



Historic Landmarks Board
Community Auditorium Conference Room
1915 Main Street, Forest Grove, OR
Tuesday, January 25, 2022, 6:30 pm

1. **CALL TO ORDER:**

Motion from the floor by Haveluck to have Cushing act as Chair due to the departure of the Chair and the Vice Chair was not yet in attendance. A second was offered by Ruby. The motion to have Cushing act as Chair for the meeting was passed by voice agreement.

Chair Cushing called the meeting to order at 6:42 p.m. via Zoom webinar.

Historic Landmark Board Members Present: Holly Tsur, Heidi Ruby, Melody Haveluck, George Cushing, Jennifer Brent

Staff Present: Amy Kreimeier

Council Liaison: Councilor Elena Uhing

2. **CITIZEN COMMUNICATION:** None.

4. **ACTION ITEMS/DISCUSSION:**

A. **Annual Officer Elections:** At the request of Councilor Uhing, discussion on item was moved to the end of the agenda. The Board discussed responsibilities of the Chair and Vice Chair, delegation of duties, cross-training of members, and board member communication.

Haveluck/Ruby moved to nominate Vice Chair Brent as Chair. Motion carried 5-0

Tsur/Ruby moved to nominate Haveluck as Vice Chair. Motion carried 5-0.

Haveluck/Vice Chair Brent moved to nominate Cushing as Secretary. Motion carried 5-0.

B. **Review and Adopt 2022 Work Plan:** Kreimeier provided a brief summary of the proposed work plan. The Board discussed Spanish language translation needs. Kreimeier to provide more information on best practices. Councilor Uhing discussed the City's Diversity, Equity, and Inclusion (DEI) initiative to incorporate into the work plan. Ruby requested more information on attending the 2022 Oregon Heritage Conference. Councilor Uhing proposed adding Governance 101 to the work plan for training on public records and meetings laws. Kreimeier to research demolition ordinances and provide more information on upgrading Main Street level.

Vice Chair Brent/Ruby moved to revisit the upgrading Main Street level discussion at the February meeting. Motion carried 5-0.

- C. **Adopt 2022 Meeting Schedule:** The Board discussed a possible change to quarterly meetings.
Tsur/Haveluck moved to adopt the 2022 monthly meeting schedule. Motion carried 4-0 with Vice Chair Brent absent.
- D. **Downtown District Brochure Project:** Tsur provided an update on current status of Downtown Historic District brochure project. Tsur discussed a lack of up-to-date information and photos available on the website to complement the brochure.
Vice Chair Brent/Haveluck moved to have board members review the website and send comments to Kreimeier by end of April for a presentation and discussion of website updates at the May board meeting. Motion carried 5-0.
- E. **Sesquicentennial Event Planning:** Haveluck provided an update on the Sesquicentennial organizing committee meetings. Committee is interested in Covid safe events. Haveluck proposed a historic preservation scavenger hunt. Councilor Uhing to provide update on Sesquicentennial event planning and fundraising at the February meeting.

5. **NEW BUSINESS:**

- A. **APPROVAL OF MINUTES:** Approval of Historic landmarks meeting minutes of December 21, 2022 meeting. Tsur provided corrections.
Haveluck/ Vice Chair Brent moved to approve minutes as corrected. Motion carried 5-0.
- B. **COUNCIL LIAISON REPORT:** Councilor Uhing reported on various City activities.
- C. **BOARD COMMUNICATIONS:** None.
- D. **FHFG REPORT:** None.
- E. **STAFF UPDATE:** Kreimeier gave brief report.

6. **ADJOURN**

The meeting was adjourned at 8:38 p.m.

Respectfully submitted by: Amy Kreimeier, Staff Liaison