

**MINUTES  
HISTORIC PRESERVATION COMMISSION  
EDUCATION TASK FORCE**

Wednesday, December 1, 2010  
Conference Room B, City Hall

**Commissioners Present:** Commissioners David Klavitter and Bob McDonell.

**Commissioners Excused:** Chairperson Michael Knight.

**Staff Members Present:** Laura Carstens and David Johnson.

**CALL TO ORDER:** The meeting was called to order at 1:26 p.m.

**AFFIDAVIT OF COMPLIANCE:** Staff presented an Affidavit of Compliance verifying the meeting was being held in compliance with the Iowa Open Meetings Law.

**MINUTES:** Motion by McDonell, seconded by Klavitter to approve the minutes of the November 17, 2010 as submitted. Motion carried by the following vote: Aye – Klavitter, McDonell; Nay – None; Abstain – none.

**HISTORIC PRESERVATION BROCHURE:** Task Force Members discussed the title of the brochure. The Task Force noted the title as suggested is best. The Task Force requested that the text be left justified. The Task Force and staff reviewed suggested changes to the Historic Preservation brochure. The Task Force noted the content of the brochure was good; however, the layout could be improved. The Task Force reviewed suggested changes to the layout. The Task Force requested that the handout be redesigned in accordance with the suggestion and emailed to the task force for final approval prior to presenting it to the Historic Preservation Commission.

Staff Member Carstens suggested issuing a brochure to Dubuque 2.0 and including it on the city of Dubuque website under Historic Preservation. Staff Member Carstens reviewed the possibility of utilizing City Channel 8 as another means to educate and market historic preservation. The Task Force noted an interview format on City Channel 8 would be best. Staff Member Johnson noted those videos may be able to be posted to the website as well.

The Task Force and staff reviewed when the brochure can be presented to the Historic Preservation Commission. Staff noted the agendas for the December meeting have yet to go out and therefore it will be placed on that agenda.

**ITEMS FROM PUBLIC:** None.

**ITEMS FROM TASK FORCE:** None.

**ITEMS FROM STAFF:** None.

**ADJOURNMENT:** The meeting adjourned at 2:00 p.m.

Respectfully submitted,



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David Johnson, Assistant Planner

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Adopted—January 5, 2011