HISTORIC PRESERVATION COMMISSION
Minutes for October 5, 2016 - 6:00 p.m.
City Council Chambers, Municipal Building
911 N. 7th Avenue, Pocatello, ID

The meeting began at 6:04 PM.

AGENDA ITEM #1: ROLL CALL
PRESENT: Stephanie Christelow, Latecia Herzog (arrived at 6:11 PM), Mary Kuehler, Nick Nielson, Kelsey Stenersen.
EXCUSED: Jacquee Alvord.
STAFF: Aceline McCulla and Terri Neu.

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.

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 September 21, 2016, regular meeting.

It was motioned, seconded, and carried (MSC) (**Christelow, Kuehler)** to approve the minutes from September 21. Those in favor Christelow, Herzog, Kuehler, Nielson, Stenersen.

AGENDA ITEM #4: HISTORIC PRESERVATION PLAN UPDATE
Neu stated this was phase one of the plan received from our consult. Neu stated she would cover the highlights. The project is broken into two phases. The document provided is on phase one and identifies the data collection and analysis, which involved reviewing and assessing the work done to date by Pocatello's existing preservation program and provided recommendations for elements to be included in the historic preservation plan. The document was intended to help the HPC begin the task of developing the historic preservation plan. It presents information about the HPC's history, which may help Commission members understand more about their role. The plan itself belongs to the people of the City of Pocatello, who are dedicated to historic preservation and the activities related to it that can help current residents and those of the future understand and appreciate the past. Once drafted and adopted, the plan must be reviewed and updated on a regular basis to continue its relevance.

Background information is included in the document to be reviewed, and Neu asked Commission members to read and mark up this copy with comments and bring to next meeting for a discussion on the plan. **Nielson** asked Neu where TAG based. **Neu** replied they are located in Boise. **Nielson** asked if a meeting time with the Commission should be scheduled. **Neu** stated they will meet with the Commission during phase two.

AGENDA ITEM #5 OCTOBER'S CEMETERY ACTIVITIES
The Commission may wish to finalize plans for "Before All Hallow's Eve, Share Twilight at Brady Chapel" on October 14.

Christelow asked if there would be instructions for the scavenger hunt section, and she asked Aceline McCulla to write them in a fun format. **McCulla** agreed this task.

Christelow asked if the Commission members could be at the Brady Chapel by 5:30 PM.
Neu stated she would be there by 3 PM setting up the electronic and screen and she asked Herzog if she would meet her there by 3 PM. **Herzog** replied she would be there by 3 PM.

McCulla would work with Martin Peace to get signs posted by the different sections/areas and create flags or signs to post along. **Neu** would create the history information for the different areas. **McCulla** would put together all the information and create the walking tour brochure guide with map as centerfold.

Herzog would bring apple cider
Neu would bring cookies, computer, projector, and screen
McCulla would bring water bottle and stand, and a two-gallon transparent water bottle to collect donations, receipt pad, ice cream coupons and gift certificates.
Nielson would bring flash lights, cups, and napkins

AGENDA ITEM #6: PROJECT UPDATE

A. Old Town Update **Herzog** stated the meeting was canceled, the next meeting is October 13.
B. Newsletter **Neu** sent the draft out, and wanted comments back by Wednesday from members. Neu wants this to go out 10/7.
C. Greyhound Bus Depot repairs and cleanup **Neu** stated that she, Stephanie Palagi, Shawna Engan from Neighbor Works Pocatello, and Randy Dixon were going to meet this week to discuss the Neighbor Works funding.
D. Student Interns – **Christelow** had nothing to report.
E. 2017 HP Conference **Christelow** stated we need to know when to begin the program, the venue is set and she asked for someone in the Commission to do the posters, **Stenersen** stated she would create the posters.
F. Monthly Programs **Neu** stated Darin Perry was scheduled in January. We could discuss the next meeting or November meeting.

AGENDA ITEM #7: OTHER ITEMS FROM STAFF AND COMMISSION
Nothing to report

AGENDA ITEM #8: CALENDAR OF EVENTS
October 7 – First Friday Art Walk
October 14 – Before All Hallow's Eve Share Twilight at Brady Chapel

It was MSC (**Kuehler, Stenersen)** to adjourn the meeting at 6:50 PM. Those in favor Christelow, Herzog, Kuehler, Nielson, Stenersen.

Submitted by: Aceline M McCulla Approved on: October 5, 2016
Aceline McCulla, Secretary