

**Minutes of Meeting
Kootenai County Historic Preservation Commission (HPC)
October 21, 2020
3:00 PM**

A. Call to Order

The meeting was called to order by Chairman Robert Singletary at 3:02 pm.

1. Opening Protocols:

There were no opening protocols

2. Roll Call:

Present were Chairman Robert Singletary, Walter Burns, Laurie Mauser, Courtney Beebe, Russ Brown, and Recording Secretary Chandra Newberry.

3. Approve Minutes:

September 23, 2020 meeting minutes were put up for approval. Walter Burns moved to approve the minutes as presented, Courtney Beebe seconded the motion. The motion was carried.

4. Introduce Guests:

Jennifer DeRose was introduced as a guest.

B. Business (Action Items)

Garden District Survey

- a. Laurie Mauser read the email she received from Sharon Boswell for the Commission to hear. Robert Singletary asked at what time we will have the survey complete. Laurie advised Robert that the deadline is October 31. So, Sharon can send the commission a copy of the report to be able to review it before it goes to ISHPO.

New Grant Scope of Work Approval

- a. Laurie stated we have to put out a Request for Proposal to various contractors and accept one of them. Courtney Beebe asked if they have to follow the County's RFQ process. Laurie stated what they have done in the past. Recording Secretary Chandra Newberry stated she will find out whether they need to use the County RFQ process or not. Laurie suggested a scope that is only for Cougar Gulch, and maybe another scope for a different project, depending on what money is left after the Cougar Gulch project. Courtney advised the committee that she met with the board that runs the Meadow Brook Community Hall and is working on filling out an eligibility application with ISHPO for Cougar Gulch.

Proposal for Inadvertent Archaeological or Historic Find Protocol in Kootenai County

- a. Laurie gave an update on other states that have historic protocols, when Kootenai County does not have any. She suggested the County have a protocol for inadvertent cultural discoveries. Robert agreed with Laurie. He then stated that this item will be added to the next meeting for more discussion.

Possible Policy/Protocol for Kootenai County Owned Property

- a. Russ asked if they should write a policy to advise the Board of County Commissioners of what they are supposed to do when historic resources are concerned. Laurie stated there should be a procedure in place, so in the future nothing gets missed, as in what happened with the Romer/Hamilton House.

Formal Thanks Letter to Purchasers and Group of Romer/Hamilton House

- a. Robert suggested the Commission send a formal thank you letter to the group that purchased the Romer/Hamilton house. The Commission agreed with Robert's suggestion.

Jennifer DeRose Application/Interview

- a. The Commission interviewed Jennifer DeRose. Russ Brown moved to recommend Jennifer DeRose to the Historic Preservation Commission. Laurie seconded the motion. The motion was carried.

C. Open Floor

No items were discussed for open floor.

D. Adjourn

There being no further discussion of agenda items or public comment, Walter moved to adjourn the meeting; Russ seconded the motion. The motion was carried. Chairman Robert Singletary adjourned the meeting at 4:45 p.m.

Chandra Newberry, Recording Secretary