

Historic Preservation Commission Meeting October 4, 2018

5:30 pm – Fort Dodge City Council Chambers

MINUTES

Commission Members Present: Meg Beshey, Carol Foltz, Rick Carle, Susan Ahlers Leman

Commission Members Absent: Jason Laird, Jennifer Becker

Staff Present: Carissa Harvey

Guests: Kris Patrick, Main Street & Kaleb Ferry, Prospective Board Member

1. New Business

- a. July 2, 2018 Meeting Minutes
Meg made a motion to approve the July meeting minutes. Carol seconded. All ayes. Motion carried.
- b. Commission Education
 - Carissa, Carol, and Meg presented on the FORUM
- c. Build a Better Block – October 24, 2018
 - Carissa mentioned the Build a Better Block event will be a Pop-Up Museum regarding Fort Dodge's contribution to Hollywood. Carissa would appreciate the Commission's help in researching the topics.
- d. Warden/Wahkonsa Update – Report
 - Carissa reviewed the Report that was submitted to the State, requesting the Warden and Wahkonsa Annex be split into two separately contributing properties.
- e. Request for research - 2224 2nd Ave N
 - The Commission thought this was an old Grocery Store. Carissa inquired with Roger via email.
- f. [National Register Nomination](#)
 - The Commission would like to proceed with this application. Carissa will research.

2. Old Business

- a. Board Membership
 - Carissa introduced Kaleb Ferry. The Commission asked him to submit his application so they could review and provide a recommendation to the Mayor.
- b. 2018 Project Prioritization and Action Planning
 - Orientation Packet/Bylaws Update
 - The Commission reviewed the proposed by-laws. The by-laws, with proposed changes in red, are included in this record. *Susan made a motion to approve the by-laws with proposed changes. Meg seconded the motion. All ayes. Motion carried.*

- Commission Education - No discussion.
- Corpus Christi and Sacred Heart – Discussed that the Commission should see what documentation is out there.
- Mural Program – Discussed Main Street’s Program. Will continue to research – start something at the first of the year for 2019 grant applications.
- Plaque Program – 3 people interested in a plaque for their building.

3. Comments from the Board

Carol recommended the Commission set up a Facebook Page. Carissa will get set up.

4. Comments from the Public

Susan made a motion to adjourn. Carol seconded. Meeting adjourned at 6:49 p.m.

Fort Dodge Historic Preservation Commission Bylaws

Many Iowa Historic Preservation Commissions have found that they need by-laws in addition to their ordinance in order to clarify how they should operate. What follows is a sample, developed from the bylaws of several Iowa historic preservation commissions.

Article I: The Historic Preservation Commission

A. Conduct of Commission Affairs

The Commission shall have the powers and duties provided in Ordinances 1775, 1847, and 1954 of the City of Fort Dodge, Iowa and other applicable sections of the Municipal Code of Fort Dodge, Iowa and the laws of the State of Iowa.

i) Appointment of Historic Preservation Commission Members

The active commission members may recommend potential candidates to the Mayor for appointment with the advice and consent of the City Council.

ii) Policies and programs

Periodically the commission shall review the policies and programs of the city relating to historic preservation and make such recommendations to the city council as are deemed appropriate.

iii) Referrals from City Council

From time to time, letters, requests for information or recommendation, or other matters are referred to the commission by the city council. The commission shall initiate the consideration of such items at the next regular meeting following receipt and shall notify council of its disposition.

iv) Attendance at council meetings

The Commission Chairperson or designated representative shall attend meetings of the City Council, including informal sessions, at which matters pertaining to the commission are to be discussed or when actions concerning the commission's responsibilities are to be taken. The Commission's Chairperson is to be notified of meetings involving Commission business.

v) Annual report

An annual report detailing the activities of the commission, shall be prepared by the Chairperson, approved by the commission, and submitted in person at a meeting of the City Council.

vi) Liaisons with other Commissions or Boards, such as Planning and Zoning, Adjustment, Parks, Public Works, School Board.

When the Commission undertakes any business that is pertinent to the activities of any other Municipal Commissions or Boards, the other Municipal Commissions or Boards shall be notified, and may send representatives to the next meeting of the Historic Preservation C commission to act as a liaison between the commissions.

vii) Compensation

Commissioners shall not receive any compensation (salary) for their service as commissioners. They shall be reimbursed required training (registration fees, travel, and per diem expense) and necessary purchases when pre-approved by the Commission, and receipts are presented.

B. Commission Education

i) Commission Orientation

Each commissioner should become familiar with information in the City's historic preservation ordinance, by laws, CLG agreement and commissioner handbook. The by-laws will be reviewed at the first meeting of each calendar year.

Prior to the first regular meeting following appointment, a new member shall be provided with copies of the historic preservation ordinance, the CLG agreement, the Secretary of the Interior's Standards for Rehabilitation and other documentation useful to the member in carrying out the duties of the members of the commission. Each new member shall receive an orientation briefing by the staff of the commission, which shall include a review of the duties and obligations of a member and a review of current business before the commission.

ii) Commission Training

Each new commission member will attend one ~~state-sponsored training session or~~ approved historic preservation training session within the first year of membership. All commissioners must attend a historic preservation training session at least once every two years. ~~Historic preservation training includes the following:~~

~~Recordation and research of properties (identification/survey;~~

~~Evaluation of historic significance;~~

~~Preparation of nominations to the National or a local register of historic places;;~~

~~Historic preservation planning, e.g., historic preservation component in comprehensive plan, plan for survey, evaluation, and registration; plans for landmarks and districts;~~

~~Historic preservation zoning, e.g., creation and administration of landmarks, districts, historic zones, conservation districts, historic building codes;~~

~~Economics of historic preservation, e.g., financial incentive programs, assessing the benefit of preservation, funding preservation projects;~~

~~Historic preservation law;~~

~~Historic preservation education, marketing, promotion;~~

~~Historic preservation administration and development. [CH1]~~

C. Absences

It shall be the duty of each member to attend all regular and special meetings of the Commission and to attend each subcommittee meeting to which a member is appointed. Members of the Commission shall attend at least two-thirds (2/3) of all regularly scheduled meetings within any twelve-(12) month period. Three consecutive absences are grounds for removal, unless excused by the Commission one week in advance of the meeting. If any members do not attend sub prescribed number of meetings, such absences shall constitute grounds for the commission to recommend to the City Council that said member is replaced. Attendance of all members shall be entered on the minutes.

~~Or~~

~~Two unexcused absences from meetings are grounds for removal. The secretary of the commission will issue a written warning to the member. If the member fails to improve, the commission will recommend to the city council or board of supervisors that the member be removed from the commission.~~

D. Resignations

Resignations shall be submitted in writing to the city council at least sixty (60) days prior to the effective date of the resignation.

ARTICLE II: OFFICERS

A. Officers

The commission shall elect a Chairperson, Vice Chairperson, and a Secretary.

i) Election and Term of Office

Elections will take place in December, by a majority vote of members. Officer's term of office will be for one year, beginning January 1. Officers may succeed themselves, by majority vote of members present.

ii) Chairperson.

(1) The Chairperson shall:

- (a) Preside at meetings; communicate with city council; state historic preservation office; and the public as necessary;
- (b) Call special meetings;
- (c) Establish committees, appoint members thereto and select the chairpersons thereof;
- (d) Sign minutes, resolutions and other official documents adopted or approved by the Commission; and
- (e) See that all actions of the commission are properly taken and carried out.

iii) Vice Chairperson

The Vice Chairperson will act as survey manager, overseeing the commission's work; be the commission's public representative in the community; and assist in the business affairs of the commission as called upon by the Chairperson. In the absence of the Chairperson, the Vice-Chairperson will assume the duties of the Chairperson.

iv) Secretary

The Secretary will keep an accurate record of all business conducted at meetings, assist in preparation of the annual Certified Local Government report, write correspondence on the Commission's behalf, and maintain the Commission's inventory files.

v) Vacancies

When an office becomes vacant, a majority vote of Commissioners will determine who will fill the vacant office for the remainder of the year until the next election of officers.

vi) *Removal.*

A Commissioner may be removed from an office if such officer becomes unable to perform the duties of the office. ~~Also, see removal from the commission.~~

ARTICLE III: *Committees*

A. Committees

i) The Commission will establish committees consisting of commission members and volunteers, as necessary. A commissioner will be chairperson for any committees formed. The committees will carry out duties as designated by the commission. Regular reports regarding committee activities will be made to the Commission.

~~ii) Committee Members.~~

~~Committee members will consist of a least one commissioner and others to be designated by the commission. Anyone living in the city and/or possessing special knowledge/expertise in the area is eligible to serve on a committee.~~

~~iii) Special Committees:~~

~~(1) Survey Evaluation Registration: Shall be responsible for determining areas, properties, and/or contexts requiring survey, evaluation and registration; for initiating projects and applying for funding;~~

~~(2) Inventory: Shall be responsible for overseeing commission records and files, in particular the property inventory, insuring that materials are acquired, filed and updated;~~

~~(3) Public Relations and Education: Will serve as liaison between the Commission and various local groups, e.g. Main Street, local historical society, owners of National Register and/or locally listed properties, reporting commission activities to those groups and soliciting their ideas and support. Also responsible for developing public education projects and publicizing commission work.~~

~~(4) Local Government: Will serve as liaison between the commission and other branches of local government identifying areas of mutual concern in which the commission can assist or has an interest.~~

Article IV: *COMMISSION MEETINGS*

A. Notice

Adequate notice of all commission meetings shall be given to encourage attendance by members and other interested persons and to meet all requirements of law. All commission meetings shall be open to the public as required by the Iowa Open Meetings Act (Iowa Code, Chapter 21).

B. Meetings

The commission will meet on the first Monday of each month, at 5:30 p.m. in the Council Chambers of Fort Dodge City Hall, 819 1st Avenue South, Fort Dodge, Iowa 50501.

C. Special Meetings

- i) Special Meetings will be held at the ~~same time and~~ location. Following at least 24 hours notice to all members of the commission, and compliance with other requirements of the Iowa Open Meetings Law, Iowa Code chapter 21, additional meetings or special meetings shall be held (a) upon the call of the chairperson; (b) upon request of at least three (3) of the commission members, (c) upon request of the City Council. The Chairperson of the Commission shall fix the date, place and time of the special meeting.

D. Agenda

- i) The chairperson or designated representative, together with appropriate members of City staff, shall prepare an agenda for all regular commission meetings. Agendas are sent to commission members, city council and the media at least three days prior to the regular meetings.
- ii) The commission will ~~furnish the City clerk with a copy of the meeting agenda and~~ notify the public of upcoming meetings in accordance with Code of Iowa Chapter 20.
- iii) The meeting agenda will be posted in City Hall and on the City's website twenty-four prior to the meeting ~~and will be submitted for publication in (name of local print media)~~
- iv) Agenda items should be submitted to the staff of the Commission two weeks in advance of regularly scheduled meetings.

~~Or~~

- ~~i) Schedule and Deadlines for Applications. The commission shall adopt a regular meeting schedule, which identifies application deadlines.~~
- ~~ii) Distribution. (Secretary/Staff) shall make every reasonable effort to prepare and distribute to the members a final agenda for all regular and special meetings at least five days prior to the meeting.~~
- ~~iii) Posting. The agenda for commission meetings shall be posted for public viewing at (specify location in city hall/office or county courthouse/office) at least five days prior to the meeting.~~
- ~~iv) Order of Business~~

E. Order of Business

- i) Option A: The order of business at any regular or special meeting of the members of the commission shall be:

- (1) Call to order;
- (2) Roll call;
- (3) Certification of compliance with Iowa Open Meetings law;
- (4) Reading and approval of any unapproved minutes
- (5) Reports of officers and committees^[CH2]
- (6) Unfinished business
- (7) New business
- (8) Adjournment

~~ii) Option B: The order of business at any regular or special meeting of the members of the commission shall be:~~

- ~~(1) Call to order;~~
- ~~(2) Roll call;~~
- ~~(3) Certification of compliance with Iowa Open Meetings law;~~
- ~~(4) Approval of minutes;~~
- ~~(5) Design Review~~
- ~~(6) Items from the public;~~
- ~~(7) Items from the commission;~~
- ~~(8) Items from staff;~~
- ~~(9) Adjournment.~~

F. Quorum

A simple majority of the commission shall constitute a quorum for transaction of business.

Or

~~i) In order for the Commission to act or transact business, a quorum consisting of (specify number) members must be present.~~

G. Voting

i) Requirements.

The concurring vote of a majority of the quorum shall be necessary for any formal action by the commission;

ii) Procedure.

Voting shall be by voice vote and there shall be a vote by roll for each vote taken. The chairperson shall vote on each matter but shall always vote last. The vote of each commission member shall be recorded.

iii) Conflict of Interests.

A member of the commission who has a direct or indirect interest in any matter that is on the commission agenda, shall publicly state the nature of such interest, and shall excuse himself/herself from the table, and shall not participate in the discussion on such matter nor vote on such matter as a commission member. A conflict of interest should be liberally construed as that which may advance the personal or private interests, whether financial or not, of not only a commissioner, but also spouses, business associates, clients or customers.

H. Parliamentary Procedure

i) Robert's Rules shall govern commission meetings.

ii) On questions of parliamentary procedure not covered in these by-laws, a ruling by the commission chairperson shall prevail.

I. Public participation

i) All actions of the commission shall comply with the Iowa Open Meetings Law (Iowa Code, Chapter 21).

ii) All citizen comments to the staff and/or commission members, written or verbal, relating to formally referred agenda items shall be presented to the Commission upon its consideration of such agenda item.

iii) The public shall be allowed to participate in the discussion of the agenda item by commenting at the appropriate time during the discussion.

J. Minutes

i) The minutes shall be approved at the next regular meeting by formal action of the Commission. The minutes shall then become part of the permanent records of the Commission. The unapproved minutes shall be prepared and distributed to the City Council and the Commission members within ten (10) working days after any regular or special meeting by the Secretary.

ii) Open Records. All letters, petitions, documents and other materials submitted to and/or generated by the Commission are public records open to public viewing at the Fort Dodge City Hall as provided in Iowa code Chapter 22. A charge may be levied for copies of such materials.

ARTICLE V: REPEAL OR AMENDMENT OF BY-LAWS

- A. By Laws can be repealed or amended by majority vote of the commissioners at any regular meeting of the commission or at any special meeting called for such purpose at which a quorum is present.

ARTICLE VI: CONFLICT OF INTEREST

- A. No member of the Historic Preservation Commission, shall participate in any decisions relating to a contract or permit that affects his/her personal interest or interest of any corporation, partnership of association in which he/she is directly or indirectly interested or have any interest, direct or indirect. A person has a conflict of interest with respect to a sub grant, contract, subcontract, agreement or permit involving the Historic Preservation Commission, if the person or any of the following has a financial interest in that agreement or permit. This would include:
 - i. The person, the person' spouse, minor child or partner;
 - ii. Any organization in which the person is serving as an officer, director, trustee, partners, employee or;
 - iii. Any person or organization with whom the person is negotiating or has any arrangements concerning prospective employment;
 - iv. Benefit of remuneration, such as royalty, commission, contingent fee, professional services contract, brokerage fee, or other payment accruing to the person or any member of his/her immediate family.[CH3]

Adopted: October 4, 2018

Secretary: _____
Jennifer Becker

Chairman: _____
Rick Carle

iv.