

**Minutes of Meeting
Kootenai County Historic Preservation Commission (HPC)
Wednesday, March 18, 2015
3:30 PM**

I. Call to Order

The meeting was called to order by Chairman Singletary at 3:34 pm.

A. Opening Protocols:

There was not a flag in the meeting room. In lieu of reciting the pledge, a prayer was said by Russ Brown.

B. Roll Call:

Robert Singletary, Skip Fuller, Russ Brown and Jim Stravens were all present. Bill Singleton, Evalyn Adams and Laurie Mauser were excused.

C. Welcome Guests: The Commission welcomed and introduced Dick Whitney and Arthur Randall.

D. Announcements:

Chairman Singletary announced that Evalyn Adams had resigned from the commission.

E. Review / Approve Minutes of Last Meeting

Skip Fuller moved to approve the February 19, 2015, minutes. Russ Brown seconded the motion. The vote was taken. The motion was approved.

II. Old Business

A. Status of Secretary / Change of By-Laws

Chairman Singletary said he spoke with Nancy Jones about what is going on with the Commissioners and recording secretary and Nancy said with the Commissioners permission she is willing to take on these duties, but requested a letter from the Historical Preservation Commission (HPC) to the Board of County Commissioners (BOCC) requesting Nancy Jones be the recording secretary as she has been with the group and knows everyone.

Skip Fuller said he has been working with Ms. Jones on the description and duties of the officers and appointees of the Historic Preservation Commission and distributed the draft By-Laws Articles V and VI to the attendees to review.

Mr. Fuller said Ms. Jones has sent the draft Articles V and VI to the County's Legal department for their review. The current By-Laws do read that the BOCC will provide a secretary so if these changes do not pass, we may or may not have people reluctant to do the job, but they may not do it as well as we would like. When looking at all the duties involved in the secretary and/or secretary/treasurer we came up with the idea that we started talking about a recorder. There are some commissions or other agencies under the umbrella of the BOCC that have a recorder from the County and a person's job is primarily just to come in and take minutes and get the minutes out after the meeting and work with the chair to get the agenda posted for the next meeting. Mr. Fuller said for an organization like this to work properly we should be getting minutes well in advance to

the agenda for the next meeting. Mr. Fuller said he and Ms. Jones came up with the idea of creating an additional officer and ex-officio, non-voting recorder as a member of the commission. Mr. Fuller explained the change to Article V section 2 would read: The BOCC will appoint a Recorder to the Commission to serve in an ex-officio, non-voting capacity.

Another change to Article VI would be an addition to the Vice-Chair duties to coordinate with the County Grants writer to procure Certified Local Government (CLG) program grants.

Mr. Fuller went over many changes to the Secretary-Treasurer duties to coordinate with the County. Discussion arose about past records and meeting minutes and trouble with these records being accessible. Chairman Singletary said the records are not safe at the County offices from prior experiences and more discussion continued about the safe keeping of the HPC records. Chairman Singletary said some records are safe at the museum. Mr. Fuller said the HPC needs someone to maintain the bank accounts as a Treasurer is needed.

Mr. Fuller said the HPC will need to adopt the change to the By-Laws as well as the BOCC. The attendees all agreed to review the draft By-Law changes.

Skip Fuller moved to table discussion on the changes to the Articles to the next meeting. Russ Brown seconded the motion. The vote was taken. The motion was approved.

B. Status of Museum of North Idaho Exhibits

Chairman Robert Singletary said the Exhibit at the North Idaho Museum will be on the history of "The History of Preservation", the creation of the preservation offices throughout the County and the beginning of the CLG programs; and will be open and ready on April 1, 2015. There will be a section for the National Historic Register and "Gone But Not Forgotten" with specific details on certain sites, structures and buildings.

C. Status of letter to Cities

Skip Fuller moved to remove this item from the agenda. Russ Brown seconded the motion. The vote was taken. The motion was approved.

D. 2015 Essay Contest

Mr. Fuller handed out a draft of the 2015 Student Essay Contest rules and guidelines, possible lists of essay topics, and a flyer to hand out to teachers. The HPC had a lengthy discussion regarding topics for the essays and possible options. The group decided that they would vote on the essay topics at the next meeting.

E. State Register Compliance

Chairman Singletary handed out the State Registration Compliance Regulations for Idaho Historic Sites to all attendees.

F. Budget Requests

Mr. Fuller reminded the commission that Budget requests are coming up

III. New Business

A. Amwaco, possible site for Historic Register

Dick Whitney handed out a brochure on a possible historic site of Amwaco, Idaho and presented the research, photos, history, location and maps collected this far. Mr. Whitney said he believed this site to be a turn of the century railroad depot but further research is needed.

Jim Stravens exited the meeting at 4:35 p.m.

B. Nash Property, possible building for Historic Register

Chairman Singletary said there is a 1906 property on Lake Shore Drive that may have significant history and significance to the County. Chairman Singletary requested the HPC help to further his research and possibly add this property to the National Registry.

- C. The next meeting will be held at the County Courthouse on Wednesday, April 15, 2015. Meeting room and time: to be announced.

IV. Open Floor

There was no comment.

V. Adjourn

There being no further discussion of agenda items or public comment, Chairman Singletary adjourned the meeting at 4:51 p.m.

Meshell Missler, Recording Secretary