

**Boone County Historic Preservation Review Board**  
**Meeting Minutes**  
**February 19, 2004**

The Boone County Historic Preservation Review Board met in their regular monthly meeting on the above date in the Old Boone County Clerk's Building behind the Administration Building.

- I. **Call to Order** The meeting was called to order by Chair Pat Fox at 5:03 PM.
- II. **Roll Call** Review Board members present were Chair Pat Fox, Vice Chair Don Clare, Sharon Elliston, Bob Schrage, and Laurie Wilcox. Also present were Executive Director Kevin Costello, AICP and Matt Becher representing the Staff of the Boone County Planning Commission; Jan Hancock, Recording Secretary; and guest Bridget Striker.
- III. **Approval of Minutes** The Minutes of the January 8, 2004 Review Board meeting were presented for approval. Mrs. Elliston moved to approve the Minutes as presented. The motion was seconded by Mr. Schrage and approved by all.
- IV. **New and Old Business – Matt Becher**
  - A. **Kevin Costello & Budget Issues** Ms. Fox stated that she asked Mr. Costello to attend the meeting this evening to discuss what the Board can do in regard to fundraising, budgeting, and other financial issues. Mr. Costello reviewed the budget process and explained that when the Historic Preservation Program started, money was set aside for the program in the Planning Commission's budget. When the program went back to Fiscal Court, a separate department was created for it and the budget included Susan Cabot's salary, benefits, office supplies, etc. The program was brought back to the Planning Commission and that dollar amount equivalent was added to the Planning Commission's budget – but it was known that the cost would be greater than that amount. Matt Becher's position was broadened and he was classified as the Rural/Open Space Planner and he has access to the Planning Commission Staff and technology such as maps. The idea was that if there was enough work, a second person could be hired. Mr. Costello stated that Fiscal Court gives the Planning Commission \$330,000 a year for services including Staffing this Board and matching funds for the CLG grant. (Fiscal Court gets federal reimbursement back as part of the match). There is no Historic Preservation line in the budget, but nothing prevents this Board from asking for money for a *specific* project. The legislative unit will not fund a "slush fund". He stated that the last two years have been difficult economically and the budget has been cut in some areas due to projects being finished. The budget process starts in March and, if this Board has specific projects it wants funded, now is the time to ask for the funds. The Fiscal Year is from July 1 to June 30. In response to questions from Mr. Schrage, Mr. Costello stated that he understood that the Board was going to raise the Cemetery Grant money privately and it was presented to him that all of the Board members would be working on it – but he

then found out that Matt Becher would be working on it and he would have to pay for the mailing. He stated that if the Board wants to be in the cemetery preservation business, he has no problem presenting that to Fiscal Court and requesting funds – but the Board members will need to be there and support the request. Fiscal Court may not grant all of the money requested, but may fund some of the proposed projects. He suggested that the Board members think about projects they may want to propose for the next Fiscal Year. Ms. Wilcox stated that the Board should propose projects every year for a certain dollar amount, which Mr. Costello will present to Fiscal Court with the budget. Mr. Costello agreed and added that if there is an increase in the budget, Fiscal Court is going to want to know what it is for. Ms. Wilcox questioned what the Board should do if a project comes up in the middle of the year and the budget will not cover it. Mr. Costello responded that there is an opportunity to go before Fiscal Court and ask for the money, but they rarely change the budget. Ms. Fox questioned if the Board needs to raise funds for a large project, could the Board skip receiving funds one year in order to have the funds available the next year for the large project? Mr. Costello responded “no” and stated that when he asks for money for a project, he has to spend it – he cannot hold onto money. He stated that the Urban Forest Commission had a letter that they were to get \$20,000 and Jim Parsons kept it as a Letter of Credit and they can draw on it. Ms. Fox stated that Fiscal Court might recognize that the Board chose not to spend money one year and then the Board could feel confident to double the amount the next year. Mr. Costello stated that some GIS expenses are handled that way. Mr. Costello asked the Board to determine what projects are important and he will help the Board sell them to Fiscal Court. He emphasized that the Board has to designate what the money is for and make a request for funds. Mr. Schrage stated that he believes Fiscal Court would appreciate that the Board wants to raise \$5,000 for a project – but he has the impression that Mr. Costello does not want the Board to raise private donations. Mr. Costello responded that he does not want Matt Becher to be a fundraiser -- fundraising involves a lot of clerical work and he does not want Matt Becher’s time spent that way. If the Board wants to do it, that’s fine. Mr. Schrage questioned where funds raised by the Board would go. The Board does not have a bank account, so if the Board begins splitting the profits from Derby Day at Dinsmore, where would the funds go? Could the Board give Mr. Costello money to set aside for a specific project. Mr. Costello responded “yes” but if the money relates to a specific project, it has to be set aside for that project. He will discuss these issues with the accountant (VonLehman). He stated that there was an issue of royalties from the book and whoever the royalties are assigned to has to have a tax ID number. He has not seen the documentation of the Old Burlington Cemetery Trust Fund and is not sure how the Board got into something that involves money without that type of agreement. He will look into this. Mr. Costello passed out copies of his memorandum *re: Arcadia Contract – Burlington Images of America Book*. He stated that there is no problem meeting the deadline if the document is executed by March 1, 2004. Four people are involved in the book, including Matt Becher. The book could say “Boone County Historic Preservation Review Board” on the cover and have the names of those who worked on it on the inside, or the names of all the Board members – the Board can make this decision. Mr. Costello reviewed the sixteen items in the memorandum. Under Item #13 – Assignment of

Tasks – he stated that he needs to know how many hours Matt Becher will be spending on the project. In regard to Item #5 – Payment of Royalties – he stated that he was able to get 12% from the publisher instead of 10% and the contract needs to be changed to reflect the 12%. Ms. Fox questioned selling the *Historic Structures of Boone County* books. Mr. Costello responded that the books can be sold to a retailer for \$15. The accountant (VonLehman) does not like us selling things and taking cash. Mr. Becher is not bonded to take cash. He stated that the Board can accept checks. Ms. Fox stated that there is an ISBN # in the book so that Barnes & Noble can sell it. Mrs. Elliston suggested having the *Structures* book available for sale at the Preservation Awards Event in May. There being no further discussion, Mr. Schrage moved to authorize Ms. Fox to sign the Arcadia Contract after it is amended as discussed by Mr. Costello. Mr. Clare seconded the motion and it carried unanimously.

- B. [www.boonecountyheritage.org](http://www.boonecountyheritage.org) annual fee** No discussion.
- C. *Preservation Priorities* Newsletter** Mr. Becher stated that publishing a combined winter/spring issue of the Newsletter will save approximately \$500 and that money may be put towards preservation projects. He will send out the winter/spring issue in April and it will contain articles about the Burlington book, Cemetery Grant, updates on Walton and Burlington National Register Districts, a look back at 2003, Preservation Award nominees, and articles about Preservation Month activities including Derby Day at Dinsmore. Mr. Schrage suggested putting donation forms in the Newsletter with the Fax number and a “bill me later” option so that people can Fax the form right back and then send in a check. He stated that Huntington Bank could invoice people for donations after they send the form back. Ms. Fox asked the Board members to submit Preservation Month articles in time for the Newsletter.
- D. *Preservation Month* – events, dates, etc.** **1) Derby Day at Dinsmore** Mr. Becher stated that Derby Day at Dinsmore will be on May 1. The Derby Day Committee will have its first meeting on Tuesday, February 24. Ted Bushelman and Sharon Elliston will be attending, along with Kim Adams, Jordan O’Reilly, and Marty McDonald. **2) Open House at Split Rock** Ms. Fox stated that Mark Jacobs has indicated that the only day he can have Open House at Split Rock is May 8. If it does not rain, he will try to have the same groups of people out and about so that hikers will have a point of contact. She will work with Mark Jacobs and Kim Adams on the Open House. **3) Preservation Awards Ceremony** Ms. Fox stated that the Preservation Awards Ceremony is tentatively scheduled for May 20. **4) Cemetery Workshop** Ms. Fox suggested that the Cemetery Workshop be held May 15. Ms. Wilcox will contact Ann Johnson and e-mail the information to Ms. Fox and Mr. Becher. Ms. Fox stated that the last time a cemetery workshop was done, there was a charge of \$25 – but there was a national consultant to be paid. Ms. Elliston suggested taking donations at the door for the Cemetery Fund. Mr. Becher stated that those giving \$100 or more can be a sponsor of the Cemetery Workshop. Ms. Striker stated that May 24 – 29 is Cemetery Preservation Week. Mrs. Elliston’s Girl Scout Troup may be interested in the Cemetery Project and they could earn a badge or service award for their participation. Ms. Fox stated that the Cemetery Workshop could be an annual event every year in May and be a regular activity for the Girl Scouts.

- E. 2004 Preservation Awards (a) Nominees** Mr. Becher distributed copies of the Proposed 2004 Preservation Awards Nominees. He stated that there does not have to be a recipient in every category. He asked the Board members for their input. Mr. Clare recommended a Preservation Stewardship Award for Friends of Big Bone and the Lewis & Clark Heritage Trail Foundation Ohio River Chapter (Jim Allard) for the state historic marker for Lewis & Clark at Big Bone. He recommended that Joyce and Joe Engleman receive an award for the flatboat at Big Bone landing. Ms. Fox suggested the lady who runs Garden Creations in Petersburg and has made a video of it for an Adaptive Reuse Award. Mr. Schrage suggested honoring the last person to donate a collection to the library, which may encourage others. Ms. Striker stated that the Library is working on this and may have names to submit next year. Mr. Becher suggested that a Preservation Craftsmanship Award be given to H. Hudson Construction since they recreated the entrance to the Old Courthouse and did the windows. **(b) Event** Mr. Becher questioned where the Preservation Awards event should be held this year. Mrs. Elliston stated that the Willis Graves B&B is not large enough, but if the event is at the County Seat, people could walk down there. Mr. Becher stated that Arlene Jones may not want to lose a night's revenue, but he will talk to her and if she does not want it there, she might cater it. He will also talk to Robin Curry about possibly having the event in the Old Courthouse.
- F. Other** **1) River Born Kentucky Bred** Mr. Clare asked for an update regarding River Born Kentucky Bred – where is it to be stored and how is it to be utilized. Mr. Costello responded that he has talked to the Library and to John Stanton about combining it with the Big Bone curriculum and about storing it at the Old Courthouse. A decision has not been made. He feels that the Library would be a good location so that the material would be available to public and home-schooled children. He will follow-up with Cindy Brown at the Library. Mr. Becher stated that something needs to be done because the ceiling in his office is leaking. **2) Marketing Educational Units/Books** Mr. Clare stated that the Board can write a grant and get a project done – but has difficulty getting it to the public. Mr. Becher stated that in order to get the materials into the schools, someone has to go every year and market them. Mr. Costello questioned how they can be marketed in the academic world. Ms. Fox stated that the reason the schools might not use the materials is that they are tied to the tests. Mr. Clare stated that education is part of the mission Statement of this Board – but the books are in the office and the educational program is locked up. Mr. Costello stated that he does not have a way to promote heritage education. Mr. Clare stated that possibly the next grant project could be promoting heritage education. Mr. Costello stated that the *Structures* book goes along with Heritage Tourism. Mr. Schrage questioned hiring an intern to work with Matt Becher and get some of these things done. Mrs. Elliston stated that an intern could go to the school and teach a unit in the classroom with the teacher and possibly the program would catch on. Mr. Schrage stated that the Area Development District got a grant from Cinergy to go to schools and teach about recycling. Mr. Costello stated that the Historical Society should raise money to do that. Ms. Fox suggested that the Board partner with the Historical Society in this regard. Mr. Schrage will contact Cinergy about a grant. **3) Heritage Tourism Plan** Mr. Clare questioned getting the Heritage Tourism Plan incorporated into the Comprehensive Plan. Mr. Costello stated that the 2005 Update of the

Comprehensive Plan can be adopted to include all the recommendations in the Heritage Tourism Plan. The 2005 Update process is starting now. He stated that Fiscal Court does not adopt the Comprehensive Plan and there is no reason to present the Heritage Tourism Plan to Fiscal Court. Mr. Clare stated that the Heritage Tourism Plan is a model document and could be used nationally. Mr. Becher stated that once the Comprehensive Plan is adopted, the Heritage Tourism Plan will have a legal basis. **4) Heritage Tourism Map** Ms. Wilcox questioned when the Heritage Tourism Map will be reprinted. Mr. Becher stated that he does not see a problem with getting the \$4,000+ to reprint the map and expects action to be taken on it at the April meeting of the Northern Kentucky Convention & Visitors Bureau. Mr. Becher stated that the map is ready to go to the printer when the funds are received. Mr. Schrage suggested putting a flyer for the *Structures* book in the Heritage Tourism Map and anyone who buys a book or makes a donation should be added to the Newsletter mailing list. **5) Bridget Striker** made a list of businesses (50+ employees) in the area from Reference USA, which Ms. Fox showed to the Board members. Mrs. Elliston stated that churches in the area may also be a source of donations. Ms. Fox stated that Bridget Striker also had some ideas for fundraising and the Board will talk about them at the next meeting.

There being no further business to come before the Board, Mr. Schrage moved to adjourn. Mr. Clare seconded the motion and it was approved by all. The meeting adjourned at 6:58 PM. The next meeting of The Historic Preservation Review Board will be on March 11, 2004 at 5 PM in the Old Clerk's Building behind the Administration Building.

Respectfully submitted,

---

Jan Hancock, Recording Secretary

---

Matt Becher, Rural/Open Space Planner  
Boone County Planning Commission

---

Pat Fox, Chairperson  
Historic Preservation Review Board

---

Date