



Historic Preservation Commission Meeting Minutes

Wednesday, January 14, 2026, at 4:00 PM

City Hall, 102 Sherman Street, Deadwood, SD 57732

1. Call Meeting to Order

2. Roll Call

PRESENT

HP Commission Vice Chair Molly Brown
HP Commission Vice Chair Anita Knipper
HP Commissioner Jesse Allen
HP Commissioner Beverly Posey
HP Commissioner Trevor Santochi
HP Commissioner Diana Williams

City Commissioner Charles Eagleson

ABSENT

HP Commission Chair Leo Diede

STAFF PRESENT

Kevin Kuchenbecker, Planning, Zoning, and Historic Preservation Officer
Bonny Anfinson, Historic Preservation Coordinator
Cammie Schmidt, Administrative Assistant

Susan Trucano, Neighborworks

3. Approval of Minutes

a. 12.10.25 Meeting Minutes

It was motioned by Commissioner Allen and seconded by Commissioner Posey to approve minutes of December 10, 2025, meeting. Voting Yea: Knipper, Posey, Santochi, Brown, Allen, Williams.

4. Voucher Approvals

a. 2025 HP Operating Vouchers

It was motioned by Commissioner Posey and seconded by Commissioner Santochi to approve 2025 Operating Vouchers in the amount of \$18,871.56. Voting Yea: Knipper, Posey, Santochi, Brown, Allen, Williams.

b. 2026 HP Operating Vouchers

It was motioned by Commissioner Posey and seconded by Commissioner Allen to approve 2026 Operating Vouchers in the amount of \$92,467.74. Voting Yea: Knipper, Posey, Santochi, Brown, Allen, Williams.

- c. HP Grant Vouchers
It was motioned by Commissioner Posey and seconded by Commissioner Santochi to approve Grant Vouchers in the amount of \$20,635.42. Voting Yea: Knipper, Posey, Santochi, Brown, Allen, Williams.
- d. HP Revolving Vouchers
It was motioned by Commissioner Santochi and seconded by Commissioner Knipper to approve Revolving Vouchers in the amount of \$16,325.02. Voting Yea: Knipper, Posey, Santochi, Brown, Allen, Williams.

5. HP Programs and Revolving Loan Program

- a. Kris Fenton - 27 Lincoln Ave - Request to Forgive City Portion of Retaining Wall Loan
It was motioned by Commissioner Santochi and seconded by Commissioner Knipper to forgive retaining wall loan for Kris Fenton, 27 Lincoln Ave, to approve a Loan Forgiveness. Voting Yea: Knipper, Posey, Santochi, Brown, Allen, Williams.
- b. Renewal of contract with Neighborhood Housing Services to manage the Deadwood Historic Preservation Revolving Loan Program in the amount not to exceed \$60,000 for the 2026 calendar year.

Mrs. Trucano stated Loan Committee reviewed this item with the recommendation to approve.

Mr. Kuchenbecker stated the price has stayed the same at \$60,000.00 for several years, it used to be higher. That was negotiated and now the only difference between this year and last year is the monthly minimum has changed slightly to add additional costs which includes updates to the software program and monitor the loan program.

It was motioned by Commissioner Knipper and seconded by Commissioner Posey to approve the renewal of contract with Neighborhood Housing Services. Voting Yea: Knipper, Posey, Santochi, Brown, Allen, Williams.

- c. Historic Preservation Program Application Requests

Nancy Field - 4 Pearl - Elderly Resident Grant

Marty Wozinak/David Buskirk - 846 Main Street - Foundation Grant

Mrs. Anfinson stated for Nancy Field, 4 Pearl, has applied for the Elderly Resident Grant. The property is owner occupied and contributing. The applicant has submitted the required paperwork and staff as well as the Loan Committee has determined the proposed project meets the criteria for the program. Staff will coordinate with the applicant on the project.

Mrs. Anfinson stated Marty Wozinak and David Buskirk, 846 Main Street, have applied for the Foundation Program. The property is operated by an ownership group, and the structure consists of two dwellings, one on the first floor and one on the second floor. Both dwellings are owner occupied and the structure is contributing. The applicants have submitted the required paperwork. Staff as well

as Loan Committee has reviewed the proposed work on this project, and the applicants meet the criteria of the program. Staff will coordinate with the applicants during the proposed project.

It was motioned by Commissioner Allen and seconded by Commissioner Posey to grant Nancy Field, 4 Pearl into the Elderly Resident Grant and Marty Wozinak/David Buskirk, 846 Main Street, into the Foundation Grant. Voting Yea: Knipper, Posey, Santochi, Brown, Allen, Williams.

- d. Retaining Wall Program Application Request

Aaron Sternhagen - 21 & 25 Lincoln

Mr. Kuchenbecker stated 21 and 25 Lincoln, Aaron Sternhagen and the applicant is here if you have specific questions. Our office received an application to be entered into the Retaining Wall Program. It does qualify under an historic wall and will get this wall into the program for engineering, quotes and bid. The applicant provided photos of the wall.

Commissioner Posey asked if this is the retaining wall on the side by the driveway, correct?

Mr. Sternhagen stated yes, it is on the right side going down the long driveway. It is a shared boundary wall, it looks like the neighbor is selling his house, so I hope to negotiate with the new purchaser to see if they would be willing to split the portion of the cost with me. The neighbor that is selling was willing to split the cost. Moving forward, I am hoping to receive the same grace that the seller was working with me on, since it is a shared boundary. The survey states the marker was on the retaining wall.

It was motioned by Commissioner Allen and seconded by Commissioner Santochi to grant Aaron Sternhagen, 21 and 25 Lincoln, into the Retaining Wall Program. Voting Yea: Knipper, Posey, Santochi, Brown, Allen, Williams.

6. Old or General Business

- a. Funding request from Lead Chamber of Commerce for the 2026 Fireworks Display as part of the 150th Anniversary of Lead and Deadwood.

Mr. Kuchenbecker stated our office received a request that was requested from Bed and Booze, from the City Commission of \$10,000.00 to help fund the 2026 Fireworks display. There was not enough funds within the Bed and Booze to support this. The City Commission asked for Historic Preservation to consider the request. We looked at our Public Education Line Item; we had \$50,000.00 set aside for the Sesquicentennial events. We can make that fit within our existing budget. Jamie Grangaard from the Lead Chamber is here to talk a little about the event and answer any questions.

Mrs. Grangaard stated thank you everyone for considering this. We spend a significant amount of money surrounding fireworks each year and as you can imagine now, with tariffs and increases in costs, currently the cost for a firework

show is about 30 percent higher this year than it was last year. This is a great partnership between the two communities, I am requesting assistance with the firework show.

Commissioner Santochi asked the total is \$10,000.00? Most of those fireworks are made in China, correct?

Mrs. Grangaard stated that is correct and I've been working with the firework company closely for a while now on this.

It was motioned by Commissioner Santochi and seconded by Commissioner Knipper to recommend approval to assist in the cost of the 2026 Fireworks display, in the amount of \$10,000.00, as part of the 150th Anniversary of Lead and Deadwood. Voting Yea: Knipper, Posey, Santochi, Brown, Allen, Williams.

- b. Permission to engage the services of Vicki Dar to conduct 10 oral histories for the Deadwood Historic Preservation Commission for 2026 at a cost not to exceed \$6,750.00. (To be paid from HP City Archives Line Item)

Mr. Runge stated this was budgeted out of the City Archives Line-Item Budget and looking to collect 10 more oral histories this year. We started this project in 2003, and I provided a list of the oral histories we have collected since then. We are very fortunate to have Vicki helping in the last year and ended up collecting 6 oral histories last year. We were a little short but were trying to find somebody to interview. This year we are not short-handed when it comes to interviewers.

Vice Chair Knipper stated remind me where those are stored and are they shared for people to listen to on the website or how does that work?

Mr. Runge stated the oral histories are downstairs in the city hall basement. There are two parts to it; there is an actual audio recording and then there is also the transcript that we have. With the audio recording, I have in 2026 budgeted to get the cassettes digitized, that way we can potentially put portions of those online. In the next couple of months, I will be standing before you again, to request permission to digitize the audio recordings.

Commissioner Santochi asked will Vicki be doing the actual interviews and the transcribing?

Mr. Runge stated yes, that is correct.

Vice Chair Knipper asked has there ever been talk about potentially interviewing Jerry Pontius?

Mr. Runge stated we do have Jerry Pontius on the list currently.

Commissioner Santochi stated I want everyone to know how valuable these oral histories are. Mike will give you a transcript and make a copy. I read Jesse Allen's grandmother's transcript because she lived next door to where I live, and I wanted to find out whether she had any information. I want to state, these are valuable and I am glad that Mike in Archives is doing them.

It was motioned by Commissioner Posey and seconded by Commissioner Knipper to approve hiring Vicki Dar to conduct 10 oral histories for Historic Preservation for 2026 in the amount not to exceed \$6,750.00. Voting Yea: Knipper, Posey, Santochi, Brown, Allen, Williams.

- c. Permission to engage the services of Don Toms to conduct index and transcribe Lawrence County ledgers for the Deadwood Historic Preservation Commission for 2026 at a cost not to exceed \$8,000.00. (To be paid from HP City Archives Line Item)

Mr. Runge stated I am asking permission to hire Don Toms to help with the Lawrence County tax records. The tax records have been going on for about the last eight years, and we've been working with Black Hills State University and Case Library, having them digitize the tax records that go back to 1879, and we basically had those from 1879 to 1935. Giving you an idea of why tax records are so important to us is because the people that were physically here in town were paying their taxes, and they almost act as a mini census record. The 1890 records are wonderful. This helps us to figure out where a person was living, what taxes they were paying on their residential and commercial properties. We can tie those specific records into other databases that we have in our collections. The whole idea of this is to try to give the individual who is doing genealogy or one-stop shopping a place to go into and look up information on Deadwood and Lawrence County. It's been a successful program. We are close to almost a half million entries. We are currently at the year 1917 and we are going up to 1935. It is a slow and methodical thing to do, but when all is said and done, it will be amazing.

Commissioner Santochi stated I have gotten a taste of what some of this handwriting in the Ledgers and if Don Toms can figure out what they are saying, my hat goes off to him. It is not easy and it takes skill.

Mr. Runge stated we are very blessed to have Don Toms helping us out. If you do not know who Don Toms is, he is a historian. He helped put the mining museum together, in Lead. He has been a genealogist for the better part of his whole life. He has written at least 20 different books, including one about Lawrence County. He also helped put together some Lawrence County history. This guy really knows his stuff and having him as another tool or source for us is really great. When we have questions about Lead history, I will give a phone call or email and get answers on that right away.

It was motioned by Commissioner Knipper and seconded by Commissioner Posey to approve hiring Don Toms to conduct index and transcribe Lawrence County Ledgers for Historic Preservation for 2026 at a cost not to exceed \$8,000.00. Voting Yea: Knipper, Posey, Santochi, Brown, Allen, Williams.

- d. Permission to purchase a new workstation laptop computer from Golden West Technologies in the amount of \$6,430.89 for the Archives as budgeted in 2026.

Mr. Runge stated as part of the daily activities that I do, downstairs, I work with Adobe Creative Cloud programs. They are very robust, so processing and speed are very important. Golden West provided a letter in this memorandum as to why it is

important to have these things. The laptop I am currently using, which has Microsoft 10 on it, is basically on the last leg. The idea is to have this new laptop get me through the next three to five years. The purpose behind the laptop is for when we receive interns, volunteers and for myself as well, it provides us all another way to continue collections, etc.

Commissioner Santochi stated when Mike is scanning downstairs, that it takes a lot of power and processing of graphics.

It was motioned by Commissioner Posey and seconded by Commissioner Santochi to approve the purchase of a new workstation laptop computer from Golden West Technologies in the amount of \$6,430.89. Voting Yea: Knipper, Posey, Santochi, Brown, Allen, Williams.

- e. Recommendation to enter into a contract with Charles "Micke" Madler for Phase II of the City's GIS and Trails Research in an amount not to exceed \$9,000.00 as part of the HP Education line item.

Mr. Runge stated about 15 years ago, Kevin Kuchenbecker had a great idea to try and do something like what Boston has. They have a "Freedom Trail" and Erwin Clock wrote a book in the 1970s and 80s called *All Roads Lead to Deadwood*. The idea is to take all the routes that came into Deadwood. We are talking about Fort Pierre, Medora, Cheyenne, Miles City and Montana trail.

Mr. Kuchenbecker stated we will put those into GIS using original survey data from the GLOs and the early Atlas. We have digitized those early trails based on those survey records. The earliest set was in 1878 and there was another set in 1890 that marked many of those historic routes. Over the last twenty years there have been a group of people that have recreated the wagon trains starting with the Centennial trail of Fort Pierre closing in 1907. In 2007, they recreated that trail ride and since then we have done several of them. Many people have either written books or documented stage stops and road ranches and we know somewhat of their locations, but they have never been pinpointed on a modern map. The first phase we did last year was the trails themselves; this year would be the stage stops and road ranches. What we see this becoming is an online resource that you can see where that trail went and maybe find wagon ruts if you are working with a private or public owners, but eventually going out to those road ranches with a panoramic camera, take photos and then actually see what the vantage points were for these early pioneers coming into Deadwood. This next phase is truly the next step and gathering all this data and putting it all on a map.

Vice Chair Knipper asked will this be the final phase?

Mr. Kuchenbecker stated no, this will not be the final phase.

Mr. Runge stated I would like to point out that it will be ironic in about a month, you all will hear me talking about the same thing at Preservation Thursday and digitization in the twenty-first century. Basically, what Kevin is talking about is taking all these different resources that we have and making them so they are available so that people can utilize them. I always joke about why do we keep all this stuff, if nobody can see it? So, when Kevin is talking about using GIS, it

basically locates places on the earth, and you can attach associated data directly to that location.

Commissioner Santochi stated you could almost lose track of where the stage stops were until you digitize the trails, is that right?

Mr. Kuchenbecker stated yes, that is correct. There are foundations out there and we have historic photographs that will attach to those as additional data and that will help us verify how close the original surveys were because the route may be gone, and you may not see the wagon routes, but the foundation is still there, so we are making some adjustments that way.

Vice Chair Knipper asked how far out does this project go out to?

Mr. Kuchenbecker stated Bismarck, Miles City, Sidney, Cheyenne, Fort Pierre, and on the Bozeman Trail, Fort Carny. So, a total of 5 states. If you look on the National Historic Trails Map, they have the Oregon, California, Mormon trails and then the Union Pacific up north, and the Southern Pacific coming through Sydey and Cheyenne and then the river boats were coming up the Missouri River and then there is the Bozeman Trail and this was a big void, so when you look at it, we are a hub and there are spokes that are going out to all these different transportation corridors, all in which were national trails. Eventually, my goal would be to get us recognized on the national trail system.

It was motioned by Commissioner Posey and seconded by Commissioner Santochi to approve conducting business with Charles "Micke" Madler for Phase II of the City of Deadwood GIS and Trail Research Project. Voting Yea: Knipper, Posey, Santochi, Brown, Allen, Williams.

- f. Brief review of proposed Deadwood Historic District amendment by State Historic Preservation Office including staff comments from Deadwood Historic Preservation Office.

Mr. Kuchenbecker stated we have been working on this for about the last 9 months. Bonny has been doing a lot of work on this. In 1988, there was an architectural survey done for the National Register listing and that is when they defined the boundaries later of the National Historic Landmark District. Early on, after gaming was legalized, we proceeded with the 1993 architectural survey, that truly broke all the resources into contributing and noncontributing structures. In 2008, we did an update to that and partnered with the South Dakota State Historical Society to do this and that partnership started in about 2015-2016. Chris Nelson, with the Historical Society went through and some of our structures were noncontributing back then and are considered contributing now. Others were identified outside the period of significance, as contributing, but really are noncontributing. Staff have gone through all 600 resources that we have in town and put in comments whether we disagree with their assessment or agree with their assessment. You will see that in this document, but I won't go through all 47 pages and which ones I agree or disagree with, but we would be happy to answer any questions. Most of them are going from noncontributing to contributing, which is our goal. We do have what I would call mistakes that have happened since 1993

where a house has been altered and lost some of its historic significance, but not too many of those resources.

Commissioner Santochi stated I was looking at some of the photos and noticed one house has a lot of windows and old ones and it is listed as noncontributing and I am aware staff disagreed with that, but it is unfortunate.

Mr. Kuchenbecker stated I believe they will take our comments pretty seriously. I am asking for a motion supporting staff recommendations so that we can go to the state and inform them that the Historic Preservation Commission has reviewed this along with staff and would like to see these changes before the amendment is filed with the National Park Service.

Mr. Kuchenbecker stated lastly, I want to mention Trent Mohr brought up that the amendment map and the National Parks Service map, the one we have been using, do not match. Our current boundaries that cut across Walnut Street

It was motioned by Commissioner Santochi and seconded by Commissioner Posey to support staff comments and recommendations of the proposed Deadwood Historic District amendment by State Historic Preservation Office. Voting Yea: Knipper, Posey, Santochi, Brown, Allen, Williams.

7. New Matters Before the Deadwood Historic District Commission

- a. COA 260004 Deadwood Alive - Construct temporary tent at Gold Street Courtyard

Mr. Kuchenbecker stated I want to disclose that I am the Chair of Deadwood Alive. Deadwood Alive has once again found themselves a location for their Trial of Jack McCall. The Trial of Jack McCall, the script and copyright is owned by the Deadwood Historic Preservation Commission. They contract with Deadwood Alive to put that trial on every year, along with the reenactments and the stagecoach. Since we have left the Masonic Temple and the Tobacco Shop has moved in there, we have been relocated about 4 different times. Each year has cost quite a bit of money for Deadwood Alive to relocate, put signs up, and change their marketing. With 2026 being our 150th anniversary, we thought it would be an appropriate addition to put an 1876 building downtown or something that looked like it with a boomtown architecture storefront and canvassed tent and have it up from May 15th to October 15th and inside that have the Trial of Jack McCall. It would be removed in October, stored away, and if successful, bring back in future years and if successful in that location, our rent would become \$0.00. The cost of the structure and the tent is about what we spend in a year on rent. So then for future years to come, the rent would be \$0.00. Then potentially, Deadwood Alive can keep their head above water on some of their other expenses.

Vice Chair Knipper asked how hard will it be to bring it back up and tear down? Who is doing the labor and what is the cost for that?

Mr. Kuchenbecker stated Deadwood Alive staff will put up and tear down and some City workers as well. So, based on it being a temporary structure and matching what the architecture would have been 150 years ago, staff have determined the

proposed work, and changes do not encroach upon, damage, or destroy a historic resource nor have an adverse effect on the character of the district.

Vice Chair Brown asked it is temporary though, correct?

Mr. Kuchenbecker stated yes, that is correct. The biggest challenge right now is making sure and are comfortable with the building codes, fire codes, and all the main things. We will also have a temporary sprinkler system in there as well.

Commissioner Santochi asked how is this going to go over in the summer, when it gets so hot?

Mr. Kuchenbecker stated one side of the tent will be able to roll up and that will be helpful.

Vice Chair Brown asked on the wooden façade that looks like it is going to be built out, is that going to be collapsible and storable?

Mr. Kuchenbecker stated yes and each year. It will be more like a series of ribs that can be put back together. The sprinkler system will pull apart in chunks.

Commissioner Santochi stated I think this is a great idea and having been on the board for Deadwood Alive Inc. last year, I believe they had it at the Masonic Temple, Mr. Mosher is going to think this is a walk in the park, compared to having to relocate every year through and through. It may be a temporary structure, but a permanent solution potentially.

It was moved by Commissioner Santochi and seconded by Commissioner Posey to construct a temporary tent for Deadwood Alive on Gold Street. Voting Yea: Knipper, Posey, Santochi, Brown, Allen, Williams.

8. New Matters Before the Deadwood Historic Preservation Commission

9. Items from Citizens not on Agenda

(Items considered but no action will be taken at this time.)

10. Staff Report

(Items considered but no action will be taken at this time.)

Mr. Kuchenbecker stated to give you a run down, since we did not have our second meeting in December, what is happening with the city. We have adopted our Capital Improvement Plan, and we are already rolling out some of those CIP projects; Mount Moriah Cemetery restoration is out to bid. The Ballfield lighting upgrade project is out to bid. On Tuesday, January 20, 2026, City Commission agenda, the fencing enhancements will be getting permission of approval.

Mr. Kuchenbecker stated the fence will start at Deadwood Custom Cycles and go along the four-lane highway and tie into the Railroad Street parking lot with the Deadwood fence.

Mr. Kuchenbecker stated on Crescent Street we received a \$600,000.00 grant from the Department of Transportation for community access. We had a meeting with the engineers and that project has been on the table for about a decade, and we now have funding for it and it will run from Rodeo Street to the Days of '76 Campground and that will go out to bid in March.

Mr. Kuchenbecker stated on Monday, January 12, 2026, the mayor gave her speech on the State of the City.

Mr. Kuchenbecker stated the mayor held her first Mayor's Roundtable meeting last Thursday, January 8, 2026. We brought organizations together to talk about different issues and priorities within the city. There is a new housing task force, so we are getting started on that.

Mr. Kuchenbecker stated we are working on the 150th and I think we had three different meetings in one day. We had the 150th Committee meeting, following with the Chuckwagon Committee meeting, and then a Save Our Tail Parade meeting, reenacting the closing of our brothels that occurred on May 21, 1980. May 22, 2026, we will recreate the Save Our Tail Parade.

Mr. Kuchenbecker stated Mike has been busy getting everything put together for the Vintage Baseball games between our sister city, Lead and Deadwood. Those games are June 15 and July 5, 2026.

Mr. Kuchenbecker stated Jesse has been working on the Volksmarch; "one path, two communities".

Mr. Kuchenbecker stated 85 Charles is getting ready to start.

Mr. Kuchenbecker stated yesterday, January 15, 2026, was the beginning of the Legislative Session. We will be dropping a bill for changing the gaming formula. The bill will probably drop tomorrow. What is presented in front of you, is a draft by Randy Diebert who is going to be the bill's sponsor, in the Senate. We would not be changing the gaming formula in 2026, but in 2027. The Senator asked for a brief that he can give to his fellow legislators to sign-on as a sponsor. This was created and sent out to him today and lobbyist in Pierre.

Mr. Kuchenbecker stated next week there is the Tourism conference, in Pierre. There are about 25 people from Deadwood that will be attending. Tourism Day is on Thursday next week. Wednesday evening, we are sponsoring the reception at the Tourism Conference. We are taking a stagecoach down and the Chuckwagon.

Mr. Kuchenbecker stated I have 150th Deadwood Challenge Coins to give to each of you. You may give out to whomever you desire or to keep for yourself.

Mrs. Anfinson stated Outside of Deadwood grant deadline is January 18th and I already have 7 grants.

Mrs. Anfinson stated we sponsored the 21st Annual Fall River History Conference, which is this Saturday. We have two tickets if anyone would like to go.

11. Committee Reports

(Items considered but no action will be taken at this time.)

Commissioner Allen stated in the Trails Committee, Jami and I are on a committee together and working on the Volksmarch for the 150th. There will be a combined community events between Lead and Deadwood that both Chambers are involved with. We are hoping to make this an annual event, so we are continuing to work diligently on that.

Commissioner Allen stated in the spring, sounds like trail work is starting on the newest section, which will be behind the bunkhouse and go up behind the Lodge area and also talking about doing some work up in the White Rocks area.

Commissioner Allen stated Deadwood Alive has a meeting at the end of this month. We are currently negotiating a stagecoach contract, to have the stagecoach on Main Street again.

Commissioner Santochi stated I received an email that the K-9 Keg Pull has been postponed, until we get snow. It may turn into a cancellation.

Commissioner Posey stated we held a Design Committee meeting which was busy.

Commissioner Posey stated the Wine, Cheese and Chocolate Stroll event is coming up in February.

Commissioner Posey asked Kevin; when Fenton sells his house, is he also selling that empty lot?

Mr. Kuchenbecker stated to my knowledge, yes, but I don't know for sure.

Vice Chair Brown stated I believe they are going together.

Mr. Kuchenbecker stated I believe so too, but I haven't seen anything.

Commissioner Santochi asked did they buy them together or do you know?

Commissioner Posey stated he bought the house first, then bought the empty lot next to him afterwards.

Vice Chair Brown stated in the Roundtable meeting, the housing committee is going to be a huge one.

Vice Chair Brown stated we are also going to be doing an overall Deadwood Economic Development plan, which will be headed up by Deadwood-Lead Economic Development Corp. in conjunction with Kevin Kuchenbecker and MSI. I am going to spearhead that, with Emma's support, it will be great going forward.

Vice Chair Brown stated through MSI, we are creating a new leadership program. It should be really good to help raise the next level of leaders for Deadwood and help backfill some volunteerism.

12. Adjournment

The HP Commission meeting adjourned at 4:53 p.m.

ATTEST:

Chairman, Historic Preservation Commission

Minutes by Cammie Schmidt, Administrative Assistant