

Waverly Historic Preservation Commission

The Thursday May 23, 2013, meeting was called to order at 6:00 pm at the Waverly Public Library Conference Room

Members present: Jim Hundley, Karen Lehmann, Tom Hicks, Mary Meyer, Kate Payne, & Don Meyer

Member Absent: Erika Lindgren

City council liaison Kathy Olson participated via phone. Library liaison Beth Paulsen was also present.

No Visitors/Public Comments . Approval of Minutes moved by Hundley, second by Hicks.

Regular Business:

1. Review Historic Preservation Award application(s)

- Presently have one applicant
- Decided to extend applications to June 15 for a final decision at the June meeting, with awards presented at the Heritage Fest kickoff program.
- Commissioners are invited to look around town for eligible properties.
- Several commission members will speak to owners of homes that have come up repeatedly.
- There is particular interest in awards to one or more of the distinctive cement block homes that Marlys Svendsen is so impressed with in Waverly.
- Don Meyer will submit an article to the Waverly newspaper to tout the award winners from 2012 and to publicize the opportunity to apply for 2013.
- Past recipients are listed on the Preservation Commission website.
- Perhaps the past winners can be part of the newspapers special edition for Heritage Fest. Publicity and logistics for awards will be discussed in June.
- Mary Meyer is researching a former school in Waverly for consideration for an historic marker. Further information will be presented at a future meeting.

2. Progress Report: Old Fourth Ward SE Historic District (Marlys Svendsen)

- Paulsen had an update from Svendsen that answered the question, "How much has been done in relation to what has been paid?"
- According to Svendsen, \$63,732.50 was allocated, out of which 58% has already been paid. Approximately 75-85% of the project has been completed.
- A reminder was issued to make sure that all documents are spelling "fourth" correctly.
- The nomination for the district will be considered in LeMars on June 14, 2013 by State Nominations Review Committee (SNRC). Svendsen is preparing a powerpoint for the nomination review.
- She also sent a copy of her historic district report to all commissioners to review for changes or mistakes. Please give input to Paulsen by June 12.

3. Progress Report: Historic Survey in NW (Marlys Svendsen)

- Site forms are currently being completed.
- Her remaining work includes: writing about 5% of the site forms for the NW neighborhood and printing all of them; preparing the Harmon and LeValley HD National Register nomination including maps and figures; selecting and printing photos for the nomination; preparing the Powerpoint presentation for the State Nominations Review Committee (SNRC), hosting a NW neighborhood meeting next January, and representing the nomination next February in Des Moines.

4. Progress Report: Historic Survey of Downtown (Jan Olive Full)

- Site forms are completed by block on the east site of the downtown.

- Full got permission to submit the forms by block with information included on individual buildings and a table of resources.
- She has corresponded with architects on this project.
- The Power House is being written up as a separate entity. But will be part of the district.
- Full's goal is to return in July, with an anticipated completion date of November in order to submit the application to the SNRC.
- Under 30% of the budget for this project is left.
- Full felt that the public meetings held in conjunction with this project were not well attended and were "missed opportunities."

5. Progress Report: Historic Survey in SW – RFP

- Paulsen, Payne, and Lehmann met on May 22 to review the status of the RFP.
- Paperwork needs to be completed, reviewed by SHPO, and then the process of submitting bids for this project can take place, using a list provided by the State of qualified consultants.
- Payne will draft the RFP so the process can move forward.

Reports & Communications:

Council Report – Kathy Olson

- Flood cleanup kits are available if needed.
- Better city communication about recent flooding is a goal for current administrators and council, and there will be debriefing meetings and a full report after this threat is over.
- Recent council actions include broadband ordinances and the Kohlmann Park bandshell.

Staff Report – Beth Paulsen

- The updated charter for the commission was submitted to the city.
- One item noticed and changed is that this commission needs to elect a secretary as it is a conflict of interest for the city liaison to serve in that role.
- No funds have yet been received from Preservation Iowa for salvage completed 2 years ago. That organization has their 2nd new director and she has asked for documentation so the situation can be resolved. Reminder: the project grossed over \$18,000 and we asked for \$3000 and were promised \$1000.
- Paulsen filed the 2011 and 2012 annual preservation reports with SHPO.
- Paulsen noted that the library spends several hours per week assisting Svendsen with research. She reminded commissioners that we need to step up our participation, as the library doesn't have time or staffing to do all needed tasks.

Chairperson's Report-Karen Lehmann

- Elections for officers (chair, vice-chair, & secretary) will be held at the June meeting.
- At least one commissioner needs to attend a state workshop during 2014 and several great ones are coming up: in Mason City on June 7, and in Burlington, August 22-24. Paulsen continues to send info about continuing education to commissioners as she receives it.
- Lehmann attended the April 29 council meeting instead of Hundley, in order to hear the mayor's proclamation about Historic Preservation Month and to announce the opportunity to apply for the Historic Preservation Awards.
- The powerpoints from Svendsen and Lehmann that were used in the March council presentation will be posted to the website as promised.

The next meeting is scheduled for June 27, 2013 @ 6:00 p.m. in the Library's Conference Room. The meeting was adjourned at 6:40pm.