

Policies and Procedures Committee Meeting Minutes
7:00 a.m. – Wednesday, June 29, 2011
Century Room – Deadwood City Hall

Members present: Willie Steinlicht, Ronda Feterl, Mike Olsen, Steve Olson, George Milos, Laura Floyd, Matt Pike

Also present: Francis Toscana, Mayor; and Kevin Kuchenbecker, Historic Preservation Officer.

Call Meeting to Order

Mr. Pike called the Policies and Procedures Committee meeting to order at 7:08 a.m.

New Member questions and orientation binders

Mr. Pike stated the Historic Preservation Office had updated the Historic Preservation Commission Manuals and would be getting them to the Commission members.

Agendas and Minutes – best practices

Mr. Pike explained minutes would be reformatted, from this point forward, in an effort to remove some redundancy in the minutes while keeping the best record possible

Corrections of staff reports and or minutes

Mr. Pike stated the best practice regarding corrections is to notify the Historic Preservation Office prior to an HPC Meeting of any errors in staff reports, minutes, etc.

Conflict of Interest – Commissioner’s obligations

The Commission agreed a policy and disclosure statement regarding Conflict(s) of interest was needed.

Mr. Pike explained the difference between abstention and recusal noting that an abstention is used when one does not have a position on an item; while a recusal is used when a person may personally gain or a conflict of interest exists. Mr. Pike also reminded the Commission that a silent vote equates a yes vote.

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General motions vs. detailed loans & grant motions

Mr. Pike stated it is best practice to give detailed motions except when dealing with loan items.

Mr. Pike adjourned the Policies and Procedures Committee Meeting at 8:07 a.m.

ATTEST:

Matt Pike
Chairman, Policies & Procedures Committee

ATTEST:

Ronda Feterl
Chairman, Historic Preservation Commission

Virginia Peterson, Recording Secretary