

Waverly Historic Preservation Commission Minutes, August 25, 2016

The Waverly Historic Preservation Commission met on Thursday, August 25, 2016.

Members Present: Kris Brunkhorst, Glenn Fenneman, Karen Lehmann, Don Meyer, Mary Meyer, Pete Newell
Members Absent: Deborah Ackerson

Also present: Waverly City Staff Liaison Sarah Meyer-Reyerson, Guest Tom Hicks.

The Commission informally met at 6pm at the Farmer's Exchange Office Building on 1st Street SW in order to tour the interior and examine the exterior of that structure with Tab Ray, Leisure Services Director. Commissioners also viewed the plaque that will be installed now that the building is included on the local historic registry. Guests for that portion of the meeting were Tab Ray and Jim Hundley.

The meeting officially reconvened at the park shelter one block south of the Farmer's Exchange and was called to order at 6:30pm by Chair Don Meyer. The proposed agenda was adopted.

Minutes were approved for June 30, 2016 (revised) and July 28, 2016. Newell moved, 2nd by Fenneman.

Officers for 2016-17 were reviewed and officially endorsed: Don Meyer, Chair; Karen Lehmann, Vice-Chair; Rotating secretary to be shared by all commissioners. Moved by Lehmann, 2nd by Brunkhorst.

Old Business:

1. Harmon Street/3rd Street SE Bridge:

- Marlys Swenson, consultant for historic register nominations, believes the bridge to be eligible to be nominated.
- Costs for this process can become part of the bridge project, according to city official Mike Cherry.
- Due to Army Corps of Engineers requirements, a site form is going to be required for the bridge project, regardless of historic nomination results.
- Meyer-Reyerson will confirm costs for this process with Swenson.
- Documenting the bridge may contribute for possible grants, as historic information, or as a way to recognize and document and honor a local unique resource.
- The commission unanimously voted to endorse completion of the bridge nomination process, Newell moved, 2nd by Brunkhorst.

2. Signage installation in historic districts:

- The commission's budget for signage and other projects remains around \$5,500.
- Brown signs for the SE will be installed soon, similar to the ones now up in the NW district.
- D. Meyer will check with city manager James Bronner on signage timetables.
- Signage for the SW district will move forward as Lehmann and Ackerson create a map of locations and Lehmann gets a mock-up of that sign from Iowa Prison Industries.
- It is still not decided if and how the "Historic District" street markers will be installed or whether a smaller size of sign will be necessary. Tests signs will be installed this fall.

3. Website updates and advise & information to historic property home owners:

- Thanks to Meyer-Reyerson for working to return or add content to the current version of the commission's website. She will bring the website up-to-date with materials in her possession prior to passing on her liaison position with HPC to another city employee.
- It was suggested that other sites be asked to link to the commission site, such as the Waverly Chamber of Commerce or local realtor's websites.
- Priority is to get information on what historic districts mean to Waverly up on the site and easily available to citizens who want to know more.
- It was asked that suggestions for any information to add to the website be sent to Lehmann. The following additions are already on the list to include or expand:
 - What it means for local property owners, such as FAQs and information about possible funding assistance from federal or state entities

- Site forms for historic districts
- Nomination forms for properties in historic districts
- Documents and PowerPoints from Marlys Swenson presentations about the 3 districts she nominated.
- Links to state and national sites and offices relating to historic preservation
- Prominent maps of the town with districts shown, and additional maps of each district
- Walking tour brochures and posters about historic businesses and homes
- Links to articles about historic preservation from the Waverly newspapers
- More about local award homes; forms, photos, etc.
- Commission minutes need to be updated regularly.

4. Continuing education:

- D. Meyer presented at the Iowa Downtown Conference in Mason City on August 4. He will summarize his session for commissioners at the next meeting.
- D. Meyer and Lehmann will attend the Preserve Iowa Summit in Davenport, Sept. 15-17.

New Business: None discussed.

Reports:

1. Council Report: City council liaison Wes Gade was not in attendance.
2. Chairperson's Report: Copies of the HPC Action Plan, formerly created by Jim Hundley, were passed out by D. Meyer for perusal and future updating.
3. Staff Report: According to Meyer-Reyerson, additional paperwork about the 2013 contract was necessary for the city to get reimbursed for completing the SW Historic District nomination process.

The next meeting will be Thursday, September 22, 2016 at 6pm at the Conference Room of the Waverly Public Library.

Submitted by Acting Secretary Karen Lehmann