

City of Falls City, OR

Historic Landmark Commission

Wednesday, November 10, 2021 at 5:00 pm

Notice of Meeting

Meeting Location; 320 N Main St. Falls City, Or 97344

1. Call to Order
2. Pledge of Allegiance
3. Motion to Adopt the Entire Agenda
4. Consent Agenda - Motion Action Approving Consent Agenda Items

- a. September 10, 2020 HLC Minutes

Attachments:

- **2020.09.10 HLC Minutes** (2020.09.10_HLC_Minutes.pdf)

- b. October 22, 2020 HLC Minutes

Attachments:

- **2020.10.22 HLC Minutes** (2020.10.22_HLC_Minutes.pdf)

- c. November 17, 2020 HLC Meeting Minutes

Attachments:

- **2020.11.17 HLC Minutes** (2020.11.17_HLC_Minutes.pdf)

- d. October 28, 2021 HLC Meeting Minutes

Attachments:

- **2021.10.28 HLC Minutes Guy Mack** (2021.10.28_HLC_Minutes_Guy_Mack.pdf)

5. Public Comments

6. Old Business

- a. Staff Report-City Staff Managing Historic Videos on Website.

Attachments:

- **SR YouTube Videos on Website** (2021.11.10_SR_YouTube_Videos_on_Website.pdf)

7. New Business

- a. Select HLC Commission Chair, Vice Chair and Secretary for 2021

Attachments:

- **SR Select Chair** (2021.11.10_SR_Select_Chair.pdf)

8. Correspondence, Comments and Ex-Officio Reports

9. Committee Announcements

10. Adjourn

City of Falls City
Historic Landmark Commission
Thursday September 10, 2020 4:30 p.m.
Meeting Location: 320 N Main Street, Falls City, OR 97344

Committee Members Present

Mike McConnell, Bruce Garrett, Amy Houghtaling, Guy Mack

Staff Present

None

1. Call to Order

Chair Houghtaling called meeting to order at 4:34 PM and took roll call.

2. Pledge of Allegiance

Chair Houghtaling led commission in the Pledge of Allegiance.

3. Motion to Adopt the entire agenda

A motion was made by Member McConnell and seconded by Member Garrett to adopt the entire Agenda Motion carried 4-0-0-0 Ayes. Mike McConnell, Amy Houghtaling, Bruce Garrett, Guy Mack.

4. Consent Agenda.

- a. Historic Landmark Commission Minutes August 13, 2020

A motion was made by Member Mack and seconded by Member McConnell approving Consent Agenda item a with changes on page one (1) second to last paragraph of member Houghtaling to Chair Houghtaling and last paragraph change Chair Garrett to member Garrett and first paragraph on page two (2) change carriage house to Little Clinic house. Motion carried 4-0-0-0 Ayes. Mike McConnell, Amy Houghtaling, Bruce Garrett, Guy Mack.

5. Public Comments

None

6. Old Business

- a. The HLC appreciates the update on the CLG Grant but concern was expressed by all members as to why (even in these times of COVID-19) the HLC was not informed of the termination on the APP Grant and the amended project to “Digitize a substantial quantity of historical photographs and documentation and create a public access point via a web page on City website”. A quick perusal of the “French Family Photos” showed that many of the photos showed that many of are not of Falls City, i.e. Fishing boats in a harbor, the Pit Bridge (located in Shasta County California) and other obviously not of Falls City. These photos do not represent Falls City and should be deleted from the web page (assistance from the HLC can help identify such photos). Chair Houghtaling will request a meeting with Mayor Gordon on improving communication between the City and HLC.

7. New Business

- a. The HLC would like to establish a comprehensive time line of the uses of the Little Clinic House and requests permission to post on Facebook, either the City’s or personal, requesting information on how it was used, who occupied it and personal memories or photos. The HLC would also like to have the City’s Historic Landmark Register be included on the webpage, possibly as a PDF document. HLC also requests to be allowed or have City Staff search upstairs at City Hall to locate photos/documents donated by former resident Erma Ferguson.

8. Correspondence, Comments and Ex-Officio Reports

None

9. Committee Announcements

Next Historic Landmark Commission meeting is scheduled for Thursday October 08, 2020 at 4:30 p.m. at the Falls City Community Center.

10. Adjourn

The meeting was adjourned at 5:15 pm

A motion was made by Member Mack and seconded by Chair Houghtaling to adjourn the meeting. Motion carried 4-0-0-0. Ayes: Mike McConnell, Amy Houghtaling, Bruce Garrett, Guy Mack.

Signed: _____ Historic Landmark Commissioner Chair Houghtaling

Attested: _____ Historic Landmark Commission Member

City of Falls City
Historic Landmark Commission
Thursday October 22, 2020 4:30 p.m.
Meeting Location: 320 N Main Street, Falls City, OR 97344

Committee Members Present

Mike McConnell, Bruce Garrett, Amy Houghtaling, Guy Mack

Staff Present

None

1. Call to Order

Chair Houghtaling called meeting to order at 4:33 p.m. and took roll call.

2. Pledge of Allegiance

Chair Houghtaling led commission in the Pledge of Allegiance.

3. Motion to Adopt the entire agenda

A motion was made by Member Mack and seconded by Member Garrett to adopt the entire Agenda Motion carried 4-0-0-0 Ayes. Mike McConnell, Amy Houghtaling, Bruce Garrett, Guy Mack.

4. Consent Agenda.

- a. Historic Landmark Commission Minutes August 13, 2020
- b. Historic Landmark Commission Minutes September 10, 2020

A motion was made by Member McConnell and seconded by Member Garrett approving Consent Agenda item a & b. Motion carried 4-0-0-0 Ayes. Mike McConnell, Amy Houghtaling, Bruce Garrett, Guy Mack.

5. Public Comments

None

6. Old Business

- a. Historic Landmarks Commission discussed the French Family photos and requests that members meet with City Staff to authenticate photos and information on Falls City Website, either in person (with all COVID-19 protocols) or electronically.

7. New Business

None

8. Correspondence, Comments and Ex-Officio Reports

None

9. Committee Announcements

Next meeting to be held: Chair Houghtaling will email members and City Staff to set next meeting date and time.

10. Adjourn

The meeting was adjourned at 5:01 pm

A motion was made by Member Mack and seconded by Chair Houghtaling to adjourn the meeting. Motion carried 4-0-0-0. Ayes: Mike McConnell, Amy Houghtaling, Bruce Garrett, Guy Mack.

Signed: _____ Historic Landmark Commissioner Chair Houghtaling

Attested: _____ Historic Landmark Commission Member

City of Falls City
Historic Landmark Commission
Thursday November 17, 2020 6:00 p.m.
Meeting Location: 320 N Main Street, Falls City, OR 97344

Committee Members Present

Mike McConnell, Bruce Garrett, Amy Houghtaling, Guy Mack

Staff Present

None

1. Call to Order

Chair Houghtaling called meeting to order at 6:04 p.m. and took roll call.

2. Pledge of Allegiance

Chair Houghtaling led commission in the Pledge of Allegiance.

3. Motion to Adopt the entire agenda

A motion was made by Member Mack and seconded by Member Garrett to adopt the entire Agenda Motion carried 4-0-0-0 Ayes. Mike McConnell, Amy Houghtaling, Bruce Garrett, Guy Mack.

4. Consent Agenda.

A motion was made by Member McConnell and seconded by Member Garrett approving Consent Agenda item a October 22, 2020 with correction of the date show November 17, 2020 Motion carried 4-0-0-0 Ayes. Mike McConnell, Amy Houghtaling, Bruce Garrett, Guy Mack. (When preparing minutes for 11/17/2020 meeting I Guy Mack realized the minutes provided where actually not for the October 2020 Meeting were for the September 2020 meeting and those minutes will need to rescind this motion and approve correct minutes for October at the next meeting).

5. Public Comments

None

6. Old Business

- a. Chair Houghtaling informed members that Falls City Thrives tentative objectives of using the clinic is to lease space to small business, artists, possible pickup/drop-off for Chemeketa Cooperative Regional Library Services, Community Information Center, or other purposes if a lease arrangement can be reached with the City of Falls City. Member Mack informed members that a subcommittee had been researching leasing rates and the need to keep rents affordable yet cover necessary expenses. Member Garrett requested that the HLC have access to the Clinic for a 'walk through' at our next meeting.

7. New Business

None

8. Correspondence, Comments and Ex-Officio Reports

None

9. Committee Announcements

Next meeting to be held: Chair Houghtaling will email members and City Staff to set next meeting date and time.

10. Adjourn

The meeting was adjourned at 5:01 pm

A motion was made by Member Mack and seconded by Chair Houghtaling to adjourn the meeting. Motion carried 4-0-0-0. Ayes: Mike McConnell, Amy Houghtaling, Bruce Garrett, Guy Mack.

Signed: _____ Historic Landmark Commissioner Chair Houghtaling

Attested: _____ Historic Landmark Commission Member

City of Falls City
Historic Landmark Commission
Thursday October 28, 2021 5:00 PM
Meeting Location: 320 N Main Street Falls City
Masks are mandatory

Commission Members Present

Mike McConnell, Bruce Garrett, Amy Houghtaling, Guy Mack.

1) Roll Call

Chair Houghtaling called the meeting to order at 6:02 PM, took roll call.

2) Pledge of Allegiance

Chair Houghtaling led the Commission in the Pledge of Allegiance.

3) Motion to Adopt the entire Agenda

Member Garrett moved and member McConnell seconded: **that we adopt the entire Agenda.** Motion carried 4-0-0 Ayes. Mike McConnell, Bruce Garrett, Amy Houghtaling, Guy Mack.

4) Consent Agenda Motion Action Approving Consent Agenda Items

HLC packets were not picked up so we will need the minutes for September 10, 2020, October 22, 2020, November 17, 2020, and October 28, 2021 included in next meeting packet.

5) Public Comment - None

6) Old Business

A. Discussion - Clinic Update

Chair Houghtaling informed Committee that the Clinic has four (4) tenants at present. Member Mack informed Committee of issues with providing keys for all rented rooms and electric breakers tripping off for lights and wall sockets and that the City hopes to remedy these soon.

7) New Business

A. Code Enforcement Officer - FYI update of Contract with City of Dallas

8) Correspondence, Comments and Ex-Officio Report

Action Item: Member McConnell requested HLC discuss options for using Jail for Fund Raising purposes at next meeting. Member McConnell discussed having all videos produced by FCHS students on Historic properties be brought together under the management of the City. Chair Houghtaling moved and Member Garrett seconded; **That the City manage the You Tube videos on City website if not a burden to Staff.** Motioned carried 4-0-0. Ayes: Amy Houghtaling, Mike McConnell, Bruce Garrett, Guy Mack.

9) Committee Announcements

Next meet to be held Wednesday November 10, 2021 at 5:00 PM and also on Monday November 22, 2021 at 5:00 PM.

9) Adjourn

Member Mack moved and Member Garrett seconded **we adjourn.** Motion carried 4-0-0 Ayes. Mike McConnell, Bruce Garrett, Amy Houghtaling, Guy Mack. Meeting adjourned at 5:25.

_____ Historic Landmark Commissioner Chair Houghtaling

Attested: _____ Historic Landmark Committee Member

STAFF REPORT

TO: Historic Landmark Commission
FROM: Jamie Ward, City Recorder
SUBJECT: City Managing Historic Landmark Videos on the Website
DATE: 11/10/2021

SUMMARY

City Staff was asked by Historic Landmark Commission to manage the YouTube videos on the city website at the October 28, 2021, Meeting.

City Staff does not have the excess time now to take on another project like this but is willing to work with a member of the Commission to get this project started. Once it is on the website it is self-manageable unless we need to change out videos at specific times. City Staff is asking for more information on what the project entails and how much staff time would be required to complete the project, as well as a champion to help lead this project with staff If commission still deems it necessary.

BACKGROUND:

None

PREVIOUS COMMITTEE ACTION:

None

STAFF RECOMMENDATION:

None

EXHIBIT

None

PROPOSED MOTIONS

None

STAFF REPORT

TO: Historic Landmark Commission
FROM: Jamie Ward, City Clerk
SUBJECT: Select HLC Commission Chair, Vice Chair and Secretary for 2021
DATE: 11/10/2021

SUMMARY

Appoint a 2021 Chairperson, a Vice-Chairperson and Secretary. To proceed, Committee should nominate an appointee to accept nominations and call for votes.

BACKGROUND:

Due to lack of 2018 meetings the Historical Landmark Commission defaulted in fulfilling the two meeting per year requirement set forth in the Municipal Code Chapter 32.05.040 Meetings Four members of the commission shall constitute a quorum. When a quorum is present, the concurrence of a majority of the members present shall be required to decide any matter. It shall meet at least twice per year, at such times and places as may be fixed by the chairperson, or as directed by the city council. If necessary, members may attend a meeting of the committee by conference call in accordance with state law.

Municipal Code Chapter 32.05.010 requires each committee and commission to appoint a chair at the first meeting of each new-year. Municipal Code Chapter 32.05.010 does not allow a Commissioner to serve more than two consecutive years as Chairperson; a commissioner can serve as chairperson after a break in service.

This Ordinance requires the Commission to fill three positions; Chair, Vice-Chair and Secretary.

32.05.010 Historic Landmark Commission Established

The historic landmarks commission is hereby established. The commission shall be composed of seven members appointed by the mayor, with the consent of the council. The historic landmarks commission members shall elect, at their first regular meeting, a chairperson, vice chairperson and secretary from their membership. Thereafter, the commission shall elect a chairperson at its first meeting each year, to serve for the calendar year and until the chairperson's successor has been elected; provided, however, that no member shall serve more than two consecutive terms as chairperson.

PREVIOUS COMMITTEE ACTION:

None

STAFF RECOMMENDATION:

None

EXHIBIT

None

PROPOSED MOTIONS

*Committee appointee asks for nominations for **Commission Chair for 2021**.
Committee appointee accepts nominations. Hearing no additional nominations, calls for a motion and a vote.*

Motion: I move _____ be appointing Chair of the Historic Landmark Commission for 2021.
Motion made by:
Seconded by:
Record the vote:

*Committee Chair asks for nominations for Commission **Vice Chair for 2021.***
Committee Chair accepts nominations. Hearing no additional nominations, calls for a motion and a vote.

Motion: I move _____ be appointing Vice Chair of the Historic Landmark Commission for 2021.
Motion made by:
Seconded by:
Record the vote:

*Committee Chair asks for nominations for Commission **Secretary for 2021.***
Committee Chair accepts nominations. Hearing no additional nominations, calls for a motion and a vote.

Motion: I move _____ be appointing Secretary of the Historic Landmark Commission for 2021.
Motion made by:
Seconded by:
Record the vote: