestad

Last Name

Suffix

sehannestad@gmail.com

Email Address

Street Address

Oro Valley

City

Suite or Apt

AZ

State

85755

Postal Code

What district do you live in? * Oro Valley Resident

8

Number of years in Oro Valley (If less than 1 year, please state number of months)

Mobile: (520) 389-9243

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Historic Preservation Commission: Submitted

Interests & Experiences

Please list your volunteer services in Oro Valley and with other organizations including any boards or commissions on which you have served : (board/commission , civic, educational, cultural, social, etc.)

Volunteer: office of emergency services Operations Division, Prince George's Co. MD 5 yrs Federal Gov: Directing operational, maintenance, renovation of registered property - 15 yrs

How does your previous volunteer service prepare you for the board or commission appointment for which you have applied? Please describe an issue considered at a meeting of the Board or Commission for which you are applying.

Anticipate the likely hood of sites becoming registered in the future. Development on sites with possible Native American concerns.

Briefly describe your educational/vocational background.

BA (History), MA (American History), Master of Information Management 15+ yrs Management of Federal building projects and renovation/expansion of registered properties.

Stephen E. Hannestad

170 W Marble Canyon Road

Oro Valley AZ 85755

Education:

BA (history) University of Maryland, College Park (UMCP) 1968

MA (American history) (UMCP) 1970

Master of Information Management(UMCP) 2004

Professional Experience

IS National Archives and Records Administration 1970-2004 After completing a two year Archivist Trainee Program and qualifying as a professional archivist I served in several positions before being selected into a management development program in 1981. In 1984 I was promoted to GM-14. In 1986 I was promoted to GM-15, directing various Divisions in the Office of Administration, including Administration Services; Systems Management; Procurement; Facilities management; Real Property; and Security Management. Both as part of regular duties and special assignments, I managed operating, and renovation of over 3million sq.ft. of agency-owned buildings. Many of these facilities were either registered historical buildings located within larger historical districts (National Archives/Pennsylvania Ave district Roosevelt Presidential Library/Hyde Park) or or facilities certain to be registered upon meeting age requirements (Truman, Eisenhower, and Kennedy Presidential Libraries). I also directed the site selection process for two facilities requiring antiquities analysis. I retired from NARA in 2004.

College of Information Studies, University of Maryland 2004-2011 Full-time graduate faculty (adjunct professor)

How did an archivist get involved in historical preservation? In 1985 the National Archives and Records Administration became independent from the General Service Administration. Over night NARA had to begin managing it's own facilities, and I was drafted to learn how to manage operations and renovation for our headquarters, regional archives and Presidential Libraries.



**Town of Oro Valley
Historic Preservation Commission**

MEETING MINUTES

**MINUTES
ORO VALLEY HISTORIC PRESERVATION COMMISSION
REGULAR SESSION
February 4, 2019
HOPI CONFERENCE ROOM
11000 N. LA CANADA DRIVE**

REGULAR SESSION AT OR AFTER 5:00 P.M.

CALL TO ORDER

VICE CHAIR HUFF CALLED THE MEETING TO ORDER AT 5:00 P.M.

ROLL CALL

PRESENT: Dan Huff, Vice Chair
Dan Biel, Commissioner
Tim Bohan, Commissioner
Susan Kalasunas, Commissioner
Mike Wilson, Commissioner

EXCUSED: Gail Munden, Commissioner

STAFF PRESENT: Lynanne Dellerman, Recreation & Cultural Resources
Manager
Tobin Sidles, Town Attorney

CALL TO AUDIENCE - At this time, any member of the public is allowed to address the Commission on any issue not listed on today's agenda. Pursuant to the Arizona Open Meeting Law, individual Commission Members may ask Town staff to review the matter, ask that the matter be placed on a future agenda, or respond to criticism made by speakers. However, the Historic Preservation Commission may not discuss or take legal action matters raised during "Call to the Audience." In order to speak during "Call to Audience" please specify what you wish to discuss when completing the blue speaker card.

INFORMATIONAL ITEMS (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

1. Educational opportunities for Historic Preservation Commission members to attend

A. Approval of December 3, 2018 Minutes

MOTION: A motion was made by Commissioner Bohlen and seconded by Commissioner Biel to approve December 3, 2018 Minutes

MOTION carried, 5-0

REGULAR AGENDA

1. ELECTION OF OFFICERS

Vice Chair Huff explained that he has been on the Commission for four years and that he believes that Commission does great work. Vice Chair Huff opened the Commission up for nominations. Chair Wilson nominated Vice Chair Huff for the office of Chair. Vice Chair Huff nominated Commissioner Biel for the office of Vice Chair.

MOTION: A motion was made by Vice Chair Huff and seconded by Commissioner Biel to approve Vice Chair Huff for Chair and Commissioner Biel for Vice Chair

MOTION carried, 5-0

2. UPDATE FROM THE ORO VALLEY HISTORICAL SOCIETY (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

President Roxy Johnson informed the Commission that they have had such success with viewers at the Pusch House that they would like to open it up for one additional day. New materials and displays are being presented. Ms. Dellerman replied that many youngsters interested in the essay contest are also visiting the Ranch.

3. APPROVE THE ANNUAL REPORT AS PRESENTED BY COMMISSIONER BOHEN (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Ms. Dellerman explained the contents of the annual report.

MOTION: A motion was made by Commissioner Bohlen and seconded by Commissioner Wilson to approve the Annual Report as written.

MOTION carried, 5-0

4. DISCUSSION ON CURRENT STATUS OF LOCAL REGISTRY APPLICATIONS COLLECTED FROM THREE NEIGHBORHOODS; SHADOW MOUNTAIN ESTATES, ORO VALLEY COUNTRY CLUB ESTATES, AND SUFFOLK HILLS

Ms. Dellerman explained the local registry to the new members and answered questions for clarification.

5. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND APPROVAL OF STAFF SUGGESTED CAPITAL IMPROVEMENT ITEMS (CIP) NEEDED FOR STEAM PUMP RANCH, INCLUDING A BRIEF REMINDER OF THE CONDITION OF THE BBQ ROOF

Ms. Dellerman reviewed the budget process to the new Commissioners. She further explained the background of Steam Pump Ranch and improvements that have taken place over the years. She included the purpose and the requirements of the Historic Preservation Commission. Ms. Dellerman listed a few items that she and staff suggested the Commission consider for inclusion in the budget. She further provided a power point with details. Commissioners asked several questions and sought clarification.

6. DEPARTMENT REPORT (DISCUSSION MUST BE LIMITED TO INFORMATION AND CLARIFICATION)

Ms. Dellerman reported that the Historical Society former President, has offered to give a brief description of a book he has written called "Claiming the Desert", to the Commission. This may be an item for a future agenda. She also discussed that she has found an intern to help on two projects and asked the Commission to consider areas they think the intern could assist. Ms. Dellerman reminded the Commission that Roxy Johnson can schedule private tours for the Commissioners. She further reported that the first essay for the contest has been received. Due date is the end of February. Ms. Dellerman announced that final interviews for the HPC have been completed, meaning the HPC is now full. Regarding past discussion for office use in the Pusch House, Ms. Dellerman declared that the Golder Ranch Fire Department reviewed the building and waived the need for fire suppression, this allows for the Historical Society to use it for office space. She further explained that the roof of the Barbeque has been covered and temporarily protected. Installation of pavers and a mist system are in process. The annual Celebrate Oro Valley will be held in April. Ms. Dellerman asked she be contacted if anyone is interested in volunteering. Other upcoming events include the Wine Festival, a run event, Celebrate Oro Valley, and a wedding.

FUTURE AGENDA ITEMS

The Historic Preservation Commission may bring forth general topics for future meeting agendas. Discussion must be limited to clarification). Next Historic Preservation Commission meeting tentatively scheduled for Monday, March 4, 2019 to begin at 5:00 p.m

- schedule HPC meeting site to be possibly held at Steam Pump Ranch in the summer
- schedule Jim Williams to present at an upcoming meeting

ADJOURNMENT

MOTION: A motion was made by Commissioner Huff and seconded by Commissioner Biel to accept ADJOURNMENT

MOTION carried, 5-0

Adjourned at 6:10 pm

Mollie Frye
Senior Office Specialist



I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular session of the Historic Preservation Commission of Oro Valley, Arizona held on the 4th day of February 2019. I further certify that the meeting was duly called and a quorum was present.

MINUTES
ORO VALLEY HISTORIC PRESERVATION COMMISSION
REGULAR SESSION
March 4, 2019
HOPI CONFERENCE ROOM
11000 N. LA CANADA DRIVE

REGULAR SESSION AT OR AFTER 5:00 P.M.

CALL TO ORDER

Chair Huff called the meeting to order at 5:00 pm.

ROLL CALL

PRESENT: Dan Huff, Chair
Gail Munden, Commissioner
Susan Kalasunas, Commissioner
Steve Hannestad, Commissioner

EXCUSED: Dan Biel, Vice Chair
Mchael Wilson, Commissioner
Tim Bohlen, Commissioner

STAFF PRESENT: Lynanne Dellerman, Recreation & Cultural Resources Manager

CALL TO AUDIENCE

Speaker Terri Colemar, resident and volunteer at Historic Preservation Commission requested Council, Staff, and the Commission donate funds to Steam Pump Ranch. She provided reasons supported by the community and her own observations.

1. Educational opportunities for Historic Preservation Commission members to attend

Ms. Dellerman suggested different methods of how the educational opportunities submitted each month may be handled and possibly place it on a future agenda item. She also reminded the Commission that the Historic Preservation Conference will be held in June this summer in Prescott, AZ. She encouraged Commissioners to attend. A link will be provided to the Commissioners at a future date. She further discussed the Celebrate Oro Valley celebration and its plans.

CONSENT AGENDA

- A. Approval of February 4, 2018 Minutes

MOTION: A motion was made by Commissioner Munden and seconded by Commissioner Hannestad to approve minutes as written

MOTION carried, 4-0

REGULAR AGENDA

1. **PRESENTATION BY THE ORO VALLEY HISTORICAL SOCIETY (DISCUSSION MUST BE LIMITED TO CLARIFICATION)**

2. **PRESENTATION ON CREATING A LOCAL REGISTRY OF ORO VALLEY HIGHLIGHTING THREE MID CENTURY MODERN NEIGHBORHOODS IN ORO VALLEY; SHADOW MOUNTAIN ESTATES, ORO VALLEY COUNTRY CLUB ESTATES, AND SUFFOLK HILLS.**

Ms. Dellerman provided two power points that explained the meaning of the term "mid-century modern". The presentation included descriptions and photos. She showed three possible homes in the neighborhoods. Among the slides was a document describing the process for creating a local registry.

3. **PRESENTATION AND DISCUSSION ON 2015 ASSESMENT SURVEY OF STEAM PUMP RANCH AND RECOMMENDATIONS IT CONTAINED.**

Ms. Dellerman explained in detail, the status of particular items pertaining to the Ranch, allowing the Commissioners to follow along on the provided spreadsheet. The Commissioners sought answers to questions.

4. **PRESENTATION AND DISCUSSION ON STEAM PUMP RANCH PHASES COMPLETED TO DATE**

Ms. Dellerman described the phases that have been completed and are currently in process. She continued to explain future phases, their plans and funding options.

5. **DEPARTMENT REPORT (DISCUSSION MUST BE LIMITED TO CLARIFICATION)**

Ms. Dellerman reported that former President of the Historic Society, Jim Williams, will be presenting his vast knowledge of Oro Valley at a meeting next month. She also explained that the budget process is taking place at the Town which included items for Steam Pump Ranch. Ms. Dellerman described all the events that have been occurring in the area, emphasizing that the use of the Ranch is quite successful. Finally she mentioned the numerous activities that are on the upcoming up event calendar.

FUTURE AGENDA ITEMS

The Historic Preservation Commission may bring forth general topics for future meeting agendas. Discussion must be limited to clarification. Next Historic Preservation Commission meeting tentatively scheduled for Monday, April 1, 2019 to begin at 5:00 p.m.

1. Request an outline for the HPC registry process discussion
2. List Steam Pump Ranch priorities for submission to Council
3. Status on the Essay Contest
4. List of what needs to be done at Leiber House interior structure, improvements, and possibilities
5. Hold an HPC study session and tour at the Ranch
6. Review other agencies websites of similar size for comparison to Oro Valley
7. Review archeology, design, and history of HoneyBee
8. Presentation of records policy at Town and the CLG policy
9. Discuss ways to provide education opportunities

MOTION: A motion was made by Commissioner Hannestad and seconded by Commissioner Munden approve future agenda items

MOTION carried, 4-0

ADJOURNMENT

MOTION: A motion was made by Commissioner Kalasunas to adjourn

Chair Huff adjourned the meeting at 6:10 pm.

MINUTES
ORO VALLEY HISTORIC PRESERVATION COMMISSION
REGULAR SESSION
April 1, 2019
HOPI CONFERENCE ROOM
11000 N. LA CANADA DRIVE

REGULAR SESSION AT OR AFTER 5:00 P.M.

CALL TO ORDER

Chair Huff called the meeting to order at 5:12 pm.

ROLL CALL

PRESENT:

Chair, Dan Huff
Gail Munden, Commissioner
Tim Bohan, Commissioner
Dan Biel, Vice Chair
Susan Kalasunas, Commissioner
Mike Wilson, Commissioner
Steve Hannestad, Commissioner

STAFF PRESENT:

Lynanne Dellerman, Recreation & Cultural Resources Manager,
Tobin Sidles, Town Attorney

CALL TO AUDIENCE - No speakers present

INFORMATIONAL ITEMS

1. Current information about Historic Preservation for Commissioners

Lynanne Dellerman offered current education and information items as they relate to historic preservation. She described the historic tax credit that is currently in place. She also reminded the Commission of the Celebrate Oro Valley event taking place April 13, 2019.

2. Report from the Oro Valley Historical Society

President Roxy Johnson reported on events that have happened recently in the Historical Society, including

- AZ Historical Society member, Kate Stewart, visited and offered suggestions for improvement
- Al Efron former board member donated \$1000 for an ongoing project
- Profits from Z Mansion fundraiser are being used for Steam Pump Ranch maps
- Fund raiser from Jim Click's car give away continues
- Future fundraiser discussions continue

Jim Williams, former history teacher, offered an informative piece about three eras in Oro Valley's history, early settlers, homesteaders, and wealthy ranchers

CONSENT AGENDA

A. Approval of March 4, 2018 Minutes

MOTION: A motion was made by Commissioner Hannestad and seconded by Vice Chair Biel to approve minutes as written

MOTION carried, 7-0

REGULAR AGENDA

1. REVIEW AND DISCUSSION OF THE ORO VALLEY HISTORIC LANDMARK REGISTRY PROCESS, APPLICATION, AND TOWN CODE 6-10-7, 6-10-3 9 (DISCUSSION LIMITED TO CLARIFICATION)

Lynanne Dellerman began the discussion by clarifying the definitions and codes, specifically the definition of the Designated Director. Commission Gail Munden then explained the application process and submittal requirements. Ms. Munden continued by explaining the Landmark Designation Process. Commissioners asked questions.

2. REPORT BY CHAIR HUFF ON THE ESSAY CONTEST WINNERS

Chair Huff noted that the HPC received a good number of impressive applicants. He named the winners, first place went to Evan Santiago, Cody Wright and Jack Platnick tied for second, and Camry Whitaker was the third place winner. Chair Huff shared a letter from a teacher explaining her gratitude and success of the contest. Ms. Dellerman reminded the Commissioners that the winners will be awarded at the Council meeting on Wednesday April 3, 2019.

3. REVIEW AND DISCUSSION BY COMMISSIONERS REGARDING WHAT OTHER COMMUNITIES IN ARIZONA OF SIMILAR SIZE ARE DOING IN HISTORIC PRESERVATION (DISCUSSION LIMITED TO CLARIFICATION)

AREAS TO BE REVIEWED:

VICE CHAIR BIEL - PRESCOTT
COMMISSIONER BOHEN - MARANA PLUS OTHERS
COMMISSIONER MUNDEN - CAREFREE

Vice Chair Biel showed the Prescott website and explained how their historic value is depicted, including registry process, oral history project, and public art.

Commissioner Bohlen shared his findings and similarities between the Town of Marana and the Town of Oro Valley.

Commissioner Munden reported her research on the Town of Carefree. She explained that because Carefree is so young they do not have a lot of historic preservation but she was able to share her observations.

4. DEPARTMENT REPORT (DISCUSSION LIMITED TO CLARIFICATION)

Lynanne Dellerman updated the Commissioners on the status of repairs and plans at the ranch including

- Leiber House window damage and the work that has been completed to date
- chicken coop cap replacement
- wood section repairs and the respective contractor bids that are due soon
- pavers and landscape that are planned for the future
- Leiber garage which has been included in the Town's Master Plan and is to be used

by the Historical Society's office, storage, and museum

- a member of the Historical Society made a generous donation and the Town added to those monies which allowed the work to commence
- an HPC meeting cannot take place at the Ranch due to recording in-capabilities, but Commissioners can meet if staff posts a quorum
- Flash Vote, the survey offered by the Town, reported that Steam Pump Ranch was voted high on ranking for cultural resources and education for the community

FUTURE AGENDA ITEMS

The Historic Preservation Commission may bring forth general topics for future meeting agendas. Discussion must be limited to clarification. Next Historic Preservation Commission meeting tentatively scheduled for Monday, May 6, 2019 to begin at 5:00 p.m.

Chair Huff reviewed the future items that were listed on the March 4 Minutes. He asked the Commissioners if they had any preference on what they would like to see on the next Agenda. Commissioner Munden identified number 4, Commissioner Kalasunas noted number 9. Vice Chair Biel requested discussion on how to execute a funding program.

ADJOURNMENT

MOTION: A motion was made by Commissioner Wilson and seconded by Vice Chair Biel adjourn

Chair Huff adjourned the meeting at 6:31 pm.

MOTION carried, 7-0

MINUTES
ORO VALLEY HISTORIC PRESERVATION COMMISSION
REGULAR SESSION
May 6, 2019
HOPI CONFERENCE ROOM
11000 N. LA CANADA DRIVE

REGULAR SESSION AT OR AFTER 5:00 P.M.

CALL TO ORDER Chair Huff called the meeting to order at 5:00 pm.

ROLL CALL

PRESENT:
Dan Huff, Chair
Dan Biel, Vice Chair
Tim Bohan, Commissioner
Michael Wilson, Commissioner
Steve Hannestad,
Commissioner
Gail Munden, Commissioner
Susan Kalasunas,
Commissioner

STAFF PRESENT: Lynanne Dellerman, Recreation & Cultural Resources
Manager
Tobin Sidles, Town Attorney

INFORMATIONAL ITEMS

1. Current information about Historic Preservation for Commissioners

Ms. Dellerman explained the provided information items about national historic preservation. She encouraged Commissioners to visit their website as it hold lots of future information about proposed changes.

2. Report from the Oro Valley Historical Society

President Roxy Johnson thanked the Commissioners for visiting Steam Pump Ranch recently. She explained that the current fundraiser provided by Jim Click's donation will continue through November, 2019. She further reminded the HPC that the Historical Society is a non-profit organization. Additionally she talked about the garden and two upcoming fundraisers in the fall.

CALL TO AUDIENCE

Mr. Dan Adams and Mr. Kile Maynard thanked the Commission for the work and projects brought forth to Steam Pump Ranch. The gentlemen expressed interest in aiding the restoration of the Ranch as well as ensuring that it becomes a focus for learning.

CONSENT AGENDA

A. Approval of April 1, 2019 Minutes

MOTION: A motion was made by Commissioner Wilson and seconded by Commissioner Munden to approve the minutes as written

MOTION carried, 7-0

REGULAR AGENDA

1. **DISCUSSION OF POWERS AND DUTIES OF THE HISTORIC PRESERVATION COMMISSION**
PROVIDED DOCUMENTS: HPC POWERS AND DUTIES

To assist the new Commissioners, Ms. Dellerman briefly reviewed the Powers and Duties of the Historic Preservation Commission. Commissioners asked questions.

2. **DISCUSSION ON RECORDS RETENTION POLICY AND PROCEDURE FOR THE TOWN OF ORO VALLEY AND THE HPC**
PROVIDED DOCUMENTS: HISTORIC PRESERVATION CODE, ITEM 6-10-1 (D-1)

Ms. Dellerman explained the 6-10-1 (D-1) objectives of the Town code and how the Parks & Recreation Department adheres to preservation of documents. Aside from the Town's preservation procedures she explained that the Historical Society has scanned and logged pertinent historical items.

3. **DISCUSSION AND POSSIBLE ACTION ON ADDITIONAL QUESTIONS FOR THE ORO VALLEY HISTORIC LANDMARK REGISTRY APPLICATION AND REVIEW OF THE CHECKLIST**
PROVIDED DOCUMENTS:
- **INTERVIEW QUESTIONS FOR PROPERTY OWNERS**
- **CHECKLIST FOR HISTORIC LANDMARK NOMINATION PROPOSAL**

Ms. Dellerman emphasized that the checklist was approved by the former Commission. She also asked that the Commissioners review the extra questions provided so that the interns can proceed

with the project. Commissioners contributed their thoughts. Commissioner Bohem suggested a question be added that relates to stories contributed by the homeowner.

- 4. DISCUSSION AND POSSIBLE ACTION ON THE 2015 STABILIZATION PLAN ALONG WITH ITEMS REVIEWED FROM THE APRIL 24 AND APRIL 29, 2019 STEAM PUMP RANCH COMMISSIONER'S VISIT POTENTIAL ITEMS FOR DISCUSSION AT STEAM PUMP RANCH AND THE PROCTOR LEIBER HOUSE INCLUDE:**
- INTERIOR WORK
 - STRUCTURE
 - IMPROVEMENT POSSIBILITIES

Ms. Dellerman reviewed the 2015 Stabilization Plan and described the current status of significant items at the Ranch. She asked Commissioners that recently reviewed the property for their input. Ms. Munden suggested reviewing the dressing/restrooms for possible renovation.

5. DEPARTMENT REPORT (DISCUSSION LIMITED TO CLARIFICATION)

Ms. Dellerman reported -

P&R staff met with the designers, Poster Frost Mirto for garage renovation

money is set aside for roof repair at the BBQ

water mister system is up and functioning

pavers will be added around the market area at the end of May

Adobe workshop will take place June 29, 2019

Summer camp involving art, science and history will take place beginning in June

Arbor Day was a successful event where 16 trees were planted

Historic Preservation Conference is June 12-14, 2019 and registration deadline is May 15, 2019

FUTURE AGENDA ITEMS The Historic Preservation Commission may bring forth general topics for future meeting agendas. Discussion must be limited to clarification. Next Historic Preservation Commission meeting tentatively scheduled for Monday, June 3, 2019 to begin at 5:00 p.m.

Commissioner Munden suggested possible review of the restrooms at Steam Pump Ranch. Ms. Dellerman had previously mentioned a future item would be to review the area where the drilling has taken place for landscape possibilities.

ADJOURNMENT

MOTION: A motion was made by Commissioner Hannestad and seconded by Vice Chair Biel to adjourn

Chair Huff adjourned the meeting at 6:05 pm.

Mollie Frye
Senior Office Specialist

Mollie Frye

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular session of the Historic Preservation Commission of Oro Valley, Arizona held on the 6th day of May 2019. I further certify that the meeting was duly called and a quorum was present.

- Several old books are in the process of rebinding
- The collections team gave an overview of the Pusch House, each month a particular historical era will be featured
- Speakers and fundraiser are being lined up for next year
- The gardens are being visited by some large black birds
- A newsletter is in currently being written

CONSENT AGENDA

A. Approval of May 6, 2019 Minutes

MOTION: A motion was made by Commissioner Munden and seconded by Commissioner Bohlen to accept May 6, 2019 as written

MOTION carried, 6-0

REGULAR AGENDA

1. PRESENTATION AND DISCUSSION ON STEAM PUMP RANCH GARAGE BY HISTORIC ARCHITECTS POSTER, FROST, AND MIRTO

Corky Poster from Poster, Frost, and Mirto, Architect Group, presented a slide show detailing the building improvements as displayed in previous master plans and the revisit that may change its use. He explained possibilities of the new plan since the purpose of the garage, its nature, use and character has been changed. Architect Charles Pifer showed the garage damage including cracks in the adobe and wood rot. He detailed the possible ideas that the architect team is considering. Commissioners asked questions. Further information included electric and mechanical upgrade requirements and next steps. The architects anticipate having it completed by the end of the month.

MOTION: A motion was made by Commissioner Munden and seconded by Commissioner Bohlen to accept item 1, the garage plan discussed in the presentation on Steam Pump Ranch by historic architects Poster, Frost, and Mirto.

MOTION carried, 6-0

2. PRESENTATION BY COUNCIL MEMBER STEVE SOLOMON AND DISCUSSION ON HONEYBEE PRESERVE

Councilmember Steve Solomon prepared a slide show depicting the development of Oro Valley circa 1980's. The Honeybee area was declared an archaeology site but it

was also zoned for a wide range of uses with little restrictions. Councilmember Solomon reviewed the core of the historic Hohokam Village and created plans around that important section. It was decided by his team that the core would be undisturbed.

3. DISCUSSION BASED ON THE LATEST UPDATE TO THE LOCAL REGISTRY PROJECT CONSISTING OF THREE MID CENTURY MODERN NEIGHBORHOODS IN ORO VALLEY INCLUDING SHADOW MOUNTAIN ESTATES, ORO VALLEY COUNTRY CLUB ESTATES, AND SUFFOLK HILLS TO PROVIDE INFORMATION TO STAFF FOR A FUTURE ACTION ITEM ON THE SUBJECT.

Commissioner Munden explained that application questions were reviewed with the new intern, Erica. Erica is preparing all the documentation necessary to make appointments and complete the applicant packets. The expected packet finalization is September.

4. DISCUSSION REGARDING HOW TO GET MORE ENTRIES, TOPICS, AND IDEAS FOR THE WRITING CONTEST

Chair Huff described the writing contest to the new Commissioners, indicating that the contest is one of the Commission's biggest initiatives. He explained that the timeline is to get the information out to the schools by the end of September or October and to reach new teachers that have not previously participated. Ms. Dellerman encouraged the Commissioners to consider ideas and bring them forth to the September HPC meeting. She agreed to email past questions for the Commissioners to review.

5. DEPARTMENT REPORT

Ms. Dellerman reported the following:

- AZ Parks & Recreation Association conference held in August is seeking volunteers. Three Commissioners expressed interest.
- Budget update
 - money that is currently being used and next year's capital improvement fund
 - the May 7, 2019 council meeting video and minutes describes the Parks & Rec budget
 - Update of roof over the BBQ at Steam Pump Ranch, contractor has been hired
 - Commissioner Munden is the new Historical Society liaison
 - Update on the Horse artist - a stand is being created for placement of the horse statue to be near the stables once all is complete
 - STEAM Camp at the Ranch started June 3, 2019

FUTURE AGENDA ITEMS

The Historic Preservation Commission may bring forth general topics for future meeting agendas. Discussion must be limited to clarification. Next Historic Preservation Commission meeting tentatively scheduled for Monday, September 9, 2019 to begin at 5:00 p.m

The Commission requested writing contest ideas as a future agenda item.

ADJOURNMENT

MOTION: A motion was made by Vice Chair Biel and seconded by Commissioner Munden to adjourn

MOTION carried, 6-0

Casey Wilson for

Mollie Frye
Senior Office Specialist



I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular session of the Historic Preservation Commission of Oro Valley, Arizona held on the 3th day of June 2019. I further certify that the meeting was duly called and a quorum was present.

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**MINUTES
HISTORIC PRESERVATION COMMISSION
REGULAR SESSION
September 9, 2019
HOPI CONFERENCE ROOM
11000 N. LA CAÑADA DRIVE**

REGULAR SESSION AT OR AFTER 5:00 PM

CALL TO ORDER

Chair Huff called the meeting to order at 5:00 p.m.

ROLL CALL

Present: Dan Huff, Chair
Dan Biel, Vice Chair
Michael Wilson, Commissioner
Steve Hannestad, Commissioner
Gail Munden, Commissioner

Absent: Susan Kalasunas, Commissioner
Timothy Bohlen, Commissioner

Staff Present: Lynanne Dellerman, Recreation Manager
Steve Solomon, Town Council Liaison

Attendees: Gary Cohen, Attorney for the Town

CALL TO AUDIENCE

There were no speaker requests.

COUNCIL MEMBER LIAISON REPORT/COMMENTS

Council Liaison Solomon did not have any updates.

INFORMATIONAL ITEMS (this item is for report/comments only, no discussion is allowed)

1. **Current information about Historic Preservation for Commissioners**
There were no updates.
2. **Report from Oro Valley Historical Society President**
Roxy Johnson, the Oro Valley Historical Society President spoke about the Fundraising the Society continues to do throughout the year.
3. **Report from Gail Munden, HPC liaison to the Oro Valley Historical Society**
There were no updates.

REGULAR SESSION AGENDA

1. **REVIEW AND APPROVAL OF THE JUNE 3, 2019 REGULAR SESSION MEETING MINUTES**
Motion by Commissioner Gail Munden, **seconded by** Commissioner Michael Wilson to approve the meeting minutes as written.
Vote: 5 - 0 Carried

2. **DISCUSSION AND PRESENTATION BY DAN ADAMS REGARDING IDEAS FOR FUTURE USAGE OF PROCTOR / LEIBER HOUSE**

Dan Adams presented a power point presentation with regard to Steam Pump Ranch improvements and funding for them. Dan Adams says that with improvements we may see profit going forward. Commissioners asked questions regarding funding and how it would take place. Dan discussed possible lease options.

3. **DISCUSSION AND POSSIBLE ACTION TO APPROVE THE STAFF RECOMMENDED PRIORITIZATION OF THE FY19/20 STEAM PUMP RANCH CAPITAL IMPROVEMENTS**

One blue card was presented with regard to this item. Twink Monard read a letter from Paul Loomis that was meant for the Historical Preservation Commission members. The letter stated that Mr. Loomis would like the staff to use the approved funds for the safety and restoration of the Pusch House. Gail Munden agrees with the recommendations in Paul Loomis's letter. She states that the Pusch house needs to be finished. Dan Biel ask questions regarding the fire code and if we have a plan for fire protection at the Ranch.

Steve Hannasted moves to go against staff recommendation for allocation of CIP funds for the ranch. Steve states that he has museum experience and that we must have fire protection and a security system before moving forward with anything else at the Ranch.

Kristy Diaz- Trahan explains that the core values of the Historic Preservation Committee are to preserve the property and not let it deteriorate. Dan Huff asks how many years it might be before we can start storing borrowed artifacts at the Ranch. Kristy Diaz-Trahan says that we need to continue restoration and stabilization of the Carlos house.

Lynanne Dellerman talks about stabilization done in 2015 and that really only lasts one year. It is of utmost importance that we keep up with the need. Dan Huff explains that he realizes how hard it is to get movement with regard to funds. He states that more funds mean a big impact on structures at the Ranch.

Michael Wilson asks if there is a possibility to do both improvements and restoration. Kristy Diaz-Trahan sates that there are not enough funds. Dan Biel talks about fire protection and how we could fundraise to be able to make it happen. Kristy Diaz-Trahan states that the Historic Preservation Commission is a nonprofit, and they do not fundraise.

Motion by Commissioner Steve Hannestad, seconded by Commissioner Gail Munden

Vote: 5 - 0 Carried

Other: Commissioner Susan Kalasunas (ABSENT)
Commissioner Timothy Bohlen (ABSENT)

4. **LOCAL REGISTRY PROJECT UPDATE BY LYNNANNE DELLERMAN**

Lynanne Dellerman provided a report based on the local registry project consisting of the three mid-century modern neighborhoods in Oro Valley: Shadow Mountain Estates, Oro Valley Country Club Estates and Suffolk Hills.

A report based on potentially nominating three homes into the local registry of Historical Places.

5. **DISCUSSION AND POSSIBLE ACTION REGARDING ADOPTION OF THE STAFF RECOMMENDED TOPICS FOR THE WILLIAM ADLER WRITING CONTEST, INCLUDING THE RECOMMENDED TIMELINE FOR IMPLEMENTATION**

Lynanne Dellerman reviewed the different essay questions, and the members voted on their top 3 choices. The essay questions that will be utilized will be: 1) How do you predict wildlife populations will change in Oro Valley in 20 years? 2) Who is Francisco Romero? Where did he settle and what challenges did he and his family encounter? Consider food, clothing, shelter, water, and threats to their safety. 3) Describe the shape of the Hohokom ball court its probable uses and how you think the game(s) may have been played. What activities, real or fictional, use a similar type of ball field? Describe an activity you would do in a similar area.

Vote: 5 - 0 Carried

Other: Commissioner Susan Kalasunas (ABSENT)
Commissioner Timothy Bohlen (ABSENT)

6. DEPARTMENT REPORT

1. Projects completed at SPR at the end of FY 18/19
 - a. Roof repaired on BBQ
 - b. Almost done with Chicken coops. Tin roof going up now.
 - i. Will complete the adobe sections with workshops soon
 - c. Finished the block and brought in dust mitigation soil around the Farmers Market Ramada
 - d. Created a block walkway and planted trees in P/L back yard
 - i. Grass will be added soon
 - e. Brought in Electric panel to area near bunk houses
 - f. Took down a rotten tree and planted a new one in Front of P/L house
 - g. Ordered railroad ties to adjust parking area
 - i. To be done after haunted hayrides
 - h. Design documents completed for Garage utilizing specifications from the Historical Society to meet their needs for an office, labs and meeting space.
2. We have several special events coming up at Steam Pump Ranch
 - a. Monster Mash – Oct 4th 4 to 9 p.m.
 - b. Haunted Hayrides - Oct 4, 6 to 9 p.m. and Oct 5, 11, 12 & 18 5 to 9 p.m.
 - c. 2nd Saturday with Hands on Archaeology and the Historical Society tours – Oct 12, 9 a.m.-1 p.m.
 - d. Friday night Concert - Nov 1, 6:30 – 9 p.m.
 - e. Historical Society Christmas Market Nov 9 – Dec 21

We need volunteers for the Monster Mash and Haunted Hayrides

- a. Monster Mash – Oct 4th 4 to 9 p.m.
 - i. We need volunteers to arrive at least on hour prior so we can train and explain. Being dressed up is a plus.
- b. Haunted Hayrides - Oct 4, 6 to 9 p.m. and Oct 5, 11, 12 & 18 5 to 9 p.m.
 - i. If they would enjoy helping us with the hayrides we need people to arrive by 3 on the 4th and by 3:30 for any first time folks and 4:14 if they have not helped before.

FUTURE AGENDA ITEMS

There were no items brought forth. The next Historic Preservation Commission meeting is tentatively scheduled for Monday, October 7, 2019 at 5:00 p.m.

ADJOURNMENT

Motion by Chair Dan Huff, **seconded by** Vice Chair Dan Biel to adjourn the meeting.

Vote: 5 - 0 Carried

Other: Commissioner Susan Kalasunas (ABSENT)
Commissioner Timothy Bohlen (ABSENT)

Chair Huff adjourned the meeting at 6:23 p.m.

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular session of the Town of Oro Valley Historic Preservation Commission of Oro Valley, Arizona held on the 9th day of September, 2019. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 2019.

Casey Wilson
Senior Office Specialist

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MINUTES
HISTORIC PRESERVATION COMMISSION
REGULAR SESSION
November 4, 2019
HOPI CONFERENCE ROOM
11000 N. LA CAÑADA DRIVE

REGULAR SESSION AT OR AFTER 5:00 PM

Meeting was called to order at 5:00 p.m. by Chair Dan Huff.

CALL TO ORDER

Meeting was called to order at 5:00 p.m.

ROLL CALL

Present: Michael Wilson, Commissioner
Dan Huff, Chair
Dan Biel, Vice Chair
Timothy Bohlen, Commissioner
Steve Hannestad, Commissioner
Gail Munden, Commissioner

Vote: 6 - 0 Carried

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N/A.

COUNCIL LIAISON COMMENTS

Council Liaison Solomon provided some background information on the Town's golf course funding.

INFORMATIONAL ITEMS

1. Current information for Historic Preservation Commissioners
2. Report from the Oro Valley Historical Society President
3. Report from Gail Munden, HPC Liaison to the Oro Valley Historical Society

- Ms. Lynanne Dellerman briefly reviewed this meeting's attachment.

Commissioner Michael Wilson thanked Ms. Dellerman for her assistance in providing Commissioner Wilson with precise information on Historical Sites.

Oro Valley resident Paul Loomis provided the report for the Oro Valley Historical Society in lieu of President Roxy Johnson's absence.

REGULAR SESSION AGENDA**1. DISCUSSION AND POSSIBLE ACTION REGARDING THE PLANNING DIVISION WORK PLAN FOR FY 19/20 - FY 20/21**

Planning and Zoning Manager Bayer Vella presented the Planning Work Plan for fiscal years 2019-2020 & 2020-2021. Mr. Vella stated that they meet with the Historical Preservation Commission to seek recommendations with respect to what they are planning on doing. Mr. Vella stated that they are currently looking to see if there are any zoning restrictions and/or strategies, with respect to any historical sites to ensure they are treated correctly. The code section has been updated for environmental and land resources.

Commissioner Munden asked if there are any Zoning restrictions for the Steam Pump Ranch. Ms. Dellerman stated that there are currently no zoning issues at the Steam Pump Ranch, however, should there be any present, Ms. Dellerman will refer them to Mr. Vella.

2. REVIEW AND APPROVAL OF THE OCTOBER 7, 2019 REGULAR SESSION MEETING MINUTES

Ms. Dellerman asked that the minutes on the reporting section be reviewed and modified.

Ms. Dellerman asked Commissioner Biel to then check the minutes portion for his section be reviewed.

Motion by Commissioner Timothy Bohan, seconded by Commissioner Steve Hannestad approve the minutes upon reviewing and modifying the reporting section.

Vote: 7 - 0 Carried

3. DISCUSSION AND POSSIBLE ACTION ON THE PUBLIC PRIVATE PARTNERSHIP FOR THE RENOVATION OF THE PROCTER LEIBER HOUSE

Ms. Dellerman concisely reviewed what a request for proposal is.

Vice-Chair Biel stated that the Town can have different opportunities.

Commissioner Gail Munden clarified that the request for proposal is open to the public. Commissioner Hannestad stated that the board can encourage parties to bid into the request for proposal.

Commissioner Wilson asked if the board would be a part of the request for proposal process. Ms. Dellerman stated that the Town would initiate the process and the commission would then receive the proposals for review.

Commissioner Munden stated that she does not see how this process will work. Vice Chair Biel said that this process is similar to that of an auction.

Commissioner Hannestad asked if the commission wants to go in the direction of a request for proposal, or if they want to go in a charitable direction. Commissioner Hannestad shared his experience with government and non-profits. Commissioner Hannestad stated the Town could lose control of the Proctor-Leiber house if they turn it over to a private partnership, and provided an example of how the government lost a building leased on a request for proposal.

Commissioner Hannestad stated that the commission should look at donations before setting out a request for proposal. Commissioner Hannestad recommended that this item be tabled until our vacant Finance Department positions are filled.

Vice Chair Biel stated that a request for proposal can be turned down if it does not meet the Town and the public's best interest.

Commissioner Hannestad shared that it is easier to lose control this way.

Chair Huff stated that he would not support anything that would not allow the Town to govern, and is supportive in moving the process along.

Ms. Dellerman stated that another option is a request for information which is a precursor to the request for proposal. Ms. Dellerman shared that the Town does not have discretionary funds nor is there enough support from the community to have the repairs completed.

Commissioner Wilson shared that he has a higher interest in the request for information process.

Commissioner Bohan asked Commissioner Hannestad to share any other concerns that could arise. Commissioner Hannestad shared his concerns. Commissioner Hannestad shared that a request for information can allow the commission to reduce the responders for the request for proposal. Commissioner Hannestad shared that if the Finance Department is short of leadership, the item should be tabled for 6 months.

Commissioner Munden shared that she does not believe this item should be tabled, and that the request for information should start.

Motion by Commissioner Steve Hannestad, seconded by Commissioner Gail Munden Motion to request a Request for Information for Steam Pump Ranch.

Vote: 7 - 0 Carried

4. REPORT PROVIDING MORE INFORMATION ON LAST MONTH'S CALL TO THE AUDIENCE COMMENT FROM TRACEY ALEXANDER

Ms. Dellerman shared that Tracey Alexander has not yet petitioned to the Board of Adjustments. Utilizing an architect to meet the historical items.

Oro Valley Resident Tracey Alexander shared information on their home and the challenges they are facing with the garage. Ms. Alexander shared the options they have available for their garage modification. Ms. Alexander also shared the requirements that the Board of Adjustments has in place. Ms. Alexander referred to the attachments she provided the board throughout her presentation.

Oro Valley Resident Tracey Alexander shared the following:

- Purchased the home in February, built in 1959 by Thomas Gist- other homes have been preserved
- The house was being looked at as being added to the local historical registry as the first private residence
- the permit was submitted with the Town and the application was denied due to the setbacks
- Alexanders are looking to go to the Board of Adjustments to ask for a 5 ft variance
- Alexanders have spoken to Patty Hayes
- Options they have are to :
 - Build a garage
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- Provided some information on the Gist style

- Shared that there is an application at the State level for the Gist Style, including their home

Commissioner Munden shared that it is a hog nose if the garage door faces the street.

Mrs. Alexander asked the commission to write individual letters to the Town reiterating what Mrs. Alexander shared with the commission. Mrs. Alexander would like to include the letters with their Board of Adjustments application. She asked the commission to have the letters ready by the second week of November.

Ms. Dellerman clarified that this item is a discussion item only, and that a motion cannot be made at this time.

Commissioner Munden asked if they can get a two-car garage. In response, Ms. Alexander shared that they would have to build over the wall.

Commissioner Hannestad asked legal if it is improper for a quorum to writing one letter.

Councilman Solomon shared the meeting date for the next Board of Adjustment meeting of December 17, 2019 at 3:00 p.m. Councilman Solomon asked Mrs. Alexander for clarification on what the Planning & Zoning staff provided her with.

5. DEPARTMENT REPORT BY MS. LYNANNE DELLERMAN

Ms. Dellerman reported the following:

- Shared that revenue funds need to go back to the fund they came from.
- Monster Mash revenue around seven thousand dollars
- Haunted Hayrides revenue \$500
- First Friday Night Concert Series at Steam Pump Ranch have brought in 500 people on average in attendance
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Commissioner Munden asked Ms. Dellerman to clarify the first reporting item of funds. Ms. Dellerman clarified that revenue monies cannot be allocated to different funds from the account that was utilized to host the event, unless an outside agency says otherwise.

FUTURE AGENDA ITEMS

The Historic Preservation Commission may bring forth general topics for future meeting agendas. Discussion must be limited to clarification. The next Historic Preservation Commission meeting tentatively scheduled for Monday, December 2, 2019 to begin at 5:00 p.m.

- Action item for February 2020 meeting
- Discussion and possible action for an outside field trip

ADJOURNMENT

Motion by Commissioner Gail Munden, seconded by Commissioner Timothy Bohlen to adjourn the meeting.

Vote: 7 - 0 Carried

Chair Huff adjourned the meeting at 6:27 p.m.

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular session of the Town of Oro Valley Historic Preservation Commission of Oro Valley, Arizona held on the 4th day of November, 2019. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 3rd day of December, 2019.

Maritza Valenzuela
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MINUTES
HISTORIC PRESERVATION COMMISSION
REGULAR SESSION
November 4, 2019
HOPI CONFERENCE ROOM
1100 N. LA CAÑADA DRIVE

REGULAR SESSION AT OR AFTER 5:00 PM

Meeting was called to order at 5:00 p.m. by Chair Dan Huff.

CALL TO ORDER

Meeting was called to order at 5:00 p.m.

ROLL CALL

- Present: Michael Wilson, Commissioner
- Dan Huff, Chair
- Dan Biel, Vice Chair
- Timothy Bohlen, Commissioner
- Steve Hannestad, Commissioner
- Gail Munden, Commissioner

Vote: 6 - 0 Carried

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ADJOURNMENT

Motion by Commissioner Gail Munden, **seconded by** Commissioner Timothy Bohem to adjourn the meeting.

Vote: 7 - 0 Carried

Chair Huff adjourned the meeting at 6:27 p.m.

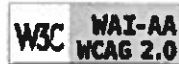
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Dated this 3rd day of December, 2019.

Maritza Valenzuela
Senior Office Specialist

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DRAFT

**MINUTES
HISTORIC PRESERVATION COMMISSION
REGULAR SESSION
December 2, 2019
HOPI CONFERENCE ROOM
11000 N. LA CAÑADA DRIVE**

REGULAR SESSION AT OR AFTER 5:00 PM

CALL TO ORDER

Meeting was called to order at 5:00 p.m. by Chair Dan Huff.

ROLL CALL

Present: Michael Wilson, Commissioner
Dan Huff, Chair
Dan Biel, Vice Chair
Timothy Bohlen, Commissioner
Steve Hannestad, Commissioner
Gail Munden, Commissioner

CALL TO AUDIENCE - at this time, any member of the public is allowed to address the Commission on any issue not listed on today's agenda. Pursuant to the Arizona open meeting law, individual Commission members may ask Town staff to review the matter, ask that the matter be placed on a future agenda, or respond to criticism made by speakers. However, the Commission may not discuss or take legal action on matters raised during "Call to Audience." In order to speak during "Call to Audience", please specify what you wish to discuss when completing the blue speaker card.

COUNCIL LIAISON COMMENTS

N/A

INFORMATIONAL ITEMS

1. Current information about Historic Preservation Commissioners
2. Report from Oro Valley Historical Society President
3. Report from Gail Munden, HPC liaison to the Oro Valley Historical Society

Oro Valley Historical Society President Roxy Johnson reported the following:

- Tim Williams will be taking another look at Steam Pump Ranch.
- The Pusch House has had more than 800 visitors in December.
- She is working on the Pusch family crest to display at the Pusch House.
- The Oro Valley Historical Society website has been updated.
- The Oro Valley Historical Society will host a fundraising event at the Oro Valley Country Club.
- Councilwoman Jones-Ivey is working with BASIS School, as BASIS is trying to claim a side of the newly installed roundabout for sponsorship
- The Oro Valley Historical Society is currently seeking new members; Roxy Johnson will be stepping down as President as soon as a new President is selected.

Commissioner Gail Munden stated that the Pusche House is in need of a sign that informs recreational bikers to remove their shoes prior to entering the house. Mrs. Johnson informed Commissioner Munden that a sign is already in place.

REGULAR SESSION AGENDA

1. REVIEW AND APPROVAL OF THE NOVEMBER 4, 2019 REGULAR SESSION MEETING MINUTES

approve the minutes as is.

Motion by Vice Chair Dan Biel, seconded by Commissioner Steve Hannestad

Vote: 6 - 0 Carried

2. DISCUSSION AND POSSIBLE ACTION TO CANCEL AND RESCHEDULE THE FEBRUARY 2020 MEETING DUE TO ROOM AVAILABILITY

Chair Dan Huff recommends to reschedule and not cancel the February meeting.
Mrs. Lynanne Dellerman stated that a meeting should occur in February.
Commissioner Gail Munden stated a meeting should occur in February.

Motion by Commissioner Steve Hannestad, seconded by Commissioner Gail Munden Motion to reschedule the February 2020 meeting.

Vote: 6 - 0 Carried

3. DISCUSSION AND POSSIBLE ACTION TO ASSIGN A COMMISSIONER TO COMPLETE THE 2019 ANNUAL REPORT.

Mrs. Lynanne Dellerman stated that she and Commissioner Tim Bohlen created the 2018 annual report, and informed the commission members on what the process is to create the annual report.

Chair Huff informed the Commission members that creating the annual report is a process that needs to be completed to be in compliance.

Commissioner Gail Munden volunteered to complete the report. Per Mrs. Dellerman, Commissioner Wilson will be available to assist.

4. DEPARTMENT REPORT BY MS. LYNANNE DELLERMAN-SILVERTHORN

Mrs. Dellerman Silverthorn reported the following:

- a fully executed grant from SHPO will be available this week and will be useful for the request for information for Steam Pump Ranch
- HPC interviews tomorrow December 3, 2019
- Break-in at Steam Pump Ranch resulted in window breakages
 - The repairs must be completed by a professional who is aware of historic preservation
 - Mrs. Silverthorne Dellerman is meeting with Mario Durazo to discuss the necessary repairs
- Steam Pump Ranch was hit by a tornado, resulting in the need to cut down a tree and a whole section of the roof and frame came off from the newly repaired chicken coops, and also took a back section of the garage, broke some doors from the stables as well
- Reminded the commissioners of the support to the Alexander family
- Is trying to have a jazz band return to play this year
- will be out for 6 weeks; Deputy Director Matt & Nancy will fill in for her

FUTURE AGENDA ITEMS

Motion by Commissioner Gail Munden, seconded by Vice Chair Dan Biel Motion to adjourn at 5:30 p.m. by Chair Dan Huff

Vote: 6 - 0 Carried

ADJOURNMENT

Chair Huff adjourned the meeting at 5:40 p.m.

Motion by Commissioner Gail Munden, seconded by Commissioner Steve Hannestad

Vote: 6 - 0 Carried

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Dated this ____ day of _____, 2019.

Maritza Valenzuela
Senior Office Specialist