

Minutes of the Historic Preservation Commission  
City of Oskaloosa  
Regular meeting May 6, 2015 12pm  
Lower Level Conference Room, City Hall

The Meeting of the Historic Preservation Commission for the City of Oskaloosa was called to order at 12:00 pm Wednesday April 15, 2015, by City staff member Wyatt Russell.

Commission members present: Kerri Boender Janel Campbell, Charlie Comfort, Mark Tennison; Commission members absent: Jo Broerman; city staff present: Wyatt Russell, Building Official and Amie Roberts, Public Works Department Secretary; public present: Julie Hansen and Linda Howard.

It was moved by Tennison and seconded by Boender to approve the minutes from the January 14, 2015 meeting. Vote was YES: Boender, Campbell, Tennison, NO: None, ABSENT: Broerman. ABSTAIN: Comfort.

*Election of Chairperson:*

Tennison made a motion to nominate himself for chairperson, Campbell seconded the motion. Vote was YES: Boender, Campbell, Comfort, Tennison, NO: None, ABSENT: Broerman.

*Election of Vice-Chairperson*

Comfort made a motion to nominate himself for vice-chairperson, Campbell seconded the motion. Vote was YES: Boender, Campbell, Comfort, Tennison, NO: None, ABSENT: Broerman.

*Election of Secretary*

Campbell made a motion to nominate herself for secretary, Boender seconded the motion. Vote was YES: Boender, Campbell, Comfort, Tennison, NO: None, ABSENT: Broerman.

Julie Hansen joined the meeting at 12:06pm.

Russell discussed the Certified Local Government (CLG) annual report. The report outlined the requirements needed to meet the CLG good standing in order to be eligible for grants. The requirements discussed include:

- Training opportunities, discussed the upcoming 2015 Preserve Iowa Summit in Winterset Iowa, June 25-27, 2015. All members are required to attend some type of training by the end of December 2015.
- Project opportunities for the commission. The most quickly and efficient project that the HPC will be able to complete by December would be a riding tour of the historic downtown area of Oskaloosa.

The commission made a decision to have the tour on June 13, 2015; Art on the Square. Comfort committed to being the tour guide for the event. Russell discussed with the members

of securing the transportation needed for the tours. Russell visited Nelson Pioneer Farm in regards to if a hay rack would be available. Nelson Pioneer Farm had 2 hay racks, one is dilapidated and would need new wood and modified to add stairs to the rack, the other would not be feasible to use for the tour. The commission also discussed advertisement with the local paper, placing on the City's TV station, and radio. The commission would like to have the advertisement in the paper and other various locations by the end of next week. The commission discussed how long the tours should take, what time to start, how many tours to provide, parking and starting point for the tour, and cost involved. Comfort explained walking around the city square for a tour takes approximately half an hour, the tours would begin when Art on the Square begins at 10:00am, a total of 4 tours to run every hour starting at 10am-11am-12pm-1pm, adequate parking near the VFW Legion; it is a city owned parking lot and this would be the starting point for the tour, commission decided to provide the tour for free and discuss fundraising and cost for events in the future. The commission decided to meet at noon next week Wednesday the 13<sup>th</sup> of May to walk the city square and Comfort will be the tour guide.

With no further business it was moved by Tennison and Seconded by Campbell to adjourn the meeting at 12:43pm

Minutes by Amie Roberts