



## **LINN COUNTY HISTORIC PRESERVATION COMMISSION**

935 Second Street SW ▪ Cedar Rapids, Iowa 52404 ▪ 319-892-5138

**Minutes**  
**March 17<sup>th</sup>, 2021**

### **Members Present**

Patricia Soukup  
Amanda Happel  
Michael LeClere  
Todd McNall  
Steve Ciha  
Hilary Copeland-Marvin  
Barb Westercamp

### **Absent**

Maura Pilcher  
Richard Thomas

### **Staff Present**

Stephanie Lientz, Staff Liaison  
Sue Bennett, Recording Secretary

**Special Statement:** in accordance with Iowa Code Chapter 21.8, and to comply with current local Public Health guidelines limiting public gatherings, this meeting was held electronically. Information on how to access this meeting was provided on the meeting agenda, posted on our website.

### **Call to Order**

Vice-Chair LeClere called the meeting to order at 4:02 p.m.

### **Public Comment**

None

### **Approval of Minutes**

McNall motioned, Happel second, all present voting aye to approve minutes from February 17th, 2021 meeting as submitted with the emendation by Ciha added. Motion carried unanimously.

### **Announcements/Communication**

Lientz has been forwarding emails to the group as they come in with regard to final grant reports. McNall



asked if each grant report could be compiled into one document prior to sending it out. Lientz agreed that would be optimum, but stated at present it would be very difficult to transfer all the different file formats to one format, especially as she is currently working from home.

The Grant Proposal Calendar for April is as follows:

- April 1, 2021 Grants are due.
- April 5, 2021 Bennett & Lientz will email the completed grant applications to Commission members.
- April 21, 2021 Regular Meeting. Commission will review the grant proposals. There is also time for grant presentations by the applicants. Please allow 2 hours for this meeting. Bennett will send a new Outlook meeting request for 2 hours instead of 1.

Soukup asked that the Commission fill out the HPF survey. Lientz will email the survey to all the Commission members.

### **Budget**

Remaining account balance is \$ \$23,470. \$10,000 of that will be paid to Tall Grass.

### **New Business**

#### Final Report Approval

Brucemore Final Report. LeClere stated it was very well documented. Happel motioned for approval of the final report, Westercamp seconded. Motion carried unanimously.

Seminole Valley Final Report. McNall motioned for approval of the final report, Happel seconded. Motion carried unanimously.

Czech & Slovak Museum. Westercamp motioned for approval of the final report, Copeland-Marvin seconded. McNall abstained. Motion carried. Lientz stated there may be unused grant money coming back to Linn County from the Czech & Slovak Museum. Technically that money will return to the Linn County General Fund, and will not be put back in the HPC budget. It will be up to the BOS to determine the distribution of that money.

A request for an extension on the final report deadline was received from Troy Mills Historical Society. McNall motioned to approve the extension, seconded by Happel. Motion carried unanimously.

No final grant was submitted, nor was an extension received, for the roof repairs at the Granger House. McNall motioned to grant Granger House a 30 day extension on the report. Happel seconded. Motion carried unanimously. It was discussed that, until the final grant report is received, Granger House will be unable to apply for the 2021 grant. Note was made that there was a great deal of damage to the roof in the 2020 derecho, and the Commission discussed the need to know exactly what the HPC grant money will be used for. McNall proposed that Granger House be told not to spend any of the grant money until an update is received. It was decided that LeClere should contact the applicant via phone and determine the status of the grant funds and grant report, with a formal follow up letter sent after the call to the applicant. Lientz offered to help LeClere draft the formal letter. There was discussion regarding requesting a formal letter from Granger House explaining a status update. The group agreed they wish to help the Granger House at this time, but it is important that the group maintain accountability and transparency in

the grant process. McNall motioned to authorize LeClere to contact Granger House for an update on how they are planning to move forward with regard to the grant money, and how much of the new roof will be covered by insurance. Westercamp seconded. Motion carried unanimously.

#### Kiosk Reparations

Britt Hutchins, Linn County Purchasing Director, has consulted with various county departments and concluded that the HPC may proceed with a purchase order for the Lincoln Highway kiosk project without the need to first send it out for bid. The HPC discussed allowing Hutchins to write a purchase order for Nesper Signs to build one kiosk consisting of two 2 x 8 panels in Haskell Park.

McNall stated that our current panels are 4 x 8 and that is what the graphic is sized for. He wondered if we should get a quote from Nesper for a 4 x 8 panel.

It was noted that Dick Thomas (who was not present) knows the gentleman who has the original historical design for the storyboard and might be able to get in touch with him to give the HPC those designs.

The group discussed having two 2 x 8 panels versus one 4 x 8 panel. The grant money needs to be spent by June 24.

Ciha and Happel will meet with Nesper on 3-18-21 to discuss the kiosks, and at that time Ciha and Happel will ask Nesper to quote a price for the 4 x 8 panels.

Happel motioned to table the purchase order authorization until more info is received. The group tentatively set an emergency meeting for March 25, 2021 to discuss the results of the information gathering. This meeting has since been cancelled and will be rescheduled if necessary.

It was noted that someone will need to get in touch with Dick Thomas for the contact information for the gentleman who has the original designs for the kiosk.

#### **FY20 Work Plan**

Not discussed at this meeting.

#### **Next Meeting**

Tentative Emergency Meeting on March 25, 2021

Regular Meeting on April 21st, 2021

**Adjournment** – Motion by Happel, second by Ciha, those present voting aye, to adjourn the HPC meeting at 5:25 p.m.

Respectfully submitted,

Approved,

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Sue Bennett, Recording Secretary

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Michael LeClere, Vice-Chair