



**HISTORIC PRESERVATION COMMISSION
CITY OF MILES CITY**

City Hall
17 South 8th

(406) 874-8616
Miles City, MT 59301

**MEETING MINUTES
FOR
FEBRUARY 19, 2015**

The absence of the Chairperson, Kathy Doeden made it necessary to determine who should conduct the meeting. Formal bylaws have not yet been adopted to cover this contingency. Commission members considered three alternatives: Nominating and voting a Commission member to serve as temporary Chair, asking the City government representative, Sheena Martin, or the HPO as staff and ex officio member of the Commission to conduct the meeting. The Commissioners reached consensus that it would be more efficient for the HPO, as a neutral party, to conduct the meeting leaving members free to discuss and vote on issues.

CALL TO ORDER

The meeting was called to order by Connie Muggli, HPO at 12:10pm. A quorum was established:

Members Present: Doug Melton, Jenna Janshen, Sheena Martin, Mark Browning

Members Absent: Kathy Doeden, Derrick Rodgers, Melissa Hartman

APPROVAL OF COMMISSION MINUTES AND FINANCIAL REPORTS

Commissioner Martin moved that the meeting Minutes for January 8, 2015 be approved as written, seconded by Commissioner Browning. The motion carried and passed unanimously without discussion.

Commissioner Martin moved that the Staff and Budget Report for the February 19, 2015 meeting be approved as presented by the HPO, seconded by Commissioner Melton. The motion carried and passed unanimously without discussion.

OLD BUSINESS

- **CERTIFIED LOCAL GOVERNMENT GRANT (CLG)**
Commissioner Browning moved that the CLG Grant for FY 2015-2016, administered through the State Historic Preservation Office be approved, seconded by Commissioner Martin, the motion carried and passed unanimously without discussion.
- **CLG PROGRAM EVALUATION**
Commissioner Browning moved that the CLG Program Evaluation requested by the State Historic Preservation Office be approved, seconded by Commissioner Martin the motion carried and passed unanimously without discussion.

- **HISTORIC PRESERVATION COMMISSION BY-LAWS AS AMENDED**
Commissioner Browning moved that the Miles City Preservation Commission Bylaws be approved as amended, seconded by Commissioner Martin.

Discussion: Commissioner Browning suggested including sections in the bylaws that would accommodate proxy voting, conference all meeting attendance/participation, and eliminating the Officer Position of Secretary. Commission members agreed that it would be easier to establish a quorum if Commissioners could participate in meeting discussions and voting by speaker phone, and assign their vote on any specific matter to another Commissioner by Proxy in the case of an unavoidable absence. Due to the municipal record keeping and audit requirements, Commissioners felt electing a Secretary would be redundant, and that it would be more efficient for the HPO to take the minutes. This frees Commissioners to participate in the meeting. Commissioner records must be maintained at City Hall in the vault for safety reasons, and are subject to audit. City Clerk staff serves other City Boards and Commissions, but are not available to provide that service for the Preservation Commission. Members asked the HPO to request an opinion from the City Attorney regarding proxy voting and speaker phone meeting attendance.

Commissioner Martin moved that the bylaws be further amended to include proxy voting and meeting attendance by speaker or conference phone, seconded by Commissioner Browning. The motion carried and passed unanimously.

The original motion, to approve the bylaws as amended carried and was passed unanimously pending approval by the City Attorney.

NEW BUSINESS: NONE

CITIZEN'S COMMENTS: NONE

MEMBER'S ROUNDTABLE

Doug Melton announced plans for the annual Artifacts Road Show. The event is tentatively scheduled for April 23rd or 24th at the Library. Doug is waiting to hear from the Library to confirm the date and venue.

Mark Browning discussed the difficulty of coordinating project schedules with grant award dates when many times, the work cannot be started until after the grant award. He cited the issues Rotary Club dealt with on the Riverside Park project. Mark will try and arrange an opportunity for the HPO to speak to the group about the Tax Increment Finance District.

Commissioner Martin moved the meeting be adjourned at 12:59pm, seconded by Browning, the motion carried and passed unanimously.

Respectfully submitted,		
Connie Muggli Historic Preservation Officer	Kathy Doeden Chair, Preservation Commission	
Date: February 19, 2015	Date Approved:	