



HISTORIC PRESERVATION COMMISSION MEETING

City Council Chambers, 33 East Broadway Avenue Meridian, Idaho

Thursday, August 27, 2020 at 4:30 PM

All materials presented at public meetings become property of the City of Meridian. Anyone desiring accommodation for disabilities should contact the City Clerk's Office at 208-888-4433 at least 48 hours prior to the public meeting.

Agenda

VIRTUAL MEETING INSTRUCTIONS

Limited seating is available at City Hall Consider joining the meeting virtually:

<https://us02web.zoom.us/j/81398847100>

To call in: 1-669-900-6833

Webinar ID:813 9884 7100

ROLL-CALL ATTENDANCE

___ Blaine Johnston, President

___ Josh Evarts, Vice President

___ Jacy Nary

___ Dawn Cronk

___ Donna Lusignan

___ Jody Ault

___ Brian Fitzgerald

___ Jessica Perreault, City Council Ex-Officio

ADOPTION OF AGENDA

APPROVAL OF MINUTES [ACTION ITEM]

1. Approval of Minutes from July Regular Meeting

NEW BUSINESS [ACTION ITEMS]

2. Approval of Monthly Financial Statement

OLD BUSINESS [ACTION ITEMS]

3. Facebook Group Training by Shandy Lam
4. Create an Action Plan for Generating Content for Facebook Group
5. Discuss Historic Walking Tour Panel Design

REPORTS [ACTION ITEM]

6. Update: Hull Film Speedway Project
7. Update: Hull Film Master Agreement

8. Update: National Historic Registry Speedway Project
9. Update: Adding Meridian History to Boise State's World Museum
10. Brief review of the NAPC Forum from the Commissioners who participated

NEXT MEETING: September 24, 2020

ADJOURNMENT



HISTORIC PRESERVATION COMMISSION MEETING

Thursday, July 23, 2020 at 4:30 PM
City Council Chambers, City Hall
33 E. Broadway, Meridian, Idaho

1. Roll-Call Attendance

- x ___ Blaine Johnston, President
- ___ Dawn Cronk
- x ___ Josh Evarts, Vice President

- x ___ Jody Ault
- x ___ Jacy Nary

- x ___ Brian Fitzgerald

- x ___ Donna Lusignan

- ___ Councilwoman Jessica Perreault, Ex Officio

2. Adoption of the Agenda

J. Nary made motion to adopt the agenda. Seconded by J. Evarts.

All ayes

3. Approval of Minutes [Action Item]

A. Minutes from June 25, 2020 Regular Meeting

J. Nary made motion to approve the minutes. Seconded by D. Lusignan.

All ayes

4. Approval of the Monthly Financial Statement

A. Financial Statement 6/1/2020-6/30/2020

J. Evarts made motion to approve the monthly financial statement.
Seconded by J. Ault

All ayes

5. Old Business [Action Item]

A. Reviewing the Timeline and Naming of New Facebook Group

Commission reviewed concerns with the Facebook Group such as: the privacy setting on the group, how to respond to incorrect or unrelated posts by group members, the guidelines for proper and appropriate posting. Commission agreed that they would like to see the Facebook Group once it is created and will email AB questions to pass along to Shandy by August 14. The Commission also acknowledged that this will push back the timeline of publishing the Facebook group until after the next Commission Meeting.

J. Nary made motion to make the name of the Facebook Group “City of Meridian History Preservation Commission.” Seconded by J. Evarts and J. Ault.

6. Reports

A. Update: Adding Meridian History to Boise State's World Museum

B. Johnston informed the commissioners that B. Fitzgerald and B. Johnston met with A. Belnap last week and selected old photographs to send to Boise State for their World Museum. B. Fitzgerald will make write-ups and then pass along the photographs. If the Museum would like more, we can provide more.

B. Fitzgerald informed the commissioners that the Museum is not ready to be viewed- Boise State is still curating and finalizing the technology for the project. Anticipated availability is November.

B. Update: Walking Tour Brochures & Panel Replacement

B. Johnston stated that Signs Etc. will let the Commission know when installation is happening so that photographs could be taken and posted onto the Facebook Group.

7. Next Meeting: August 27, 2020

J. Nary requested that the Masters Agreement with Hull Film be put on next month's agenda.

8. Adjournment

J. Evarts made motion to adjourn the meeting. Seconded by J. Nary.
All ayes

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CITY of MERIDIAN
FY2020 (10/1/2019 thru 9/30/2020)
Budget for Historic Preservation & Historical Society

As of: 7/31/2020

Acct#	AGENCY / VENDOR	Effective Date	DESCRIPTION	FY2020 BUDGET	FY2020 REVENUES	FY2020 EXPENDITURES	Available Budget
01-1840-53801-11160	Budget	10/1/2019	Budget for misc	\$ 300.00			
Historical Society				\$ 300.00	\$ -	\$ -	\$ 300.00

Acct#	AGENCY / VENDOR	Effective Date	DESCRIPTION	FY2020 BUDGET	FY2020 REVENUES	FY2020 EXPENDITURES	Available Budget
01-1840-53801-11152	Budget	10/1/2019	Budget for Training	\$ 580.00			\$ 580.00
01-1840-53801-11153	Budget	10/1/2019	Budget for Supplies	\$ 200.00			\$ 200.00
01-1840-53801-11154	Budget	10/1/2019	Budget for Memberships	\$ 420.00		\$ 150.00	\$ 270.00
01-1840-53801-11155	Budget	10/1/2019	Budget for Printing/Promotional	\$ 1,000.00			\$ 1,000.00
01-1840-53801-11156	Budget	10/1/2019	Budget for Continuing Education Program	\$ 700.00			\$ 700.00
01-1840-53801-11158	Budget	10/1/2019	Budget for Student Initiative	\$ 150.00			\$ 150.00
01-1840-53801-11159	Budget	10/1/2019	Budget for Consulting/Photography Services	\$ 10,050.00		\$ 2,065.45	\$ 7,984.55
01-1840-53801-11157	Budget	10/1/2019	Budget for Historic Walking Tour App Maintenance	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ -
Historic Preservation				\$ 14,100.00	\$ 500.00	\$ 3,215.45	\$ 10,884.55
TOTALS				\$ 14,400.00	\$ 500.00	\$ 3,215.45	\$ 10,684.55

500

3215.45 GL balance 7/31/2020

for expenses check MIP/Reports/PostedTransactions/Historical Detail account #01-1840-53801
 for revenue check MIP/Reports/PostedTransactions/Historical Detail account #01-1840-34881 (shared acct with MAC)
 email to Arts Culture Specialist
 City budget for both Society & Preservation in #53801
 Expenses to be approved by Arts Culture Specialist/ Bill Nary

G/L Code	Fund Code	Department Code	Project Code	Effective Date	Transaction Description	ID	Amount
53801	1	1840	11159	11/21/2019	Virtual 3D Tour MPC/Black Cat Farm	HULLFILM, LLC	2,000.00
53801	1	1840	11159	2/5/2020	#36670, Workers Comp Payroll Premium 10/1/19-1/1/20 - Photos of Black Cat Mint Farm	IDAHO STATE INSURANCE FUND	65.45
53801	1	1840	11157	2/25/2020	Historic Walking Tour Subscription Renewal 4/1/20-4/1/21	ONCELL SYSTEMS INC	1,000.00
53801	1	1840	11154	4/30/2020	MC Parks #4 4/30/20 Statement - 4/10/20, National Alliance of Preservation Commissions; HPC annual membership dues 4/10/20-4/30/21	MASTERCARD	150.00



MEMO TO HISTORIC PRESERVATION COMMISSION

Presenter: Shandy Lam, Communications Manager **Estimated Time:** 20 minutes

Topic: City of Meridian Historic Preservation
Commission Facebook Group

Commissioners will have already reviewed the unpublished Facebook Group.

Shandy will provide an overview of proper social media practices and City guidelines for responding to the public on social media.

Commissioners will have the opportunity to ask Shandy questions specific to the Facebook Group.



MEMO TO HISTORIC PRESERVATION COMMISSION

Topic: Creating an Action Plan for Generating Content for New Facebook Group

Background:

Shandy Lam has provided training and answered questions on how the Facebook Group works.

Next Steps:

1. Set a date for when the Facebook Group will go live.
2. Determine how to invite individuals to join the group.
3. Establish a plan for creating and posting consistent content.

Recommendation:

1. Go live on October 1, 2020.
2. Commission designates 1-3 commissioners as social media managers. The commissioner(s) work with Audrey to build a campaign to invite individuals to join the Facebook Group. The social media managers report on their plan to the Commission at the September Commission Meeting.
3. Social media managers meet regularly for the next 6 months to generate content for the group. The managers have the responsibility to write captions, select photographs, and make a schedule for posting for a set amount of time i.e: monthly, quarterly, etc. The social media managers will also have the option for additional
4. The Commission reevaluates in 6 months to determine if the process needs to be adjusted or if it is going well.