

FERGUS FALLS HERITAGE PRESERVATION COMMISSION
MEETING MINUTES
June 22, 2023

The Fergus Falls Heritage Preservation Commission met on Thursday, June 22, 2023, at 12:00 PM in the Council Chamber of City Hall. Members present were: Chair Chris Schuelke, Lois Josefson, Tom Hintgen, Jona Brown, Ben Underwood, and Nate Kunde (ex-officio). Absent were Brad Sunde and Gordon Hydukovich. Staff present Klara Beck and Jill Hanson.

Declare Quorum / Open Meeting:

The meeting was called to order at 12:00 PM.

Approval of Minutes

Chair Chris Schuelke opened a discussion of the minutes from May 3, 2023. Lois Josefson offered corrections to be incorporated and provided them to the HPC staff in writing prior to the meeting. The corrections were incorporated in the staff prepared draft minutes and new copies of the minutes were made available for members at the meeting where the modifications were also highlighted before HPC action. It was moved by Tom Hintgen and seconded by Ben Underwood to approve the minutes with the modifications discussed. Motion passed.

Downtown Historic District Application Review

Chair Schuelke asked staff for an update on the RFP sent out to consulting services to find a qualified consultant to do a survey of the downtown historic properties to determine eligibility for a possible downtown historic district designation. Klara Beck explained that we received one application in response to the RFP. Klara asked the HPC members to review the application submitted by Pigeon Consulting and fill out a scoring form for the RFP application. After that, the HPC members would discuss their scoring of the RFP application.

Tom Hintgen and Jona Brown both stated they were impressed with the RFP received from Pigeon Consulting. It was noted that Pigeon Consulting was certified by the State of Minnesota, and the two principals and co-founder are experts in architectural history, Minnesota history, and historical architecture. They have worked extensively on projects funded through Certified Local Government Grants and with the staff of the State Historic Preservation Office. Klara mentioned that Rolf Anderson had stated that he did not have time to do this survey, but recommended Pigeon Consulting. Chair Schuelke stated that he felt they were qualified and because they are a new consultant were looking to expand their experience in the great MN area.

Lois Josefson mentioned that the RFP application talks about them working with City staff. She wanted to make sure that they were also working with the HPC on the survey. Lois discussed the boundaries of the survey noting that the survey needs to include the large survey area approved at the May HPC meeting. Klara explained that two maps were sent out with the RFP. One of the larger survey areas, and one of a slightly smaller survey area, because there were concerns about what a consultant would survey for \$10,000. Klara stated that both maps were sent out to the HPC and the majority of the HPC were fine with sending out both maps. Klara explained that this is just an RFP, and it is still negotiable. Lois stated that she felt the terms of the contract need to be clarified relating to the survey area. There was some discussion and Klara stated that she would work with the consultants, City attorney, HPC, and city staff on the RFP and contract between the consultants and the City.

Chair Schuelke called for a motion to enter into a contract with Pigeon Consulting for the downtown survey study. It was moved by Jona Brown and seconded by Tom Hintgen to enter into the contract. Motion passed.

Consultant Next Step

Klara stated that she would let Pigeon Consulting they have been selected and start working with the City attorney on a contract for consulting services. Lois Josefson restated that we need to clarify the boundaries of the survey in the contract.

The meeting adjourned at 12:32 PM.
Next meeting will be August 2, 2023 at noon.



Chair