

HISTORICAL LANDMARKS & RECORDS ADVISORY COMMISSION

The regular meeting of the Historical Landmarks and Records Advisory Commission was held on September 12, 2002.

Members present: Virgil Ahlberg, Aileen Bos, Judy Ganulin, Randy McFarland, Bud Olson, Mabelle Selland, Roger Taylor, Robert Wash, Prudence Zalewski

Members absent: Ben Amirkhanian, Valerie Comegys, Anna Herrera, Steve McDonald, Adrian Threlkeld

Members excused: Steve Barile, Margaret Murphy

Others present: John Kallenberg, Brandi Orth, Sue Williams, Karen Musson

AGENDA ITEMS

- (1) The meeting was called to order by Chairman Randy McFarland.
- (2) Introductions were held.
- (3) It was moved, seconded and carried to adopt the agenda as distributed.
- (4) The minutes of June 6, 2002 were adopted without change.
- (5) **Comments from the Public**
None.

(6) **Records**

a) Retention Schedules

Record Type	Schedule Number	Department
1. Community Development Records	1575.04.01	Community Development
After discussion, it was moved, seconded and carried to approve the above retention schedule as recommended by staff.		
2. Legal Opinions, Litigation & Non-Litigation Files	1325.01.01	County Counsel
After discussion, It was moved, seconded and carried to approve the above retention schedule as recommended by staff.		
3. Administration	1475.01.01	Library
After discussion, It was moved, seconded and carried to approve the above retention schedule as recommended by staff.		
4. Administration	1475.02.01	Library - San Joaquin Valley Library System
After discussion, it was moved, seconded and carried to approve the above retention schedule as recommended by staff.		
5. Administration	1475.03.01	Library - Historical Landmarks & Records Commission
After discussion, It was moved, seconded and carried to approve the above retention schedule as recommended by staff.		

A report by Ms. Orth on the warehouse and the archival records space will be scheduled for a future meeting.

- b) Discuss and consider sponsoring a records management training program for County staff - A video on records management training was purchased by the Library, and Mr. Kallenberg asked the Commission to consider if they would be interested in scheduling a training session for County staff. Chairman McFarland suggested that the video be shown at the end of the meeting.

(7) **Landmarks**

- a) Inventory of Historic Sites in Fresno County

- 1) Properties recommended to the Board of Supervisors since the last meeting:

- a) Butler Avenue with Palm and American Elm Trees (Butler between Clovis & Sunnyside Avenue)
- b) Butler and Minnewawa Avenues with Olive and Palm Trees (Butler between Peach and Clovis as well as between California & Kings Canyon Road)

The Board of Supervisors approved these applications for placement on the County's List of Historic Places on August 20, 2002. Mr. Kallenberg and the members of the Commission thanked Ms. Williams and Ms. Musson for their work and their perseverance.

- 2) Pending Applications – Action Needed
None.

- 3) Applications Under Review
None.

- 4) Section House Update - Chairman McFarland reported that progress is being made on moving the Section House to Pioneer Village.

- b) Centennial Farms
None.

- c) Centennial Businesses

- 1) Fresno Ag Hardware – Approved by the Board of Supervisors on July 30, 2002.

Discussion was held about having the Public Information Officer draft and send a press release to media for all historic lists.

- d) Consider request to advise the Board of Supervisors concerning markers/memorials and sculptures on the historic courthouse park grounds - A request was received from Supervisor Susan Anderson that the Commission

consider an advisory role related to requests to place statues/markers in courthouse park. It is estimated that there are at least 25 markers at this time. Mr. Kallenberg said he thought the Board was seeking advice on establishing a policy. Mr. Kallenberg will ask his secretary to schedule a meeting for Chairman McFarland, Mrs. Selland, and him to meet with Supervisor Anderson and possibly the County Administrative Officer to begin discussion on this matter.

- e) Information about the National Alliance of Preservation Commissions - It was moved, seconded and carried to authorize the HLRC to join the National Alliance of Preservation Commissions at a rate of \$25.00. Information about the Alliance was provided by Mrs. Selland and distributed to all members. Mr. Kallenberg will notify the Commission when the membership becomes effective.

(8) **Reports**

- a) Chairman's Report

No report.

- b) Vice-Chairman's Report - Mr. Taylor briefly updated the Commission about the status of the tankhouses in the County. Further discussion about this subject will be scheduled for a future meeting.

- c) Secretary's Report

- 1) Attendance Report - Mr. Kallenberg distributed a 2-year attendance report for the members of the Commission. A few corrections were made, and the County's attendance policy was discussed. After lengthy discussion, it was agreed that Mr. Kallenberg's office will notify Chairman McFarland when a member is absent two consecutive times at which time a letter will be sent reminding the member of the attendance policy. The Chairman will review the applications on file with Mr. Kallenberg from persons interested in serving on the Commission.
- 2) Library Building Projects - A report about the building projects is posted on the Library's and the County's Website, and it will also be available in print form. Mr. Kallenberg reported that public meetings throughout the County will be held to get input from the community. A final report will be sent back to the Board of Supervisors in February 2003. This Central Library project will be included in this process. Chairman McFarland served as a member of the advisory group that reviewed the Central Library proposal.

- d) Commission Member Comments - Commissioners shared information about various community events.

(9) **Announcements**

The next meeting will be held on November 14, 2002.

The Chairman announced that the records retention video would be shown after the meeting was adjourned.

(10) **Adjournment**

There was no further business and the meeting was adjourned.