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 MSP-W

DATE: November 6, 2019

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. Carroll Historic Preservation Commission (no regular meeting dates) – **October 17, 2019**
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

Carroll Historic Preservation Commission
City of Carroll
Meeting Minutes
Thursday, October 17, 2019

Venue: City Hall City Council Meeting Room
Members of the City of Carroll Historic Commission met in Carroll City Hall on Thursday, October 17, 2019 at 10:00 am. Members present were: Chairperson Barbara Hackfort, Vicki Gach, Mary Baumhover, Carolyn Siemann and Joni Rutten. Absent: Jacob Fiscus. The meeting was called to order by Chairperson Barbara Hackfort.

The agenda was approved by consensus. The first agenda item, the minutes of the July 18, 2019 meeting were approved on motion by Joni Rutten, seconded by Vicki Gach.

The second agenda item was an update of the actions of the city taken in regard to the City Hotel. Barbara Hackfort, Vicki Gach and Carolyn Siemann recently toured the building and reported that the meeting has been cleaned out of furnishings. City Councilwoman, Carolyn reported that the city had possession of the building and the asbestos will be removed at city expense. It was noted that the City Hotel building was never on any historical register and the structure exists mostly as originally built.

The third agenda item was an update of the City Cemetery Museum. It was reported that regular cleaning is proceeding, perennial plants have been planted in two beds. Handicapped accessibility will be proposed for the city budget for next year. Carolyn suggested sending an email to council members, mayor and city manager re keeping the carriage doors and handicapped accessibility.

It was reported that the names of Susan and Douglas Duncan and the Knights of Columbus should be added to the donor list. Vicki reported that the outdoor building plaques left to be put up are at the new library and the Carroll Theater.

Agenda item number four was a discussion of three Annual Project Proposals: a). Iowa Site Inventory; b). Characters Calendar II and c.) KCIM Radio Plan. Details were presented on each proposal by Chairperson Barbara.
Discussion comments included:
Iowa Site Inventory
– Barbara noted a need to apply for grant funding to work on the Iowa Site Inventory
– The inventory would include listing all local sites, residences, business buildings and older structures that could be termed historical in order to consider determination to remove or demolish.
– The Iowa Historical Preservation Commission provides a format and requirements for conducting the inventory.

KCIM Radio Plan
– questions whether radio programs are listened to in the computer age
– the cost of the plan vs. benefits
– an alternate marketing plan could use a city or other web site, or daily free newspaper
– such a site could be used for questions and answers with the public

Character Calendar II
--It was suggested that producing another calendar be postponed to the future.

After lengthy discussion, a motion was made by Mary Baumhover, seconded by Joni Rutten to select the Iowa Site Inventory as the annual project for 2020 and proceed by investigating the possible sites for planning and completion of the Iowa Site Inventory of those sites. The motion carried unanimously.

Vicki Gach volunteered to receive and make a list of suggested sites for the Iowa Site Inventory from member emails.

A motion was made by Joni Rutten seconded by Vicki Gach to set up a custom social media marketing plan for the Carroll Historic Preservation Commission. The motion was accepted unanimously.

The meeting was adjourned on motion by Carolyn Siemann seconded by Barbara Hackfort. The next meeting date to be determined.

Respectfully submitted,
Mary Baumhover, Secretary

Note: These minutes will be officially approved at the next meeting.