**LISBON HISTORIC PRESERVATION COMMISSION  
Minutes of Meeting  
February 20, 2020**  
The meeting was called to order at City Hall at 4:48 p.m. by Chair Rebecca Hess. Present: Michelle Platt and Ann Opatz. Late arrival: Marc Mohn. Absent: Marianne Zahorik. Guest: Council Liaison John Bardsley.  
  
Moved by Opatz, seconded by Hess, to amend the agenda to separate two items under   
10. Updates: National Alliance of Preservation Commissions (membership) and National Trust for Historic Preservation (“Where Women Made History Project”). The motion passed on a voice vote of 3-0.  
  
Moved by Hess, seconded by Opatz, to approve the minutes of the January meeting. The motion passed on a voice vote of 3-0.  
  
2020 Goals and Action Plans: Moved by Hess, seconded by Opatz, to approve 2020 Goals and Action Plans as presented. The motion passed on a voice vote of 3-0.

CLG Annual Report to State Historical Society: Moved by Hess, seconded by Opatz, to approve the CLG Annual Report. Hess and Opatz will present a summary of the report to the City Council at its meeting on February 24. The motion passed on a voice vote of 3-0.  
  
Invoice from Douglas Steinmetz for Field Service Report for the Library Building: Moved by Opatz, seconded by Hess, to approve Invoice #1923 from Douglas Steinmetz in the amount of $75 for reimbursable expenses associated with grant project 202010-8882. The motion passed on a voice vote of 3-0.  
  
Invoice from Douglas Steinmetz for Field Service Report for the History Center Building: Moved by Opatz, seconded by Hess, to approve Invoice #1925 from Douglas Steinmetz in the amount of $75 for reimbursable expenses associated with grant project 202010-8881. The motion passed on a voice vote of 3-0.  
  
(Mohn arrived at 5:05 p.m.)  
  
Invoice from Lisbon Alumni Association: Moved by Hess, seconded by Platt, to approve payment in the amount of $150 to the Alumni Association to support printing and postage costs of its spring newsletter, which will include an article about the collaborative projects involving LHPC and Lisbon Community Schools. The newsletter will be sent to 1,400 alumni across the U.S. The motion passed on a voice vote of 4-0.

Plans for National Register Designation Celebration: Discussion followed regarding plans for the May 6 event. The checklist was reviewed and updated. Commissioners will continue to confirm details and report back at the next meeting.  
  
Updates:  
2020/21 Budget: Hess and Opatz attended the Council’s budget meeting and requested a budget increase for the purchase of plaques and street sign toppers. Discussion followed regarding the Meyers Farm District. After looking at options to cover the cost of the National Register nomination for the District (assuming a determination of eligibility by the SHPO), the Council agreed to provide funding in the amount of $3,000 for this purpose. Half of the funds would be spent in the current fiscal year; the other half spent in the new fiscal year. The budget request totaled $3,600 and will be considered by the Council at its March public hearings.  
  
Next Steps for Meyers Farm District: Leah Rogers submitted a revised Site Inventory Form for the district that provides more detail, as requested by the SHPO. A determination from the SHPO is expected soon. Once the determination of eligibility is received, Rogers is prepared to move forward with a draft nomination by early April.   
  
Next Steps for Library Building: Steinmetz’s Report of Site Visit has been received. He has recommended we hire a professional to prepare a Condition Report that will serve as a planning document to guide the City and Library Board in their efforts to set priorities and determine costs for rehabilitating the building. Hess has contacted Steinmetz for advice on possible professionals/companies that do this type of work. Once we have that information, we will seek grant funds to help with the cost. A Historical Resources Development Program (HRDP) grant is one possibility.  
  
Next Steps for History Center Building: Steinmetz’s Report of Site visit has been received. We will proceed as with the Library building, noted above.  
  
Iowa Department of Cultural Affairs Grants Workshop: Zahorik, Mohn, Opatz, Connie Meier, and Barb Ihde (chair of the Lisbon’s Future Committee) attended the session, held in Cedar Rapids on February 13.  
  
Possible Connection with the University of Iowa/Kirkwood Community College: Opatz met with local resident Rachelle Biderman, who teaches at the University and Kirkwood to discuss possible collaborations involving LHPC and college students at both institutions.  
  
National Alliance of Preservation Commissions: Our membership was activated in January and includes a quarterly newsletter. Hess will email the newsletter to commissioners when it becomes available.  
  
National Trust for Historic Preservation: LHPC submitted an entry for the “1,000 Women Who Made History” project sponsored by the National Trust. The entry included a photo and commentary regarding the Gettysburg Boulder at the Lisbon Cemetery.  
  
“Save Our Buildings, Save Ourselves” video project: Opatz reported that the Lisbon INC students have completed a draft of the video and that she will be working with them to make edits.  
  
Tax Credit Workshop: Hess has been in contact with a possible presenter and will follow up in the coming weeks.  
  
Historic District/Properties Signage: The SHPO is helping with the DOT contact for tourism signs. Research on options for street sign toppers continues.  
  
Downtown Reinvestment Program: Hess reported that the City has budgeted $20,000 in TIF funds for this program in the 20/21 fiscal year.  
  
Social Media: Mohn offered to create a Facebook page for the Commission. A plan will be developed for postings, and we will look at linking the Facebook page with Instagram in order to reach a broader audience.

Update on Tracking of Projects: Platt presented a spreadsheet she developed that will assist LHPC in organizing and tracking progress on our projects. The document aligns our projects with our goals and action plans.  
  
Training: The Iowa Preserve Summit will be held in Dubuque June 4-6.  
  
Next meeting: Thursday, March 12, 4:45 p.m.

The meeting adjourned at 6:35 p.m.  
  
Submitted: Ann Opatz, Secretary  
Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Rebecca Hess, Chair