

HISTORIC PRESERVATION COMMISSION
Minutes for February 1, 2017 - 6:00 p.m.
Paradise Conference Room, Municipal Building
911 N. 7th Avenue, Pocatello, ID

The meeting began at 6:03 P.M.

AGENDA ITEM #1: ROLL CALL

PRESENT: Jacquee Alvord, Stephanie Christelow, Latecia Herzog, Mary Kuehler, Nick Nielson, Paul Sivitz, and Kelsey Stenersen.

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 regular meeting on December 7, 2016, and the January 17, 2017, special presentation.

It was Motioned, Seconded, and Carried (**MSC**) (**Kuehler, Alvord**) to approve the minutes from the regular meeting on December 7, 2016, and the special presentation on January 17, 2017. Those in favor were Alvord, Christelow, Herzog, Kuehler, Nielson, Sivitz, and Stenersen.

AGENDA ITEM #4: ELECTIONS

The Commission may wish to elect a new chair and vice-chair.

McCulla stated the member terms expiring this year include Mary Kuehler in July 2017, and Paul Sivitz and Kelsey Stenersen in August 2017. Sivitz and Stenersen are both eligible for reappointment in August for another 4-year term. Kuehler has served two terms and therefore not eligible for reappointment.

McCulla noted that Kuehler's term expires in July, and the Commission would need to elect a new Vice Chair and may choose to nominate Nick Nielson for another term as Chair or nominate another member.

Christelow asked if there were term limits. **Neu** stated there were no term limits for the Chair or Vice Chair, while they were active members on the HPC.

Christelow nominated Nick Nielson as Chair and Latecia Herzog as Vice Chair.

It was **MSC** (**Christelow, Alvord**) to approve Nick Nielson as Chair and Latecia Herzog as Vice Chair. Those in favor were Alvord, Christelow, Herzog, Kuehler, Nielson, Sivitz, and Stenersen.

Neu asked Sivitz and Stenersen if they would like to stay on the HPC for another term. **Sivitz and Stenersen** both stated yes. **Neu** then asked Sivitz and Stenersen to send her an email expressing their intent and Neu would forward their emails to the Mayor's office.

AGENDA ITEM #5: PROJECT UPDATE

- A. Old Town Update – **Neu** asked Herzog if she attended the Old Town Pocatello Design Committee meeting in January. **Herzog** stated the meeting was canceled and she did not know if they held one while she was on vacation. Herzog mentioned the next scheduled meeting is February 9 and was able to attend that meeting. **Neu** mentioned the historic Chopstick sign on the front of the building at 228 South Main Street was purchased by Relight the Night Committee from.
- B. Newsletter – **Neu** apologized for not getting the January newsletter out. Neu stated she would follow up on Darren Parry’s January 17 presentation of the Bear River Massacre for another newsletter. **Nielson** recommended having a donation jar at future presentations, as there were many people in attendance, who may have donated towards the Brady Chapel preservation project fund. The Commission agreed.
- C. Greyhound Bus Depot repairs and cleanup – **Neu** stated there were no updates.
- D. Student Interns – **Neu** stated she received an email about intern job descriptions from Christelow and would work on that and send it to Christelow. **Christelow** commented that it would be nice to know what materials the students would be working with in the job descriptions and how Neu would like them organized. Once Christelow received this information, she would draft a final job notice and present it to the Commission for final approval and post on the Idaho State University job bulletin board. Christelow noted that Christine’s project was moving slowly due to her thesis project, but Andy would have a polished project to present in May.
- E. HP Conference 2017 – **Christelow** stated the event is Friday, April 28, 2017, the facility is scheduled, and she wanted other duties assigned now. 1) Publicity by Stenersen. 2) Program not assigned yet. Christelow asked if there was a theme yet. **Neu** stated she would check with SHPO to see if they had a theme yet. 3) Notice - Once the theme was known, **Christelow** would put together the notice and place it on the History Department bulletin board. The notice may read:
- The Historic Preservation Commission will present its second Annual Conference at Idaho State University (ISU) on Friday, April 28, 2017. The conference is co-sponsored by the History Department. Noted historians, community members, and university staff will present talks.
- 4) Eight speakers may include Kevin Marsh (**Christelow will verify**), Paul Sivitz, Nick Nielson, Christine Hunt (**Christelow will verify**), Jacquee Alvord, Darren Parry (Alvord will verify - Keynote Speaker 1-hour presentation), and Jim Johnston (**Neu will verify**).
- F. Monthly Programs
Alvord recommended moving Woodmen of the World to Tuesday, March 14, 2017.

AGENDA ITEM #6: OTHER ITEMS FROM STAFF AND COMMISSION

Nothing to report.

AGENDA ITEM #7: CALENDAR OF EVENTS

February 3 – First Friday Art Walk

February 21, Nick Nielson will present on Frank Paradise at 7 p.m. at the Bannock County Historical Museum

February – Woodmen of the World presentation – **Alvord** recommended moving Woodmen of the World presentation to Tuesday, March 14, 2017.

With no other HPC business, it was MSC (**Kuehler, Alvord**) to adjourn to the work session at 6:31 P.M. Those in favor were Alvord, Christelow, Herzog, Kuehler, Nielson, Sivitz, and Stenersen.

****ADJOURN TO WORK SESSION FOR OPEN MEETING LAW REFRESHER****

The work session began at 6:32 P.M. The commission reviewed the open meeting law policy guidelines.

Neu discussed the open meeting law policy guidelines with the Commission. She mentioned the new attendance policy stated that the Mayor could reappoint a member's seat if three unexcused absences were documented in a calendar year.

It was MSC (**Kuehler, Herzog**) to adjourn the work session at 6:49 P.M. Those in favor were Alvord, Christelow, Herzog, Kuehler, Nielson, Sivitz, and Stenersen.

Submitted by: *Aceline McCulla* Approved on: *February 15, 2017*
Aceline McCulla, Secretary