

APPROVED

Forest Grove Historic Landmarks Board
Community Auditorium, 1915 Main Street
April 23, 2019 -- 6:30 P.M. Page 1 of 2

Members Present: Jennifer Brent, George Cushing, Mark Fischer, Larissa Whalen Garfias, Bill Youngs
Members Excused: Holly Tsur, Kelsey Trostle
Staff Present: James Reitz
Council Liaison: Tom Johnston
Citizens Present: 01 (Melody Haveluck)

1. **Call to Order:** Youngs opened the meeting at 6:35 p.m.

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

A. Photo Contest Planning: Whalen Garfias reported that we had received a total of 25 photos so far, including 3 youth submissions. Some people submitted more than one photo, and the overall number submitted is much better than the small turnout last year. She felt we are starting to better understand how to get the word out. Starting the process earlier helped a lot even though we did not put up as many posters, but the utility bill insert and the other efforts definitely helped. Youngs said he had seen the notice on the fire department reader board and felt that helped also. He also said his employer was happy to do any posters required as they were very much interested in community outreach.

Whalen Garfias passed out the entries received to date and although some were really stretching to tie into historical Forest Grove, they all did fulfill the entry requirements. All of the photos were great and the Board all agreed they were glad to not have to judge them, as the Public Arts Commission volunteered to take on that responsibility.

While discussing potential prizes, it was noted that only the *News Times* had stepped forward so far, so the Board members all agreed to donate money to the prize fund. A presentation to the winners has been tentatively scheduled for the May 15th City Council meeting (note: this was later amended to the May 28th meeting due to time constraints). A flash drive will be prepared by Whalen Garfias to allow the winning photos to be shown at the presentation.

The Board concluded that planning for the contest next year should be started even earlier, perhaps at the December meeting.

B. Stewart Award: Youngs provided an overview of three potential recipients. The Board discussed the merits of each and concluded that Pacific University and the Architectural Resources Group should share the honor due to their work preparing the first-ever campus-wide historic resources assessment. **Cushing/Whalen Garfias to present the Stewart Award to Pacific University and the Architectural Resources Group. Motion carried unanimously.**

Youngs volunteered to prepare the press release as well as the presentation script.

C. Editorial Calendar: This item was tabled to the next meeting due to Trostle's absence.

4. **Old Business/New Business:**

- Approval of Historic Landmarks Board Meeting Minutes. **The meeting minutes of March 26, 2019 were approved with one typographical correction.**

- Council Liaison Report. Councilor Johnston reported that the Council adopted new rules for the boards and commission, including limits on how long chairs can serve, and that although secretaries can continue to do the meeting minutes, the staff liaison will have ultimate responsibility to ensure they are properly formatted and submitted in a timely manner.

He also reminded everyone that the City's 150th anniversary was rapidly approaching and would be celebrated in 2022. Committees are being formed to start working on this momentous event.

He further reported that the Council and the Metro representative reviewing the CEP applications had concerns about the Board's recent waiver of the rule requiring that a preservation grant be approved before work began, and that the Council was concerned this action. It was noted that the Board subsequently discussed this in depth and had already committed to a firmer policy.

- FHFG Report. Haveluck reported that the garden tour is approaching soon on June 2nd and she invited everyone to attend their annual meeting on May 15th, when they will have a lecture on the history of the Tualatin River by the Tualatin Riverkeepers. She also said that her term as liaison was ending so she would not be officially attending anymore but may continue to attend as a citizen.
- CEP Application Presentation: Cushing said that Tsur had given an excellent presentation for the CEP grant. He had also attended and in response to a question about outreach, he said that Tsur discussed the postcard and mailings, the participation in the public safety open house, National Night Out and the photo contest.
- Staff Update. Reitz reported that SHPO still had not received any grant information from the National Park Service; so, all was on hold until it is received.
- May Agenda. Photo contest, Stewart Award, editorial calendar. Due to a conflict with the City Council meeting also being held on the 28th (due to the holiday) the Board voted to move the HLB meeting up one week to May 21st.

5. Adjournment: The April 23, 2019 meeting adjourned at 8:09 p.m.

These minutes respectively submitted by George Cushing, Secretary