

**RUSSELLVILLE
HISTORIC DISTRICT COMMISSION**

MINUTES

**Regular Meeting – Thursday, July 28, 2016
City Hall – Council Chambers
5:00PM**

Commissioners Present

Greg Barborek – Chair
Judy Galloway – Secretary
Linda Carnahan
Dixie McSpadden

Suzanne Alford-Hodges – Vice Chair
Steve Newby
Steve Hubbard
Beverly Hooten

Commissioners Absent

Kathy Keenan-Price

Staff

Kurt Jones - City *Engineer* / HPO

Advisors Present

Betsy McGuire – Executive Director of Main Street Russellville

Advisors Absent

Trey Smith – City Attorney, Brian Holstein – Director of Development

Call to Order & Welcome @ 5:00PM:

Chair, Greg Barborek, called the August 25, 2016 meeting of the Russellville Historic District Commission to order at 5:00PM and a quorum was established. He introduced new commissioner Beverly Hooten.

Approval of Minutes:

Mr. Barborek asked if everyone had read the minutes of the July 28, 2016 meeting. Motion was made by Ms. Alford-Hodges to accept the minutes as corrected. Mr. Newby made the second and the minutes were approved unanimously by voice vote.

Staff Report:

Mr. Jones reported to the commissioners that he had spoken with Catherine Barrier, CLG Director; concerning the use of the \$5000 grant the commission was awarded. He had wanted to use part of the funds for “sign toppers” in the downtown historic district. He reported that we would be unable to do that but that we can use the money for informational signage and handed out pictures of sign examples from other communities. Suggestions were made for signs with old photos of the current streets, photos of 1906 fire damage and some history of the town to accompany the photos. Ms. McGuire emphasized the importance of continuity of signs in the historic district.

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The City has agreed to do the sign toppers and Mr. Jones suggested a different color (black and white) for street signs in the historic district. More information will be provided at our next meeting.

Ms. Galloway asked if the balance of the CLG funds from previous grants had been located. Mr. Jones will check into the balance and call the previous HPO, David Harris, if needed.

Agenda:

The first item on the agenda was discussion of an "Authorized Agent" form. The question arose because of a COA approval with conditions at the last meeting. The contractor, Kent McCoy, presented the application for property owner Luke Duffield, who was absent. Mr. McCoy agreed to the conditions without approval from the property owner.

Mr. Jones spent some time adapting the "Authorized Agent" form used by the Planning Commission for use by the HDC. Each commissioner was given a copy and asked to comment, edit and give suggestions for revision before the next meeting.

Mr. Barborek is working on a revised COA Application that will include more detailed information about the required paperwork to be submitted with the application. He will present the revision at the next meeting.

Laquita Jones, Mr. Jones' assistant, went through past HDC records and made a chart with the current expiration of each commissioner's term. Mr. Barborek made a color coded Excel sheet with the terms so that the commission could easily determine expiration of terms. Mr. Newby made the motion to accept the terms as shown. Mr. Hubbard made the second. The motion passed unanimously. The agreed upon terms are as follows:

Expire 2017	Expire 2018	Expire 2019
Suzanne Alford-Hodges	Kathy Price	Judy Galloway
Linda Carnahan	Greg Barborek	Steve Hubbard
Steve Newby	Beverly Hooten	Dixie McSpadden

Mr. Barborek will notify the Mayor and see it wants the terms to be voted on by the Council.

The next agenda item was review of the revised Bylaws. With one typographical correction, Mr. Newby made the motion to accept the Bylaws. Ms. Carnahan seconded the motion. The motion passed by a voice vote.

Old Business:

Status of the COA for the signage at Big Country Tattoo was discussed. Ms. McGuire has not approached the owner about applying for a grant from Main Street Russellville to help pay for the sign. Mr. Jones and Ms. McGuire plan to go visit with the owner about his sign in the near future and hopefully he will seek assistance from Main Street Arkansas in design of his sign.

Ms. Alford Hodges reported that The Arkansas Historic Preservation Office and Main Street Arkansas are moving to a new building and that Director Catherine Barrier will not be able to come to Russellville for commissioner training until October.

Mr. Jones reported that the new commissioners have been provided with a book of the design guidelines and their name plaques have been made and are present this evening.

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Mr. Newby passed around the completed trifold brochure for business owners and tenants. He told the commission that Burriss will print 300 brochures for \$278 plus tax and made the motion to accept the estimate and get them printed. Ms. Galloway made the second. The motion was approved unanimously by a voice vote.

MSR Director, Betsy McGuire reported that the Exterior Building Improvement Grant Program had been announced and that so far she has handed out six applications. Deadline for submission is September 30, 2016.

October 1, 2016 is the *Great Arkansas Cleanup*. Main Street Russellville is going to paint the fence at the Depot and needs volunteers to help in the effort. Sherwin Williams is donating the primer and the paint and will give a short "how to" demonstration before the project begins. Hopefully there will be enough people to complete the fence by noon.

New Business:

None

Adjournment

Motion to adjourn was made by Mr. Newby and the second by Ms. Galloway. The motion passed by voice vote and the meeting was adjourned at 5:50PM.

Greg Barborek, RHDC Chair

Date

