



# City of Muscatine

ITEM NUMBER 2024-0052

## AGENDA ITEM SUMMARY

DATE: 2/15/2024

### STAFF

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April Limburg, City Planner

### SUBJECT

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Request for Approval of the 2023 Certified Local Government Annual Report for Submission to the Iowa Department of Cultural Affairs

### EXECUTIVE SUMMARY

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As a Certified Local Government, the City of Muscatine is responsible for submitting an annual report documenting the Historic Preservation Commission's work during the calendar year. The report is used to document the Commission has met the requirements of the program and is in good standing, which enables the City to pursue certain grants.

### STAFF RECOMMENDATION

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Staff recommends approval of the report and submission.

### BACKGROUND/DISCUSSION

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The City of Muscatine has been a Certified Local Government (CLG) with an appointed Historic Preservation Commission (HPC) for many years. The HPC helps safeguard the City's historical, aesthetic and cultural heritage by preserving sites and districts of significance. Much of this work is accomplished through the establishment of historic districts, which also allows property owners to secure historic preservation resources for rehabilitation activities. Each nomination requires substantial study and documentation, activities often funded through state grants.

To be eligible for funding, the City must retain its status as a CLG, which includes submitting an annual report. The report provides information on Commission members and activities, City activities to support preservation, and private activity that may impact the integrity of historical resources. Muscatine currently has three approved historic districts, including the long-established downtown and West Hills Districts. However, the Commission was able to meet 10 times in 2023. The group anticipates assisting the City of Muscatine with the downtown façade program, and have applied for a CLG grant to do an extensive survey with regard to the connection of the City of Muscatine and Muscatine County to the Underground Railway, continuing to pursue hosting the 2024 Preserve Iowa Summit, pursuing grant opportunities for a new historic district or individual nomination of a property, and, in

partnering with the Friends of Muscatine Historic Preservation and Muscatine County Historical Preservation Committee.

### **CITY FINANCIAL IMPACT**

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There is no financial impact on the City by approving this report. However, remaining in good standing does allow the City to pursue grants through the Iowa Department of Cultural Affairs for local projects.

### **ATTACHMENTS**

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1. draft annual report
2. Authorizaion

**▲** SHPO Certified Local Government Annual Report

# SHPO Certified Local Government Annual Report

\* indicates a required field

*Under the CLG Agreement with the State, local governments and their historic preservation commissions are responsible for submitting an annual report documenting the commission's preservation work and that they have met the requirements of the CLG program.*

*This annual report is also an important tool for your commission to evaluate its own performance and to plan for the coming year.*

*We look forward to hearing from each CLG this year!*

**▲ One question on this form needs attention.**

A required question is incomplete: [29](#)

**1. I am aware the submission of this report requires a signature from my communities chief elected official.**

The signature form is located here:

yes

[Clear Answer](#)

**2. Name of the city, county, or land use district: \***

Please choose from the drop down list.

Muscatine (city) Historic Preservation Commission

**3. Did your commission undertake any survey, evaluation, and/or registration/nomination projects? \***

CLG Standards are in your local government's Certified Local Government (CLG) Agreement and the National Historic Preservation Act:

The CLG shall maintain a system for the survey and inventory of historic and prehistoric properties in a manner consistent with and approved by the STATE.

The CLG will review National Register nominations on any property that lies in the jurisdiction of its historic preservation commission.

Yes

No

I don't know

I don't know

**5. Does your local government designate local landmarks or local districts? \***

IMPORTANT: Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact the CLG Coordinator at [historic.preservation@iowaeda.com](mailto:historic.preservation@iowaeda.com) before you complete this section.

Yes

No

I don't know

**6. Has your community passed ordinances that directly or indirectly impact historic preservation during this calendar year? \***

Yes

No

I don't know

**7. Did your city, county, LUD or its historic preservation commission undertake any of the following activities in this calendar year? Please think broadly about this question and include any activity (small or large) that facilitated historic preservation in your community. This is your opportunity to boast about your accomplishments and get credit for the great work you do! \***

Please check all that apply!

CLG Standards found in CLG Agreement and National Historic Preservation Act:

1) The CLG will enforce all appropriate state and local ordinances for designating and protecting historic properties.

2) The CLG shall provide for adequate public participation in the local historic preservation programs.

a. Historic preservation planning. Examples include the development or revision of an preservation plan, development of a work plan for your commission, etc.

b. Provided technical assistance on historic preservation issues or projects. Examples include working with individual property owners, business owners, institutions to identify appropriate treatments and find appropriate materials, research advice, etc.

c. Sponsored public educational programming in historic preservation. Examples include training sessions offered to the public, walking tours, open houses, lectures, Preservation Month activities, etc.

d. Design guidelines/standards

Other:

**7.1.**

**Describe your communities historic preservation planning activities in this calendar year. \***

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for and questions to ask when hiring a contractor to do repairs, and provided a walk through of the Pearl Button Museum.

437 of 6000 characters

7.2.

**Please describe your community's public education programs in his calendar year. \***

Please provide specific details such as date of event, description of the event, how many people participated, whether the commission partnered with other organizations.

The HPC is looking to host another full day workshop on May 4, 2024. They are anticipating roughly 25-50 people. The commission will partner with the Friends group. The event will cover historic preservation aspects but haven't been finalized yet.

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**8. Were there any issues, challenges or successes your preservation commission encountered or accomplished this year?**

No

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**9. What partnerships did your commission form or continue with other entities?**

Examples include local main street office, local school, historical society, library, museum, service club, etc.

If none, enter N/A

The commission has partnered with the Muscatine County Historic Preservation Commission as well as several community Historic Preservation Friends Groups.

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10.

**Did your historic preservation commission receive any grants (other than CLG or HRDP) this year? If so, please describe. If none, enter N/A.**



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**11. Does your Historic Preservation Commission have a website? \***

- Yes  
 No

**11.1. What is the website address? \***

<https://www.muscatineiowa.gov/93/Historic-Preservation-Commission>

**12. Does your commission have social media accounts? \***

- Yes  
 No

**12.1. Please list any accounts your Historic Preservation Commission utilizes. \***

Facebook

8 of 6000 characters

**13.****List dates of public commission meetings held (please note these are meetings actually held with a quorum, not just those that were scheduled). \***

CLG Standards found in CLG Agreement and National Historic Preservation Act: 1) The CLG will organize and maintain a historic preservation commission, which must meet at least three (3) times per year. 2) The commission will be composed of community members with a demonstrated positive interest in historic preservation, or closely related fields, to the extent available in the community. 3) The commission will comply with Iowa Code Chapter 21 (open meetings) in its operations. 4) Commission members will participate in state-sponsored or state-approved historic preservation training activities.

January 23, 2023  
February 27, 2023  
March 27, 2023  
April 17, 2023  
June 27, 2023  
July 24, 2023  
September 25, 2023  
October 16, 2023  
November 27, 2023

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The commission applied for a CLG grant and to host the 2025 Preserve Iowa Summit. The City facade program is moving forward and is on face to start the summer if not before. A workshop was hosted for Historic Preservation Month.

228 of 6000 characters

**15. Where are your official CLG files located? \***

If your commission also has digital file storage please note how those are being stored.

Muscatine City Hall located at 215 Sycamore St, Muscatine, IA 52761

67 of 6000 characters

16.

**In this calendar year, what was the dollar amount of the historic preservation commission's annual budget? \***

We recommend that the local government provide the commission a minimum of \$750 annual budget to pay for training and other commission expense.

1000.00

**17. Additional Budget information**

This is an optional question, if there is any additional information you wish to share with the State Historic Preservation Office regarding your community's budget.

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18.

**Please list the names of the Historic Preservation Commissioners who served during this calendar year. \***

Fred Galoso  
Chris Post  
Moriah Ellis  
Mary Beveridge  
Jim Hertzler

Initiatives and programs your commission plans to begin or complete.

📎 2024 work plan template.docx (12KB)



### 20. Commission Training Table

An important requirement of the Certified Local Government program is annual state-sponsored or state-approved training undertaken by at least one member of the historic preservation commission and/or staff liaison. In this table, please provide information about the commissioners' involvement in historic preservation training, listing the name of the conference, workshop or meeting (including online training opportunities); the sponsoring organization; the location and date when the training occurred. Be sure to provide the names of commissioners, staff, and elected officials who attended.

Name of Event	Sponsor Organization	Location	Date	Name of Attendees	
Main Street		Boston	March 27,	1	
Early 29th	NAPC	online	Dec 14, 2	1	
The ABC's	NAPC	online	Nov 16, 2	1	
Make it Ha	NAPC	online	Aug 24, 2	1	
Expanding	NAPC	online	Aug 24, 2	1	
Fix, don't r	NAPC	online	Aug 24, 2	1	
Demystifyi	NAPC	online	Aug 24, 2	1	
The carrot	NAPC	online	Aug 23, 2	1	



21.

**Who of your commission members, staff, and/or elected officials attended the Preserve Iowa Summit? If so, please provide their names.\* \***

Please note this must be completed. If no one attended, enter none.

Now is also a good time to start planning to attend the 2024 Preserve Iowa Summit in Mount Pleasant on June 6-8, 2024. If no one attended please mark N/A.

None

4 of 1000 characters

**22. Suggestions for improvement \***

The CLG program is here to support the Historic Preservation Commissions across Iowa. Do you have any suggestions for how we can improve our services to your commissions?

Have them all be more involved and hands on. Make sure all the information is readily available and to host or hold more online classes.

136 of 6000 characters

23.

**What training topic would be most helpful for your Historic Preservation Commission? \***

We will use this information to help design the CLG Roundtable at the Preserve Iowa Summit and other training opportunities throughout the year.

How communities deal with uninhabitable structures of historic value or reference

81 of 6000 characters

**24. Chief Elected Official \***

Did your communities Chief Elected Official (Mayor, Chairman of the Board of Supervisors, or President of LUD Trustees) change in 2023?

- Yes  
 No

**25. Has the contact information for your communities staff liaison changed? \***

If you have a new staff liaison please select yes.

- Yes

If the commissioner represents a locally designated district please provide the district in their role field.

If the commissioner doesn't have an email address please enter a phone number.

For any new commissioners please include the biographical sketch in the following question.

First and Last Name	Mailing Address	Email Address	Term	Role	
Christine Pc	206 Chevy S	mpost@macl	2026	member	
Mary Beveri	1516 Mulberri	mabev@aol.c	2025	member	
Moriah Ellis	5 Coventry	moriahroeth@	2027	Vice Chair	
Jim Herzler	513 W 3rd St	hetzpinstripin	2025	member	
Fredrick Galoso		507 W 2nd S	2025	Chair	

+ Add a row

27.

**Please attach biographical sketches for commissioners who were newly appointed in last calendar year.**

Please be sure newly appointed commissioners sign and date their statement.

Choose a file

28.

**Does your commission have any vacancies? If so, how many? If you have no vacancies please enter N/A. \***

N/A

29. Authorized Official Signature \*



[https://iowa1-my.sharepoint.com/:w/g/personal/allison\\_archambo\\_iowaeda\\_com/EbjuV6msG45MlxO31aS7FcsBLK3ltroT4Yx3juDUNJM2\\_w?e=Xudmou](https://iowa1-my.sharepoint.com/:w/g/personal/allison_archambo_iowaeda_com/EbjuV6msG45MlxO31aS7FcsBLK3ltroT4Yx3juDUNJM2_w?e=Xudmou)

This question is required.

Choose a file

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# Certified Local Government Annual Report

Name of Certified Local Government:

*Signature of person who completed this report:*

 \_\_\_\_\_ Date: 2/18/2024 \_\_\_\_\_

I certify that a representative of the historic preservation commission has attended a public meeting and presented the details of this report to the city council (city CLG) or the Board of Supervisors (county CLG).

*Date of public meeting:*

*Signature of Mayor or Chairman of the Board of Supervisors Date Printed:*

  
\_\_\_\_\_  
Bradley Bark (Feb 22, 2024 18:33 CST)

Signature: Cinda Hilger  
Cinda Hilger (Feb 22, 2024 16:52 CST)

Email: [chilger@muscatineiowa.gov](mailto:chilger@muscatineiowa.gov)

***Please upload this completed form with your annual report on SlideRoom. Thank you.***