

Thursday, June 25, 2020
Historic Preservation Commission Electronic Meeting -21st

4:00 PM

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured

Or you may call this number to listen: 1-669-900-9128 ID#934 9615 3601

1. Opening Items

Subject :	1.01 Call to Order
Meeting :	Jun 25, 2020 - Historic Preservation Commission Electronic Meeting -21st
Category :	1. Opening Items
Access :	Public
Type :	Procedural
Subject :	1.02 Roll Call
Meeting :	Jun 25, 2020 - Historic Preservation Commission Electronic Meeting -21st
Category :	1. Opening Items
Access :	Public
Type :	Procedural

Public Content

Mike Denny, Chairperson

Stanley Green, Vice Chair

Gary Petersen

Terrell Gottschall

Edward Kontz

Jon Rickard, Community Development Director

Claudia Estrada, Community Development Administrative Assistant

2. Consent Agenda

Subject :	2.01 Approve Agenda for June 25, 2020
Meeting :	Jun 25, 2020 - Historic Preservation Commission Electronic Meeting -21st
Category :	2. Consent Agenda
Access :	Public
Type :	Action (Consent)

Subject : 2.02 Approve Minutes from the last meeting held on September 19, 2019

Meeting : Jun 25, 2020 - Historic Preservation Commission Electronic Meeting -21st

Category : 2. Consent Agenda

Access : Public

Type : Action (Consent), Minutes

Minutes : [View Minutes](#) for Sep 19, 2019 - Historic Preservation Commission Meeting Agenda-20

File Attachments

[2019-09-19.BoardDocs® LT Plus.pdf \(60 KB\)](#)

Subject : 2.03 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Commission by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Commission members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commission member.

Meeting : Jun 25, 2020 - Historic Preservation Commission Electronic Meeting -21st

Category : 2. Consent Agenda

Access : Public

Type : Action (Consent)

Recommended Action : Motion to approve consent agenda items 2.01 through xxxx

3. Regular Agenda

Subject : 3.01 Election Officers

Meeting : Jun 25, 2020 - Historic Preservation Commission Electronic Meeting -21st

Category : 3. Regular Agenda

Access : Public

Type : Action

Recommended Action : 1. Call for nominations and/or volunteers for Chair.
Vote on those nominated for Chair.
2. Call for nominations and/or volunteers for Vice Chair.
Vote on those nominated for Vice Chair.

Public Content

Since this is the first meeting of the year, it is time to elect the 2020 Chair & Vice Chair.

Process:

Call for nominations and/or volunteers for Chair.

Vote on those nominated for Chair.

Call for nominations and/or volunteers for Vice Chair.

Vote on those nominated for Vice Chair.

At that point, the new Chair would take over running the meeting.

Subject :	3.02 75th Anniversary Book
Meeting :	Jun 25, 2020 - Historic Preservation Commission Electronic Meeting -21st
Category :	3. Regular Agenda
Access :	Public
Type :	Action, Discussion
Recommended Action :	Motion to recommend that the College Place City Council contract with Keokee Books or Donning Company Publishers for the publishing of the City of College Place 75th Anniversary Book.

Public Content

The year 2021 will mark the City's 75th Anniversary since incorporation in 1946. To commemorate this anniversary the City Council budgeted funds to author and publish a 75th anniversary book. Two publishing companies submitted proposals, Keokee Books and Donning Company Publishers. Please review the attached proposal and provide a recommendation to the City Council.

Mike Denny has agreed to author the book and has sourced an editor. Terrie Dopp Amato who wrote the 100-year anniversary book for WWC has been contacted as a resource (in an email to you, I incorrectly stated she would be the editor). It would be excellent if at least two of the commissioners would agree to act as an advisory board to Mike as he works on the manuscript, also providing guidance on content and assisting in selecting photos and any other research you are willing to assist with.

The schedule for the manuscript is that work would begin in July and be completed by the end of November. Photos for the book should be identified by then so that we can submit the manuscript and photos for the book around the same time to speed up the publishing process as much as possible.

File Attachments

[City of College Place Proposal.3.16.2020.pdf \(736 KB\)](#)

[KeokeeBooksQuote-CollegePlace.pdf \(51 KB\)](#)

4. Reports -

5. Meeting Information

Subject :	5.01 Next meeting is scheduled for July 16, 2020 via Zoom
Meeting :	Jun 25, 2020 - Historic Preservation Commission Electronic Meeting -21st
Category :	5. Meeting Information
Access :	Public
Type :	Procedural

6. Closing Items

Subject :	6.01 Adjourn
Meeting :	Jun 25, 2020 - Historic Preservation Commission Electronic Meeting -21st
Category :	6. Closing Items
Access :	Public
Type :	Procedural

19th HISTORIC PRESERVATION COMMISSION MEETING MINUTES
College Place City Council Chambers
September 19, 2019 – 4:00 P.M.

PRESENT Mike Denny — Chair, Stanley Green — Vice Chair, Gary Petersen, Edward Kontz

ABSENT Terrell Gottschall

Staff: Jon Rickard, Planning Director, Carolyn Holm, Community Development Administrative Assistant

Phone: Geoffrey Bass-The Donning Company Publishers

1.0 CALL TO ORDER Chairman Denny called the meeting to order at 4:01 p.m.

2.0 CONSENT AGENDA

Item 2.0 Agenda September 19, 2019

MOTION: Mr. Green made a motion to approve the agenda. Second by Mr. Peterson and the motion passed 3-0.

Item 2.1 Minutes July 18, 2019

MOTION: Mr. Peterson made a motion to approve the consent agenda. Second by Mr. Green and the motion passed 3-0.

3.0 PUBLIC COMMENT

No public present.

Mr. Kontz arrived at 4:04 p.m.

4.0 REGULAR AGENDA

Item 4.01. College Place 75th Anniversary

Geoffrey Bass, The Donning Company Publishers was present via phone to provide a presentation of their services. He provided sample books to the Commission so that they may review book types, covers, pages style, etc. Mr. Bass informed an author would need to be selected to perform historic searches and write about the City of College Place. The Donning Company would review information, grammar check, and complete layout, etc. for the book. Discussion ensued regarding minimum print copies, type of book cover, photos, layout, and timeline. The commission agreed it would be important to get started on as soon as possible since the anniversary is next year.

5.0 REPORTS

5.1 Historic Property Inventory Maps

Mr. Rickard informed the story maps are available in the packet; they are not on our website at this time but soon will be. A fourth map will be done that will be similar to the historic map of the intensive level of every property that we looked at with the information available. He suggested navigation signage for citizens to use to help them locate the historic places in the city. Mr. Rickard indicated he provided a presentation to City Council for the work the Commission completed, and they were very happy with the results.

5.2 Sivinski Fund

Mr. Rickard informed the applications for the 2020 round of Valerie Svinski fund grants is due October 15, 2019. The commission discussed ideas for historic structures in the City that could benefit if awarded the grant. Details about the Sivinski Fund can be found in the packet.

5.3 Historic Pictures

Mr. Rickard informed City Council was inquiring about displaying historic pictures in the lobby or in the council room. Discussion ensued regarding where some photos could exist. (Fort Walla Walla archives, Peterson Memorial Library, Walla Walla University, Whitman College, and perhaps establishing relationship with Library District for archiving).

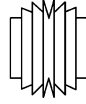
6.0 CLOSING ITEMS

4.1 Adjourn– The meeting was adjourned at 5:05 p.m. The next regularly scheduled meeting is on October 17, 2019 at 4:00 p.m.

The foregoing minutes are the official record of the Historic Preservation Commission meeting that occurred on September 19, 2019. Audio recordings are available upon request.

Approved: _____
Chairman / Vice Chairman **Date**

Attest: _____
Jon Rickard — Planning Director **Date**



THE
DONNING COMPANY
PUBLISHERS

Commemorative Book Proposal

For

City of College Place

The **City of College Place**, hereinafter referred to as City, considering a commemorative history to be published by The Donning Company Publishers. This limited-edition book will be written by an agreed upon author. Author responsibilities include research, gathering of photos, materials, writing of captions and supporting text. Donning or the City contracts with the author, Donning coordinates with the author during the manuscript preparation period, and provides full editorial service including copyediting for Chicago Style Manual. Donning will design, print, bind, and deliver the book to the City. Additionally, if needed, our experienced marketing staff assists with designing a marketing/publicity campaign tailored to your special needs. Donning is "with the project" from inception to reorder.

Welcome to the Donning Company Publishers:

With nearly fifty years of experience and three thousand published titles, the Donning Company can ensure your publishing experience is enjoyable and successful. We know our customers are unique, with separate goals, ideas, and missions, so we custom tailor our services to meet your needs. Donning is a turnkey company offering a comprehensive range of publishing and printing services from one source. From editorial support for your manuscript, to funding options, to delivering a beautiful publication, Donning is here to assist you.

Benefits of Project:

- Preserves the rich heritage of College Place in a beautifully designed, high quality book.
- Creates an excellent archival text and long-lasting memories.
- Links Community/Business/Government/Education.
- Valuable Onboarding & Training Resource for the City.
- The City would have the exclusive rights to market the pictorial.

Responsibilities of the City:

- The City to enter into an agreement with Donning to publish Book.
- The City to underwrite the cost of Book.
- The City, if needed, to provide Donning with a list of potential Authors.
- The City to give the Author access to archives and help set up interviews with members.
- The City is responsible for the promotion (if necessary) and distribution of Book

Schedule of Events:

- Contract Stage - Once quantity and price have been agreed upon, a formal contract will be prepared and submitted. A 25% deposit is due upon signature of contract.
- Manuscript Preparation - Author(s) will be given ample time to deliver a complete and acceptable manuscript, normally 12 to 18 months. Donning assigns an Editor/Pictorial Coordinator to work with the author. The person will provide the author with a complete author package and provide editorial guidance and assistance, as well as monitor important deadlines.
- Marketing/Publicity - After the manuscript is submitted, Donning's marketing staff will contact the City to help plan a marketing/publicity campaign if necessary. After marketing/publicity materials (e.g. brochures, posters, and statement stuffers) are designed and approved, the marketing/publicity campaign begins.
- Production - Upon manuscript submission, the following process begins:
 - A. Editing
 - B. Layout and Design (Approved by the City)
 - C. Printing
 - D. BindingThe completed book will be delivered to the City within six months of the completed manuscript submission.
- BOOK DELIVERY - Donning will arrange for delivery of the completed books to the City.
- TERMS - Twenty-five percent of the total contracted amount is due with signed agreement and the balance is due 30 days after book delivery. Other terms are available for qualified customers.

Donning Provides complete book production as outlined below:

Manuscript Preparation

- Provides an Author's Kit summarizing the major aspects of preparation
- Provides guidance relating to photo collection, organization, and reproduction
- Provides advice related to research, content, and style
- Assists in coordinating an author team, if necessary

Editorial Services

- Professional editing following the Chicago Manual of Style
- Organizes photographs and manuscript for design
- Edits copy for punctuation, capitalization, spelling, grammar, consistency, and readability
- Edits for accuracy, grammatical sense, and style
- Registers manuscript for CIP Data at the Library of Congress
- Proofreads all text and makes corrections

Design Services

- Designs layout of book, including dust jacket, endsheets, and main body of text
- Provides sample pages for design approval
- Delivers a complete set of design draft proofs
- Makes corrections as needed and delivers confirming proofs
- Makes corrections indicated from the confirming proofs
- Submits the book for manufacturing

Manufacturing Services

- Generates color image proofs for checking text and photo placement
- Generates color accurate proofs
- Generates press-ready plates
- Prints, folds, cuts, collates, stitches, and binds
- Packs in cartons and ships

Marketing Services

- Provides a marketing guide
- Writes and distributes press releases to media contacts
- Designs artwork for promotional pieces i.e. brochures, flyers, posters, etc.
- Continues to support your marketing effort throughout the life of the project

Book specifications, hard cover:

- Size: 8.5" x 11"
- Pages: 112
- Word count: Approximately 33,600
- Dust jacket: Optional
- End sheets: Printed same or different, front and back, 80# white end leaf, one color
- Binding- Smyth sewn, head and foot bands
- Paper Stock- 80# matte or gloss
- Photos- Approximately 168
3-16-page signatures of 4/4 color, Approx. 72 4-color photos
4-16-page signatures of 1/1 B&W, Approx. 96 B&W photos

****GREEN** Paper stocks meet **Forest Stewardship Council** certification (FSC)

Base cost for specifications requested by City:

Terms – Project will commence upon a confirmed and accepted agreement from Customer.
Twenty-five percent of the total contracted amount is due upon receipt of signed agreement, a production schedule will be established, editor assigned, and process begins. The final balance will be due thirty days after delivery of books and acceptance of final invoice.

Quantity	Cost per book	Total Cost	Down Payment	Balance Due
3000	\$9.98	\$29,940.00	\$7,485.00	\$22,455

Same specifications as above but book will print all pages in full color

- 7-16 page signatures of 4/4 all color, Approx. 168 – color photos

Quantity	Cost per book	Total Cost	Down Payment	Balance Due
3000	\$11.68	\$35,040.00	\$8,760.00	\$26,280.00

Services below are included:

- Provide ISBN for book.
- Copyright book in name of Customer
- Register and secure CIP data.
- Provide book in electronic form-PDF and original application files.
- All of publisher's work is subject to approval by Customer

Notes:

- The author for this project to be determined. No author fee or royalty has been included in the above pricing.
- Overruns not to exceed 5 percent on quantities ordered shall constitute acceptable delivery. Overruns shall be billed at 75 percent of unit cost.
- Manufacturing processes completed by Walsworth Publishing in Missouri - Donning parent company.

Our Commitment to excellence:

Donning publications are custom tailored to preserve and celebrate your heritage in a beautiful limited-edition volume. Each Donning book is created with the highest regard for editorial and design excellence. Once your book is designed and approved, it is sent to our state-of-the-art printing and binding facility. We use only the latest technology, ensuring your volume preserves and celebrates your heritage for years to come. Throughout our history, Donning has been the honored recipient of many local and national awards for historic preservation and excellence in graphic design.

Geoffrey Bass, Project Director

The Donning Company, Publishers

913-232-6799

Geoffrey.bass@donning.com

www.donning.com

Quotation

for historic preservation commission
City of College Place
Contact: Jon Rickard. Email: JRickard@cpwa.us • 509-394-8524



DATE: June 23, 2020

We are pleased to submit our quotation for the following:



PROJECT TITLE: College Place 75th AnniversaryHistory

Scope of work: City of College Place will provide manuscript as a digital Word file and all photography and artwork to be used in the book. Keokee will utilize provided manuscript and photos to create final book design, layout and printer-ready files for approximately 112-page, 11"x8.5" book (oblong orientation). CCP will provide the manuscript edited to its satisfaction; editing is not included but is available as an option. Keokee will broker printing of the book and provide for delivery of copies to City of College Place.

COST ESTIMATES:

Design, layout and production: Following a scoping review with CCP to establish design criteria, Keokee will create 2-3 cover design comps, plus 2-3 design comps for interior pages utilizing different options for title and body copy typography. Keokee will review comps with author and provide up to three rounds of design changes as requested by CCP. Additional design executions, if requested by CCP, will require time in addition to this estimate. With approved designs, Keokee will produce final page layouts, and provide author with three hard copies for proofing. CCP will proofread layouts and provide up to three rounds of text changes, with up to 25 page changes with each round, to correct typos or errors or adjust layouts. Additional rounds of changes, if requested by CCP, will require time in addition to this estimate. Following inspection and approval of final corrected proofs by CCP, page and cover files will be optimized for printing and uploaded to the printer for printing books.

- Design covers and page typography, titles and graphic elements = 10-14 hours
- Adjust, optimize, size up to 168 photos, provided digitally @ av 3-5 min/photo = 8-14 hours
- Design and layout of estimated 112 text pages @ avg 15-20 min per page = 28-38 hours
- Proofing changes @ 1-3 hours per round, three rounds = 4-9 hours
- Communications, management, quality assurance = 10-15 hours
- Couriers for proofs, 3 x \$30; 3 sets hard copy proofs @ \$7.85 ea = \$114.00

Total design, layout and production: 60-90 hours @ \$95 = \$5,814.00-\$8,664.00

Optional: Copyediting: Copy editing for grammar, syntax, awkward constructions, consistent style and usage that adheres to the AP and Chicago Manuals of Style is optional. This is not content or developmental editing, but rather line editing as described above. You may skip editing if you have provided the manuscript edited to your satisfaction.

Subtotal copyediting estimated 33,000 words = \$660.00-\$825.00

PRINTING:

Horizontal format 11" wide x 8.5" tall hardcover with 112 text pages printed full color on 80# coated matte or gloss text; printed on conventional printing press with permanent inks.

Cover: Prints 4 color process/0 with super matte film lamination; mounts to 120pt. binder board.

Bindery: Make covers; trim, fold, collate and smythe sew; case in as a round or square look back.

Endsheets: Printed same or different front and back, choice of 1 PMS

Quantity 3000 = \$12,820.00* (Additional copies at \$392 per 100)
Shipping to College Place: \$1,354.00

***Important note:** Because of coronavirus impacts nationwide, printing and freight prices are very fluid at present due to fluctuations in the availability of paper stock and impacts on supply chains. This price is provided as of this date; updated pricing will be provided when the book is ready to go to print.

DISTRIBUTION:

Keokee can include the title in its own catalog for sales to the public and book trade, ensure its inclusion with Amazon.com, and provide order fulfillment to regional bookstores. If this option is of interest, we'll discuss options for distribution and fulfillment and provide pricing.

This concludes our quotation. Please query us for any needed clarifications. Thank you!

ESTIMATE APPROVED:

CUSTOMER
SIGNATURE _____ DATE _____

NOTES: This quotation, if approved, is our agreement for the services Keokee will perform. Changes or alterations to the specifications, other than to correct errors on the part of Keokee Co., will be billed as an additional cost. Subject to acceptance within 15 days. Terms: 50 percent due upon placement of order. Balance due upon completion of job. Quotation **DOES NOT** include sales tax, where applicable.