



Meeting Agenda

Thursday, September 10, 2020
City Hall, 980 Applegate St., Philomath
5:00 PM

Committee Chair: Dale Collins
Committee Secretary: Izzie Elliott
Committee Members: Lindy Young, Spencer Irwin; Caleb Unema, Sandy Heath, Carol Leach
City Staff: Chris Workman

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1 Minutes of August 13, 2020

3. BUSINESS

- 3.1 Park Master Plan request for proposals (RFP)
- 3.2 City Park bathroom remodel
- 3.3 Skate Park
- 3.4 Millpond Crossing Park planning
- 3.5 Flossie Overman Park dedication recap
- 3.6 Paul Cochran Veterans Memorial Park

4. ADJOURNMENT

Meeting Access Information

This meeting is being held electronically via Zoom. Prior to the meeting, participants will be provided with the Zoom meeting link. Citizens may watch the live feed of the meeting on the City's Facebook page at <https://www.facebook.com/cityofphilomath> . Contact City Hall to make viewing arrangements if you do not have access to the internet.

PARK ADVISORY BOARD

Minutes

Thursday, August 13, 2020

City Hall, 980 Applegate St., Philomath

5:00 pm

Committee Chair: Dale Collins

Committee Secretary: Izzie Elliott

Committee Members: Lindy Young, Spencer Irwin; Caleb Unema, Sandy Heath, Carol Leach

City Staff: Chris Workman

1. ROLL CALL

- 1.1 Via Zoom: Dale Collins, Izzie Elliott, Lindy Young, Sandy Heath
Staff: Chris Workman
Guests: Jessica Andrade

2. APPROVAL OF MINUTES

- 2.1 Minutes of July 23, 2020 – Approved.

Mayor Niemann reported on the gathering at 1545 College Street for the ground breaking ceremony and demolition of the old house to make way for the Paul Cochran Veterans Memorial Park. We'd like to put in the notes thanks to: Mid Valley Gravel, Republic Services, and Oregon State Army ROTC.

3. BUSINESS

- 3.1 Millpond Crossing Park planning

Spencer commented positively about a fishing aspect at the mill pond. Jessica Andrade recommended native plants, fruit trees and bushes, ADA compliant features as well as additional features for people with special needs. She expressed her concerns about fishing in the mill pond such as invasive species, reproducible stock, outflow area. Chris commented that it is a concern and we are looking into it. Sandy commented that Starker Park had a liner in the pond that created a problem with algae and wildlife. It had to be removed. Dale said to check with Levi regarding these concerns.

- 3.2 Flossie Overman Park ribbon cutting

Wednesday, August 19, at 7:00 p.m., Popsicles will be provided. Chris will print programs on Wednesday and will ask for our input on Monday.

4. SKATE PARK

4.1 Izzie mentioned that she would like to go forward and raise funds for future park renovations. She voiced her opinion that \$20,000 is not a wise way to spend money to ask opinions. Izzie suggested that \$20,000 on repairs rather than a survey. Chris argued that a new (updated) Master Plan is needed to justify the idea of improving/renovating the skate park. Lindy asked about maintenance of skate parks. Graffiti and litter pick up were the answers. Chris commented that the current master plan does not recognize the deficiencies of the current skate park.

Next meeting: September 10, 2020, Zoom.

5. ADJOURNMENT

- 5.1 Chair Collins adjourned the meeting at 5:36 p.m.



City of Philomath - Philomath City Park ROM Budget Restroom Remodel

PHASE	DESCRIPTION OF WORK	BUDGET	CLARIFICATIONS
01000	DESIGN SERVICES / OVERHEAD	\$12,216	
02000	DEMO	\$2,608	Labor & Dumpster
	SAWCUT	\$1,000	Plumbing Trench cut & remove
	TEMP PROTECTION	\$1,000	Temp Fence
03000	CONCRETE	\$5,536	Concrete Repair (Floor & 6" up wall)
06000	CARPENTRY	\$1,572	Cupola framing
07000	SIDING/DRYWALL	\$5,160	Building Wrap & Siding
		\$1,200	Roof & Gutters
08000	OPENINGS	\$6,572	(5) Dooors & (2) Skylights
09000	PAINT	\$1,806	
	SHEET ROCK	\$1,200	
	PLYWOOD	\$1,500	
	FRP	\$4,800	
	EPOXY FLOOR PAINT	\$1,200	
10000	TOILET PARTITIONS	\$0	Assumes separate restrooms
	TOILET ACCESSORIES	\$2,000	
	PLUMBING		4 new toilets and sinks (porcelain similar to existing)
22000		\$4,400	
23000	HVAC	\$2,500	Allowance - Exhaust fans, Cupola vents
26000	ELECTRICAL	\$2,500	Allowance - Lights
	ESTIMATE SUBTOTAL	\$58,770	
	INSURANCE	\$646	
	FEE & CONTINGENCY	\$8,912	
	TOTAL	\$68,329	

* Pricing for budgetary use only.

* Fire Sprinkler is excluded from this Budget

* Excludes permit and bond fees



Philomath
OREGON

REQUEST FOR PROPOSALS PARKS AND TRAILS MASTER PLAN

Projected Timeline:

Advertisement	September 11, 2020
Submittal Deadline	October 1, 2020
Park Advisory Board Review and Recommendation	October 8, 2020
City Council Review and Award of Contract	October 12, 2020
Notice to Proceed	October 13, 2020
Project Completion	April 30, 2020

REQUEST FOR PROPOSALS

Solicitation

The City of Philomath is seeking proposals from qualified firms in the State of Oregon to prepare a Parks and Trails Master Plan. The City seeks to determine how to best meet the future park needs of its citizens through enhancements of the existing and future parks and trails. The end product will include a comprehensive master plan that reflects Philomath's mission statement and vision, analysis of current and future needs of parks, trails, recreation facilities, programs, and services. The Plan will also include an implementation strategy.

The main objectives of the process, from data gathering to Plan adoption, are to

1. Identify the City's current parks and trails, including amenities provided at each facility
2. Understand the level of service, i.e. facilities and amenities, the community desires
3. Consider funding sources and the level of service the community is willing to support
4. Establish a strategic direction for desired improvements to the parks and trails system.

Background

Like most areas in the Willamette Valley, Philomath is a growing city, reaching approximately 5,000 residents. Located just two miles west of Corvallis and Oregon State University, Philomath has long been viewed as an attractive alternative to living in Corvallis, with a great combination of small-town values, exceptional schools, restaurants and small retail shops, and great parks. In efforts to maintain the quality of life Philomath residents have grown to expect, the City desires to update its Parks and Trails Master Plan.

The City's current Park Master Plan was adopted in 2014 and the Capital Improvement Project list was updated in 2016 (available on the city's website). Since the adoption of that plan, the City has added two large apartment complex, approved several subdivisions, and completed a number of large projects that were listed on the CIP. A plan rewrite is desired to ensure the Parks and Trails Master Plan identifies the park and trail amenities available to the public, whether owned by the city or the school district, and reflects the desires of current residents.

SCOPE OF WORK

The planning process, which will incorporate public workshops, surveys, and research, will deliver a Comprehensive Parks and Trails Master Plan that will assess current and future recreational needs of the City of Philomath in order to better plan, fund, manage, and develop parks, trails, facilities, and natural areas.

This RFP requests proposals to perform several tasks:

A. Parks Philosophy

1. Identify Philomath's Parks and Trails Philosophy
2. Identify Goals and Objectives Consistent with the City's Strategic Plan
3. Recreation Trends Analysis
4. Demographic Analysis
5. Level of Service Standards
6. Natural Resource Management

- B. Community Demand, Current Supply, and Needs Analysis
 - 1. Parks, Park Amenities, Facilities, and Equipment
 - 2. School District Facilities Accessible to the Public
 - 3. Trails and Open Space/Natural Areas

- C. Ten-year Growth Plan
 - 1. Master Plan Priorities and Recommendations
 - 2. Possible Facility Expansion and Improvement Priorities
 - 3. Possible Park System Expansion and/or Improvements to Existing Park System
 - 4. Budgeting and Funding Priorities and Recommendations

Goals and Objectives

- A. Identify and serve current and future parks and recreational needs through an integrated park system that provides adequate open parks, recreational opportunities, facilities, amenities, equipment and trails.
- B. Provide an accessible and diverse offering of park and recreation facilities for all residents.
- C. Develop an action plan and strategy for prioritizing, phasing, funding, and accomplishing the identified needs.

Recommendations

The Consultant will provide a report, making recommendations in all areas for review. The final report will incorporate the following:

- A. Parks System Philosophy
 - 1. Vision and Mission Statements
 - 2. Goals and Policy Recommendations
 - 3. Level of Service Standards

- B. Community Demand, Supply, and Needs Assessment Report
 - 1. Park and Accessible School District Facility Evaluation
 - 2. Open Space, Natural Areas, And Trails Evaluation

- C. Ten-Year Plan for Growth
 - 1. New Parks and Trails Master Plan Priorities and Recommendations
 - 2. Existing and Future Park Facility Expansion Priorities and Recommendations
 - 3. Open Space Acquisition Priorities
 - 4. Budgeting, Phasing, and Funding Strategies

- D. Final Parks and Trails Master Plan

- E. Presentations to Park Advisory Board and City Council

Each of these tasks generally outline the work but it shall be the responsibility of each consultant responding to the RFP to specifically identify the tasks, sub-tasks, outreach activities, hearings, and presentations- including a timetable to perform the completed work. Consultants should feel free to suggest amendments to the scope which they feel would be of benefit to the City.

NECESSARY QUALIFICATIONS

The City of Philomath will utilize a qualifications-based selection process in determining a consultant that will assist with this project. Consultants will be evaluated on their experience, expertise and creativity in preparing parks master plans as demonstrated in their responses.

In addition, the City will review the selected consultant's ability to meet schedules, coordinate effectively with groups and interested parties, work effectively with community groups and work within the budget limitations.

A. Experience (60%)

The consultant should have specific experience in preparing parks master plans for cities of similar size to Philomath, demographics or project scope. A list of references of cities served must be provided. These references shall have dates, contact persons and a statement of scope and work performed.

B. Expertise (30%)

The consultant should identify the person who will be the Project Manager and primary contact person authorized to lead this project. Others may be identified as specialists in specific areas or tasks. Provide a resume for the Project Manager showing expertise in working with cities to complete park master plan documents, including trainings, certifications, awards, etc.

C. Creativity (10%)

The consultant should express its approach to developing a city's parks system philosophy, assessing current and future demand for parks and trails, and creating a ten-year plan for growth and how its approach would be unique or customized to the city's specific needs.

GENERAL CONDITIONS

1. The City of Philomath shall not be liable for any pre-contractual expenses incurred.
2. The City reserves the right to withdraw this RFP at any time without prior notice and to reject any and all proposals submitted without indicating any reasons. Any award of contract for services will be made to the firm best qualified and responsive in the opinion of the City.
3. The selected firm must agree to indemnify, hold harmless and defend the City, its officers, and agents; and assigns from any and all liability or loss resulting from any suites, claims or actions brought against the City which result directly or indirectly from the wrongful or negligent actions of the consultant in the performance of the contract.
4. The selected firm will be required to comply with all existing State and Federal labor laws including those applicable to equal opportunity employment provisions.
5. The City reserves the right to negotiate special requirements and service levels using the selected qualification as a basis. Compensation for additional services will be negotiable.

6. All responses to this RFP become the property of the City of Philomath.
7. No amendments, additions or alternates shall be accepted after the submittal deadline.
8. All documents, records, designs and specifications developed by the selected firm with regard to this project shall be the property of the City.

EVALUATION AND SELECTION PROCESS

A. Submittal Selection Process

The Parks Advisory Board will review and score each proposal based on completeness and the qualifications of each consultant. The Board will formalize a recommendation which will be forwarded to the City Council for review and awarding of the contract.

B. Schedule

The solicitation, submittal receipt, evaluation and final decision selection will substantially conform to this schedule:

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C. Submittal

Consultants must submit nine (9) hard copies of the proposal to:

ATTN: CHRIS WORKMAN
 CITY OF PHILOMATH
 980 APPLGATE STREET
 P.O. BOX 400
 PHILOMATH, OR 97370

A digital copy shall also be submitted to chris.workman@philomathoregon.gov.

All submitted material must be received by the submittal deadline. Incomplete submittals, incorrect information or late submittals will not be considered.

Questions regarding this RFP should be directed to City Manager Chris Workman, 541-929-6148 or chris.workman@philomathoregon.gov.



Philomath Veterans Memorial Project

Our community was greatly affected with the loss of one of Philomath's finest, Army Ranger Specialist "Cody James Patterson" in October of 2013 while serving his country in Afghanistan. The motorcade escorting Cody's body home from the Corvallis airport by the Patriot Guard, Philomath police department, Benton County sheriffs and State police was a sight to behold. The memorial service held at OSU's Lassalle Stuart Center was standing room only, 1600 - 1800 people filled the center while another 2000 - 2500 stood outside. Cody's history at Philomath High School and in the community drew local and national news media coverage. Cody's father Randy Patterson with the help of the community raised the necessary funds, (over \$10,000) to establish the "Cody James Patterson Scholarship Fund" handled by the Philomath Community Foundation. Cody's death also served as the catalyst to bring the community together on a topic of a "Philomath Community Veterans Memorial" which has been talked about on and off over the past 50 years. A group of civic leaders and citizens formed a "Veterans Memorial Committee" to discuss the feasibility of this concept. The Philomath school board passed a resolution #1314-02 January 21, 2014 of support for a veteran's memorial project. See resolution #1314-02 below. On January 21, 2014 the Philomath Community Foundation agreed to be the 501 C-3 non-profit organization to be the fiscal agent for this project. The account for this project was opened with a \$1000 donation to PCF, see donation acknowledgement below. The memorial committee has also reached out to some potential donors and service clubs, the Lions Club has also endorsed their support for this project. A "**draft**" plan was presented to the Benton County Historical Museum March 28, 2014 for their review and research. The museum formed a subcommittee in April to consider the proposal and possible feasibility of the memorial. That draft is also below.

Philomath Veterans Memorial

February 28, 2014

AGENDA

Introductions & create a contact list of committee members

Review and comment on Norma Jeans draft Memorial Garden concept. This draft is being supplied to you today 2-27-14 (hard copy available at meeting) so that the various members will have time to review it and come to the meeting tomorrow morning without having to read the entire document. We want suggestions and all of you to critique so that we can start out tomorrow morning with your thoughts/ and or changes.

We will have to deal with siting issues, this is going to be a community project and therefore will probably require it going on public property not private. This limits our options.

When we have a design product it will be necessary to reach out to the public for their support and funding. We will need to put some thought into our outreach plan and get the city of Philomath to sign on to this project.

Everyone that is aware of the Community Memorial has been tremendously supportive and I hope all of you are getting the same feedback that I am. Cody's standing in our community has brought us all together, his death was the catalyst to move forward on this.

Jeff

PS: Norma Jean has put a lot of time & energy into this draft and I know I speak for everybody how much we appreciate it.

Minutes of Philomath Veterans' Memorial Garden Committee Planning Committee

Friday, February 28, 2014 at 11 a.m.

At the home of Steven and Norma Jean Kearsley
Old Peak Tree Farm, Philomath

Those in attendance: Jeff Lamb, Debbie Thorpe, Raymond Hunter, Rod Harvey, Jerry Jackson, Norma Jean Kearsley, Gary Hollenbeck, Micky Jones (American Legion), Kate Hennessy (American Legion Commander, Post 11), Charles Nelson, Jean Nelson **Excused:** Rick Wells, Jim Kildea (PSD)

Norma Jean ordered Subway sandwiches for lunch for everyone. Jeff and Debbie brought beverages.

Jeff Lamb started the meeting by asking everyone to introduce themselves and who they were affiliated with. Prior to the meeting, Jeff sent to all members of the Philomath Veterans' Memorial Committee a draft proposal by Norma Jean Kearsley to honor those from our community who've paid the ultimate price while serving their country in the various branches of the U.S. military. She created the layout in colorful triangles, and said the garden could potentially be designed like a quilt. The triangular pieces suggest tri-cornered hats, to represent our Founding Fathers, the U.S. Constitution, and the Continental Army. Jeff brought copies of the draft and agendas for those that needed it.

Red: for the courage, sacrifice and spilt blood of all our deceased heroes.

White: for our flag's 50 stars, and our nation's beacon-light of liberty.

Blue: for truth, loyalty and all our gallant servicemen and women.

Purple: for the suffering, the torn and the wounded of war.

Green: for our legacy of freedom, which they have won and protected.

Gold: for new patriots who take their place, to preserve us as a nation.

The quilt, itself, is a coverlet representing the need for stable American families—"The fabric of our nation."

The memorial is designed to honor the sacrifices of both the living and the dead. They fought for and have guarded our legacy of freedom.

Jean and other members of the committee were touched by Norma Jean Kearsley's concept and thanked her for the time and effort she put into giving the committee a visual concept of what is possible. All agreed this was a great start. Jeff said that he visited the veterans' memorial at the National Guard Armory in Corvallis. He said that he especially liked the eternal flame. Debbie said she took photos and would make them available to the group. Also, we could research other memorials around the country via the web to additional ideas. It was also suggested by a committee member that we might possibly advertise in the newspaper for ideas and other possible designs once we can nail down the siting issue. Jeff feels that the press will play a big role in our efforts at the appropriate time.

Jeff said that the Memorial will be designed on a site at a location to be determined. Suggested possible sites:

- The front lawn of the Benton County Historical Museum has been by the far the choice for siting as various members have talked to their constituents and the communities service clubs. **Criteria:** the memorial cannot impede the vision of the museum has been the majority choice
- On the property of the civic center (library, police station and city hall)
- On Philomath High School grounds

Raymond Hunter, local sculptor, said he has been sculpting for 30 years. He suggested that we sponsor his creating a large bronze statue of a warrior that could be placed in or around Highway 20-34 as it goes through Philomath. He would like the memorial to recognize the spirit behind the community. His examples would cost in the \$75,000 - \$125,000 range and would enhance the city of Philomath's image. A member of the committee brought up the fact that the highway belongs to ODOT. Gary Hollenbeck, a veteran of the U.S. Navy, said that he feels the design of the memorial should be very simple. This should be about the veterans and not us. He cited the Viet Nam memorial in Washington, D.C. It is simple, but powerful. Gary stressed how important it is that we have a plan not only to build the

memorial, but to maintain it. The memorial must not fall into future disrepair and lack of upkeep. The committee agreed, point well taken and will be part of the plan. Rod Harvey suggested that we contact Irene at the Museum and get some feedback for our next meeting, date yet to be set. Jerry Jackson felt that he could get the City of Philomath to support our efforts. Micky and Kate will share the draft plan with the American Legion to get their input and hopefully their support. Jeff informed the committee that the Lions Club supports the memorial and Gary is their liaison. The Philomath School Board passed a resolution supporting the memorial and pointing out that Cody Patterson's death has been the catalyst to bring the community together on the memorial project. (Copy enclosed)

After further discussion, the members of the group agreed to further develop Norma Jean Kearsley's "The Veterans' Memorial Garden Concept." Rod and Jeff informed everybody that the Philomath Community Foundation has agreed to be the fiscal agent on the Veterans Memorial efforts. An account has been established at \$1000.00, the foundation is 501-C-3. This will greatly enhance our goal, and donations can be made out to the foundation at "PCF P.O. Box 1000 Philomath, OR 97370 ATTN: Veterans Memorial".

Next meeting TBA.



Philomath
Community Foundation

January 7, 2014

Jeff Lamb
P.O. Box 248
Philomath, OR
97370

Dear Mr. Lamb,

The Philomath Community Foundation Board of Directors voted during our January 7, 2014, meeting to support the community's efforts as well those of Mr. Randall Patterson to construct a veteran's memorial within the city of Philomath by acting as the fiduciary agent. We understand that a committee will be established in the near future to begin work on this ambitious project. The PCF Board wishes you great success with this endeavor.

At present, the Philomath Community Foundation is in receipt of your contribution in the amount of \$1000.00 to begin this project. If at any time you wish to redirect this amount to the Cody James Patterson Scholarship, please notify the Foundation.

Please do not hesitate in contacting me if you have additional thoughts or questions.

Sincerely,

Rod Harvey,
PCF President

2013 OFFICERS

President
Rod Harvey

Vice President
Bob Boss

Treasurer
Steven Kearsley

Secretary
Linda Howard

BOARD MEMBERS

Joe Malcom

Neal Peterson

Teresa Boss

Tom Wright

Chris Gerding

Dan Forbess

Matthew Bierek

Mailing Address:

*P.O. Box 1000
Philomath, OR 97370*

Website:

*Philomath Community
Foundation.org*

Mission Statement:

The Philomath Community Foundation is committed to serving the needs of youth and family, assisting the elderly and fostering community service, including the arts and economic development

**501(c)(3) Non-Profit
Tax ID No. 93-0981908**

PHILOMATH SCHOOL DISTRICT

January 21, 2014

RESOLUTION #1314-02

A RESOLUTION OF PHILOMATH SCHOOL DISTRICT NO. 17J, BENTON COUNTY, OREGON, to support a veteran's memorial project in the Philomath school community.

WHEREAS, graduates of Philomath schools and other members of the Philomath school community gave their lives to protect our freedoms, and

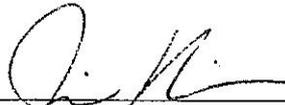
WHEREAS, most recently, Philomath High School graduate, Cody Patterson, lost his life fighting for his country and our freedoms, and

WHEREAS, members of our community would like to honor our veterans by creating a memorial within the Philomath School District boundaries and have asked that we support their effort,

Now, therefore, be it resolved that the Board of Directors of Philomath School District No. 17J, Benton County, Oregon, formally supports the concept and effort by community members to establish a veteran's memorial in the Philomath schools community.

Dated this 21st day of January 2014.

PHILOMATH SCHOOL DISTRICT NO. 17J
BENTON COUNTY, OREGON



Board Chair



Superintendent

DRAFT

Benton County Historical Society & Museum

March 26, 2014

1101 Main Street

P.O. Box 35

Philomath, Oregon 97370

President Neal Peterson and Board Members,

This letter is being written to you in the hopes that your board of trustees will consider a proposal to site a community Veterans memorial on the property. The recent death of U.S. Army Ranger Cody James Patterson has generated a community wide conversation that Philomath should have a Veterans Memorial not only for Cody but for all of our community's service men and women that have given their life serving their country, Cody's death has been the catalyst for this effort and many feel this should have happened a long time ago.

We realize that the Museum is partially governed by SHIPPO rules and a clarification of those rules would need to be sought for your board to take action. When ODOT cut down Philomath's 100 year old giant sequoia to accommodate the couplet project, the Chamber of Commerce presented a plan to your board to replace the community's Christmas tree with a new 26'-28' sequoia and totally fund the project. This has become an annual holiday event for people to come together and this has worked out well for all involved. The Chamber turned over the complete file and records to the Museum for historical purposes.

We are also aware that the Museum had landscape plans presented and one of the main obstacles was funding for the project. The draft plan that the Memorial committee is working on includes substantial landscaping and would be accomplished without Museum money and long term maintenance costs could be part of the plan.

We've obtained commitments from several of the community's service groups to help finance and support this concept. Also the Philomath School District passed a resolution January 21, 2014 supporting this effort, copy enclosed.

The Museum has been able to benefit by having extra coverage in the GT for the tree lighting every year and many Philomath residents that had never been into the Museum were able to see firsthand this wonderful gem in our community. It is our belief that if there could be a plan worked out for placing a Veteran's memorial on the site, the Museum would garner further benefits.

Thank you for your consideration,

Sincerely,

On behalf of the Veterans Memorial Committee

Jeffrey R. Lamb, volunteer

BENTON
COUNTY
HISTORICAL
SOCIETY

1101 Main Street
P.O. Box 35
Philomath, OR 97370

t 541.929.6230

www.bentoncountymuseum.org

April 15, 2014

Norma Jean Kearsley
Philomath Veterans' Memorial Committee
PO Box 215
Philomath, OR 97370

Dear Mrs. Kearsley,

Thank you for your letter of March 28, 2014 proposing a memorial structure with landscaping to be sited on the front lawn of the Benton County Historical Society's museum property.

The Benton County Historical Museum, formerly Philomath College, built in 1867 with additions added in 1905 and 1907, was placed on the National Register of Historic Places in 1972. The National Register program is administered by the National Parks Service of the Federal Government. From the Federal perspective, if there are Federal monies attached to the property, then the Oregon State Historic Preservation Office (SHPO) must be contacted to review any and all proposals concerning the property to approve their compliance with state or local preservation laws. Also, if Federal monies are attached then any changes to the property must be commented on by the Advisory Council on Historic Preservation (www.achp.gov).

Federal monies have been received to achieve the restoration and preservation of our property. Therefore, we must follow the Secretary of the Interior's standards for the treatment of historic properties and comply with Federal law. This includes the grounds as well as the buildings. We must comply with these requirements so we do not put our National Register designation in jeopardy.

Your proposal will be presented to the BCHS Board of Trustees as the first step in this process.

Sincerely,

Neal Peterson, President
Board of Trustees