



**AGENDA
CITY OF HARRISONVILLE
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
CITY HALL
OCTOBER 4, 2017
12:00 PM**

- 1. Call to Order**
 - 1. Roll Call**
- 2. Public Participation**
- 3. Approval of Minutes**
 - 1. Historic Preservation Commission - Regular Meeting - Aug 2, 2017 12:00 PM**
- 4. Discussion Items**
 - 1. Schedule of Upcoming Conferences and Workshops for 2017 & 2018**
 - 2. Commission Activities (as identified on the Certified Local Government Program Annual Report)**
 - 3. National Trust Preservation Funds (NTPF)**
- 5. Adjourn**

Posted on City Hall Bulletin Board this 2nd day of October, 2017.

Randall K. Jones, City Clerk



**MINUTES
CITY OF HARRISONVILLE
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
CITY HALL
AUGUST 2, 2017
12:00 PM**

1. Call to Order

The meeting was called to order at 12:05 PM by Chair David Atkinson

Attendee Name	Organization	Title	Status	Arrived
David Atkinson	Harrisonville	Chair	Present	
Julie Cooper	Harrisonville		Present	
Claudia Kauzlarich	Harrisonville		Late	12:10 PM
Bill Woods	Harrisonville		Present	
April McLaughlin	Harrisonville	Vice-Chair	Present	
Ed Long	Harrisonville		Absent	
Nancy Linthicum	Harrisonville		Present	

Also in attendance David Dickerson, Alderman Liason; Jim Clarke, Community/Economic Development Director; Happy Welch, City Administrator; Dennis Minich, Harrisonville Star; Jamie Martin, Recording Secretary.

2. Public Participation

3. Approval of Minutes

1. Historic Preservation Commission - Regular Meeting - Jul 12, 2017 12:00 PM

With no additions or corrections, the July 12, 2017, minutes were approved as written.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bill Woods
SECONDER:	April McLaughlin, Vice-Chair
AYES:	Atkinson, Cooper, Kauzlarich, Woods, McLaughlin, Linthicum
ABSENT:	Ed Long

4. Certificate of Appropriateness

April McLaughlin - Windows

1. April McLaughlin - Windows

April McLaughlin stated she would like to replace her second floor windows. They would be identical to the windows that are already there. The trim will also match the existing color.

April McLaughlin abstained from voting.

RESULT:	APPROVED [5 TO 0]
MOVER:	David Atkinson, Chair
SECONDER:	Nancy Linthicum
AYES:	Atkinson, Cooper, Kauzlarich, Woods, Linthicum
ABSTAIN:	April McLaughlin
ABSENT:	Ed Long

5. Discussion Items

1. CLG Agreement

Chairman Atkinson brought in photos from an event on May 1, 1919, on the Harrisonville Square. The photos were of the US Army Battle Tank as it made its way through the square.

Jim Clarke introduced the Summer Intern Madeline Shcarig to the committee. Madeline explained the Certified Local Government Agreement that was signed in 1993. She stated that points 5, 6 and 7 were the most important. Point 5 states that if we have a nomination for a property, it has to be submitted to SHPO within 60 days. Point 6 states that an annual report of the commissions activities during the past year need to be submitted to SHPO within 60 days of Sept.30, which is the end of the fiscal year. Point 7 states that each commission member needs to attend at least one informational/educational meeting a year.

2. Guildelines for Participation

Madeline suggested that the commission read through the Guidelines for Participation in Missouri's CLG Program to get reaquainted with them.

3. HPC Future tasks and course

Madeline has been in close contact with Mary Sayers, the Historic Preservation Outreach & Education Coordinator, with the State Historic Preservation Office. They have discussed the tasks to keep the commission in compliance. She has stated that the commission needs to meet at least once a quarter even if there are no pending agenda items.

April McLaughlin asked if that was in a calendar year or if it is the fiscal that ends in September. Madeline has said she will ask that question to clarify for the commission.

4. Questions and Answers about CLG Grants

Chairman Atkinson asked if there are fees paid to be part of the CLG. Happy Welch responded that there are no fees, the CLG sets the guidelines to be followed. The CLG opens up opportunities for grants from SHPO.

April McLaughlin mentioned that she and Happy Welch attended a Main Street Connection conference that also opens up a lot of options for grants.

5. Conducting Effective commission Meetings and Making Design Review Judgements

Jim Clarke asked the commission to read through this information.

6. Resignation

Nancy Linthicum informed the commission that this was her last meeting. She is resigning from the commission as she is moving out of Harrisonville city limits. The board will nominate a new commission member at a later date.

6. Adjourn

With no further business to come before the commission, Claudia Kauzlarich made a motion to adjourn and Julie Cooper seconded. The motion passed and the meeting was adjourned at 12:44 PM.

Brian Hasek, Mayor & Ex-Officio
Chairman of the Board of Aldermen

ATTEST:

Randall K. Jones, City Clerk

Minutes Acceptance: Minutes of Aug 2, 2017 12:00 PM (Approval of Minutes)



TO: Historic Preservation Commission
FROM: Jamie Martin, Assistant
DATE: October 2, 2017
SUBJECT: Schedule of Upcoming Conferences and Workshops

Type of Item: *Discussion*

1. Discussion Item (ID # 2651)

Schedule of Upcoming Conferences and Workshops for 2017 & 2018

Attachments:

HPC - Conferences - Workshops - Training - 2017 & 2018 (DOCX)

Historic Preservation Commission
Conferences – Workshops – Training
2017 – 2018

2017

October 19, 2017 – Cultural Heritage Workshop – 9 AM – 4 PM - Rolla, Mo.

November 3, 2017 - BOARD, CHAIR & VOLUNTEER DEVELOPMENT (*Recruitment and Engagement*)
9 a.m. to 4 p.m. - Marceline, MO.

November 14 - 17, 2017 - NATIONAL TRUST FOR HISTORIC PRESERVATION CONFERENCE
PastForward 2017 - Chicago, Illinois

2018

March 26-28, 2018 – Main Street Now – Kansas City, Mo.

Cultural Heritage Workshop - October 19, 2017

9 am to 4 pm. Registration at 8:45 am

Eugene Northern Community Hall, 400 N. Main St.
Rolla, MO

The workshop is FREE and includes lunch! RSVP is required.

To RSVP go to: culturalheritageworkshop.eventbrite.com

Assisting local communities in developing cultural heritage initiatives that foster community and economic development, develop a sense of place and instill community pride.

In this one-day workshop, participants will learn how culture, heritage and the arts can be an addition to and diversification of traditional community and economic development practices and how projects and initiatives with this focus can favorably impact local and regional economies.

Participants will engage in experiential learning with leading edge thinkers providing practical application on this topic: Strategies for community and economic development in the 21st century as applied to rural communities.

This workshop will provide tools to help community members evaluate their cultural, historic and artistic assets and determine how to utilize those assets to promote local community and economic development. In this educational workshop participants will learn:

- * How a community's culture, history and creative population can be a cornerstone for community and economic development with examples from communities across Missouri and the nation.
- * How to assess if cultural heritage tourism is a fit for your community or region.
- * How to plan for, develop, implement, and evaluate cultural heritage and arts-based initiatives, events and projects from a community standpoint.
- * How initiatives focused on culture, history or the arts can contribute to community pride, stability, growth, preservation and protection of resources, and economic development in a community or region.

Who should attend?

* Those who deal specifically with culture, history, community or economic development, tourism, or the arts. Those involved in community decision making, such as: tourism directors, city managers, chamber of commerce directors, librarians, educators, theatre directors, parks and recreation directors or cultural affair directors. Also, those working in conservation and natural resource departments, Main Street organizations, and community betterment groups. Artisans, crafts-people, historians, architects, community activity coordinators and agri-business entrepreneurs would also benefit.

For more information contact wooleryl@missouri.edu<mailto:wooleryl@missouri.edu> or caitlin@mohumanities.org<mailto:caitlin@mohumanities.org>

This workshop is co-sponsored by Missouri Humanities Council, MU Extension and City of Rolla.

BOARD, CHAIR & VOLUNTEER DEVELOPMENT - Recruitment and Engagement - November 3, 2017

DATE & TIME

Friday, November 3, 2017 from 9 a.m. to 4 p.m.

LOCATION

Marceline Masonic Lodge

201 N. Main Street USA (aka N. Kansas Avenue)

Marceline, MO 64658

DESCRIPTION

Volunteer driven organizations rely on community members to lead, guide, direct and provide vision for the organization.

One of the main topic questions asked by Main Street organizations is, "How do we recruit more volunteers?"

David Renz, Director of the Midwest Center for Nonprofit Leadership at UMKC, will address the development of Main Street and community volunteers from recruitment and engagement to the development of volunteers into leadership roles. He will share from his vast knowledge and research on the topics of volunteer engagement and leadership development. You won't want to miss his insight, through research and experience, on organizational innovation and effectiveness to help you build a strong volunteer and leadership base for your organization.

Download printable flyer: Board, Chair & Volunteer Development

About the presenter:

David Renz is the Beth K. Smith/Missouri Chair in Nonprofit Leadership and the Director of the Midwest Center for Nonprofit Leadership, an education, research and outreach center of the Department of Public Affairs in the Henry W. Bloch School of Management at the University of Missouri-Kansas City. Renz's research focuses on the leadership and management of nonprofit and public service organizations, with emphasis on governance, the leadership of organizational innovation and transformational change and organization effectiveness. He also conducts research on the development and institutionalization of university-based nonprofit academic centers. His

areas of expertise include nonprofit governance, organization, and accountability, social entrepreneurship, nonprofit sector in Kansas City, public service leadership and management of governmental agencies.

GENERAL INFORMATION

You can pre-register for this event by clicking on the Sign Up button below.

HOTEL INFORMATION

Best Western

28622 Hwy 36

Brookfield, MO 64628

660-258-4900

Special Rate: \$96.49 (based on availability)

Mention "Missouri Main Street Connection Workshop" when reserving.

Additional lodging options found here.

PRICING & BOOKING INFORMATION

Registration Fees through October 20, 2017:

\$100 per person for Missouri Main Street Members

\$200 per person for non-members

Beginning October 21st, add \$25 per person.

All cancellations/refunds must be submitted in writing. Cancellations after October 30th are not refundable.

NATIONAL TRUST FOR HISTORIC PRESERVATION CONFERENCE – PastForward - November 14 - 17, 2017

PastForward is the premier educational and networking event for those in the business of saving places.

Art, advocacy, and innovation are the hallmarks of preservation in Chicago, where outstanding architecture and diverse neighborhoods have become a proving ground for preservation approaches. At PastForward 2017 we'll focus on "forward," exploring the next generation of preservation tools and techniques—high-tech, big data, virtual. Learn more about what PastForward is in this [90 second video](#). [Register online today](#).

While we'll explore many topics at PastForward 2017, we'll focus on the following themes:

- ReUrbanism—especially preservation's role in creating economically and environmentally sustainable, equitable, and healthy communities.
- Technology—applying the next generation of technological applications to the work of saving places.
- Health—better understand and advocate for the physical and psychological benefits of older and historic places.
- Connections—using place to make history visible and build understanding, community trust, and civility.

[Learn more](#) about the sessions that fall under each of these themes.

Join us November 14-17, 2017 in Chicago for PastForward.

Conference headquarters hotel will be the Palmer House Hilton. Hotel room rates start at \$239. [Reserve your hotel room online today](#). Make your hotel reservations by **October 14** to ensure PastForward rate.

[Sign up for updates](#) to be the first to hear about registration, programming, speakers, and Field Studies.

PastForward 2017 is brought to you by the National Trust for Historic Preservation and presented in partnership with [Landmarks Illinois](#) - the leading voice for historic preservation in Illinois.

Main Street Now – March 26-28, 2018

About #NOW18

The 2018 conference is expected to bring over 1,600 attendees from around the country and will feature educational sessions ranging from 45-minute “crash courses,” to 75-minute classroom sessions and 3-hour “deep dives.” ***(Education session details coming soon!)***

Full- and half-day mobile education sessions in Kansas City’s urban neighborhoods and nearby Missouri communities will also be offered. Learn about the innovative methods and practices that make the Main Street Approach® one of the most powerful economic development tools in the nation.

Make plans to celebrate at the Big Bash in downtown Lee’s Summit, where this 2010 Great American Main Street Award® winner will host us for a downtown street festival like no other with shopping, dining and entertainment.

Whether you hail from an urban business district, small rural downtown, or some place in between, you will find real solutions to common problems at the 2018 Main Street Now Conference in Kansas City. See you in March!



TO: Historic Preservation Commission
FROM: Jamie Martin, Assistant
DATE: October 2, 2017
SUBJECT: Commission Activities

Type of Item: *Discussion*

2. Discussion Item (ID # 2652)

Commission Activities (as identified on the Certified Local Government Program Annual Report)

- A. Landmarks Designations
- B. District Designations
- C. National Register Nominations Reviewed
- D. Cases Reviewed and Decisions
- E. Training and Conferences
- F. Public Education and Outreach



TO: Historic Preservation Commission
FROM: Jamie Martin, Assistant
DATE: October 2, 2017
SUBJECT: National Trust Preservation Funds (NTPF)

Type of Item: *Discussion*

3. Discussion Item (ID # 2653)

National Trust Preservation Funds (NTPF)

Attachments:

National Trust Preservation Funds (NTPF) - Grant - HPC Mtg. 10-2-17 (DOCX)

National Trust for Historic Preservation

National Trust Preservation Funds: Guidelines & Eligibility

Grants from National Trust Preservation Funds (NTPF) are intended to encourage preservation at the local level by providing seed money for preservation projects. These grants help stimulate public discussion, enable local groups to gain the technical expertise needed for particular projects, introduce the public to preservation concepts and techniques, and encourage financial participation by the private sector.

A small grant at the right time can go a long way and is often the catalyst that inspires a community to take action on a preservation project. Grants generally start at \$2,500 and range up to \$5,000. The selection process is very competitive.

The review process is generally completed within eight weeks of the application deadline, and applicants are notified via email once the review process is complete.

Application deadlines are **February 1, June 1 and October 1**. If the first of the month falls on a weekend, applications will be due on the following Monday.

Eligible Applicants

Only Organizational Level Forum members or Main Street America members of the National Trust are eligible to apply for funding from the National Trust Preservation Fund. To learn more about Forum and to join today, [visit our website](#).

In addition, applicants must be either a public agency, 501(c) (3), or other nonprofit organization to be considered eligible. Applicants that have received previous National Trust financial assistance are eligible provided that all grant requirements are current.

No more than three grants will be awarded in any two-year period to a single grantee. Only one grant will be awarded per organization in any grant round. Only one grant will be awarded for a particular project phase.

Grant Conditions

Applicants must be capable of matching the grant amount dollar-for-dollar. A cash match is required and can come from private or public sources, or from income earned from registration fees or fundraising activities. Matching funds must be used to fund eligible expenses listed below. Donated materials and services, staff salaries and organizational overhead costs are not eligible sources of a match. Other funding from the National Trust may not be used to match an NTPF grant.

Other conditions include:

- Grants or matching funds cannot be used directly or indirectly to influence a member of Congress to favor or oppose any legislation or appropriation.
- Any documents or plans for preservation work that result from the project must conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties.

- At least three (3) competitive bids/quotes must be obtained for any procurement of services that exceed \$50,000. This provision applies only to portions of the project supported by NTPF grant funds.
- Consultants must be approved by the National Trust before grant funds are disbursed. National Trust Preservation Fund grants cannot be used to pay staff salaries. Board members of the applicant organization cannot serve as consultants unless appropriate conflict of interest procedures are followed and documented.
- Grant recipients are required to sign a contract agreeing to the conditions of the program.
- Grant projects must begin within six months of award date. Failure to begin the project in this time frame may result in the cancellation of the grant and you will need to reapply for funding.
- Grant recipients must include appropriate acknowledgement of National Trust financial support in all printed materials generated for the project.
- Within one year from the grant award date, a final report and financial accounting of the expenditure of the grant must be submitted. A final report form will be provided. If the project is not completed in accordance with the contract, the grant funds must be returned.

Applicants must agree not to discriminate against any employee or applicant for employment because of actual or perceived race, color, national origin, creed, age, gender, marital status, sexual orientation, religion, mental and physical disabilities, sex (including pregnancy), personal appearance, gender identity or expression, family responsibilities, genetic information, matriculation, political affiliation or veteran status.

Eligible Activities

National Trust Preservation Fund grants are awarded for planning activities and education efforts focused on preservation.

Planning: Support for obtaining professional expertise in areas such as architecture, archaeology, engineering, preservation planning, land-use planning, and law. Eligible planning activities include, but are not limited to:

- Hiring a preservation architect or landscape architect to produce a historic structure report or historic landscape master plan.
- Hiring a preservation planner to produce design guidelines for a historic district.
- Hiring a real estate development consultant to produce an economic feasibility study for the reuse of a threatened structure.
- Sponsoring a community forum to develop a shared vision for the future of a historic neighborhood.

A limited amount of funding is available for organizational development. Applicants should contact us via email prior to applying for funding related to organizational capacity building activities.

Education and Outreach: Support for preservation education activities aimed at the public. The National Trust is particularly interested in programs aimed at reaching new audiences. Funding will be provided to projects that employ innovative techniques and formats aimed at introducing

new audiences to the preservation movement, whether that be through education programming or conference sessions.

Ineligible Activities

- Building or other construction activities
- Academic research
- Acquisition of real property or objects
- General support for conferences
- Organizational capacity building activities unless pre-approved by the National Trust

Eligible Expenses

- Fees for consultant services
- Speaker fees/faculty costs for educational programs and conference sessions
- Mailing costs for distribution of materials
- The development of materials for education and outreach campaigns
- Materials and services such as printing, photographs, telephone, and supplies. With the exception of publications projects, these costs may not exceed 10 percent of the project budget.

Ineligible Expenses

- Staff or faculty salaries
- Organizational overhead costs
- Catering, food and beverage, entertainment
- Construction or other capital improvement costs
- Acquisition of real property or objects
- Expenses incurred prior to award date

Criteria

Grant recipients will be selected by considering, among other points, the following criteria:

- The significance of the project or resource.
- The need for funding and the urgency of the project.
- The project's budget and the applicant's proven ability to secure a match.
- The project's timeline.
- The long-term objectives or impact of the project.
- The qualifications of the key personnel, including consultants.
- The demonstrated ability of the applicant to complete preservation projects.
- The potential to replicate the project in other communities.

How to Apply

You will need the following items as part of your Preservation Funds application:

- Up to four digital images of high quality (300 dpi) with caption and credit information.

- A list of the applicant's current board of directors (nonprofit organizations).
- Applicant's Internal Revenue Service determination letter of tax-exempt status. If tax-exempt status has not been fully approved by the IRS, please provide evidence of filing for certification and letter of opinion from an attorney concerning the applicant's tax status (nonprofit organizations).
- Resume of consultant for project (if the consultant has been chosen).
- Resume of personnel administering project.
- Up to three letters of endorsement.
- Letter of consent from property owner (if applicant does not own property).
- Completed National Trust Preservation Funds application, which includes a budget section that outlines proposed expenses and revenue for the project.

National Trust grants staff can provide helpful guidance for the application process if you have questions. If you have specific questions about your project's eligibility, please contact our grants staff.

Application

Fill out an [application](#) for the National Trust Preservation Funds here. (Please note: you will be taken to our grants application system where you will need to create a user profile for your organization. This is a separate login than your National Trust login.) If you have questions please [email us](#).