



MINUTES
REGULAR MONTHLY MEETING MEETING OF HISTORIC COMMISSION
CITY OF SPRINGFIELD OREGON

10:00 AM

NOVEMBER 19, 2021

HC Agenda 11.19.2021

In Attendance: New Commissioner Leslie Mclees, Commision Chair Kristina Boe, Commissioner Charlotte Helmer, Commissioner Kirkwood Donavin

Staff: Melissa Carino, Drew Larson, Maddi McGraw

Absent: Commissioner Jenna Fribley

Excused: Commissioner Brian Josephson

Introducing newest Commissioner - Leslie McLees, Geography

Other Commissioner Introductions & backgrounds

- Chair Boe: landscape

- Commissioner Helmer: historic preservation

- Commissioner Donavin: teaches economics @ LCC

Review Agenda & Past Meeting Minutes

Chair reviewed agenda

Mary Bridget doing training instead of Kristina Kraaz

October Minutes

Motioned by Commissioner Donavin, Seconded by Commissioner Helmer

Voting:

Approved by present Commissioners

Land Acknowledgment | Statement of Accountability

Explained difference between Land Acknowledgement & Statement of Accountability

Melissa will do some research of other models

Personal Commissioner to develop own Land Acknowledgments

Commissioner Donavin - thinks this is an appropriate approach

Commissioner Helmer - helpful after the Applied Decolonization training

Public Comment / Business from the Audience

None.

Commenting

There were no comments for this Item

Historic Land Use Development Review - no applications

No land use applications needing Historic Review.

Drew shared a potential application coming up re: wooden gazebo currently made of old windows (accessory structure)

New gazebo will be open and wooded through a kit

Applicant has already done porch repair and painting

Application + Photo Documentation will be shared with Commissioners

Commissioner Helmer asked if most Springfield historical review is residential? any commercial?

Drew responded that there are some commercial sites as well such as Main St Market, Cornbread Cafe/Tavern on Main

Awards Program and Washburne District Mailout

Commissioner Fribley not in attendance, and Commissioners Fribley and Helmer have not been able to touch base yet on this topic.

Draft award info by December to launch it in February; however, there is not funding currently available to HC after the SHPO grant.

Maddi proposed an opportunity for HC/museum collaboration. Some museum board members want to work with HC sub-committee. Past fundraiser by museum: Hops for History event at Public House raised \$500 and putting towards more historical toys. Is this something we do jointly? Hops for History - fundraising event as a collaboration with museum

HC needs funds for the mailing and postage.

Planning over email is ok amongst only 2 Commissioners because no quorum.

Other fundraising options?

Commenting

There were no comments for this Item

City of Springfield Boards/Commissions/Committee Guide

City Guide available - Historic Commission (HC) Handbook to be developed in the future because the guide doesn't cover specific HC by-laws and processes

Reviewed Table of Contents

Commissioner Helmer: Public Meetings was only 2 sentences but CAO is providing a training and handouts. HC is learning from missteps and receiving better staff response.

Communications between meetings. Copying Staff Liaison for emails. Social get-together possible? YES, but members can't deliberate or gather on anything that's HC business.

Can HC raise funds other than grant awards? *Budget Process & Budget Law needs to be further looked at by Melissa

NO Quorum for outside meetings/deliberations. OR Public Law Requirements.

Commenting

There were no comments for this Item

Training: Public Meetings with City Attorney's Office

Mary Bridget Smith from City Attorney's Office (CAO) provided attachments (slides, notes).

- (1) Training on Public Records and Meetings
- (2) By-Laws / Springfield Municipal Code

- Member Training
- Cover basics on participation on a commission
- Roles, Responsibilities, Ethics
- Appreciation for serving
- Part of local government so there are limitations and restrictions involved in procedures
- OR Public Meetings Law
- * No email voting or discussion: don't "reply all" - utilize staff liaison!
- * Sub-committees (ad hoc/awards program) - no formal process on creating sub-committees - but discuss and record decisions in Minutes. Have a clear scope for each sub-committee. This would be a public meeting so work with staff (MC/MBS) on notice and holding meetings/decisions legitimately.

Individual(s) - 2 ppl max - (or sub-committee? quorum - *notice* & take Minutes + record virtual meetings) does work/decides on something for the commission then will report back to commission at a future meeting. Staff doesn't need to attend sub-committee meetings.
Talk on phone for smaller individual meetings. Audio recording or simple written Minutes is ok.

Post-COVID 19 Legislation

Legislation requires hybrid meetings - in-person and virtual. Council is looking to initiate hybrid meetings in 2022. Some groups can stay just virtual.

PUBLIC TESTIMONY: SpringfieldOregonSpeaks (SOS) platform, Drew for development applications/written testimony, and it's on agenda for every HC meeting. Limit to 3 minutes. Name and Ward is helpful. Don't have to provide specific residential address. Share with Council/Councilor Pitts as appropriate.

Members are public officials - ethics, conflicts of interests, improper use of office. OR Govt Ethics Commission. Utilize City staff too - Melissa or CAO.

Differentiate when speaking as an individual and repping the City. Historic Commissioners cannot do lobbying or advocating for a decision without consent from elected bodies or sub-committees.

Liaisons - Check-in regularly: Councilor Pitts, Melissa/staff, member liaisons to the Council - perhaps CHAIR/VICE CHAIR

Public Records - notes and emails need to be retained for at least a year. Items can be called out for public record.

Historic Commission Charter/By-Laws with City Attorney

City standardizing by-laws citywide.
Info in Municipal Code serves somewhat like by-laws.

Commission can decide to develop by-laws too. Any changes to Municipal Code must be approved by Council.

The Bicycle Pedestrian Advisory Committee (BPAC) has a document on roles, responsibilities, values, protocols, statements of accountability --- internal document that doesn't need to be approved by Council. Must cover topics NOT in the Municipal Code. How to work together, etc.
*Chair Koenig will share info with Commissioners, including a link to the BPAC documents.

There are NINE seats on the Commission now, no longer just 7 seats. Council decided on this to be consistent across city committees/commissions.

*Melissa will meet with City Attorney's Office re: sub-committees checklist and/or process.

Updates & Upcoming Schedule

Melissa and Chair Boe will provide any PastForward Conference Trainings to the Commissioners.

Online landing page - public facing ok except for rosters. In order for Commissioner to not have to log into another platform, Melissa will work with staff on creating a Historic Commission landing page on SpringfieldOregonSpeaks.

Melissa will send out Doodles - NAPC, Decolonization, HC Mtngs (weekdays, afternoon/eves 5-7p, not normal business hours, 1.5 hours)

SOCIAL GATHERING TBD.