

**Minutes of Meeting
Historic Preservation
June 20, 2014
9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Historic Preservation Commission Board Members Jim Stravens, Bill Singleton, Russ Brown, Skip Fuller and Robert Singletary, and Deputy Clerk Cheryl Baumann.

A. Call to Order: Chairman Tondee called the meeting to order at 9:02 a.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes made to the agenda.

D. Old Business: There was no old business discussed.

E. New Business:

The members of the Historic Preservation Commission (HPC) came before the Board to discuss the HPC's continued commitment to their mission of preserving historic sites and structures, and adding listings to the State and National Register of Historic Places. The HPC has identified areas for improvement within their committee, including bylaws compliance, and asked the Board for assistance and direction.

HPC Member Jim Stravens stated that, as a Certified Local Government (CLG), the HPC is mandated in their bylaws to meet monthly at a scheduled meeting time and place. Chairman Tondee stated that the HPC can use County meeting rooms, provided that they meet before 4:00 p.m., Monday through Friday, as a County employee needs to be present. In addition, Administrative Secretary Teri Johnston is available to be their liaison to arrange the HPC meetings, as well as post their meeting notices and agendas.

The HPC informed the Board that they are in need of a secretary or secretary/treasurer to write grant requests and meeting minutes. Chairman Tondee suggested that the HPC contact Grants Compliance Officer Jody Bieze for grant writing assistance. HPC Member Skip Fuller stated that the grant request process will begin on July 15, 2014, and submissions will be due by mid-September.

Commissioner Green directed the HPC to elect a chairman to make meeting arrangements, and to lead and manage the organization. He also suggested that the HPC elect other required officers and recommend bylaw amendments regarding the election of a secretary/treasurer. Once these steps have been completed, the HPC was directed to bring these ideas to the Board for consideration.

HPC Member Robert Singletary stated that the HPC should refrain from covering the same projects as the local city historical societies and museums, but should be available to partner with them when it is appropriate. Mr. Singletary stated that the HPC is not tasked with registration of historical sites and structures within city limits.

The HPC plans to make the Kootenai County Historical Sites and Structures Register compatible with the State of Idaho Historical Sites and Structures Register, with a target completion date of October 2015.

Commissioner Nelson suggested the HPC continue to work on foundational duties and then broaden their scope of work from there.

HPC Member Skip Fuller asked the Board to thank Ms. Johnston and Deputy Clerk Brandie Bradley, on his behalf, for assisting him in his temporary role as secretary for the Historical Preservation Commission.

The Board thanked the HPC members for their continued interest and hard work in the preservation of historical sites and structures.

- F. Staff Reports:** There were no staff reports.
- G. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 9:52 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____

Cheryl Baumann, Deputy Clerk