

**CITY OF EDMONDS
HISTORIC PRESERVATION COMMISSION
SUMMARY MINUTES OF SPECIAL MEETING**

October 22, 2012

CALL TO ORDER AND ROLL CALL

Chair Vogel called the meeting of the Edmonds Historic Preservation Commission to order at 4:00 p.m. in the 3rd Floor Conference Room of City Hall, 121 – 5th Avenue North. He read the Commission's mission statement.

COMMISSIONERS PRESENT

Larry Vogel, Chair
John Dewhirst, Vice Chair
Christine Deiner-Karr
Andy Eccleshall
Meg Keogh
Bill Muller
Tim Raetzloff
Emily Scott
Gerry Tays
Steve Waite
Kristiana Johnson, City Council Member

STAFF PRESENT

Rob Chave, Planning Division Manager

COMMISSIONERS ABSENT

Eric Norenberg
Valerie Claypool
Lora Petso, City Council Member

BUDGET FOR 2013 CALENDAR

Mr. Chave explained that a donation fund for the Historic Preservation Commission has been established by the City Council. This action allows the Commission to collect fundraising dollars, but a budget amendment is still required in order to expend the funds. The City Council will be considering another budget amendment on October 23rd, and staff recommends the Commission submit their request for a budget amendment at the same time so the 2013 calendar can be printed as soon as possible. He emphasized that the amendment request would make it clear that no money would be spent without revenue on hand, and there would not be a negative balance in the account.

It was agreed that the Funding Subcommittee would provide a financial report at each meeting. Mr. Chave noted that the financial information would come directly from the City's Finance Department. The Commission agreed to discuss their 2013 budget needs at their November 8th meeting.

Commissioner Keogh reviewed that the plan is to print 5,000 calendars and sell them for \$5 each for total revenue of \$25,000. Local businesses have purchased advertising space in the calendar for an anticipated revenue amount of \$9,700. This should be sufficient funding to print the calendar, and the order would be placed next week. The goal is to have the calendar available for sale before Christmas.

Commissioner Keogh reported that staff is working with the calendar's graphic designer to prepare a City contract to compensate her for her time. It was noted the dollar amount of the contract is not sufficient enough to require the City to put out a request for bids.

The Commission discussed that sponsors who purchase advertisements in the calendar would receive 25 free calendars, and the Edmonds Historical Museum would also receive free calendars in exchange for allowing their copy-righted pictures to be printed. Mr. Chave pointed out that these details will need to be discussed further with the Finance Department to make sure they are consistent with laws related to the "gifting of public funds."

VICE CHAIR DEWHIRST MOVED THAT THE COMMISSION AUTHORIZE STAFF TO DRAFT A BUDGET AMENDMENT FOR THE CITY COUNCIL'S CONSIDERATION THAT WOULD REPRESENT THE MINIMUM EXPENDITURE NECESSARY TO GET THE CALENDAR PRINTED AND DISTRIBUTED. COMMISSIONER DEINER-KARR SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT

The meeting was adjourned at 4:26 p.m.