



**CITY OF WILLIAMS  
HISTORIC PRESERVATION COMMISSION**

**WORK SESSION MEETING  
FEBRUARY 15, 2022  
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:*** Chairperson Hangan, Commissioner Hudson, Holst, Besler and Dunn

***Absent:*** Commissioner McDowell

*C. Adopt the Agenda*

***Motion:*** Adopt Agenda with the change of 3 proposals received not 2

***Moved by:*** Commissioner Dunn

***Seconded by:*** Commissioner Besler

***II. AGENDA ITEMS***

***Commissioners to review and discuss the (3) three Proposals received for the Photo Inventory RFP (M. Hangan)***

*Commissioners reviewed the three RFP proposals received by:*

- 1. Timber Creek Imagery - \$16,525*
- 2. Flagstaff Real Estate Photographer - \$9,500*
- 3. Tom Brownold Photography - \$10,690*

*Chairperson Hangan wanted to inform the commissioners that all the proposals exceed the amount of grant which was \$7500. The commissioners will review the proposals and establish which one we can eliminate. Commissioners decided to eliminate Timber Creek since they are considerable over. Flagstaff Real Estate Photographer estimates are subject to additional fees and not very thorough, they were eliminated. That leaves us with Ton Brownold Photography. Commissioners discuss our options, we approach the City for the deposit, or we may need to refer back to the candidate and see if anything can be removed. Chairperson Hangan has already contacted the City Manager and will refer back to the Commissioners.*

*All RFPs were reviewed and it was determined to go with Tom Brownold estimate, with approaching him with the request to lower the down payment to 1/3, with 1/3 during the project, and then a 1/3 at completion. Also we will discuss with the City to see if they can contribute to the down payment before we present to Tom Brownold.*

*Further discussions on the National Register of Historic Places Inventory Nomination Sheet to determine which on the list should be handled with both photo and drone capture. Discuss*

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*removing some from the list and added others. Once the list is noted with their recommendations, the Commissioners will be conducting a field trip to get a visual of the potential locations and angles and to determine how many photos for each building.*

***III. ITEMS***

- A. Commissioner – Discuss the sign outside of Nanny’s Taco’s, sign was not presented to Commissioners. Discuss the lights at Circle “K” the larger one that is way too bright, requesting inspector take a look at it.*
- B. Staff Report - None*

***III. ADJOURN: 11:40AM***

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Attest: Deputy City Clerk