

# **Ketchikan Historic Commission**

November 18, 2021, 3:00 – 4:00 pm

(Please note this is rescheduled from the regular meeting of Nov. 25 due to the holiday)

Totem Heritage Center lower level classroom

601 Deermount

**1. Call to Order**

**2. Roll Call**

**3. Communications**

**4. Persons to be Heard**

**5. Changes to the Agenda**

**6. Consent Agenda**

- a. Approve October 28, 2021 minutes

**7. New Business**

- a. DOT notices (none rec'd as of 11/15/2021)

**8. Unfinished Business**

- a. Memorial acknowledgement for Ward Lake Internees at Bayview Cemetery
- b. SHPO grants
  - i. Colorful Characters signage
  - ii. Historic Preservation plan RFP for contractor development

**9. Commissioner comments**

**10. Adjourn**

**Next meeting:** (4<sup>th</sup> Thursday monthly, 3 pm) Please note that the remainder of our 2021 meetings have been rescheduled due to the holidays. We will meet one week prior to normal on December 16<sup>th</sup>.

**Ketchikan Historic Commission**  
**Meeting Minutes: October 28, 2021 \*\*DRAFT\*\***

**Agenda Item #1: Call to Order**

The Ketchikan Historic Commission meeting was called to order at 2:59 p.m. at the Totem Heritage Center

**Agenda Item #2: Roll Call**

(x) Christa Bruce	(x) Anita Maxwell
(x) Deborah Hayden	(x) John Radzilowski
(x) Kristina Hill	(x) Amanda Welsh
(X) Alethea Johnson for Planning Dept.	(vacant) 2 Community reps
(vacant) KGB Planning Comm rep	

**Guest:** Ossie Knowlton, Project Manager, Grow Ketchikan

**Agenda Item #3 Communications**

Anita noted that Pat Tully, Ketchikan Public Library Director and Historic Ketchikan board member, has submitted an application to serve on the Commission. Anita will

**Agenda Item #4 Persons to be Heard**

None.

**Agenda Item # 5 Changes to the Agenda**

None.

**Agenda Item #6 Consent Agenda**

Deborah moved to approve the August 26, 2021 minutes. Seconded by John.

**Agenda Item #7 New Business**

- a. DOT notices

None rec'd as of October 28, 2021.

**Agenda Item #8 Unfinished Business**

**a. Memorial acknowledgement for Ward Lake Internees at Bayview Cemetery**

John created a spreadsheet of potential internees and can share a list of resources as well. He continues to work on a complete list. When asked if there are any living internees still in Ketchikan, John referenced the Ask UAS event where a family member of an internee spoke. Christa noted that there had been a school custodian, May?, who had been in the camp. John will also speak with John Autrey. He noted that Chad Frey, Schoenbar social studies teacher, is facilitating a class project on the Ward Lake Internment camp. John noted that there would need to be outreach to the Aleut Pribilof Island Association as well.

**b. SHPO grants**

Anita noted that she submitted very brief quarterly reports to SHPO for both grants. The report covered the agreement execution date of September 24<sup>th</sup> through the end of the quarter, September 30<sup>th</sup>. She shared timesheets for Commissioners to track any time spent on each individual grant. She will request timesheets one week prior to submitting quarterly reports (Jan, Apr and July). SHPO will allow time to either be at the accepted volunteer rate for Alaska OR a professional's regular pay rate.

**i. Colorful Characters signage**

Stephen Reeve shared an email (see attached) with the Commission to update on his progress. Included is a Dropbox link to review preliminary signage drafts. Anita requested that any comments be sent to her by November 15<sup>th</sup> for sharing with Historic Ketchikan. Deborah commented that the initial graphic design looks good.

**ii. Historic Preservation plan RFP for contractor development**

Commissioners reviewed the RFP draft and offered improvements. John suggested sharing it as a Google doc (Anita sent link on October 29). Kris suggested that the RFP be distributed to the SHPO contractor list in addition to firms recommended by other CLGs. Edits are due by 5 pm on Tuesday, November 2<sup>nd</sup>. Edits from meeting and Google doc will be incorporated after November 2<sup>nd</sup> deadline and sent back to Commissioners for final review before being submitted to City Clerk's office for inclusion on City bid webpage.

**Agenda Item #9 Commissioner Comments**

None.

**Agenda Item #10 Adjourn**

Meeting adjourned at 4:01 p.m.

**Next meeting:** November 18, 2021 (rescheduled from regular 4<sup>th</sup> Thursday monthly, 3:00 pm). Location TBD.