



City of Afton

HERITAGE PRESERVATION COMMISSION DESIGN REVIEW MEETING AGENDA

Wednesday July 12, 2023

5:30 P.M.

3033 St. Croix Trail

Afton, MN 55001

AGENDA

1. **CALL TO ORDER**

2. **ROLL CALL**

_____ Chair Edwards
_____ Vice Chair Livingston
_____ Commissioner Bolton-Iverson
_____ Commissioner Vujovich
_____ Commissioner Thomas

3. **APPROVAL OF AGENDA**

A. Approval of Agenda for July 12, 2023 meeting

4. **APPROVAL OF MINUTES**

A. Minutes of the June 21, 2023 Meeting

5. **BUSINESS**

A. Annual Commission Goals and Work Plan

B. Grant Received for a Historical Research Project Regarding the Valley Creek Women's Club

C. Election of Secretary

6. **ADJOURNMENT**

A quorum of the City Council or Other Commissions may be present to receive information.

Design Review/Heritage Preservation Commission Memo

Meeting: July 12, 2023

To: Design Review/Heritage Preservation Commission Members
From: Ron Moore, City Administrator
Date: June 29, 2023
Re: Minutes of the June 21, 2023 Heritage Preservation Commission Meeting

The minutes of the June 21, 2023 Heritage Preservation Commission meeting will be provided at the July 12, 2023 Commission meeting.

Design Review/Heritage Preservation Commission Memo

Meeting: July 12, 2023

To: Design Review/Heritage Preservation Commission Members
From: Ron Moorse, City Administrator
Date: June 29, 2023
Re: Annual Commission Goals and Work Plan

The Heritage Preservation Commission, at its June 21, 2023 meeting, discussed goals and a work plan for 2023. Items included in the discussion were an update of the historic building walking tour, strengthening the Commission's relationship and collaboration with the Afton Historical Museum, and adding a "History" tab on the City's website and posting historical information on the site, such as the historical research reports regarding historical buildings in Afton.

Kate Thomas agreed to take the lead on the walking tour update project. She is in the process of drafting a grant application for funding related to upgrading the walking tour. She will provide a draft of the application at or in advance of the July 12 Commission meeting.

A "History" tab has been added to the City's website. The Old Village Heritage Preservation Guidelines were moved to this tab. Also, several of the historical research reports that were completed on historic buildings in Afton over the past ten years have been posted at this tab.

Design Review/Heritage Preservation Commission Memo

Meeting: July 12, 2023

To: Design Review/Heritage Preservation Commission Members
From: Ron Moore, City Administrator
Date: June 29, 2023
Re: Grant Received for a Historical Research Project Regarding the Valley Creek Women's Club

Several months ago, Kate Thomas suggested a grant application to fund a historical research project regarding the Valley Creek Women's Club. With Kate's expertise and assistance in drafting the grant application, the application was successful and a grant was awarded. A Request For Proposals for the research project was then advertised. Kate submitted a proposal that met all requirements, and hers was the only proposal received. Her proposal was accepted, and she will begin the project in early July. Attached is the RFP, which describes the project, requirements and deliverables.

REQUEST FOR PROPOSALS
AFTON HISTORICAL RESEARCH PROJECT: VALLEY CREEK WOMEN'S CLUB

PROJECT DESCRIPTION

The City of Afton is requesting proposals from qualified historians to conduct research and create written documentation of the seventy year history of the Valley Creek Women's Club (VCWC). Valley Creek used to be its own area with its own school and post office. It was incorporated into Afton in 1970. The city wants to collect historical materials about this club to document seventy years of women's civic and political participation in Afton.

The goal of this project is to produce a written report to be filed with the local historical societies and City of Afton, then to find a permanent home for the VCWC collection of photos, scrapbooks, and other materials. We hope these materials will be developed into an exhibit at a local museum or historical society or online so that the community and schools can learn about the Valley Creek area and the long history of women's civic activities during a time when it was difficult for women to get elected.

This history needs to be documented because it is a part of women's history in the State of Minnesota. The homemaker club movement was a way for ordinary women, like the women in Valley Creek, to get involved in local politics in a way that was deemed socially acceptable at the time.

SCOPE OF SERVICES

Central Questions to be Investigated

- What were the topics of the Valley Creek Women's Club, 1952-2022? What activities did they engage in?

How do the topics and activities connect to Minnesota and U.S. history?

- o The "Minnesota Homemakers' Creed" stated that they had "faith in the American Home" to "create a general home and community environment" "to make the thoughts we think, the words we speak, and the acts we do, an influence for good in our homes and among our fellowmen." So we know that the central concern of these clubs was the home as well as the larger community environment. We do not know all the specific topics and activities that the VCWC engaged in to address the creed.

- o By finding more meeting documents (additional scrapbooks, news articles, meeting minutes, for example), it will be possible to create an annotated bibliography and database that can illustrate both the range of topics and activities

- o Once the range and frequency of topics and activities have been compiled, connections can be made to women's history in the state and in the country.

- Why did VCWC choose to call themselves a "women's club" rather than the usual "homemakers' club"?

- o We know from the University of Minnesota Institute of Agriculture Extension, Washington County,

"Homemakers' Clubs" program flyers that almost all of the clubs were titled "Homemakers' Clubs of"

We don't know why VCWC chose a different title. The research can help uncover the reasons.

- Patricia Snyder, Afton's first female mayor, was a member of VCWC. Was there a connection between her experience in the club and her decision to run for mayor?

- o We know that at some point Ms. Snyder was a member of VCWC. We know that she was convinced to

run for Mayor during a tumultuous time in Afton. Research will uncover when she joined VCWC, her interests, and how long she was a member before being asked to run for Mayor.

o We do not know if there was a connection between her VCWC membership and experience and her final decision to run for Mayor. Part of the project is to discuss these topics with her.

Where are the scrapbooks now and how will they be accessed?

- Three scrapbooks are in the home of one of the older members. She has given access to the scrapbooks to all members and is open to others viewing them.

What libraries, archives, or other research repositories will the researcher be using?

- Afton Museum
- Stillwater History Museum
- Washington County Heritage Center
- Minnesota Historical Society
- St. Croix County Historical Society
- Wisconsin Historical Society (accessed online and at the UW-River Falls WHS Area Research Center)
- VCWC current and past members

Additional details regarding the scope of work are outlined in the Work Plan and Timetable section of this RFP.

WORK PLAN AND TIMETABLE

Review of past and current members of the VCWC during the summer of 2023 along with visits to the local and area historical societies and museums. Database and annotated bibliography creation and written report to be finished by early 2024.

Timeframe

Month 1

- Visit local and regional historical societies to collect primary and secondary items authored by or about the Valley Creek Women's Club
- create and maintain database of findings
- Database created for primary and secondary sources discovered

Month 2

- Collect background secondary scholarship on post-WWII homemaker's clubs in Minnesota and women's civic activities
- Annotated bibliography of secondary scholarship

Months 3 and 4

- Contact current and past VCWC members to collect copies of primary documents: photos, meeting minutes and other ephemera
- Conduct oral interview with Pat Snyder using Human Subject Research

Guidelines\

- Add primary documents to database

-Digitized oral recording or written transcript depending upon consent

Months 5 and 6

-Research report drafted and sent for comments to other women historians, the City of Afton City, Afton Museum, and VCWC past and current members

-Comments received and incorporated into draft report

Month 7

-Written report and database finalized

-Request to speak to Afton Historical Society to explore donation of documents collected; also discuss next steps for possible physical or online exhibit

-Request to speak to City of Afton to explore possible historical marking for old Valley Creek Town Hall and/or new project to document the historic districts that were consolidated into the City of Afton in 1970

-Request to the city and museum for an informal community event to report findings to the public in an informal, educational setting

-Report emailed to City of Afton, Afton Museum, Stillwater Museum, Washington County Historical Society, Minnesota Historical Society

-Report and database emailed to the VCWC

MONTHLY PROGRESS REPORTS

The historian must provide monthly written progress reports. The reports must be submitted to the City by the 10th of each month during which the project is in-process.

GENERAL INFORMATION

Afton is located in Washington County along the St. Croix River, and contains an estimated population of 3,000. The City has an active Heritage Preservation Commission. The downtown core of the community is the Old Village Historic District.

THE PROPOSAL

Complete proposals must be submitted to the Afton City Hall on or before 2:00 pm, Monday, **June 26, 2023**. All proposals must be received by 2:00 p.m. Late proposals may not be considered. Proposals are to be sealed and clearly marked as follows:

"PROPOSAL – AFTON HISTORICAL RESEARCH PROJECT: VALLEY CREEK WOMEN’S CLUB

Please deliver two (2) copies of the Proposal to:

City of Afton

Ron Moore, City Administrator

PO Box 219

3033 St. Croix Trail South

Afton, MN 55001

The proposal must include:

- A. Cover letter and introduction including the name of the firm or individual and the name and telephone numbers of the person(s) authorized to represent the company regarding all matters related to the proposals. Historians must meet the Secretary of the Interior's Professional Qualification Standards (Federal Register, June 20, 1997) for history.
- B. Affirm the historian's ability to meet the project timeline as stated previously under PROJECT SCHEDULE. Note any anticipated absences that would require modifying the schedule.
- C. Proposed Scope of Work including a description of the historian's approach, methods, and resources to be used in completing the historic research. Indicate whether the historian will personally do the work, or subcontract the work to trained and supervised help.
- D. Detailed budget including a quote for the hourly rate structure and total cost billed to the City for the completed historical research and related project tasks as described by the scope of work and final products described above.
- E. Proposed project timeline and estimated completion date.
- F. Resumes of key personnel to be completing the project for the City.
- G. List of references and contact names for comparable projects.
- H. Provide an example of a similar historic research project completed by the historian. Examples will be returned to the historian if requested.

The project will be funded by \$9,999 in grant funds through the Minnesota Historical Society. The funds that are available for payment for the historian services total \$9,999. The balance of the project budget is donated and in-kind services by the City.

The City of Afton will consider all proposals received and will award a contract on the basis of qualifications, quality of the proposals in relation to the identified needs expressed by the City, proposed study approach, and proposed project bid.

INQUIRIES

Prospective proposers may submit questions by mail, e-mail, or telephone to:

City of Afton
Ron Moose, City Administrator
PO Box 219
3033 St. Croix Trail South
Afton, MN 55001

Phone: 651-436-8957
Email: administrator@ci.afton.mn.us

OFFER EXPIRATION DATE

Proposals in response to this RFP will be valid for sixty (60) days from the proposal due date. The City reserves the right to ask for an extension of time if needed.

AWARD NOTIFICATION

The City will notify in writing the person or persons authorized to represent the proposer that they were not selected.

OWNERSHIP OF MATERIALS

All materials submitted in response to the RFP become the property of the City of Afton and supporting materials will not be returned. The City of Afton is not responsible for any costs incurred by the proposer in the preparation of the proposal.

RIGHT TO REJECT PROPOSALS

Notwithstanding any other provisions of the RFP, the City reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the City or its taxpayers. It is further within the right of the City to reject proposals that do not contain all elements and information requested in this document. The City of Afton shall not be liable for any losses incurred by any responders throughout this process.

HISTORIAN QUALIFICATIONS

Historians must meet the Secretary of the Interior's qualification requirements. The following requirements are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

Historians must have knowledge of U.S., Minnesota, and women's history, and must also have experience summarizing historical materials and writing narrative reports.

History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

- a. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
- b. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Design Review/Heritage Preservation Commission Memo

Meeting: July 12, 2023

To: Design Review/Heritage Preservation Commission Members
From: Ron Moore, City Administrator
Date: June 29, 2023
Re: Election of Secretary

The Heritage Preservation Commission, at its June 21, 2023 meeting, elected a new Chair and Vice-Chair, but did not elect a Secretary as there was not sufficient interest in the position. Ron Moore volunteered to prepare minutes of the meetings until a Secretary is elected.