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

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**AGENDA ITEM #1: ROLL CALL**

**AGENDA ITEM #2: 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 #3: APPROVAL OF MINUTES**
The Commission may wish to approve the minutes from the October 14, 2016 Event and the October 19, 2016 regular meeting.

**AGENDA ITEM #4: HISTORIC PRESERVATION PLAN UPDATE**
The Commission may wish to provide comments on the Historic Preservation Plan that was distributed at the October 5, 2016 meeting and following the October 19, 2016 meeting.

**AGENDA ITEM #5: BRADY CHAPEL DONORS**
The Commission may wish to discuss options for thanking large donors.

**AGENDA ITEM #6: MONTHLY PROGRAMS**
The Commission may wish to decide on the details of the monthly program for January 17, 2017.

**AGENDA ITEM #7: PROJECT UPDATE**
A. Old Town Update
B. Newsletter
C. Greyhound Bus Depot repairs and cleanup
D. Student Interns – Stephanie Christelow
E. 2017 HP Conference

**AGENDA ITEM #8: OTHER ITEMS FROM STAFF AND COMMISSION**

**AGENDA ITEM #9: CALENDAR OF EVENTS**
November 4 – First Friday Art Walk
November 11 – Veteran's Day at the Brady Chapel

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 # 3

**HISTORIC PRESERVATION COMMISSION**
**Minutes for October 14, 2016 – 6:00 p.m.**
**Brady Chapel**
**Mountain View Cemetery**

The HPC hosted and attended the event and there was not a quorum of members in attendance.

**PRESENT:** Nick Nielson, Latecia Herzog and Kelsey Stenersen.
**OTHERS:** Terri Neu and Aceline McCulla

The Historic Preservation Commission hosted a fundraising event at the Brady Chapel called, "Before All Hallow's Eve, Share Twilight at the Cemetery". No business was conducted.

There were approximately 50 people in attendance. Event ended at 8:00 p.m.

Submitted by: _____ Approved on: _____
Terri Neu, Assistant Planner

AGENDA # 3

HISTORIC PRESERVATION COMMISSION
Minutes for October 19, 2016 - 6:00 p.m.
City Council Chambers, Municipal Building
911 N. 7th Avenue, Pocatello, ID

The meeting began at 6:03 PM.

**AGENDA ITEM #1: ROLL CALL**
**PRESENT:** Jacquee Alvord, Stephanie Christelow, Latecia Herzog, Mary Kuehler, Nick Nielson, Paul Sivitz, Kelsey Stenersen.
**STAFF:** Terri Neu.

**AGENDA ITEM #2: DISCLOSURE OF CONFLICT OF INTEREST AND EX-PARTE CONTACT**
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None of the Commission members had anything to report.

**AGENDA ITEM #3: APPROVAL OF MINUTES**
The Commission may wish to approve the minutes from the October 5, 2016, regular meeting.

It was Motioned, Seconded, and Carried (**MSC**) (**Christelow, Stenersen)** to approve the minutes from September 21. Those in favor Alvord, Christelow, Herzog, Kuehler, Nielson, Sivitz, and Stenersen.

**AGENDA ITEM #4: HISTORIC PRESERVATION PLAN (HPP) UPDATE**
The Commission may wish to provide comments on the Historic Preservation Plan that was distributed at the October 5, 2016 meeting.

**Neu** reminded the Commission about the HPP overview she gave at the last meeting. She had asked them to markup and make comments on the HPP document to move forward with the plan discussion tonight. She asked if anyone had comments. **Christelow** noted a couple places that could be updated. First, on page 7, the public outreach section and again on page 11, section 9, it should mention that the HPC had begun to hold an annual conference and the other area was supervision of renovations. Second, on Page 9, item 4, it should mention that ISU has an incredible treasure trove of sources, including papers done by students in the capstone course by history majors. Christelow felt the HPC should have more collaborations with ISU's special collections. **Neu** commented that Karen Kearns, former head of special collections was on the HPC, and stated the HPC would work toward collaboration. **Alvord** felt the Bannock County Historical Museum also has considerable information on history and note worthy. **Neu** mentioned Anthropology Director and Curator Lynn Murdoch of the Bannock County Museum and two employees were at the Before All Hallow's Eve at Brady Chapel event Friday evening. **Nielson** asked Neu to place this item on the next agenda, to allow time for those who had not reviewed the document to review and make comments.

**AGENDA ITEM #5 OCTOBER'S CEMETERY ACTIVITIES**
The Commission may wish to discuss the fundraising event of what was good and what should not be done again.

**Neu** stated that approximately 50 participants attended the event and that not all the participants wanted ice cream coupons. A total of $1,876.39 had been raised during this event. She asked the Commission how they

wanted to address large donors, should we send out thank-you cards now and then design a plaque to acknowledge the large donors. **Herzog** thought a typed or mounted thank you to acknowledge large donors should be included on a plaque and mounted inside the Brady Chapel. **Alvord** mentioned getting a plaque large enough to hold new names, the new name plates could screwed into the plaque. **Nielson** asked Neu to place this on the next agenda also. How to address large donors for the Brady Chapel project. **Herzog** mentioned that previous supporters should be mentioned on the plaque also, in an appropriate manner. **Neu** stated it could read that we are thankful for everybody who has stepped forward to help restore the Brady Chapel in prior events; however, we are recognizing donors for the current project of redoing the pinnacles. The money raised has been placed in a fund earmarked for any Brady Chapel restoration projects. The Cemetery oversees the Brady Chapel, so all restoration bills will be paid by them. The money will be transferred from the fund to the cemetery account to pay the specific authorized bills.

**Herzog** thought a fundraising tool for future events could include pop-up umbrellas with the Brady Chapel logo and the date it was built. They could be sold at the Memorial Day event and any other event held at the Brady Chapel, as it rains a lot and these could be sold to help raise funds.

**Herzog** mentioned a list of things to fix the chapel were documented, such as the exterior lighting system to light up the chapel in the evenings, more lights inside the chapel and replace burnt out light bulbs, a tree to be pulled, bug bombed, and vacuumed. Plan a workday prior to Veterans Day to help clean.

**AGENDA ITEM #6: PROJECT UPDATE**

A. Old Town Update – **Herzog** stated they were working on the Down Town Master Plan and were trying to determine gateway locations for entranceway signage for both walking and driving. They are looking at new places for historic lighting, and they are working on the proposal for the Greyhound Bus Depot project. The Center Street plan was being finalized. Some stores are preparing for façade changes. The Monarch Building is up for sale for $40,000.00.
B. Newsletter – **Neu** stated the newsletter went out two weeks ago on was posted on the City website and the HPC Facebook page. The next one goes out in January 2017.
C. Greyhound Bus Depot repairs and cleanup - **Herzog** stated they were working on the proposal.
D. Student Interns – **Christelow** stated there was nothing new. **Neu** is writing the intern advertisement.
E. 2017 HP Conference **Neu** stated there was nothing new.
F. Monthly Programs – **Neu** stated the first one is in January with Darin Perry on January 10, 2017, at 6 or 7 PM. The HPC May 2017 New Knowledge Adventure tours are scheduled for May 2 and May 9, with two tours each day, in the University Historic District.

**AGENDA ITEM #7: OTHER ITEMS FROM STAFF AND COMMISSION**

**Nielson** wanted to welcome Paul Sivitz, the newest Commission member.

**Neu** stated that she received three recommendations for the Historic Preservation Conference be to held September 20-22, 2017. 1) Nick Nielson for presentations on Frank Paradice. 2) Arlyn Walker's presentation on Pocatello High School. 3) Randy Dixon's presentation on Relight the Night. **Kuehler** asked what about Jerry Myers and the Whitman Hotel.

**Neu** was reminded by the Mayor's office that if an HPC member is contacted by or makes contact with the media about HPC business to let Neu know immediately.

**AGENDA ITEM #8: CALENDAR OF EVENTS**

**November 4** – First Friday Art Walk

**November 11** – Veteran's Day at the Brady Chapel – **Alvord** mentioned changing the date to November 4 and collaborating with another group in the area and allowing them to run the event and the HPC would not have to work the event. **Neu** stated she would need the dates and times to give to the City PIO by tomorrow. **Nielson** saw this as a proposal coming to the HPC for discussion. He opened up this topic for the Commission to discuss. **Herzog** asked if their event was at the cemetery on November 4. **Alvord** stated the November 4 event did not take place at the cemetery nor did it relate to anyone buried at the cemetery. The November 4 event is held elsewhere and they honor the Veterans. **Herzog** stated that it did not affect our event at the Brady Chapel. However, if they want to publicize our event during their vent the weekend before Veterans Day that would be fine. The Brady Chapel will be open on Veteran's Day. She asked if there would be any activity at the Veteran's Memorial in the cemetery, as it was next to the Brady Chapel. **Neu** stated she would ask Martin Peace, finalize things tomorrow, and send an email. **Herzog** asked Neu to give Martin the to-do list for the Brady Chapel. **Neu** stated she would. **Neilson** felt the November 11 should not be changed, as the event is only a couple weeks out.

With no other business, it was **MSC** (**Kuehler, Alvord**) to adjourn the meeting at 7:05 PM. Those in favor Alvord, Christelow, Herzog, Kuehler, Nielson, Sivitz, and Stenersen.

Submitted by: _____ Approved on: _____

Aceline McCulla, Secretary