

Meeting Agenda

**Jackson County Historic Preservation Commission
Wednesday, April 15, 2026 at 5:30 pm
Clinton Engines Building, East Maple St, Maquoketa**

Call to Order:

Review and Approval of March 18, 2026 Minutes:

Treasurer's Report and Submission/Possible Action on payment of invoices

1. March 2026 Month end finance reports and bills submitted
2. Final Public Hearing on April 21, 2026

Committee Reports/Old Business

1. Inquiries/Comments received through Facebook / Website:
2. Update on theclio.com and assignments:
3. Report on/planning for signs for Historic Sites:
4. Report on tour brochure with map and online historic sites:
5. Jackson County Owned Historic Properties:
6. Community Outreach Event: Potter's Mill Event Center on May 16, 2026

New Business

- 1. Commission Annual Timeline for next 3 months**
- 2. Progress on 2026 Work Plan**
- 3. Other Items.**
 - a. Upcoming Training and Education opportunities:

Schedule Next Meeting: 05.20.26 at 5:30 pm

Adjourn:

1. Commission Annual Timeline for next 3 months: April – May - June**April**

- Final budget approval for upcoming FY: Public hearing on April 21
- Discuss plans for National Preservation Month in May
 - Request Board of Supervisors make proclamation (we request this of them)
 - Media release and postings on Facebook and JCHPC website about community event
 - Radio spot or other media event to discuss preservation and community event
 - Publish proclamation and/or community event in local newspapers
- 2026 Preserve Iowa Summit, June 2–3 at the FFA Enrichment Center in Ankeny
 - Registration for Summit and CLG workshop
 - Coordinate travel with Maquoketa HPC, other local HPCs and preservation groups
- Community Outreach Event and travel plans
 - Planned for May 16, 2026: Potter's Mill Event Center, Bellevue
 - Coordinate with Maquoketa HPC and other local groups

May

- May is National Preservation Month
 - Complete plans for proclamation, media release, postings, publications, etc.
 - Submit/present proclamation for Board of Supervisors
- Community Outreach Event
 - Hold on May 16 at Potter's Mill Event Center, Bellevue (set up 1:30, program 2-4 pm)
 - Coordinate with Maquoketa HPC and other local groups
- 2026 Preserve Iowa Summit, June 2–3 at the FFA Enrichment Center in Ankeny.
 - Registration for Summit and/or CLG workshop and travel plans finalized
- Should receive mailing from Jackson County Fair Board about paying for a booth (\$110 est.)
 - Allow time for a request for warrant to be issued to pay for booth
 - Request warrant from Auditor's Office to pay for booth rental
 - Submit booth form with payment

June

- June 30th is end of fiscal year
- Deadline for claims submission for reimbursement / payment is usually mid-month
- 2026 Preserve Iowa Summit, June 2–3 at the FFA Enrichment Center in Ankeny.
 - Attend Summit and/or CLG Roundtable
- 2026 Jackson County Fair is July and since the July 28-August 2; booth reservation form and fee
 - setup and tear down should be made during June meeting
 - Check with County Auditor on deadline on when materials need to be provided to her if we need printing done for Fair handouts

2026 Jackson County Historic Preservation Commission Work Plan (approved 02.18.26)

1. The Commission will work with the County Board of Supervisors to maintain our County status as a Certified Local Government (CLG).
2. The Commission will publish a historic property tour brochure with a Google map of locations, and historic sites digitized online.
3. The Commission will work with the County Board of Supervisors and Maintenance Department to pursue outside funding to make the necessary repairs and improvements to the historic Insane Asylum, to restore full partner site status with Silos and Smokestacks National Heritage Area (SSNHA) and to install SSNHA and interpretive signage.
4. The Commission will work with community partners to design wayfinding maps to historic sites and districts in Jackson County.
5. The Commission plans to work with the Jackson County Conservation Board (JCCB) to install recognition signs, assess site conditions, prepare cost estimates, and pursue outside funding to make the necessary repairs and improvements to one or more of the JCCB-owned historic buildings.
6. The Commission will continue to work on or offer support to one historic property or historic district nomination in 2026.
7. The Commission has identified options for in-person and virtual educational programs or tours. The options we will consider throughout the year are:
8. Partner with the Potter's Mill Event Center to organize, promote, and host a Community Outreach Event in May 2026.
9. Prepare and record an educational program and make it available on the local access channel, and our website and Facebook page.
10. Add information about our historic properties to our website and Facebook page as space and time allow.
11. Continue to submit entries for Jackson County historic sites to The Clio, "an educational website and mobile application that guides the public to thousands of historical and cultural sites throughout the United States" as time allows.
12. Work with the media to promote historic preservation. This may include newspaper articles, captioned photos in the newspapers, and radio spots.
13. Identify and prioritize historic properties in the County for recognition signs.
14. Ask the County Board of Supervisors to proclaim May to be Historic Preservation Month and promote the sale of our Limestone Architecture Book during Preservation Month.
15. Organize and staff a Commission booth at the annual Jackson County Fair in July and Muster on the Maquoketa in September with displays and handouts promoting historic preservation and historic sites in Jackson County.
16. Partner with the Maquoketa Historic Preservation Commission for joint CLG programs or tours.
17. The Commission will notify members of educational and training opportunities and encourage members to participate throughout the year. We will endeavor to have at least one Commissioner attend at least one educational or training event during the year.