



City of Grand Forks
Staff Report

APPROVED & ACCEPTED
by City Council

08/05/2019

Maureen Storstad
Maureen Storstad
City Auditor

Committee of the Whole – July 22, 2019
City Council – August 5, 2019

Agenda Item: Reappointments and new appointments to Grand Forks Historic Preservation Commission

Submitted by: Susan Caraher, Coordinator, Grand Forks Historic Preservation Commission

Staff Recommended Action: Confirm appointments and reappointments for specialist positions and Members-at-Large to the Historic Preservation Commission

Committee Recommended Action: Referred to City Council with recommendation to approve

Council Action:

BACKGROUND:

- The Grand Forks Historic Preservation Commission provides research, resources, and expertise in the exercise of the City's preservation goals and needs. The Commission provides local review for historic projects which would otherwise be reviewed by the state or federal government; time is saved and local control is maintained. The city's budget allocation is doubled through the Commission's grant writing efforts, and the City's economic development efforts are enhanced by historic building preservation projects which the Commission actively promotes and facilitates. Grand Forks is more attractive and vibrant as a result of its commitment to historic preservation evidenced by the work of the Historic Preservation Commission.

The Grand Forks Historic Preservation Commission consists of eleven community members from Grand Forks. Those members are appointed by the mayor and shall be

persons who, in the opinion of the mayor, have demonstrated outstanding interest and knowledge in historical or architectural development. A majority of the commission members shall be made up of persons from among professionals in the disciplines of architecture, history, architectural history, planning, archeology or other historic preservation related disciplines, such as urban planning, American studies, American civilization, cultural geography or cultural anthropology, to the extent that such professionals are available in the community.

ANALYSIS AND FINDINGS OF FACT:

The Grand Forks Historic Preservation Commission seeks to reappoint the following members:

- Reappoint Brian Carlson to the specialist Architect position. Having served as a Member-at-Large, Mr. Carlson has agreed to serve in the recently vacated specialist Architect position. Mr. Carlson has agreed to serve a two-year term ending August 1, 2021.
- Reappoint Prof. Douglas Munski to the specialist Urban Planner position on the Commission. Dr. Munski has agreed to serve another two-year term ending August 01, 2021.
- Reappoint Cory Lien as a Member-at-Large. Mr. Lein has agreed to serve another two-year term ending August 01, 2021.
- Reappoint Judy Swisher as a Member-at-Large. Ms. Swisher has agreed to serve another two-year term ending August 01, 2021.
- Reappoint Sandy Slater to the specialist Archivist position. Ms. Slater has agreed to serve another one-year term ending August 01, 2020.

The Grand Forks Historic Preservation Commission seeks to appoint two new members:

- Nicole Derenne: Ms Derenne would fill a position as Member-at-Large. She has a background in public art and non-profit organizations, and currently teaches Art History at UND.
- Jessa Novak: Ms Novak would fill a Member-at-Large position. She has experience in archaeology and currently serves as an assistant at the Grand Forks County Historical Society. Ms. Novak has a keen interest in historical preservation.

SUPPORT MATERIALS:

- Cover letter and resume for Nicole Derenne
- Resume for Jessa Novak

Nicole Derenne

521 Hamline Street, Grand Forks, ND 58203, (701) 739-1290, nderenne@gmail.com

October 22, 2018

Jeffrey Wencil
Coordinator
Grand Forks Historic Preservation Commission
City of Grand Forks
255 North 4th Street
Grand Forks, ND 58203

Dear Mr. Wencil,

I am writing to apply for the position of At-Large Member for the Grand Forks Historic Preservation Commission, as posted on the City of Grand Forks website. Attached please find my resume and reference list. I believe my passion for local history and community development, knowledge of art and cultural artifacts, and experience in public administration ensures that I am an outstanding candidate for this position.

My interests in art, history, and community development have been central to nearly every aspect of my personal and professional development. During the fifteen years that I have lived in Grand Forks, I have worked to foster a deep connection to the local community through the arts. In my current role as Instructor at the University of North Dakota, I teach art history (from introductory and survey courses to advanced and graduate instruction) to a wide variety of students. I also am an experienced administrator, having served as Executive Director of the North Valley Arts Council and the Public Arts Commission. I am also currently pursuing a Masters of Public Administration degree at the University of North Dakota. I also have a deep personal interest in local and architectural history.

As an At-Large Member of the Grand Forks Historical Preservation Commission, I would be very pleased to assist with programming, research, and administrative work. I would also be happy to build upon the materials developed by the Commission, as well as assist in outreach activities. I would be a strong team member on collaborative projects and at Commission meetings. In general, I am highly motivated, an effective communicator, and very approachable. I am experienced in public speaking and I have excellent writing and editing skills. I maintain composure under pressure and work effectively independently and collaboratively.

My enclosed application provides additional details concerning my qualifications and accomplishments. I would welcome a meeting to discuss our mutual interests. Thank you for your time and consideration.

Sincerely,

Nicole Derenne

References: Nicole Derenne

Donovan Widmer

Chair and Associate Professor
Department of Art & Design
University of North Dakota
3350 Campus Road, Stop 7099
Grand Forks, ND 58202-7099
donovan.widmer@UND.edu
701-777-2908

Rita Haag

Executive Director
ArtWise
1016 South 20th Street
Grand Forks, ND 58201
rhaag160@mygfschools.org
701-746-2250

Brian Urlacher

Associate Professor
Department of Political Science and Public Administration
University of North Dakota
293 Centennial Drive, Stop 8379
Grand Forks, ND 58202-8379
brian.urlacher@UND.edu
701-777-3541

Nicole Derenne

521 Hamline Street, Grand Forks, ND 58203, (701) 739-1290, nicole.derenne@und.edu

Education

Masters, Public Administration **Grand Forks, ND**
University of North Dakota
To be received 2020

Certificate, Public Administration **Grand Forks, ND**
University of North Dakota
Received August 2018

MA, Art History **Milwaukee, WI**
University of Wisconsin-Milwaukee
Received 2003

BA, Biology **Milwaukee, WI**
Alverno College
Received 1998

Work Experience

Instructor, Art & Design Department	University of North Dakota	2016 – present
Lecturer, Art & Design Department	University of North Dakota	2003 – 2016

Major Responsibilities

- Teach art history courses to undergraduate and graduate students both on-campus and on-line
- Collaborate with faculty, departments, and University offices to bolster learning outcomes and student retention
- Organize High School Art Show other assist in recruitment efforts
- Serve on Graduate Committee, as Library Liaison, and on departmental task groups
- Oversee graduate student and undergraduate student research projects

Director	Public Arts Commission	2014-2017
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Major responsibilities

- Facilitate creation of City-wide arts and culture master plan
- Implement process to select, install, and integrate public art into public life
- Develop working partnerships necessary for the funding, maintenance, and infrastructure of public art
- Promote public art to grow cultural tourism and strengthen the creative economy
- Guide strategic planning efforts and program development

Executive Director	Grand Forks Chorales	2014
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Major responsibilities

- Manage fundraising efforts
- Organize and manage performances
- Develop marketing and promotional materials

Executive Director

North Valley Arts Council

2003 - 2010

Major responsibilities

- Direct organizational activities and personnel management
- Manage fiscal responsibilities, including development of organizational and program-specific budgets
- Supervise large scale arts advocacy programming
- Develop marketing and promotional materials
- Manage volunteer recruitment and retention

Other Work Experience

Executive Assistant	New Hope Project, Inc.	1998 – 2002
Curatorial Intern	Milwaukee Art Museum	2002 – 2002
Fund Development Assistant	Planned Parenthood of Wisconsin	2000 – 2001
Curatorial Assistant	University of Wisconsin, Milwaukee Art History Slide Library	2001
Administrative Assistant	Campaign for a Sustainable Milwaukee	1999 - 2000

Professional Experience

Board Service

- Member, ArtWise Board of Directors
- President, Parent-Teacher Organization, West Elementary School, 2016
- Senior Warden, St. Paul’s Episcopal Church, 2015-2018
- Treasurer, West Elementary Parent Teacher Organization, 2014
- Vestry, St. Paul’s Episcopal Church, 2014 - 2018
- Member, Grand Forks Preschool Co-op, 2012-2014
- President, ArtWise, 2012-2013
- Vice-President, ArtWise, 2011
- Program Committee Chair, ArtWise, 2010-2013
- Board member, ArtWise, 2010-2013
- Board member, North Dakota Ballet Company, 2010-2013
- Co-Chair, Big Read Committee, 2009-2010
- Founding member, Northern Valley Nonprofits, 2005
- Founding Board member, Greater Grand Forks Young Professionals, 2004-2005
- Board member, Valley Health and WIC, 2004-2005

Public Service

- Organize High School Art Show, UND Department of Art & Design, 2017
- Introduce Mario Ybarra Jr., visiting artist, at UND Writer’s Conference, 2017

- Present lecture on Mario Ybarra Jr., Chester Fritz Library & UND Writer's Conference, 2017
- Panelist: Art and Sustainable Communities, UND Dept. of Humanities & Integrated Studies, 2017
- Member, Arts Committee, UND Chester Fritz Library, 2017
- Participant, Chester Fritz Auditorium Evaluation Committee, 2016
- Directed Learning Fair, West Elementary School, 2012 - 2016
- Presented lecture, *Looking at and Seeing African Art*, at North Dakota Museum of Art, 2015
- Presented at Faculty Teaching Showcase, 2014
- Presented *Bite-Sized Art History*, UND Wellness Center, 2013
- Presented *Talk-back*, RED performance, 2012
- Graduate School Scholarly Forum: *Work from the University of North Dakota Art Collections*, 2011
- West Elementary Parent Teachers Organization, 2010-present
- Imagine Wellness Center Capital Campaign Committee, 2008-2009
- Military Affairs Committee, 2003-2007
- World Juniors Hockey Championship Committee, 2007
- North Dakota Council on the Arts, Arts Education Grant Review, 2006
- Augmenting Leadership Committee, 2005-2007
- Downtown Leadership Group Committee, 2004-2007
- Celebrate Success Committee, 2003-2006

Awards and Publications

- Nominee, Outstanding Undergraduate Teaching Award, University of North Dakota, 2017
- Recipient, Open Education Resources Program Grant, North Dakota State University, 2016
- Recipient, Professional Development Grant from North Dakota Council on the Arts, 2015
- Recipient, Collaborative Summer Instructional Project Development grant, 2014
- Teaching with Writing participant, University of North Dakota, 2014
- Panelist, On Teaching: Collaborative Writing in the Classroom, 2014
- Guest Curator, Recent Acquisitions, University of North Dakota Art Collections, 2013
- Teaching with Technology participant, University of North Dakota, 2013
- Hometown Hero Event of the Year – Grand Cities Art Fest, 2008
- Outstanding Mentor, Nonprofit Leadership Program, 2007-2008
- Partner, Operation: Enduring Friendship, 2006-2007
- Lawrence R. Hoey Memorial Essay Prize, 2003
- Nadine Walter Scholarship, 2001
- Citizen Award of Merit, 2000

Jessa Novak

staff, students and faculty requests - Laramie Community College

Grand Forks, ND

jessa_novak@hotmail.com

970.290.9525

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

staff, students and faculty requests

Laramie Community College - Laramie, WY

September 2013 to August 2018

Laramie, WY

September 2013 - Current

- Attended Tier Leadership Academy through Development Dimensions International to provide proper training on leadership and managerial skills.
- Provide budgetary oversight for assigned areas.
- Ensure documentation and record keeping are complete in all responsibility areas according to LCCC functional area specifications.
- Assign functional members of the LCCC Physical Plant team to facilitate all Building Services and Grounds Maintenance at the ACC.
- Coordinate and direct any unscheduled maintenance/building issues, staff, students and faculty requests
- In coordination with LCCC Accounting Services, monitor all campus Limited Purchase Orders, Blanket Purchase Orders, and Purchase Orders.
- Maintain proper documentation and assembly of monthly Purchasing Card statement.
- Send out all campus invoices to external agencies for payment.
- Coordinate and Arrange Social Functions.
- Coordinate completion of LCCC Human Resources forms for all new ACC employees - including (but not limited to): Statement & Acknowledgement of At-Will Employment; USCIS Form I-9; Form W-4; Authorization for Automatic Deposit; Employee Emergency Information; Employee Demographic Information; FERPA Statement of Understanding; Affordable Care Act information. Also participating in Interview Committees when needed.
- Proficient in Microsoft Excel, Advanced knowledge of Microsoft Word and Microsoft Powerpoint
- Simultaneously perform tasks related to more than one project and meeting deadlines with ease.
- Experience in areas of Safety; Building Services and Grounds Maintenance; Procurement & Contracting; Accounting Services or Information Technology.
- Administrative experience in Higher Education.

Service Writer

Ken's Muffler and Brake - Fort Collins, CO

January 2013 to May 2013

- Customer liaison to the mechanics. Built a rapport with customers to ensure proper service through phone calls and walk-in service.
- Completed small service checks such as tire pressure and tread, windshield wipers, and any dashboard indications.
- Experience with computer programs that dealt with ordering parts, looking up vehicle recommendations, and maintained customer database. Organizing jobs and managing technicians throughout the day.
- Balanced cash and card settlements daily.
- Attention to detail through maintaining and tracking work orders and purchasing of products.
- Excellent use of time management skills through multitasking all aspects of the job.

Visitor's Assistant

Larimer County Department of Natural Resources - Fort Collins, CO
May 2010 to November 2011

Seasonal)

- Customer Service Oriented Able to answer any questions guests had pertaining to any area in the Larimer County Department of Natural Resources.
- Remained vigilant and assisted rangers in identifying suspicious individuals and vehicles.
- Self-starter with minimal supervision.
- Followed emergency protocol and procedures.
- Balanced sessions after every day and sent report to park headquarters for processing.

Field Inspection

Colorado State University - Fort Collins, CO
May 2011 to July 2011

Seasonal)

- Inspected new varieties of wheat for quality assurance.
- Received direct training with the Colorado Certified Seed program.
- Minimum supervision required while working independently through the field inspections.
- Operation of handheld tools and machinery.

Certificates/ Memberships/ Training

- Tier Leadership Training, Development Dimensions International
- National Response Framework, FEMA
- National Incident Management System, FEMA
- Incident Command System, FEMA
- ICS for Single Resources and Initial Action Incident, FEMA
- American Association for State and Local History, Member
- Application and operation of an All-Terrain Vehicle.
- CPR-AED Certification

Education

Masters of Arts in American Studies

University of Wyoming - Laramie, WY
May 2017

Associate of Arts in Anthropological Studies

Front Range Community College - Fort Collins, CO

December 2013


Bachelor of Arts in Archaeology

Colorado State University - Fort Collins, CO

December 2012


Grand Forks Historic Preservation Commission
255 N. 4th Street
P.O. Box 5200
Grand Forks, ND 58206-5200
701-772-8756

TO: Mayor Brown






FROM: Susan Caraher, Coordinator 

RE: Reappointments of Grand Forks Historic Preservation Commissioners



DATE: July 11, 2019



Staff recommends the reappointment of the following Commission members to serve another term:

-  Brian Carlson: Mr. Carlson is an architect at JLG with a keen interest in historic architecture and has been serving as a Member at Large. Mr. Carlson will fill the architect position replacing Mr. Dale Sickels.
-  Cory Lien: Mr. Lien works with UND's Alumni Association and Foundation, and serves on the Commission as a Member at Large.
-  Doug Munski: Dr. Munski is a professor of geography at UND and has served on the Commission in the role of Urban Planner.
-  Sandy Slater: Ms. Slater currently serves as a representative with a professional background in archival and historic preservation
-  Judy Swisher: Ms. Swisher currently serves as a Member at Large and is well-practiced in historic preservation.

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