

City of DeBary
Historic Preservation Advisory Board
Thursday April 1, 2004
3:00 PM

Florence K. Little Town Hall 12 Colomba Road

MINUTES

1. Call to Order

2. Roll Call

Present: Chair Jerry Lombardi, Tom Pierce, Ken Webster, Jesse Beall, and Bill Dreggers.
Also Attending: City Manager Diamond, Assistant City Manager Maryann Yaskanich,
and Planning Administrator Anita Gonzalez.

City Manager Diamond welcomed and thanked the Board Members for volunteering to serve. He apologized for the delay in assembling the Committee; that City Staff would be available to assist; and that the City Council anticipated their proposals for goals and projects.

3. Review of Resolutions No. 97-08 and No. 97-25

Ms. Gonzalez discussed the points of the Agenda; that Resolution 97-08 established the Historic Preservation Advisory Board, composition and terms of the service; that Officers would be elected; and that a Staff Member would be available for support at future meetings.

Assistant City Manager Courson discussed the by-laws of the Board; that duties and responsibilities included proposing and recommending financial and technical proposals to present to the City; that education of the Public and Grant Assistance would be within their scope; and that more frequent meetings could be held.

4. Election of Officers

Motion was made and seconded to nominate Jerry Lombardi as Chairperson. The motion carried unanimously.

Motion was made and seconded to nominate Tom Pierce as Vice Chairperson. The motion carried unanimously.

Motion was made and seconded to nominate Ken Webster as Secretary. The motion carried unanimously.

5. Presentation by Assistant City Manager Courson

a. Sunshine Law

Assistant City Manager Courson reviewed the requirements of the Sunshine Law; that handouts were provided for information and reference; that it was also available online; that she would be available for questions; that the Sunshine Law required that all meetings be open to the public; that reasonable notice must be given for all meetings; that minutes must be taken and available for public access; and that Board matters cannot be discussed outside of publicly-noticed meetings.

b. Public Records

It was discussed that all documents issued were of public record; that all information had to be available for access by the public; and that City Hall maintained records for access.

c. Roberts Rules of Order

It was discussed that Roberts Rules of Order defined procedure for Agenda matters such as discussion and voting.

d. Code of Ethics

A handout was provided regarding the Code of Ethics

e. Conflict of Interest (Annual Public Disclosure)

It was discussed that a disclosure had to be provided annually to the State under certain conditions.

6. Review of History

It was discussed that past Boards had applied for an Historic Preservation Grant through the State of Florida; that a Phase I Archeological Survey had been completed by a consultant; that there were sites noted with possible artifacts; that the document contained additional information; that the Phase II Archeological Survey could be a project for consideration by the Board. There was discussion of the annual filing with the State; that filing was only required under certain conditions; that filings were done for prior years and the Board was not sitting in 2003; and that the Assistant City Manager would advise if it was required.

7. Goals and Projects

It was discussed that ideas for projects could include the Phase II Archeological Survey; that it would involve actual examination of sites already identified for possible artifacts; that the application schedule would be obtained from the State; and that a bid for a consultant would have to be placed and presented to the City Council for approval. It was discussed that stored information could be catalogued and readied for display. Motion was made and seconded to assist Jesse Beall to catalogue historical materials in his office.

The City Website was discussed; that a presentation could be created for the site; that a video/DVD had been created by the West Volusia Historical Society of DeBary and DeBary Hall for fundraising; and that they could be sold at City Hall at the reception desk.

It was discussed that an educational display with local historical information for children could be created for the Library, DeBary Hall or at other functions; that DeBary Hall had an extensive photograph collection; and that those would probably be displayed at the new Welcome Center when completed.

There was discussion of researching and identifying historical figures and people of the area; that records of the Incorporation and the persons involved were available.

There was discussion of identifying Historical homes and buildings in the area; that Realtors and Real Estate Agents might be contacted for information; that several Board Members had information, photographs and personal knowledge of much of the City history and growth.

It was discussed that two initial projects could be selected; that the Phase II Archeological Survey should be pursued; that cataloguing of documents and information should be a priority; that the Archeological Survey would be a long-term project; that the list of suggestions so far be reviewed; and that information had to be provided via memo to the City Council.

There was further discussion that the videos were not a major project; that they could be collected and placed at City Hall; that Jesse Beall had catalogued much of his material on CD; that it would be a major project to fully organize; that a date would be selected and noticed as a Workshop to examine the materials; that if field trips to other areas were necessary they also could be scheduled and noticed as Workshops; and that notice was given via the press.

8. Future Meetings Schedule

Scheduling was discussed; that the full Board should be present for the initial Workshop for Board Member Beall's materials; that an organizational meeting should review the types of supplies that might be required and those would be supplied by the City; that Monday morning was mutually agreeable to the Board Members.

It the consensus of the Board that Monday, April 19th at 10:00 AM was the date of the Workshop to examine the office contents; that the meeting would be in Town Hall; that the memo stating the projects would be provided to the City Council. It was further discussed that the next regular meeting would be held on Monday, May 3rd at 10:00 AM to review progress on the cataloguing project and establish regular meeting dates; that the dates would be provided for the City Newsletter; that agendas for meetings and workshops would be sent out prior to the date; and that those having e-mail would provide the addresses.

Board Members introduced themselves further and offered information on their personal background and experience in DeBary to the other Members and all stated that they had an interest in preserving and learning more of DeBary's history.

There was discussion that historical seminars could be offered; that a location could be the library or possibly Town Hall; and that Board Member Beall and Board Member Dreggers could do presentations.

9. Adjournment The meeting adjourned at 4:15 PM.

APPROVED May 3, 2004.
CITY OF DeBARY
Historic Preservation Advisory Board

Jerry Lombardi, Chair