

LISBON HISTORIC PRESERVATION COMMISSION

Minutes of Meeting

January 18, 2024

The meeting was called to order by Chair Rebecca Hess at 4:40 p.m. Present: Rebecca Hess, Amelia Kibbie, Marc Mohn, and Ann Opatz. Absent: Alexandra McKendree. Guests: Council Liaison John Bardsley.

Moved by Hess, seconded by Mohn, to approve the agenda. The motion passed on a voice vote of 4-0.

Moved by Kibbie, seconded by Hess, to approve the minutes of the December meeting. The motion passed on a voice vote of 4-0.

Election of Officers: Current officers will continue in their respective roles for 2024, with Rebecca Hess serving as chair, Marc Mohn as vice chair, and Ann Opatz as secretary.

Discussion and Possible Action on Reimbursement Request from D & D Body Shop for Downtown Reinvestment Grant Work: The project was completed as outlined in the grant application for a total cost of \$2,405 with Tim Bader Masonry as a contractor. Moved by Opatz, seconded by Mohn, to recommend the Council approve reimbursement to D & D Body Shop as allowed in the grant guidelines. The motion passed on a voice vote of 4-0.

Discussion and Possible Action on Budget Request for FY25/Council Presentation on January 22: Discussion followed regarding the LHPC budget request of \$2,381 for FY25. This is the same as FY24 and includes funding for attending the State Summit, Zoom and WIX costs, NAPC membership, and special events. Moved by Opatz, seconded by Kibbie, to approve the budget request for FY25. The motion passed on a voice vote of 4-0. LHPC will present its budget at the January 22 Council meeting, and commissioners were encouraged to attend by Zoom or in-person.

Status of Funding for FY25 for Downtown Reinvestment Grant Program: A written request to continue this grant program at the same level of funding (\$20,000) for FY25 was sent to the Council in late December. City Administrator Siggins responded that there is no intention to reduce funding for this program in FY25 but that the funding could be reduced by the Council if funding shortfalls need to be addressed during the budgeting process

Discussion and Possible Action on Goals and Action Plans for 2024: Commissioners discussed goals and action plans for the new year. Moved by Hess, seconded by Mohn, to approve the Goals and Action Plans for 2024 as discussed. The motion passed on a voice vote of 4-0.

Discussion and Possible Action on 2023 CLG Annual Report/Council Presentation: Opatz reported that the annual report will be complete once the Goals and Action Plans for 2024, total number of volunteer hours, and Mayor's signature have been added. Moved by Hess, seconded by Kibbie, to approve the report upon the addition of these items. The motion passed on a voice

vote of 4-0. As required by the CLG program, a summary of the annual report will be presented at the February 12 Council meeting.

History Center Rehabilitation Project: Opatz reported that, as discussed at the December LHPC meeting, a memo was sent from LHPC to the City and the History Center Board with recommendations for items that remain to be addressed from the preservation plan for the History Center building along with suggestions for possible funding for these items and a recommendation for budgeting for annual maintenance and repair of the building. Siggins reported at the January 8 Council meeting that he is recommending decreasing the History Center building repair budget line from \$21,000 to \$5,000. The History Center Board will present its budget request at the January 18 Council meeting.

Hess reported that she is working on a few items that will complete the HRDP final report.

Library Rehabilitation Project: Opatz reported that, as discussed at the December LHPC meeting, a memo was sent from LHPC to the City and the Library Board with recommendations for items that should be addressed for this building along with suggestions for possible funding for these items and a recommendation for budgeting for annual maintenance and repair of the building. Siggins reported at the January 8 Council meeting that he is recommending decreasing the Library building repair budget line from \$13,470 to \$5,000. The Library Board will present its budget request at the January 18 Council meeting.

Meyers Farmstead Historic District/Pleasant Grove Heritage Park

- a. Preservation Plans Project: Hess reported that the signed contract with OPN has been received and that work will not begin until the weather is warmer, likely in March. Once the on-site work is complete, it will take about a month to compile the report.
- b. Status of Request to Designate Unspent Insurance Funds for Future Stabilization and Rehabilitation Work: Bardsley reported that City Administrator Siggins informed him that there are no funds remaining from the insurance payout for stabilization of the barns. LHPC records show that \$20,485 remains from the \$63,000 insurance payout. Hess will address this at the January 22 budget presentation.
- c. Master Site and Interpretive Plan/January 2024 Public Meeting: Hess spoke with Parks & Rec Director Drayton Kamberling, who agreed to coordinate a public meeting to gather input from community members about their ideas/vision for Pleasant Grove Heritage Park. The meeting will likely take place in February. Opatz reported that she and McKendree visited by Zoom on January 10 with Tim Wren of Edwards Creative Group regarding the development of a master site plan for Pleasant Grove Heritage Park. A summary of that discussion is appended to these minutes.
- d. Establishment of Non-Profit: Opatz sent draft Articles of Incorporation and Bylaws for the new non-profit and needs feedback prior to proceeding. Mohn will visit with Guy Booth about filing these documents on behalf of the non-profit.

Meeting with New Council Member: Opatz and Hess met with Kevin Steele on January 10 to review the “talking points” document regarding LHPC’s work on behalf of the city.

Update on Website Maintenance: Hess requested assistance from Mohn and Kibbie to work on updating the LHPC website.

Review and Discussion of Programmatic Agreement Regarding Section 106 Compliance for Clean Water Act and Safe Drinking Water ACT State Revolving Fund Programs: Commissioners reviewed the Programmatic Agreement and have no concerns with the agreement.

Volunteer Hours: Commissioners were asked to submit their hours for the month of November.

Other Business

Hess reported that James Peters from OPN is receptive to having Lisbon High School students observe OPN's work at the Meyers Farmstead Historic District, if scheduling allows. Kibbie will contact the Lisbon industrial tech teacher to discuss this unique learning opportunity for the industrial tech students.

Hess reported the following WIX statistics: 34 hits in December, with 90% of those being new visitors to our website.

Hess requested an opinion regarding cancelling the LHPC Zoom account and using the City's account when necessary. This will be taken up at the next meeting.

Hess inquired about the placement of the new "Historic District" signs along North and South Washington Street, recommending that these signs be moved to Main Street for better visibility and to better define the boundaries of the Main Street Historic District.

Opatz and Mohn reported that they have been working to clean up the LHPC Google Drive folders and files. For the most part, duplicate files have been deleted and documents have been removed to folders. Additional work remains to be done.

The meeting adjourned at 6:25 p.m.

Submitted: Ann Opatz, Secretary

Date Approved: _____

Signed: _____
Rebecca Hess, Chair

From: Ann Opatz <annopatz@yahoo.com>

To: Drayton Kamberling <lisbonparkandrecdir@gmail.com>; lisbon historic preservation <lisbonhpc@gmail.com>

Cc: Alexandra McKendree <admckendree@gmail.com>

Sent: Wednesday, January 10, 2024 at 12:56:31 PM CST

Subject: Re: Zoom call with Edwards Creative on January 9 at 1 p.m.

Alex and I participated in the Zoom call yesterday with Tim Wren of Edwards Creative Services.

Tim spent the first part of the call describing the type of projects he's been involved in and the services offered by Edwards Creative. The company offers assistance with endowment campaigns/fundraising, exhibit planning, development of interactive museum experiences, interpretive trails, special events/experiences, etc. (Check out their website: [Museum Services • Edwards Creative \(edwardsideas.com\)](https://www.edwardsideas.com).)

A considerable amount of time was spent describing Pleasant Grove Heritage Park/Meyers Farmstead Historic District, and our thoughts and vision for the spaces. We explained that we are planning to host a public session in the near future to gather input from community members, and that we would share that information with him after the public meeting.

We explained that the city has contracted with OPN Architects to prepare preservation plans for the structures in the Meyers Farmstead Historic District, and that a master plan is needed for Pleasant Grove Heritage Park. With those two planning documents in hand, we will have a better understanding of the costs of developing the park and rehabilitating the barns, allowing us to explore sources of funding. and develop a timeline for working on the park. We talked a bit about the condition of the barns, and we'll share OPN's recommendations with Tim when we receive them.

We also talked about a timetable for the project, acknowledging that quite a bit of planning and fundraising needs to be done. There is no rush, but we do want to keep the project moving in the right direction. Most important right now is having a master plan in hand for Pleasant Grove, as agreed to in connection with the park's designation as an Emerging Partner Site with Silos & Smokestacks. And, as a reminder, Silos & Smokestacks has a grant program designed for this purpose. The Linn County Economic & Community Development grant program is another good grant opportunity.

Regarding the cost of a master plan (which Tim refers to as a conceptual plan), a ballpark figure would be \$8,000 - \$12,000. As a point of reference, the new Johnson County Historical Museum's conceptual plan was \$8,000; a plan for a new museum in McGregor was \$10,000; a plan for a new museum in Kalona was \$12,000; and a plan

for the National Farm Toy Museum was \$15,000. Edwards Creative is also working on a project in Ames, pricing at about \$17,000.

Tim will be in the area in February and would like to stop in Lisbon to see Pleasant Grove to get a better feel for the physical space. It is my hope that a few more people can meet Tim when he is here so that others can see and hear his ideas and enthusiasm for this type of work -- creating extraordinary visitor experiences. After his site visit and upon receipt of information gathered from our public meeting, Tim will prepare a formal proposal for our review.