



City of Muscatine

ITEM NUMBER 2025-0061

AGENDA ITEM SUMMARY

DATE: 2/20/2025

STAFF

April Limburg, City Planner

SUBJECT

Request for Approval to Submit the 2024 Certified Local Government Annual Report to the Iowa Department of Cultural Affairs

EXECUTIVE SUMMARY

Request for Approval to Submit the 2024 Certified Local Government Annual Report to the Iowa Department of Cultural Affairs

STAFF RECOMMENDATION

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 that the Commission has met the requirements of the program and is in good standing. Remaining in good standing enables the City to pursue certain grants.

BACKGROUND/DISCUSSION

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. Muscatine currently has three approved historic districts, including the long-established downtown, West Hills and Fair Oaks districts. Maintaining the CLG status also allowed the City to receive a grant to rehabilitate the Japanese Garden and secure the Bruhn Grant.

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. The Commission was able to meet 9 times in 2024. The group is reviewing applications for the City of Muscatine' Bruhn grant and anticipates assisting with future downtown façade projects. The group is supporting the City's current CLG grant, completing an

extensive survey regarding the connection of the City of Muscatine and Muscatine County to the Underground Railway. In addition, HPC and staff are continuing preparations to host the 2025 Preserve Iowa Summit June 5-7, and is evaluating grant opportunities for a new historic district or individual property nominations, and other partnerships with the Friends of Muscatine Historic Preservation and Muscatine County Historical Preservation Committee.

CITY FINANCIAL IMPACT

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

1. Draft - annual report
2. 2025 work plan
3. 2025-0061 Request for Approval to Submit the 2024 Certified Local Government Annual Report to the Iowa Department of Cultural Af

▲ 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!

▲ Two questions on this form need attention.

Some required questions are incomplete: 28 and 29

- 1. I am aware this report must be presented and reviewed by either the City Council or the Board of Supervisors prior to submission and requires a signature from either the mayor or the chair of the board of supervisors.**

The signature form is located here: https://iowa1.sharepoint.com/:w:/s/PublicShares-SHPO2/EWJOyE84x5BEqsMBNQhGagMBGTwUBVRnzrokBawjj6h_3w?e=HeBDes

☒ 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 or identification projects during 2024? ***

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.

☒ Yes

☐ No

☐ I don't know

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on in 2024. *

We are in the process of doing an intensive survey of selected sites associated with the underground railroad in Muscatine County.

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4. Did your commission undertake any registration/nomination projects in 2024? *

The CLG reviews all National Register nominations for any resources that lies within the jurisdiction of the historic preservation commission.

- ☐ Yes
☒ No
☐ I don't know
☐ Other:

5. Within your local government's jurisdiction were any National Register of Historic Places listed properties moved or demolished in 2024? *

If you need a list of the properties that are listed on the National Register of Historic Places within your jurisdiction, please contact historic.preservation@iowaeda.com

- ☐ Yes
☒ No
☐ I don't know

6. 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 before you complete this section.

- ☐ Yes
☒ No
☐ I don't know

7. Has your community passed any ordinances that directly or indirectly impact the preservation of historic resources? *

- ☐ Yes
☒ No
☐ I don't know

8. 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! *

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. Develop design guidelines/standards
- ☐ e. None
- ☐ Other:

8.1.

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

The HPC started to look at developing design guidelines and standards for the historic districts. The HPC also started to discuss creating another district in the Mulberry Ave area. Both of these projects will be worked on again once the intensive survey is complete for the Underground Railroad project and in July after hosting the Preserve Iowa Summit.

The HPC is also looking into starting up walking tours and open houses in the districts in the future.

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

The HPC for several months only had 3 members out of a 5 member commission making progress on projects extremely slow. The HPC is now back up to 5 members. The survey with the help of a consultant is almost complete. Focus will return to developing guidelines and standards. The HPC Friends group who helped with projects, fundraising, and etc has not been present or active so volunteers have been extremely hard to find.

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

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N/A

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11.

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

The City of Muscatine received a Paul Bruhn grant to revitalize the Downtown Historic District. After a committee review and score the applications, the HPC made a recommendation to approve the applicants for preliminary review to the NPS. The City has also received several grants for the facade programs.

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12. Does your Historic Preservation Commission have a website? *

- ☒ Yes
☐ No

12.1. What is the website address? *

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

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.

May 20, 2024
June 24, 2024
August 26, 2024
September 23, 2024
October 28, 2024

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14.

Based on the work plan submitted last year for your commission please provide a self assessment of the progress your commission made on the initiatives and programs that were identified last year. *

The HPC work plan for 2024 didn't make any progress due to lack of commission members and refocusing on the duties of the Commission. The Commission has been work hard on the intensive survey as well as the Preserve Iowa Summit coming up in June. The HPC has also been involved in the Paul Bruhn subgrant that was awarded to the City. The HPC is still working with the City to insure restoration for the facade programs are being completed properly.

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

Please describe where the paper or physical files are stored and where the digital records are being stored.

All of the files stored at City Hall or at the Art Center Museum.

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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.

500.00

17. **Additional Budget information**

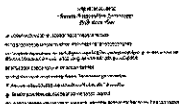
This is an optional question, if there is any additional information you wish to share with the State Historic Preservation Office regarding your community's budget.

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18. 2025 Work Plan *

Each Commission should develop an annual work plan for the upcoming year. Please include the project(s), initiatives and programs your commission plans to begin or complete.

2025 work plan.docx (13KB)



19.

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

Please also use this field to describe any plans the commission has to fill those vacant positions.

N/A

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20. Commission Members

Please include all commission members in this table.

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	
Moriah Ellis	5 Coventry L	moriahroeth@	6-30-2028	Chair	
Christine Pc	206 Chevy S	mpost@macl	6-30-2025	Vice-Chair	

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Nathan Sne	2127 Lincoln	Jehsnathan@	7-1-2027	
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+ Add a row

21.

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

22.

Which of your commission members, staff, and/or elected officials attended the 2024 Preserve Iowa Summit?

Now is also a good time to start planning to attend the 2025 Preserve Iowa Summit in Muscatine June 5-7, 2025.

Chris Post was in attendance for 2024. She is the Vice-Chair of the City of Muscatine HPC

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23. 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 (beyond or instead of the Preserve Iowa Summit), 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	
Subaward	NPS - Manage	online	10/29/202	April Limburg	
Adjacent C	NPS & Simpso	online	10/16/202	April Limburg	
Concrete F	Simpson Gum	online	5/3/2024	April Limburg	

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The ABCs	NAPC	online	1/11/2024	April Limburg	
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24. Chief Elected Official *

Did your communities Chief Elected Official (Mayor, Chairman of the Board of Supervisors, or President of LUD Trustees) change in 2024?

☐ Yes☒ No**25. Has the contact information for your communities staff liaison changed? ***

If you have a new staff liaison please select yes.

☐ Yes☒ No**26.**

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

How to obtain funding for homeowners in historic districts make the proper improvements to the property. Training how to restore windows, doors, floors, and so on. How to get more people interested or involved in historic preservation.

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27. 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?

To have more webinars or sessions like the NAPC does to educate new members of the Commission or those who are just wanting to learn about preservation.

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28. Authorized Official Signature *

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This question is required.

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Agenda or minutes from the public meeting where this report was presented to the City Council or Board of Supervisors. *

This question is required.

File Upload (10)

Changes saved

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City of Muscatine
Historic Preservation Commission
2025 Work Plan

- (a) Gather information for possible future intensive surveys
- (b) Hold workshops on how to gather information for an intensive survey
- (c) Complete the intensive survey CLG grant regarding the Underground Railroad as well as host the Preserve Iowa Summit in June. Close out grant once everything is completed
- (d) Bring back walking tours of the historic districts
- (e) Help the Friends of Muscatine Historic Preservation get revitalized
- (f) Improve communication and education efforts in the Community
- (g) Develop guidelines and standards for the historic districts
- (h) Continue to work with the City in regards to approving plans for the Paul Bruhn Subgrant projects

Certified Local Government Annual Report 2024

Name of Certified Local Government:

City of Muscatine, Iowa

*Signature of person who completed this report*_____

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: February 20, 2025

Name of Mayor or Chairman of the Board of Supervisors:

Dr. Brad Bark, Mayor

A handwritten signature in black ink, appearing to read 'B. Bark', is written over a horizontal line.

Signature of Mayor or Chairman of the Board of Supervisors

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