City of Carroll

112 E. 5th Street Carroll, Iowa 51401-2799 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Honorable Mayor and Members of the City Council

FROM: Mike Pogge-Weaver, City Manager

DATE: September 6, 2017

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) –
2. Board of Adjustment (meets 1st Monday of month) –
3. Planning and Zoning Commission (meets 2nd Wednesday of month) –
4. Carroll Airport Commission (meets 2nd Monday of month) –
5. Parks, Recreation & Cultural Advisory Board (meets 3rd Monday of January, March, May, July, September and November) –
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) –
7. Historical Preservation Commission (no regular meeting dates) – **August 17, 2017**
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

Historic Preservation Commission
City of Carroll
Meeting Minutes
Thursday, August 17, 2017

Venue: Cemetery Shelter House and City Hall, Mayor's Office
Members of the City of Carroll Historic Preservation Commission met at the Carroll Cemetery Shelter House, also known as the Cemetery Chapel at 10:00 am with John Snyder, cemetery caretaker to view the building with the possibility of starting a preservation project of the building. Members present were: Barbara Hackfort, Chairperson, Vicki Gach, Joni Rutten and Mary Baumhover. At 10:45 am the same members moved to the Mayor's Office in Carroll City Hall to convene the official meeting. Absent were: John DeBolt, and Carolyn Siemann.

Before the meeting began, members set up a meeting with Jack Wardell, City Cemetery Director to again visit the Cemetery Shelterhouse/Chapel on Tuesday, August 22, at 10:30 am and to ask City Manager, Mike Poegge-Weaver to be present. The purpose of the meeting would be to discuss possible preservation of the building.

The agenda was approved by consensus. The minutes of the February 23, 2017 meeting were unanimously approved as emailed on motion by Joni Rutten, seconded by Vicki Gach.

Agenda:

1. **Approval of Minutes from February 23, 2017 Meeting**
2. **Initiate Plans for the 2018 HPC Project: City Cemetery Chapel**
3. **Report on Plaque Project**
4. **Formulate Plans to Market the Postcard Book**
5. **Related Business Accounts**
6. **Adjournment. Next Meeting: TBA**

Discussion centered on plans for the 2018 HPC Project of preserving the City Cemetery building. It was decided to name the project the Carroll Cemetery Museum for working draft purposes. The goal of the project will be to preserve and repurpose an historical building in the Carroll Cemetery. The following actions were listed.
Inside: replace windows, cap the pipes, empty and clean the building. On the outside, actions would include: landscaping, getting rid of the propane tanks, adding a bench in the front dedicated to HPC, adding signage in a free standing pole. The building would be used as a museum with a display of cemetery maps and memorabilia.

If a grant would be applied for, information about the connection of the building as a part of IAEA, sub-part of the WPA, including the fact that the stone is the same as that used by the WPA at Swan Lake, Graham Park. the cemetery wall, and the cemetery war memorials.

The time frame for the project would follow a goal to have the building ready for public viewing by Memorial Day of 2018. A suggestion was made to include several local groups such as the KC's, Rotary, Lions Club, Kiwanis, the City Council, and private donors to help finance the windows, landscaping, and cement bench.

A report on the Plaque Project shows that all of the plaques have now been erected on the downtown buildings except for those to go on the Carroll Theatre and City Hall. Those plaques will be attached after the remodeling to those buildings is completed.

Plans to market the Postcard Book which is due to be finished soon include:

1. Price of the book will be $15.00
2. A newspaper article will be requested
3. A presentation will be made to the City Council
4. Possible radio news items and Community Service spots.
5. Books to be sold at the Chamber of Commerce office, City Hall, the Apothecary and Options Ink, as well as other outlets to be requested.

In Related Business Accounts, Barbara announced that the 2018 National Alliance of Historic Preservation Commissions will incorporate the Preserve Iowa Summit and is set for July 18-22, 2018 in Des Moines at a cost of $220 per member. The Carroll City Historic Preservation Commission has received an 11 x 14 certificate of merit as a City Historic Preservation Commission, which has been framed and delivered to City Hall.

Meeting was adjourned on motion by Vicki Gach, seconded by Joni Rutten. The next meeting will be held on October 19, 2017 at 10 am.

Respectfully submitted,
Secretary,
Mary Baumhover

Note: These minutes have not been officially approved