

**Minutes**  
**Historic Resources Board**  
**Conduff Conference Room, City Hall**  
**1101 Poyntz Avenue**  
**November 26, 2007**  
**4:00 p.m.**

**Members Present:** Tom Roberts, Chair; Mike Mecseri, Vice Chair; Ray Weisenburger; Elaine Mohr; Bonnie Lynn-Sherow.

**Members Absent:** Jean Hill; Tracy Anderson.

**Others Present:** None.

**Staff Present:** Cam Moeller, Planner; Jane Winslow, Senior Planner.

**1. Consider the minutes of the September 24, 2007, October 15, 2007, and October 22, 2007 Historic Resources Board meetings.**

Lynn-Sherow moved that the Board approve the minutes. Mohr seconded the motion, which passed on a vote of 5-0.

**2. Update on Riley County Courthouse Clock Tower**

Morris Dozier and Bruce McMillan of Bruce McMillan Architects AIA, Architects, P.A., provided the Board with an update regarding the rehabilitation of the Courthouse clock tower. The project received funding through a Heritage Trust Fund Grant.

**3. Ethics Policy Development**

Winslow gave a presentation to the Board regarding the development of the City's Ethic Policy. The Policy will be applicable to elected and appointed officials in addition to City Staff. The Board provided comments and suggestions, including the following:

In many cases, applicable definitions of ethics have already been written by several professional organizations. The committee should explore integrating those into the process or simply adopting them in part or in whole.

In response to the proposed principle Transparency, the comment was made that "proactive honesty" should be reflected in the way information is made accessible to the public. Methods of delivering information should be consistent and reliable.

In response to the proposed principle Quality, the comment was made that there should be processes in place to record, catalog, and archive information properly to maintain institutional memory.

In response to the proposed principle Stewardship, the comment was made that when Board Members or Commissioners recuse themselves from participating in a decision because they have a personal interest or conflict, there should be guidelines for how to remove one's self both procedurally and physically from the setting so as not to contribute to the conversation, even non-verbally. There should be guidelines concerning electronic communication.

**4. Board Projects / Strategic Plan**

The Board discussed its project list and timeline and asked City Staff for those to be updated.

**5. Residential Historic District: Notifying Property Owners**

The Board began discussion of how to notify property owners within the potential Residential Historic District. The draft nomination has been submitted to the SHPO for its staff to review.

The Board discussed developing a preparatory letter to property owners to make them aware of the potential nomination and to let them know that additional information will follow. The initial mailing will also include a list of Frequently Asked Questions and a map of the proposed district. The Board discussed sending the letter out in January 2008.

**6. Announcements and Updates**

Weisenburger updated the Board about the latest actions of the Core Downtown Development Committee (CDRC).

The Board reviewed the revised plans for the Manhattan Marketplace PUD Amendment. The Board indicated that they thought the revisions were an improvement. The Board expressed approval that the Strasser House was to remain in its current location and that the residential buffer along 4<sup>th</sup> Street was being put back in place. The Board still had some concerns, particularly with the proximity of the screening wall to the Strasser House, and had questions about the design of the new residential housing.

**7. Future Items**

**8. Upcoming Meetings:**

- Monday, December 17, 2007
- Monday, January 28, 2008

There being no other business, the meeting was adjourned.

Respectfully submitted,

Cam Moeller, AICP, Planner II

CM/cm  
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