

AGENDA

Idaho County Historic Preservation Commission
Monday, May 13, 2019
Courthouse – Idaho Commissioners Meeting Rm
Grangeville, Idaho
1:00pm – 2:00pm

1:00- 1:10pm April Minutes
1:10 – 1:15pm Bylaws – Read Number of Meetings Per Calendar Year (3rd reading)
1:15-1:20pm Secretarial Duties
1:20-2:00pm Riggins School House – Historical Register - Tentative

Monday, May 13, 2019 – Meeting Minutes

The meeting was called to order at 1:02pm by Vice Chairperson, Taffee Schaack

Roll Call of Commission Members:

Commission Members Present: Taffee Schaack, Karen Crosby, Erin Duden, Bryan Mahoney, Ron Miller, Marge Arnzen

Commission Members Absent: Jamie Edmondson, Scott Swearinger, Delbert Mattson, Jim Chmelik

Guest: Ray Bowers

April Meeting Minutes:

Did everyone previously read the April Minutes? Yes. No corrections to the April Minutes were brought forward from the Commission members. Taffee asked for a motion to approve. Marge made a motion to approve the April minutes. Erin second motion. Everyone approved. Nobody opposed.

Bylaws-Number of Meetings per Calendar Year (3rd Reading):

The Bylaws setting the number of meetings: *A minimum of seven (7) meetings between the months of October and June* was read for the 3rd time and final reading. Taffee asked for a motion to approve the reading. Bryan made a motion to approve the final reading. Ron 2nd motion. Everyone approved. Nobody opposed.

Secretarial Duties:

Karen mentioned that there are three sets of Secretarial Duties. One set is listed in the Bylaws and another set of Secretarial Duties was given to her from Jamie Edmondson that she found in her paperwork from the previous Commission. The third set is what Karen created when the new Commission met in the fall and was discussed at the first meeting. These three sets of

duties need to be merged into one set of duties. Karen started out discussion by providing copies of all three sets of duties to the commission members present at meeting.

--Karen first read the duties given to her from Jamie Edmondson. In this set of duties, there are 4 major duties.

1. Keeping the minutes, recording motions and providing copy of minutes
2. Public Notice of meetings and what needs to be included in meeting public notice (10 days prior to meeting, once a week (2 notices) prior to meeting).
3. Grant Administrator role and responsibilities.
4. Keeping paper documentation of everything done by the commission.

--Karen read the duties included in the Bylaws. In this set of duties, there is also 4 set of duties.

1. Keep minutes and provide copies to Agencies (USFS-Payette and NP/Clearwater, Clerk of County Board of Commissioners, ISHPO).
2. Advertise all legal notices.
3. Be custodian of some records, correspondence, etc.
4. Inform Commission of correspondence relating to the business of the Commission and attend to correspondence.

--Karen read the duties that she created in the very beginning. In this set of duties, there is also 4 set of duties.

1. Work with Chairman to identify and create Meeting Agenda
2. Create Public Notice of meetings and what needs to be included in public notice (7 days prior to mtg).
3. Create Meeting Minutes and distribute to Commission Members, County Commissioner.
4. Contact County Courthouse Clerk to schedule meeting room; post agenda and minutes to County website, and print meeting documents prior to meetings.

A couple of months ago, Jamie showed Karen where there is a file cabinet in the Legal Law Library in the basement of County Courthouse. The file cabinet is locked and so is the Law Library. A person has to go to the Records Office to obtain keys. This is where persons can view past projects, newspaper clippings, and activity done by the Commission.

Open Questions and Action Items:

- 1) Karen to follow-up with County Clerk to see if she can place a paper copy of Minutes in a file folder for anyone to walk in and read past Commission, 2018 forward, Minutes. **DONE.** Kathy will start placing a paper copy of final minutes in file folder.
- 2) Karen will ask the County Clerk if the Commission Bylaws need to be recorded. **DONE.** Answer: No. The Clerk will place a copy in the file folder. Clerk said to email final bylaws to all three Idaho County Commissioners, so they are aware and informed.
- 3) Do we add roles and responsibilities into Bylaws? Bylaws currently have roles and responsibilities for Chairman, Vice-Chairman, Secretary, Treasure. Needs to be answered when everyone returns in October.

- 4) When a decision is made about roles and responsibilities to be included in Bylaws, then they can be given to the Commissioners.
- 5) Karen needs to find out if Payette USFS is in Idaho County. Answer: Yes. Warren and Burgdorf are in Idaho County. I need to ask Skip for contact information.
- 6) Concern is that Karen doesn't have the time to do the additional housekeeping and Grant Administrator responsibilities and is a huge workload.

Secretarial Duties Motions:

- 1) Marge made a motion for Karen to make some edits and start merging the Secretarial Duties. See attached separate document. Taffee 2nd motion. Everyone approved. Nobody opposed.
- 2) Ron made a motion to Add another member at large Board member to assist current Board members. Bryan 2nd motion. Everyone approved. Nobody opposed.
- 3) Karen made a motion that in October when we re-convene that we add on the Agenda to discuss outstanding secretarial duties, grant administrator, housekeeping duties and add another member at large board member to assist current Board members; and decide if responsibilities need to be included in Bylaws and read 3 times. Marge 2nd motion. Everyone approved. Nobody opposed.

Riggins School House-Historical Register-Tentative. Jamie was not present at meeting to provide any updates. Topic will be postponed until Jamie can attend.

Miscellaneous updates from Commission Members:

Erin Duden – Erin asked the question regarding how do Commission Members begin to put a residence / property on the Historical Register? For example getting information to the property owner that highlights "what is involved" . Like a pamphlet that includes process to get properties listed on Historic Register. This topic needs Jamie's input and will be tabled for when she is in attendance.

Taffee Schaack – Taffee mentioned that she is going to the CAMP on June 1st and will report back to Commission on what she learned at CAMP and get ideas on how to start/begin projects and communicate with property owners about listing their properties. Ron suggested contacting Andrew Outtman about writing an article seeking public input.

Marge Arnzen – Marge brought Ray Bowers with her to the meeting and said that she would be resigning due to other commitments. Ray would be her replacement on the Commission. Marge will talk to Skip about Ray replacing her on the Commission.

Ron Miller - brought up possible putting Old Golden on the Historic Register as a site (would only have signage). Mine to Market road is County Road. This is a spur off the old Elk City Wagon road. County has easement to cross bridge.

Next Meeting: June 10, 2019 at 1pm

Items for June Agenda:

May Minutes

CAMP Update from Taffee Schaack

Secretarial Duties edits

Marge made a motion for the Commission to Adjourn. Ron 2nd motion. Everyone approved. Nobody opposed. Meeting was adjourned at 2:08pm.

Submitted by Karen Crosby, Secretary