



**CITY OF WARRENSBURG, MISSOURI
HISTORIC PRESERVATION COMMISSION
MUNICIPAL CENTER
200 S. HOLDEN ST., WARRENSBURG, MO 64093**

**MEETING AGENDA
APRIL 24, 2019
4:00 PM**

1. Call To Order
2. Roll Call
3. Minutes Of Previous Meetings

3.I. January 23, 2019

Documents:

[2019_01-23.PDF](#)

3.II. April 1, 2019

Documents:

[2019_04-01.PDF](#)

4. Requests And Petitions Presented
5. Motions, Resolutions, And Recommendations
6. Other Business And Appearances

6.I. FY20 Budget Request

Documents:

[FY20 BUDGET REQUEST DOCUMENTS.PDF](#)

7. Comments Of Commissioners / Staff / Public
8. Adjournment



CITY OF WARRENSBURG, MISSOURI
MINUTES

HISTORIC PRESERVATION COMMISSION
January 23, 2019

1. Call to Order

Acting as Chair, the meeting was called to order by Karen Hicklin at 4:03 p.m. at the Municipal Center, 200 S. Holden St., Warrensburg, MO.

2. Roll Call

Roll was called and members present included Karen Hicklin, Andrea Glinn, Rebecca Adams and Dewayne Jackson. Commissioner Patricia Smith was absent. Kristin Dyer, City Planner, was also present.

3. Minutes of Previous Meetings

Members reviewed the minutes from the April 25, 2018, Historic Preservation Commission meeting. Glinn moved to approve the minutes. Adams seconded. Approved 4-0.

4. Election of Officers

1. Chairman

Dyer introduced the election of a Historic Preservation Commission Chairman. This is a one-year position terminating in May 2019. Glinn nominated Hicklin, and Jackson seconded. Without any additional nominations, Hicklin called the nomination to a vote. Approved 4-0.

2. Vice-Chairman

Dyer introduced the election of the Historic Preservation Commission Vice-Chairman. This is annual position terminating in May 2019. Adams nominated herself, and Jackson seconded. Without any additional nominations, Hicklin called the nomination to a vote. Approved 4-0.

3. Member for the Downtown Façade Grant Committee

Dyer stated a member is needed for the Downtown Façade Grant Committee. Other members of the committee include the Director of Community Development and the Director of Warrensburg Main Street. Glinn volunteered to fill the position with no objection from the Historic Preservation Commission.

5. Requests and Petitions Presented – none

6. Motions, Resolutions, and Recommendations – none

7. Other Business and Appearances

I. Review and Discussion of the Highway 50 Signs

Dyer summarized the requirements for the U.S. Highway 50 Signs and presented the design concept. The Historic Preservation Commission discussed design requirements including but not limited to the size of the letters, the size of the sign, background color and the sign language. The Commission requested to see a specification sheet, more design options and examples from other cities.

II. Historic Preservation Month

Dyer summarized the Preservation Month activities in May and stated the historic downtown walking tour will be May 22, and Trails Regional Library agreed have library table with books related to Warrensburg/Missouri history and historic preservation.

8. Comments of Commissioners/Staff/Public

Dyer asked the Commission if they wanted to meet for the May 22 regular meeting since the Historic Downtown Walking Tour is May 22. The Commission agreed to cancel the May 22 meeting and meet again on June 27.

Dyer stated the Missouri Historic Preservation Conference is June 19-21 in St. Joseph, Missouri, and the Missouri State Historic Preservation Office have not released the date for the Certified Local Government Forum at this time.

9. Adjournment

With no further discussion or items to consider, the meeting adjourned at 4:52 p.m.

Date: _____

Chairperson



CITY OF WARRENSBURG, MISSOURI
MINUTES

HISTORIC PRESERVATION COMMISSION
April 1, 2019

1. Call to Order

The meeting was called to order by Chairman Karen Hicklin at 4:02 p.m. at the Municipal Center, 200 S. Holden St., Warrensburg, MO.

2. Roll Call

Roll was called and members present included Karen Hicklin, Andrea Glinn and Dewayne Jackson. Commissioner Patricia Smith was absent. Kristin Dyer, City Planner, was also present.

3. Minutes of Previous Meetings

Dyer stated the minutes from January 23, 2019 will be available at the next Historic Preservation Commission regular meeting.

4. Requests and Petitions Presented – none

5. Motions, Resolutions, and Recommendations – none

6. Other Business and Appearances

I. FY20 Budget Request

Dyer summarized the FY19 Historic Preservation Commission budget and outlined some options for training to consider for the FY20 Budget. The Historic Preservation discussed the training options and U.S. Highway 50 signs as reoccurring expense.

II. Review and Discussion of the U.S. Highway 50 Signs

The Historic Preservation Commission agreed to continue the discussion to the next regular meeting.

III. Historic Preservation Month

Dyer stated the historic preservation walking tour will be May 22, and the first practice tour is scheduled for April 8. Dyer summarized the Notable Structures and Preservation Opportunities booklet and stated she has received positive responses from several property owners and one property declined to be in the booklet. The Historic Preservation Commission discussed the properties and selected the final ten for the booklet.

The Historic Preservation Commission discussed when and where the Historic Preservation Proclamation should be presented. The Commission agreed to have the proclamation with City Council either April 22 or May 13.

7. Comments of Commissioners/Staff/Public – none

8. Adjournment

Glenn moved to adjourn the meeting. Jackson seconded. Approved 3-0, and the meeting adjourned at 4:45 p.m.

Date: _____

Chairperson



HISTORIC PRESERVATION COMMISSION

AGENDA REPORT

April 22, 2019

ITEM 6.I: FY20 Budget Request

BACKGROUND:

The City is currently building the FY20 annual budget which begins October 1, 2019. Staff is seeking direction on what the Commission would like to request for FY20. The FY19 Budget included funds for two Commissioners to attend training at the Missouri Preservation Conference which was held in May 2018. The Missouri Preservation Conference allowed for a single day registration at a reduced rate, and one commissioner was able to attend. In addition, two commissioners were able to attend the one-day event, the Certified Local Government (CLG) Forum, in 2018 as budgeted. Other items in the budget included operational expenses, renewal of the Missouri Hwy 50 signs and membership fees.

Staff has provided cost breakdown for training opportunities to consider for the FY20 request. This year, the Missouri Preservation Conference will be held in St. Joseph, Missouri from June 19-20, 2019, but it is unknown where the next Missouri Preservation Conference will be held during the FY20 budget year. The registration fees have not been announced. Some options for consideration by the Commission are as follows:

Attend One-Day Session at the Missouri Preservation Conference with Hotel Accommodation

If one-day sessions are held again at the 2020 Missouri Preservation Conference, the cost to send one Commissioner to training is \$345.25. This is typically a one-day training session. The Commission can request funding for multiple Commissioners, if desired.

Attend Full Missouri Preservation Conference with Hotel Accommodations

An alternative to Commissioner training sessions is registration for the full conference. The cost to send one Commissioner to the full conference is \$784.50 which includes funds to stay locally in a hotel. The Commission can request funding for multiple Commissioners, if desired.

CLG Forum

Another option for Commissioner training is attendance at the CLG Forum which is normally held between April and May, and it is typically held in Jefferson City. The cost to send one Commissioner to the training is \$20. The Commission can request funding for multiple Commissioners, if desired.

RECOMMENDATION:

Staff recommends the Commission discuss the training opportunities presented and determine what training funds they would like to request for the FY20 Budget.

- Attachments: 1. FY19-FY20 Budget Fund Comparison
2. FY20 Budget Options

Historic Preservation Commission
FY20 Budget Request
 Oct. 1, 2019 to Sept. 30, 2020

Acct:	Acct. Description				
110-642-9301	Community Agreements				
	Program	Description		FY19	FY20
	Preservation Month				
		Historic Preservation Month Supplies		\$150	\$150
		Advertising		\$200	\$200
	MO Pres Conference				
		2019 MO Preservation Conference - Full Conference - Meals (x2)		\$144	
		2019 MO Preservation Conference - Full Conference - Travel (x2)		\$250	
		2019 MO Preservation Conference - Full Conference - Hotel (x2)		\$600	
		2019 MO Preservation Conference - Full Conference - Registration (x2)		\$560	
	MO Pres Conference				
		2019 MO Preservation Conference - Full Conference - Meals (x1)			\$138
		2019 MO Preservation Conference - Full Conference - Travel (x1)			\$135
		2019 MO Preservation Conference - Full Conference - Hotel (x1)			\$282
		2019 MO Preservation Conference - Full Conference - Registration (x1)			\$230
	MO Pres Conference				
		2019 MO Preservation Conference - One Day w/ Hotel - Meals (x2)			\$83
		2019 MO Preservation Conference - One Day w/ Hotel - Travel (x2)			\$270
		2019 MO Preservation Conference - One Day w/ Hotel - Hotel (x2)			\$188
		2019 MO Preservation Conference - One Day w/ Hotel - Registration (x2)			\$150
	CLG Forum				
		CLG Forum (x2)		\$60	\$60
	Memberships				
		National Trust for Historic Preservation		\$250	\$0
		Johnson County Historical Society		\$100	\$100
		National Alliance for Preservation Commissions		\$100	\$100
	Meeting Supplies				
		Misc. public meeting		\$75	\$75
		Office Supplies (printing, specialty papers, binding combs)		\$75	\$75
		Advertising (HPC Education Ads, Hearing Notices, etc...)		\$500	\$500
	Grants/Project Management				
		None Unlisted		\$0	\$0
	Supplies, Non-Categorized				
		MoDOT Highway Signs - Initial Sign Purchase (07/01/18 - 06/30/19)		\$1,500	\$0
		MoDOT Highway Signs - Renewal for (07/01/20 - 06/30/21)		\$2,000	\$2,000
		TOTAL		\$6,564	\$4,735

HISTORIC PRESERVATION COMMISSION
FY20 Budget Request
 Oct. 1, 2019 to Sept. 30, 2020

OPTION 1: COST FOR 1 COMMISSIONER TO ATTEND TRAINING ONLY SESSIONS

Acct:	Acct. Description	Intended Use	Cost
110-642-9301	Travel Meals	Commissioner to MO Preservation Conference - One Day	\$41.25
110-642-9301	Mileage	Commissioner to MO Preservation Conference - One Day	\$135.00
110-642-9301	Travel Room	Commissioner to MO Preservation Conference - One Day	\$94.00
110-642-9301	Schools & Seminars	Commissioner to MO Preservation Conference - One Day	\$75.00
		TOTAL	\$345.25

OPTION 2: COST FOR 1 COMMISSIONER TO ATTEND FULL CONFERENCE WITH HOTEL

Acct:	Acct. Description	Intended Use	Cost
110-642-9301	Travel Meals	Commissioner to MO Preservation Conference - Full Conference	\$137.50
110-642-9301	Mileage	Commissioner to MO Preservation Conference - Full Conference	\$135.00
110-642-9301	Travel Room	Commissioner to MO Preservation Conference - Full Conference	\$282.00
110-642-9301	Schools & Seminars	Commissioner to MO Preservation Conference - Full Conference	\$230.00
		TOTAL	\$784.50

OPTION 3: CLG FORUM

Acct:	Acct. Description	Intended Use	Cost
110-642-9301	Travel Meals	-	-
110-642-9301	Mileage	-	-
110-642-9301	Travel Room	-	-
110-642-9301	Schools & Seminars	CLG Registration	\$30.00
		TOTAL	\$30.00