

ITEM

REVIEW OF TRIFOLD BROCHURE

JOAN BORZILLERI

DISCUSSION	Trifold content draft has been distributed to all members. Suggestions of graphic content included the Crabapple logo, Rucker marker.	
CONCLUSIONS	Commission members should respond with any changes/suggestions to Joan within a week. Joan will make changes and redistribute the brochure before the next HPC meeting. Review to take place at the next meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Review the trifold draft and be prepared to discuss at next meeting; bring graphic suggestions to next meeting.	Members	2/11 meeting

ITEM

ELECTION OF OFFICERS

ANGELA RAMBEAU

DISCUSSION		
CONCLUSIONS	Chair: Motion to nominate Travis Allen by Mark Hancock, seconded by? Vote unanimous to elect.	
	Vice-Chair: Motion to nominate Mark Hancock by Travis Allen, seconded by? Vote unanimous.	
	Secretary: Motion to nominate Joan Borzilleri by Patti Silva, seconded by Mark Hancock. Vote unanimous.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Angela will send Joan the recording of the meeting; Joan will write up minutes and return to Angela for review.	Angela, Joan	

ITEM

QUESTION/ANSWER SESSION WITH CITY ATTORNEY

KEN JARRARD

DISCUSSION	City Attorney speaks to responsibilities of Commissioners under the state Open Meetings Act and other ethics, conflict of interest issues.	
Topics included:		
<ul style="list-style-type: none"> • Open Meetings Act: The objective of this act is to encourage transparency in government. For any meeting where a quorum of the HPC is present there must be a public notice and call. Any time a quorum of the HPC is present even outside of a called meeting, there is the illusion that preservation business is being discussed and conducted. To be safe we should meet in City Hall and follow protocol. Site visits also should follow the same procedure (public notice). If attending outside meetings or training, don't band together. Since our meetings are open to the public we can discuss what transpires at meetings except when in executive session (for personnel issues, land acquisition, litigation). • Ethics: Members should be objective, neutral, and impartial when conducting HPC business. A problem exists when a member could benefit monetarily from voting for or against historic designation. When appropriate, indicate to the other members that a conflict of interest might exist and say what it is. The HPC can decide whether a member should recuse himself. Lobbying is also forbidden. If a friendship causes a member to not be impartial, the member should recuse himself. • Public Comment at City Council: When making public comment at City Council meetings, be explicit that you are speaking for yourself, not as an HPC member. If you have lobbied in the past one way or another on a preservation-related issue, disclose to the HPC before making comment. Ken or the HPC can help decide. Enter the conflict into the record and say why it is or is not an issue. 		

- **Liability:** A situation may exist that a property owner does or does not want historic designation. A law suit might ensue from our decision. Are we then covered for legal fees and/or personal liability? Ans: we are typically sued as an entity vs an individual. Insurance pays the judgment though they may send a Reservation of Rights letter.

CONCLUSIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send a copy of the liability insurance policy to members.	Angela Rambeau	
Send a copy of the ethics ordinance to members.	Angela Rambeau	

ITEM SCOPE OF WORK

DISCUSSION	Various questions/ideas about how the HPC is to prioritize and conduct business.
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Topics included:

- **What is in our scope/plan of work?:** Veronica Buckman had a question about the primary focus of our Commission and whether we take a proactive role in searching sites or have citizens come to us. Per our HP Ordinance, performing an inventory of sites that might qualify for historic designation is within our job duties. We can start from the 1996 inventory of North Fulton historic properties and the updated list done by an intern. The list is currently part of the Transportation Plan. Some addresses have changed. Some members have a list and printouts of individual properties.

Per Norm Broadwell: we should be interested in the story of the entire area well as focusing on individual properties that come to our attention.

Travis suggested our top four priorities should be:

- (1) Update inventory
- (2) Applications for Historic Designation
- (3) Historic markers
- (4) Study the history of the area leveraging off Alpharetta Historical Society resources

- Per Mark Hancock: to expedite **research of properties** we should form a subcommittee of three to work outside of regular HPC meetings. Suggestion was made to form two groups with a subject matter expert in each (Travis and Norm).

- **Budget?** Angela says we do not have a budget but she will help us with copying.

CONCLUSIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Distribute a list of properties from survey to members.	Angela	

Verify date of next HPC meeting and contact Leigh Burns.	Joan Borzilleri	
Work on a bibliography of history publications.	Norm Broadwell	

Motion to adjourn: Mark, second, Travis.