



**CITY OF WILLIAMS  
HISTORIC PRESERVATION COMMISSION**

**WORK SESSION MEETING  
OCTOBER 12, 2021  
10:00 A.M.**

**COUNCIL CHAMBERS  
113 S. FIRST STREET  
WILLIAMS, ARIZONA**

**MINUTES**

***I. PROCEDURES***

*A. Call to Order 10:00am*

*B. Roll Call*

***Present:*** Chairman Hangan, Commissioner McDowell, Holst, Hudson and Besler

***Absent:*** Commissioner Dunn

*C. Adopt the Agenda*

***Motion:*** Adopt Agenda

***Moved by:*** Chairman Hangan

***Seconded by:*** Commissioner Besler

***II. AGENDA ITEMS***

***Commissioners to discuss the first phase of the Grant process. Develop and issue RFP to select a qualified photographer. (M. Hangan).***

*Chairman Hangan discussed the grant noting that we have received the final signatures. The grant has outlined dates where we will need to produce project reports, the grant should be completed by September 30, 2022. The City will manage the grant and monies, then when the contractor is due to be paid, the City will pay the contractor and the City will be reimbursed. Chairman Hangan submitted copies of the old grant to show the process on how to proceed with the RFP. The Commissioners will need to discuss on who we would like to submit our RF to. Chairman Hangan recommended that we keep the RFP to 2 to 3 pages, and begin with a basic scope of work, key things that they are looking for, such as time frames for each process of the Grant. We have 1 year before completion. Chairman Hangan suggested we submit to at least 4 or more photographers. Commissioners discussed the process of photography first then we will need to have them categorized. The final product which should be on the RFP, will be the photography, catalog in digital format using our nomination numbers and building address and they be submitted on thumb drives for the City as well as the Historic Commission.*

*Commissioner Besler asked if we still have the original photos, all that is currently available are black and white copied photos. Commissioner Holst suggested for ask for the photos as well as panorama photos even if we know that it may be over our limit, at least we will know how much everything will cost. We could always make the adjustment on what to remove from there. Chairman Hangan suggested we discuss everything we want to include in the RFP, we can always remove items once the bids come in. Commissioners discussed the many forms of format and the differences, Chairman Hangan suggested we only ask for one format, we could always change the format once photos are created. Discussion was also on having drones for panorama*

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*photos, but was unsure if this grant will cover these additional requests. Commissioner Holst wanted to inform the group that a visual record (photos) is for establishing a benchmark documenting the preservation, restoration and rehabilitation efforts to date. Providing a visual resource for property owners or prospective owners to understand the Historic significance and details of the property. This also allows the resource for Historic Preservation Commissioners and code enforcement official to evaluate permit requests more effectively. Chairman Hangan will proceed with adding the drone portion to the RFP with the list of photographers, then we will forward to Tim Pettit with the City for distribution. Chairman Hangan would like to get someone selected by the first of December if agreed by Commissioners. Continued with final discussions on items that the Commissioners felt should be addressed on the RFP.*

*Discussion on a new grant that is currently available, discussed that we following through with submitted for this grant as well, we will need to address this with Tim Pettit regarding the City portion if agreeable. Will discuss further on our next "Work Session" possibly in November or December.*

**III. ITEMS**

- A. *Commissioner: Commissioner Besler asked that the "Penny Crusher" machine outside of Bistro on Route 66 be placed on the next regular session meeting.*

*Staff Report: None*

**III. ADJOURN: 11:10AM**

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Chairperson

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Attest: Deputy City Clerk