HISTORIC PRESERVATION COMMISSION
Wednesday, March 2, 2016 - 6:00 p.m.
City Council Chambers
911 N. 7th Avenue
Pocatello, ID

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AGENDA ITEM #1: DISCLOSURE OF CONFLICT OF INTEREST AND EX-PARTE CONTACT

Disclose financial or personal interests in items on the agenda and disclose who was talked to, the basic substance of the conversation and whether the conversation had any influence. Disclose if a site visit was done, location(s) of the visit and what was seen.

AGENDA ITEM #2: APPROVAL OF MINUTES

The Commission may wish to approve the minutes from the January 6, February 3 and February 17, 2016 regular meetings and the January 20, 2016 work session.

AGENDA ITEM #3: IDAHO DAY

The Commission may wish to finalize plans for Idaho Day presentation.

AGENDA ITEM #4: PROJECT UPDATE

A. Old Town Update
B. Newsletter
C. Greyhound Bus Depot repairs and cleanup
D. Student Interns
E. HP Month

AGENDA ITEM #5: CALENDAR OF EVENTS

3/4 – Idaho Day
3/4 – First Friday Artwalk

Pocatello Historic Preservation Commission

Municipal Building, P.O. Box 4169, Pocatello, ID 83205
PHONE (208) 234-6184 - FAX (208) 234-6586

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

AGENDA # 2

HISTORIC PRESERVATION COMMISSION
Minutes for January 6, 2016 - 6:00 p.m.
City Council Chambers
911 North 7th Avenue, Pocatello, ID

The meeting began at 6:02 P.M.

PRESENT: Jacquee Alvord, Stephanie Christelow, Jeffrey Jimenez (arrived at 6:03 p.m.), Mary Kuehler (arrived at 6:16 p.m.), Nick Nielson, and Kelsey Stenersen.
UNEXCUSED: Latecia Herzog.
STAFF: Aceline McCulla and Terri Neu.
GUESTS: Councilman Jim Johnston

AGENDA ITEM #1: DISCLOSURE OF CONFLICT OF INTEREST AND EX-PARTE CONTACT
None of the Commission members had anything to report.

AGENDA ITEM #2: APPROVAL OF MINUTES
The Commission may wish to approve the minutes from December 16, 2015.
Motion was made by Alvord and seconded by Christelow to approve the minutes of December 16, 2015.
Unanimous

AGENDA ITEM #3: PROJECT UPDATE

A. **Old Town Update –** Neu stated there were no updates, the Design Committee has not met, and Stephanie Palagi was gone in December.
B. **Newsletter –** Neu mentioned she was working on the newsletter and decided to use Microsoft Publisher; it would be a four-page newsletter and should be out the first of next week. The first issue will have information on Frank Paradice. Neu will send out an email requesting information for ideas, and Neu would contact Alvord for information on the Fort Hall replica and Herzog for information on the Brady Chapel.
C. **Greyhound Bus Depot repairs and cleanup - Neu** stated Chair Randy Dixon with Relight the Nights Committee spoke to Dave Hunt, who told Dixon there were funds available from the Federal Transportation Administration (FTA) for the Greyhound Bus Station. Dixon expressed concern that if the funds were not utilized the money would be lost. The City would need to apply for the money, which would be 80% of the estimated $500,000.00 in repairs that was determined by Jerry Myer's firm and would leave the remaining balance of approximately $100,000.00. Myers determined it would cost approximately $500,000.00 to bring the building up to standard, the bricks pointed, the mortar replaced in the tile in the front, the roof, the water problems would be repaired. Neu commented that Hunt felt very certain the Commission could get the money, especially if a museum was added in the main area, and rent the offices that are in back. Nielson asked Neu what the HPC's involvement would be if the funds were procured. Neu explained that she was not sure of the next step. Neu wanted to discuss the next step and figure out how to acquire and use the FTA funds at the Relight the Night Committee meeting on January 7, 2016, to determine the Commissions role. Neu will let the Commission know as soon as she figures things out. **Alvord** asked Neu if it would help if the Commission started working on getting it listed on the National Register of Historic places. **Neu** thought it may help, and she was looking for the draft listing they did several years ago, she has not located at this time. **Alvord** asked who drafted the listing, and **Neu** stated the City created the listing, and LeeAnn Dutton should be at the meeting tomorrow and she was in our office at that time and she would be able to advise Neu on its location. **Neu** did not know how a National Register listing worked with the railroad, but with a

government agency's work. **Alvord** was thinking it would likely prevent the Pacific Union from coming in and saying the City did not want the Greyhound Bus Station, and would show the City was putting money into a project to benefit a property on Union Pacific land it would give the City a better chance to get their support. **Neu** agreed and felt the first step was to get the building listed.

D. **Student Interns – Christelow** stated they were actively working on this project; there have been no responses at this time. Christelow stated Kevin Marsh, Chair of the History Department had sent out notices to all the students, she spoke to Marsh today, and he was going to send a request as well as a call to all the students who took Idaho History last semester. There have been four major attempts at recruitment, there was a decrease in enrollment, and the upper division classes have very few students, compared to 10-15 years ago.

E. **Historic Preservation Month would be in May – Neu** stated Alvord mentioned several things the Commission could do and we could do those and get on the State's schedule for Historic Preservation Month, and wanted to check to see if there was anything else the Commission wanted to do. In the past, the Commission awarded for best commercial renovations and best residential renovations. Neu has not seen any in the University area at this time or was not sure of any projects in the Downtown area, the Westside area, or any of the Historic Districts. Neu asked the Commission members to go out and look around, and to let Neu know if they found any renovations that have happened or are in progress that look like they are historic renovations. Previous awards were given to Ron and Linda Hatzenbuehler, Jerry Myers, Dick Carroll for the Kress Building. **Alvord** suggested Pocatello invite surrounding towns in Southeast Idaho, which would provide more support and then feature buildings in Pocatello and surrounding towns in different media venues across Idaho. She knew Blackfoot would participate, and it would help reduce costs for Pocatello. She felt offering food or snacks would be a great idea also. Alvord would start with county clerks to obtain information and gain support. **Nielson** asked for input from other Commission members, specifically to expand to other counties or communities, or focus on the Historical Society and historical places in Pocatello for this event. There are options with the Fort Hall Replica, the Brady Chapel, and all of Paradice's buildings. **Neu** commented that with an area-wide event, other agencies would help do the work, if the focus is only on Pocatello, it would be the HPC doing the work. If Pocatello were selected then each HPC member would need to step up and take a building or two to do some research on the buildings. So that is something to keep in mind, it is a great idea but everyone would need to get involved. **Christelow** asked if display boards would be needed with photos for visual effect. **Neu** commented that the Commission could do a PowerPoint presentation; it would be cheaper and easier than creating boards. **Alvord** mentioned that getting support and momentum for Pocatello might be challenging from smaller towns, if they are focused on promoting their town. **Jimenez** commented that people move to Pocatello while attending the University and stay, he felt it appealed to a broader spectrum of the City's population. **Christelow** asked about holding two events. First, bring other people from historical societies to Pocatello and exchange information among these groups, and then hold a local event that would combine a fundraiser at the Brady Chapel and bring in local support and make a little bit of money. **Neu** commented that could be done and Martin Peace could give a tour at the cemetery highlighting families buried in the cemetery. **Christelow** mentioned people could dress up like the ISU Gala held in December. There could be punch, Hors d'oeuvres, and a quartette. **Nielson** asked if we had that as a part of Alvord's idea and invite everybody that's coming around to participate in that event at the Brady Chapel, so they can see what we're doing, either a field trip or the whole event at the Brady Chapel. **Kuehler** mentioned the event could have two parts, hold the historic presentation component here in the Council Chambers, and hold a reception, following the presentation, in the evening at the Brady Chapel. **Neu** suggested at the February meeting the Commission should solidify a date to get this information on the State's calendar, poster, other publicity venues.

AGENDA ITEM #4: ITEMS FROM STAFF/COMMISSION

Neu stated Anne Nichols offered to meet with the Commission during the course of this year and go over rules with public meetings. She could do a 15 minute to an hour training. **Nielson** stated that the Commission should have Nichols visit and go over the Open Public Meeting Rules. **Kuehler** suggested having a training on how to hold a public meeting if someone wanted to demolish a historic building, for example, the Monarch or another burnt building. What needs to be done and how would we handle this type of public meeting. **Neu** clarified that the Planning and Zoning Department knows what to do and this was addressed in the City's Code. **Nielson** recommended Nichols come the second meeting in February. **Neu** suggested the Commission have a training the second meeting of the month and have presentations going over historic events. Neu would like to have a webinar on Historic Tax Credits that would be open to the public, and she had asked Jim Johnston if he would give a presentation on Drew Standrod. Neu asked that members email her more ideas for trainings.

AGENDA ITEM #5: CALENDAR OF EVENTS

1/20 – Jacquee Alvord's presentation on Early Transportation to New Knowledge Adventures (NKA) at 10:00-11:30 am

1/27 – Thornton Waite's presentation on History of the Railroad in Pocatello to NKA at 10:00-11:30 am

Jim Johnston felt it was important to set a date for the building tour.

With no other business Kuehler motioned and Alvord seconded to adjourn the meeting at 6:49 P.M.
Motion passed unanimously.
0.0.0.

Submitted by: _____ Approved on: _____

Aceline McCulla, Secretary

AGENDA # 2

HISTORIC PRESERVATION COMMISSION
Wednesday, February 3, 2016 - 6:00 p.m.
City Council Chambers
911 N. 7th Avenue
Pocatello, ID

The meeting began at 6:00 PM

PRESENT: Jacquee Alvord, Stephanie Christelow, Latecia Herzog, Mary Kuehler, Nick Nielson, and Kelsey Stenersen.
EXCUSED: Jeffrey Jimenez.
STAFF: Aceline McCulla and Terri Neu.
GUESTS: Dave Katzin and Shane Martin of Sign Up

AGENDA ITEM #1: DISCLOSURE OF CONFLICT OF INTEREST AND EX-PARTE CONTACT
Disclose financial or personal interests in items on the agenda and disclose who was talked to, the basic substance of the conversation and whether the conversation had any influence. Disclose if a site visit was done, location(s) of the visit and what was seen.

None of the Commission members had anything to report.

AGENDA ITEM #2: CERTIFICATES OF APPROPRIATENESS

A. Stan Gates requests a certificate of appropriateness for a mural that has been painted on the north side of 226 N. Arthur Avenue, Fire Station One.

Nielson noted Stan Gates was not present and asked Terri Neu if she would be postponing this item. **Neu** stated she would. Neu did send the agenda and materials to Stephanie Palagi and let her know Neu did not have Gates' address.

Terri Neu, Assistant Planner with the City of Pocatello, noted that the Commission does not usually take public comments; however, Neu received telephone calls from Sally Gasser of the Arts Council and Frank Anderson, who expressed they would like to see the mural stay. Mayor Blad had asked Gates to apply for the Certificate of Appropriateness. Neu commented that Gates was going to call the media and sand blast the wall or paint over the mural without applying for a Certificate of Appropriateness. **Nielson** asked that this be tabled until Gates could be reached and personally appear to discuss this item.

Kuehler motioned and **Christelow** seconded to postpone Agenda Item 2A until Stan Gates had the opportunity to appear in front of the HPC. Motion passed unanimously.

B. Shane Martin of Sign Up Signs and Graphics, representing Pocatello Co-Op, requests a certificate of appropriateness and sign permit for new window signs and to reface a projecting sign at 308 E. Center Street, Church-White Building.

Shane Martin with Sign Up Signs and Graphics, 3275 Highway 30 West, Pocatello stated that he sought approval for the Pocatello Co-Op's new signage at the 308 East Center Street location. A one-sided vinyl decal would be adhered to the existing white frame, the graphic as depicted on the lower portion of the windows, and the door logo. **Herzog** clarified that only one side of the double-sided sign would be

replaced. **Martin** replied yes, cost was a factor that only allowed for one side of the double-sided sign to be completed.

The Commission discussed the sign.

Herzog motioned and seconded by **Alvord** to approve the signage as presented and have Chair Nielson sign the Certificate of Appropriateness. Motion passed unanimously.

C. Shane Martin of Sign Up Signs and Graphics, representing Myers Anderson, requests a certificate of appropriateness and sign permit for new window signs, projecting sign and transom signs at 122 S. Main Street, Hotel Nicollet.

Shane Martin with Sign Up Signs and Graphics, 3275 Highway 30 West, Pocatello asked that the Commission approved the request a certificate of appropriateness and sign permit for new window signs, projecting sign and transom signs at 122 S. Main Street, Hotel Nicollet. As depicted in the application materials, frosted vinyl decals on front windows and back door, the vinyl is a semi-translucent vinyl, so light shows through it. They planned to reuse the projecting sign and reuse the stainless steel piece from the old location, modify the text to fit, and install the sign in the existing one at the new location. The projecting sign will be double sided.

Herzog motioned and seconded by **Alvord** to approve the signage as presented and have Chair Nielson sign the Certificate of Appropriateness. Motion passed unanimously.

AGENDA ITEM #3: GREYHOUND BUS DEPOT

The Commission may wish to decide to take on the project of restoring the Greyhound Bus Depot.

Neu mentioned a discussion was held, during the January 20 work session, with Jerry Myers and the Relight the Night Committee about restoring the Greyhound Bus Depot. Everyone was in favor and wanted to move forward with an official vote to make sure the HPC was behind the project, as the HPC would be spearheading the project. **Nielson** asked for a discussion by the commission. **Neu** stated the following needed to be done, it needs to be listed on the National Register, create a list of potential grants, delegate a project manager (most likely Merrill Quayle, with a lot of help), and identify a potential use. It was discussed to have the main foyer area be open space, like a museum area, possibly traveling exhibits from the historical museum, and a transportation museum, and there are many options. The restrooms need to be updated to meet ADA standards. We would like to keep this area open throughout the day. If this were the case, transit would upgrade this to a hub and not just a stop, which would provide the transportation component of the building. We need the transportation dollars, as it would cost about $500,000 to accomplish this project, and a transportation grant would pay 80% of that amount. We would need to get the $100,000 matching funds. Dave Hunt is researching to see if the matching funds are hard dollars or in-kind volunteer efforts. Ideas were brought up about a subcommittee, where one or two members from the Commission as well as Old Town Pocatello, Bannock Transportation Planning Organization, Transit, Bannock Historical Museum. **Alvord** mentioned Ron Binggel was willing to support this also. **Herzog** mentioned if the Commission voted to support this that it is broken down into a couple smaller subcommittees, one being grants and another the National Register part of it. **Neu** has begun work on the National Register part already; she contacted State Historical Preservation Organization (SHPO), who recommended putting it out for bid. She also obtained the form to begin collecting data to see if it was viable. Tricia Canaday with SHPO mentioned it was viable, but recommended Neu complete and submit the form with as much information as Neu could find. Neu planned

to submit the application by February 17. **Alvord** stated she had a picture with copy write permission. We need a subcommittee to do grants.
Kuehler motioned and co-seconded by **Alvord** and **Christelow** to approve, spearhead, and support the restoration of the Greyhound Bus Depot. Motion passed unanimously.

Neu continued with a list of potential grants, the Museum and Library Services Grant and the America's Treasures Grant. **Christelow** asked what exactly would the grant pay for. **Neu** stated bricks and mortar is what we need. CLG is out, as they would not pay for the bricks and mortar, they would pay the contractor to do the listing. **Herzog** asked if that would be counted towards the matching $100,000.00 needed. **Neu** stated that yes; it could be counted towards the matching funds. **Herzog** asked if Neu knew the grant application deadline dates. **Neu** state she did not, she was familiar with these and would do more research. She knew Idaho Heritage Trust was August or September and they only do between $2,500.00 and $3,000.00. Ifft Foundation Fund Grant is for landscaping for $10,000.00, but that is part of what needed to be done in order to stabilize the exterior of the front tile work. The sprinkler system sprays water onto the tile, which degraded the mortar, so the sprinkler heads need to be fixed or the system corrected. Palagi knows the deadline for Ifft Foundation Fund Grant and Neu believed there were two a year. The Spaulding Foundation is another one that Palagi mentioned and probably would help write the grant. The Society for Industrial Archeology and the Railroad also have grants available that would be investigated. **Christelow** asked if there were a budget breakdown of what was needed. **Neu** stated there was not but could be completed from Jerry Myers spreadsheet. Neu also mentioned the façade funds have about $90,000.00 and may be used to supplement if needed, but we need to see how much is available in grants and see what we can get from them before taking from the façade funds. **Christelow** asked if we could place the donor names on a plaque. **Neu** commented she was researching that and could do levels Gold, Silver, Bronze, and Platinum. Donations could be taken and names added to the plaque under the proper financial category. **Kuehler** stated the society for Archeology grants range from $1,000.00 to $3,000.00 and the grant application deadline is March 1. **Herzog** mentioned that the National Parks Services administered the Save America's Treasures grant, and that there is a downloadable manual to help complete the application packet. However, there was currently no funding and grants would only be authorized in legislation. **Nielsen** asked Neu if she would send out feelers to the entities mentioned earlier, asking for nominations to be on subcommittees. **Neu** replied that she would. **Neu** felt two volunteers from the HPC would be needed on the subcommittee as well. **Christelow** and **Nielsen** volunteered to be on the subcommittee. **Kuehler** mentioned the National Railroad Historical Society offered up to $5,000.00 with a 50/50 match, with at least half the match being cash. **Neu** asked people to send the links or documents with the information to her via email. **Alvord** stated Brenda Carter's family, who ran the Depot for 35 years, could help locate information, data, and photos for the HPC. **Neu** commented she was only doing the preliminary steps and the subcommittee will do the rest of the work for the grants and National Register process.

AGENDA ITEM #4: PROJECT UPDATE

A. Old Town Update – **Neu** stated there was not an update at this time.
B. Newsletter –**Neu** commented she had begun the newsletter, but has had to change to working on the Greyhound Bus Depot project. She would continue after the National Register process, it was a bigger priority. Neu will send an email for articles and the theme for the next newsletter.
C. Student Interns – **Christelow** commented that Marsh has not be able to recruit anyone. She spoke with the person who was teaching the public history course and he would talk with two or three students in his class. Christelow was also going to make inquiries with the English, Political Science, and Sociology Departments for interested recruitments.
D. Idaho Day – **Alvord** mentioned she and Palagi discussed combining efforts during the Art Walk, which would draw more people than having competing events. **Neu** recommended requesting the Mayor make a proclamation. We could ask the Mayor the end of February or the first meeting in March. Neu asked

Alvord if she had ever written a proclamation. **Alvord** stated she had. **Neu** reminded everyone to keep track of any hours working on HPC projects.

E. HP Month – **Alvord** stated she had been in touch with Bingham County and they would like to participate in the event. If more outside communities want to participate, Alvord would like to hold the event at ISU and have the slide show presentation. Her thoughts were each county would have 15-20 minutes for their presentation and display their collage in the gallery. Another idea would be to ask the Pocatello historical districts to participate. **Christelow** asked Alvord how many participants she expected, as it would affect the location. **Alvord** replied that she did not know. Alvord has spoken with Bingham and Bear Lake Counties, and the Bannock County Historical Museum. She has a signed agreement from Lynn with Bannock County Historical Museum to co-chair, showing we have the support of the county to go along with what we are doing. This would be the day event and the reception would be at the Brady Chapel in the evening. **Christelow** mentioned that the Rendezvous Center was being booked for other events and we need to set a date to reserve the venue. **Alvord** suggested that at the next HPC meeting a date be set for the event. **Kuehler** reminded people that any event held on the ISU campus would be required to use Chartwells for all food and beverage, no outside food or beverages are allowed.

AGENDA ITEM #5: ITEMS FROM STAFF/COMMISSION

Kuehler mentioned there were boards on the Fire House, where the roll up door.

AGENDA ITEM #6: CALENDAR OF EVENTS

2/5 – First Friday Art Walk
3/4 – Idaho Day

With no other business Kuehler motioned and Alvord seconded to adjourn the meeting at 7:09 P.M.

Submitted by: _____ Approved on: _____

Aceline McCulla, Secretary

AGENDA # 2

HISTORIC PRESERVATION COMMISSION
Wednesday, February 17, 2016 - 6:00 p.m.
City Council Chambers
911 N. 7th Avenue
Pocatello, ID

START RECORDER
The meeting began at 6:02 PM

PRESENT: Jacquee Alvord, Stephanie Christelow, Jeffrey Jimenez, Mary Kuehler, Nick Nielson, and Kelsey Stenersen.
EXCUSED: Latecia Herzog.
STAFF: Aceline McCulla and Terri Neu.
GUESTS: Councilman Michael Orr

AGENDA ITEM #1: DISCLOSURE OF CONFLICT OF INTEREST AND EX-PARTE CONTACT
Disclose financial or personal interests in items on the agenda and disclose who was talked to, the basic substance of the conversation and whether the conversation had any influence. Disclose if a site visit was done, location(s) of the visit and what was seen.

None of the Commission members had anything to report.

AGENDA ITEM #2: CERTIFICATES OF APPROPRIATENESS

A. Stan Gates requests a certificate of appropriateness for a mural that has been painted on the north side of 226 N. Arthur Avenue, Fire Station One.

Stephanie Palagi of Old Town Pocatello, representing Stan Gates, Pocatello, explained that the interior and exterior of the historic firehouse building was damaged from exposure and the brick could not be repointed. Gates had two options, a stucco siding finish or a concrete plastic cover and Gates chose to paint a mural instead of a solid color. Palagi was asking for a Certificate of Appropriateness after the fact, as the mural was already installed. **Alvord** asked Palagi why Gates did not come to the HPC prior to doing the work. Palagi stated that they had that discussion and for future projects, an application would be submitted in a timely manner. **Palagi** believed Gates did not think he needed to ask permission. **Alvord** made a personal comment that she thought a mural of the old firehouse would have been more appropriate than a herd of horses. **Nielson** noted Gates prominence in the downtown area, but wanted to know if this sort of thing would be done again in the future. Palagi clarified that Gates would apply for permission prior to doing future work. **Palagi** stated a meeting was held a few weeks ago with Mayor Blad, Lon Crowell, Lynn Transtrum, Stephanie Palagi, and Stan Gates and it was stressed to Gates that applications would need to be applied for and approved prior to any projects being done by Gates. **Alvord and Christelow** did not feel that the mural fit the integrity of the Historic Downtown. **Nielsen** stated this item was postponed so the HPC could speak with Mr. Gates at this evening's meetings. **Neu** stated Mr. Gates did not want to appear in front of the HPC, and Palagi was asked to represent Gates. **Palagi** stated Gates completed and signed the application and she was his representative. **Christelow** stated that if this were approved today it would need to be stated it was a one-time exception and may not happen again in the future. **Alvord** stressed that Palagi needed to inform property owners in the Downtown Historic District and Old Town Pocatello that renovating, painting, and building projects as well as signage requires an application to be heard by the HPC prior to beginning any work on buildings. **Neu** stated that murals could not be painted without permission and a sign exception approved by the Hearing Examiner in other parts of town. **Palagi** stated it could go through the chain of command to the City Council. **Nielson** asked if someone painted a mural outside the

Historic District what would happen. **Neu** stated that would fall under Code Enforcement. Once a complaint has been received, it is turned over to Code Enforcement. In the Downtown Historic District, the HPC is the first step in the Code Enforcement process. **Councilman Michael Orr** stated additional requirements were followed in the Downtown Historic District, and he asked if Gates or the City own that building. **Palagi** stated Gates purchased it 1 1/2 years ago. **Orr** stated he would approve the mural if it came to City Council.

Terri Neu, Assistant Planner, City of Pocatello, stated she had no additional comments.

Kuehler motioned and **Jimenez** seconded to deny the Certificate of Appropriateness. Those in favor: Christelow, Jimenez, Kuehler, and Nielson. Those against: Alvord and Stenersen. Motioned passed.

B. Dave Katzen of Sign Up Signs and Graphics, representing KVUI, requests a certificate of appropriateness and sign permit for a face change on the existing projecting sign at 101 S. Main Street, the Central Building.

Dave Katzen of Sign Up Signs and Graphics stated he represented KVUI and requested a certificate of appropriateness and sign permit to reface an existing sign. The sign is approximately 30 inches x 60 inches, is a solid panel opaque substrate with their logo, on a double-sided sign going into an existing cabinet. They will remove the previous company's signage and replace it with KVUI's new signage.

Terri Neu, Assistant Planner, City of Pocatello, stated staff requested the background of the sign be opaque to reduce light spillage. **Katzen** acknowledged staff's notes and changed the sign accordingly per staff's request.

Kuehler motioned and **Christelow** seconded to approve the signage as presented, per staff recommendations and conditions, and have Chair Nielson sign the Certificate of Appropriateness. Those in favor: Alvord, Christelow, Jimenez, Kuehler, Nielson, and Stenersen. Motion passed unanimously.

AGENDA ITEM #3: CALENDAR OF EVENTS

3/4 – Idaho Day – **Neu** stated that Alvord had spoken with Jim Johnston, who will make the proclamation on the fourth at City Hall, based on the theme of Hometown Heroes. It was recommended to honor James Johnson, Pocatello World War II Medal of Honor winner. Other possible candidates included Tom Whittaker, who climbed Mount Everest and started the CW HOGG program within ISU for disabled people and the community, Doug Milder, ISU Campus Recreation Director, and Carrie French, of Caldwell, Idaho, who received the posthumous award for first woman from Idaho to die in the Iraq War.

Lynn Murdock would represent the Bannock County Museum and she would get a member from the society to be a representative also, preferably Rulon Ellis.

Mike O'Donnell would write articles on Idaho Day and write separate articles on the heroes honored.

Lynn Murdock would set up a display at the Whitman Hotel.
Chairman Orr mentioned there was another woman to be considered as a hero, she was a nurse in Iraq. Orr could not recall her name but would do some research and get the information to Alvord.

2/18 - Myers Anderson Open House, 4-7 p.m. at their new location.

Internship update - **Christelow** stated the History department found two qualified individuals for two of the HPC projects. The first project is to create a walking tour brochure of the Lincoln-Johnson district. The other is to write an article on Pocatello's diverse early history.

Chair Nielson adjourned the hearing to the work session at 6:51 P.M.

****ADJOURN TO WORK SESSION****

Anne Nichols, Assistant to the Mayor, will be in attendance to present training on being an advisory board to the Mayor and Council.

Anne Nichols started the work session by announcing she would cover changes to the advisory board policy guidelines. **First,** Nichols keeps the permanent records of board member's contact information such as your address and phone number, and this information is protected for all members except the Chair, as the public may contact the Chair to be placed on the agenda, therefore the Chair's phone number and email address are shared if asked. **Second**, if a Commission wanted to hold a special event in place of a public meeting that would be permitted, however, the address of the event needs to be published on the agenda. If any public shows up for the special event, they are welcome to attend, but you do not have to offer food or beverage. **Third**, media notices must be sent to Logan McDougall, Public Information Officer, and he has requested a two-week lead-time to review and prepare the release. McDougall will also help prepare you for media interviews. **Fourth,** if you are considering replacing members who miss too many meetings. Nichols stated that the Chair needed to notify the Mayor, by sending an email to Nichols and explain what has been happening. The Chair needs to ask the member if they are still interested in serving on the Commission and then document their response. If their behavior continues, the Chair may inform the Mayor of the current activities and events, and the Mayor will contact the member via written correspondence, and then make the decision to terminate their position and advertise for a replacement. **Fifth,** the HPC requires four members for a quorum. If a meeting does not have a quorum, the secretary needs to document who was present and absent, if those in attendance stayed to discuss any items on the agenda, and that no votes were taken during the discussion. The information covered during the meeting needs to be addressed at the next meeting for those who were absent. **Sixth,** if the Commission has a website, it needs to be updated once or twice a week with new information on events. If you place personal opinions on the website, make sure you place a disclaimer that these comments are not the City's, but the author who posted the comment. **Seventh,** any fundraising needs to be approved by the Chief Financial Officer prior the event. **Eighth,** guidelines on changing a motion and motion topics are being revised for the City Council and the Commissions may use them. The City Council is also working on guidelines and suggestions for the Chair to deal with controversial issues and other items that arise during the meetings.

With no other business **Kuehler** motioned and **Alvord** seconded to adjourn the meeting at 7:20 P.M.

Submitted by: _____ Approved on: _____

Aceline McCulla, Secretary

HISTORIC PRESERVATION COMMISSION
Minutes for January 20, 2016 - 6:00 p.m.
City Council Chambers
911 North 7th Avenue, Pocatello, ID

AGENDA # 2

The meeting began at 6:02 P.M.

PRESENT: Jacquee Alvord, Latecia Herzog (arrived at 6:08 p.m.), Jeffrey Jimenez, Mary Kuehler, and Nick Nielson.
EXCUSED: Stephanie Christelow.
UNEXCUSED: Kelsey Stenersen.
STAFF: Terri Neu.
GUESTS: Jerry Myers, Lynn Murdock, Jim Johnston, Randy Dixon, and Shauna Engen.

**** WORK SESSION ****

Dave Hunt from the Transit Department and members of the Relight the Night Committee will be present to discuss the Greyhound building.

The discussion began on promoting Idaho Day. An idea was to have awards the evenings of March 4. The theme would be Heroes of the Past, the Present, and the Future.

Greyhound –

1. A master list of potential grants needs to be developed – museum and library services grant; support from Greyhound; and support from the Railroad?
2. Project manager – (probably Merril Quayle)
3. Need to make a list of potential uses.
4. Need to get it listed on the National Register – Neu will call SHPO to see if they have any information on it from the downtown listing and will call Jennifer Atteberry – to see if she has any information.
5. Organize a subcommittee: OTP, BTPO, Transit, HPC, Bannock Historical Museum.
6. List the stages of work.
7. Next HPC Agenda they will officially vote to take on the project.

With no other business Kuehler motioned and Alvord seconded to adjourn the meeting at 6:49 P.M.
Motion passed unanimously.

Submitted by: _____ Approved on: _____
Aceline McCulla, Secretary