

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION**  
**EDUCATION TASK FORCE**  
Wednesday, July 6, 2011  
Conference Room B, City Hall

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

**Commissioners Excused:** Commissioner Michael Knight.

**Staff Members Present:** David Johnson and Erich Moeller.

**CALL TO ORDER:** The meeting was called to order at 1:00 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 June 1, 2011 meeting as submitted. Motion carried by the following vote: Aye – McDonell and Klavitter; Nay – None.

**HISTORIC PRESERVATION PROGRAMMING:**

Introduction to Historic Preservation Program script: The Task Force members discussed the draft script. Staff Member Johnson noted the script has been reviewed by the Cable TV Division and their initial feedback was the script was too long and needs to be consolidated and condensed. Staff and the Task Force discussed the intent of the program. The Task Force clarified the program is intended as marketing piece rather than an in-depth informational piece on processes and procedures of the Commission.

The Task Force reviewed the background and overview for the program. The Task Force requested an explanation of Historic Districts and Conservation Districts be provided in addition to the information already contained in the background and overview. The Task Force requested that historical surveys and reports be moved to the beginning of the background and overview. The Task Force explained it would be important to provide information as to the extent of the City's efforts in surveying and evaluating properties earlier in the program. Staff Member Moeller suggested not listing all of the local landmarks. He explained although informative, providing lists and overly detailed statistics are oftentimes lost when programming for television.

The Task Force and staff discussed video and images to be provided in the program. Staff Member Johnson explained that the Task Force will largely be looking to the Cable TV Division for suggestions on content and placement of those visual components.

The Task Force and staff discussed the suggested people to interview. The Task Force suggested the Historic Preservation Commission be consulted on the potential people to interview. Staff Member Johnson noted he will revise the draft script based on the Cable TV and Task Force's comments and will email the revised draft script to Staff Member Moeller and the Task Force for additional comments prior to placing the item on the July 21<sup>st</sup> Historic Preservation Commission agenda.

**ITEMS FROM PUBLIC:** None.

**ITEMS FROM THE COMMITTEE:** None.

**ITEMS FROM STAFF:** None.

**ADJOURNMENT:** The meeting adjourned at 1:50 p.m.

Respectfully submitted,

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David Johnson, Assistant Planner

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Adopted