



DRAFT
MINUTES
CITY OF HARRISONVILLE
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
CITY HALL
JANUARY 3, 2024
12:00 PM

1. Call to Order

The meeting was called to order at 12:01 PM by Board Member Robert Wiseman

Attendee Name	Organization	Title	Status	Arrived
David Atkinson	Harrisonville	Chair	Absent	
Bill Woods	Harrisonville		Present	
Robert Wiseman	Harrisonville		Present	
Gary Davidson	Harrisonville	Board Liaison	Present	
Dale Franklin	Harrisonville		Present	
April McLaughlin	Harrisonville	Vice-Chair	Present	12:02 PM

Also in attendance were Jennifer Reed, Cass County Historical Society; Christina Stanton, Community Development Director; and Jamie Martin, Recording Secretary.

2. Approval of Minutes

1. Historic Preservation Commission - Regular Meeting - Oct 4, 2023 12:00 PM

With no additions or corrections, the minutes from the October 4, 2023, meeting were unanimously accepted.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bill Woods
SECONDER:	Robert Wiseman, Board Member
AYES:	Woods, Wiseman, Davidson, Franklin, McLaughlin
ABSENT:	David Atkinson

3. Discussion Items

1. Update on SHPO Grant for Survey

Director Stanton went through the timeline for the grant up to current. She said that on October 25, 2023, Staff emailed the RFP to 28 agencies identified by the SHPO as historic resource professionals. Staff also had the RFP posted on the City's website. On November 30, 2023, the RFP closed. Staff opened and recorded the six bids that were received. December 1, 2023, Staff emailed members of the Historic Preservation Commission to request participation in RFP review as part of the evaluation committee.

December 4, 2023, Mr. Dial approved the scoring sheet for use in reviewing the RFPs. December 6, 2023, Staff received agreement from Jennifer Reed, Cass County Historical Society; Dale Franklin, HPC member; and Robert Wiseman, HPC member; to review and score the RFPs received. December 13th, 2023 Staff received an email response from the SHPO Grants Manager, Andrew Dial, recommending that Staff speak with Rachel Senzee at Jefferson City as she has worked with David Taylor most recently. Mr. Dial sent detailed information on all consultants being considered, including information showing 3 projects undertaken by Mr. Taylor in 2020 and 2021 were still incomplete. Director Stanton said that on December 15, 2023, she spoke with Ms. Senzee who advised that Mr. Taylor's communication had been poor throughout and his quality of work was lacking. In light of the bad review, Director Stanton said that she updated the Evaluation Committee and the SHPO that the Committee's second choice, Civil & Environmental Consultants, were being selected. December 18, 2023, the Board of Aldermen approved Resolution No. 2023-050 authorizing the City Administrator to enter into a contractual agreement with Civil & Environmental Consultants, Inc. for the Intensive-Level Architectural Survey of approximately 54-acres comprised of the area identified as Phase 1. December 19, 2023, Staff sent a notice of Intent to Award for Request for Proposal #2023-608-02 to Civil & Environmental Consultants, Inc. On December 27, 2023, City Administrator, Brad Ratliff, signed and executed the contractual agreement with Civil & Environmental Consultants, Inc. This completed Milestone #3. She explained that in the Grant Agreement, there are 10 milestones to be completed and their due dates. Milestone #1 was completed on October 13 and Milestone #2 was completed on December 15, 2023. Director Stanton said that staying ahead of schedule will hopefully help get the project completed sooner.

Director Stanton told the Commission the next steps for the grant. She said that on January 17, 2024, Staff will be meeting with SHPO and the consultant virtually over Webex to discuss the next steps outlined in both the City's grant agreement with SHPO and the RFP and contractual agreement with the consultant. The next steps will also include Public Information meetings, one of them at the beginning of the process and another one near the end; consultant shall draft research design by or before April 29, 2024; consultant shall provide final research design, including 5 sample inventory forms and site plans keyed to a base map of the survey area by or before June 14, 2024; consultant shall provide fully completed draft inventory forms and survey map by or before September 16, 2024; consultant shall provide final inventory forms and site plans, with maps and photos and a draft survey report by or before February 3, 2025; consultant shall provide the final survey report and documentation for the second public information meeting by or before April 31, 2025; and Staff's completed reimbursement packet is due to SHPO by or before May 15, 2025.

4. Adjourn

With nothing further to come before the Commission, Dale Franklin made a motion to adjourn. April McLaughlin seconded. The meeting was adjourned at 12:18 PM.

Jamie Martin, Recording Secretary