

**PUBLIC MEETING OF THE  
HISTORIC PRESERVATION SUB-COMMITTEE MEETING  
FRIDAY, MAY 5, 2017 9:00 A.M.  
CITY HALL, 9101 BONITA BEACH ROAD  
BONITA SPRINGS, FLORIDA 34135  
MINUTES**

I. MEETING CALLED TO ORDER

Meeting called to order 9:00a.m.

II. ROLL CALL

**Present**

Jurgen (Jay) Welsch

Patricia Welles

**Absent**

Elly McKuen

**Liaison and Staff**

Arleen Hunter, Assistant City Manager

Alex Boswell-Ebersole, Assistant City Attorney

City Attorney, Alex Boswell-Ebersole, called to order the Historic Preservation Board Sub-committee Meeting.

Mr. Boswell-Ebersole stated that Ms. Elly McKuen has provide the sub-committee with grant opportunities that she has found. Mr. Boswell-Ebersole states, in his opinion, this grant opportunity seems to meet the criteria we were looking for.

Ms. Trish Welles stated, for the record, the sub-committee is discussing the grant from the Florida Department of State, Division of Historical Resources, How to Apply for a Special Category Grant – Historic Preservation Grants Program. Ms. Welles asked if the grant is for the feasibility study for the historic village; the sub-committee concurred that it was. Mr. Jay Welsch mentioned that the project would most likely be covered by investors and investors could also apply for grants, but for now the sub-committee is discussing the feasibility study.

Ms. Welles stated that first that the Board would have to get the City Council to agree to match the funds, it has to be at least fifty percent, which also includes in-kind services. It would have to be determined what “in-kind” services would be included. Volunteer labor, donating materials, additional cash etc. For municipal projects, staff time can be included. Given the time that the staff would have to work on a project like this, a substantial amount would be “in-kind” and the City would only have to come up with the balance. In addition, Ms. Welles believes that Mr. Welsch’s services could be donated as “in kind” for this project. Mr. Welsch said he is okay with his previous time spent towards this project as a board member being counted as in-kind services, Mr. Boswell-Ebersole said he would have to look into it.

Ms. Arleen Hunter said it was her understanding that “in-kind” services were based on a dollar value that was predetermined, not the individual’s salary. Ms. Hunter explained, if staff time is utilized, it has to be approved by council.

Mr. Welsch asked about the Letter of Interest (LOI) process. Ms. Hunter explained, using as an example, the recent Bicycle/Pedestrian masterplan. The Board and staff would work on a list of companies that have done similar major projects. The LOI gets posted on the city website and an advertisement goes out. Some companies have clipping services that would pop up as an LOI for that company. It goes before City Council that the Board is requesting LOI, that it’s being posted on the city web site and advertised.

Mr. Welsch asked if the Board would get LOIs from companies/consultants the Board finds appropriate, and other consultants who find the LOI on their own are also able to apply. Ms. Hunter confirmed yes. Ms. Hunter explained that anyone who registers on the city website can also apply.

Ms. Hunter explained once the submittals are received, the Board needs to decide if they want to hear them all. For example, there could be seven, you have to hear at least three. The Board will decide if they want to hear all seven presentations or rank the seven down to three or four. City Council makes the final decision. They may ask the Board to take the seven down to three or four and City Council will hear those, or they may ask the Board to handle all of it and send the ranking to City Council. There could be five companies that are off the charts and the Board might decide to hear from all of them. The LOI outlines the budget so the companies know what the budget is.

Mr. Boswell-Ebersole stated you rank them so they can negotiate cost. There are criteria used to judge the companies who submit the LOI. It’s not necessarily the cheapest, it may be the most unique.

Ms. Hunter explained if City Council gives you the go-ahead to start working on the project, the Board would need Council’s approval on the LOI before applying for grant. The scope is City Council’s final decision. The Board would convey that this could be made into a two-step process, which would be more manageable for City Council and the advisory board and more manageable for the funding board. The Board would be continually pursuing grants and bring any grants to City Council for approval.

Ms. Hunter suggested, during this budget cycle, asking City Council to consider helping in the matching grant process and that the Board anticipates that it will not be more than what the City has awarded previously for grants.

Ms. Welles stated when applying for a grant, you have to specify what the City’s contribution is because that’s how the state determines how much money is awarded. The LOI is included in the grant application, as well as the number of qualified companies noticed. As an example, the city would provide \$100K, you would request \$100K from the state. The other \$50K would

have to be accounted for by staff time and donated services devoted to this project. That would have to amount to \$50K as far as the state is concerned.

Ms. Hunter explored the possibility of creating a CIP (Capital Improvement Project) for the Historic Village and will discuss with the finance director. Ms. Hunter explained, when something is a multi-year project, sometimes there are opportunities to fund it in years, instead of having \$50K you take \$25K for grants and \$25K in the CIP for the historic village, which would not go away in the next fiscal year. You would have to have a projected date for completion and it has to be a tangible project (like a welcome tower; storm water system, road).

The sub-committee decided, due to time constraints, to do a presentation for City Council and let them know that the Historic Board is looking for grants. Ms. Hunter stated that this is the perfect time to present the concept to Council. Tell Council the Historic Board will be looking for monies to hold for a match and are pursuing a State of Florida grant with the provision that the Historic Board would not spend the money unless they were awarded the grant. That affords the Board the flexibility to look at this grant and other grants too. Ms. Welles stated if you don't have all your ducks in a row, the grant committee is not going to look at it. They grade all the grant applications, if we are asking for \$75K they may say, we're only going to give you \$50K.

Ms. Hunter had the following recommendations:

- The presentation should be an introduction because we have new board members.
- The Grant portion should be very high level stating we have a subcommittee and we are reviewing grants stating some alternatives might be "in-kind" staff time and volunteer time.
- At budget time, we would be asking to lay out the funds that they have been giving us be an in-kind match.
- We would need to have a complete grant application.

Mr. Boswell-Ebersole suggested inviting Ms. Ann Wright, the City Finance Director, to the next sub-committee meeting. Ms. Hunter agreed, once we get through the first part, it would be helpful.

The sub-committee discussed the presentation to City Council.

- Give Council a holistic, high level view of the whole project
  - Chairman Revord will introduce Mr. Welsch
  - Keep the presentation to 15 minutes
  - What's being worked on
  - Our Goal
  - Examples of how we get there
  - Ms. Hunter and Mr. Boswell-Ebersole will be at the meeting to answer any questions Mr. Welsch cannot answer.

- Have the appropriate back up material for the presentation
  - LOI
  - Photos
  - Scope of Services

Mr. Welsch asked if “not to exceed” \$200K, should be left in? Ms. Hunter said to leave it in, Council needs to see the whole picture.

Ms Hunter advised that she would like Mr. Welsch, when presenting to Council, to say, very briefly, that we have had a grant sub-committee meeting and we have begun the process. Direct Council to the package as an example of what the Historic Preservation Board would like to do. Explain that during the budget process, the Historic Board is going to be asking for help with a hold for a match, but that will be coming later in the budget process. Explain that in their packet is an example of the type of funding the Board is going to pursue and that those typically require a match. Tell Council the Board will be coming back once they do that. The Historic Board would like a little bit more time before they ask.

Ms. Welles will call the Grant specialist and get their feedback regarding the grant. Ms. Hunter asked Trish to let her know what the grant specialist says, if this is the kind of project that they’re looking for.

Mr. Boswell-Ebersole will draft the green sheet which will schedule the item.

The sub-committee briefly discussed land needed for a Historic Village. Mr. Welsch said that would be part of the feasibility study. Ms. Welles pointed out that the whole point is not only for historic preservation, but for income generation for the City. Ms. Hunter agreed and added it would also increase property value.

Staff will reach out to Chairman Revord and brief him on the sub-committee meeting. Staff will ask Chairman Revord to introduce Mr. Welsch at the Council Meeting to give the presentation.

Ms. Hunter stated her concern with the June 15 deadline. The submission period opens May 15 and closes June 15. The only option is June 7, because the next council meeting is June 21. Mr. Welsch said we have a consensus here not to rush into applying for the grant, Ms. Hunter agreed, there is a lot that has to be done.

Meeting adjourned.

APPROVED  
HISTORIC PRESERVATION BOARD:

Date: 9/28/17  
AUTHENTICATED:

  
Mr. Jurgen Welsch

  
Ms. Patricia Welles

Respectfully submitted,

Nadine Chiamonte

Nadine Chiamonte, Office Assistant